



KIMBALL PUBLIC SCHOOLS

Administration Offices
901 South Nadine Street
Kimball, NE 69145

AGENDA

The following is the agenda for the meeting of the Board of Education to be held on Monday, June 13, 2022, at 6:30 PM in the Kimball County Transit Service Meeting Room, 233 South Chestnut Street, Kimball, Nebraska 69145

1. Pledge of Allegiance
2. Call meeting to order (Open Meeting Law announcement)
3. "The Mission of Kimball Public Schools is to educate every student for a lifetime of success."
4. Roll Call
5. Excuse the Absence of Board Member
6. Approval of Agenda
7. Read and Approval of Minutes: Regular Board Meeting May 9, 2022
8. Reading and Approval of Board Bills
9. Treasurer's Report
10. Board Reports
11. Administrator's Reports
12. Superintendent's Report
13. Continuous School Improvement Plan Progress
14. Presentation: Jacob Hurla from Community Building Solutions
15. Recognition of Visitors - Public Comment (Policy 202.05)
16. Action Items:
 - 16.A. Discuss, consider and take all necessary action with regard to approval of declaration of surplus property
 - 16.B. Discuss, consider and take all necessary action with regard to approval of Panhandle Beginnings Interlocal Agreement
 - 16.C. Discuss, consider and take all necessary action with regard to approval of auditorium seating quote based on updated seating figures
 - 16.D. Discuss, consider and take all necessary action with regard to transfer of title of wheelchair van to Kimball County Transit Service
 - 16.E. Discuss, consider, and take all necessary action with regard to approval of fire system upgrade at the Jr/Sr High School
 - 16.F. Discuss, consider and take all necessary action with regard to adopting a resolution to fill the vacancy on the school board.
 - 16.G. Discuss, consider, and take all necessary action in regard to approval of 2022-2023 fees.
 - 16.H. Discuss, consider and take all necessary action with regard to review, amend, repeal, consideration and/or adoption of board policies:
 - 16.H.1. KPS Board Policy 1001.02: Parental Involvement
Hold Public Hearing to discuss, consider and receive input on the Parental Involvement Policy.

The public will be given the opportunity to present information and options on the Parental Involvement Policy.

16.H.1.1. Discuss, consider and take all necessary action with regard to altering or reaffirming the KPS Board Policy 1001.02: Parental Involvement

16.H.2. KPS Board Policy 501.06: Student Fees

Hold Public Hearing to discuss, consider and receive input on the Student Fees Policy. The public will be given the opportunity to present information and options on the Student Fees Policy.

16.H.2.1. Discuss, consider and take all necessary action with regard to altering or reaffirming the Student Fees Policy 501.06

16.H.3. Discuss, consider, and take all necessary action with regard to review of board policies: 501.07, 504.17, 602.01, and 603.11.

16.H.4. Discuss, consider, and take all necessary action with regard to amendment of board policies: 202.04, 202.10, 402.01, 501.15.01, 602.05, 611.03, 701.06, and 701.36

17. Discussion Items:

17.A. Discussion Item #1: District Handbooks

17.B. Discussion Item #2: KPS Staffing for the 2022-23 School Year

18. Next Meeting(s)/Opportunities:

18.A. Regular Board Meeting: Monday, July 11, 2022 at 6:30 p.m. in the Meeting Room at the Kimball County Transit Service, 233 South Chestnut Street, Kimball, Nebraska

19. Motion to Adjourn

NOTICES:

COPY OF OPEN MEETINGS ACT: The Board of Education makes 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. The Act is posted on the south wall of the meeting room.

KIMBALL PUBLIC SCHOOLS MISSION STATEMENT: “The Mission of Kimball Public Schools is to educate every student for a lifetime of success.”

NOTICE OF MEETING: Notice of the meeting was published according to Board Policy.

INSTRUCTIONS FOR THOSE WHO WISH TO SPEAK DURING PUBLIC FORUM:

Getting Started: When it is your turn to speak during the public forum portion of the agenda, please come forward to the podium situated next to the Board, sign your name and information on the sign-in sheet. Any member of the public desiring to address the board shall be required to identify himself or herself, including address and the name of any organization represented by such person unless the address requirement is waived to protect the security of the individual

Time Limit: You may speak only one time and must limit comments to 5 minutes or less. Public Forum will not exceed 30 minutes.

Personnel or Student Topic: If you are planning to speak about a personnel or student matter involving an individual, please understand that our policies require such concerns initially be directed to the administration for consideration. Board members will generally not respond to any questions you ask or comments you may make about individual staff members or students. You are cautioned that slanderous comments are not protected just because they are made at a Board meeting.

General Rules: Please remember this is a public meeting for the conduct of the business of the Board of Education. Offensive language, personal attacks and hostile conduct will not be tolerated.

CLOSED SESSIONS: Kimball Public Schools Board of Education reserves the right to go into closed session in

accordance with Nebraska Statue 84-1410.

BY: KIMBALL PUBLIC SCHOOLS

A meeting of the Board of Education of Kimball Public Schools was convened in open and public session on Monday, May 9, 2022 at 6:30 PM in the Kimball County Transit Service Meeting Room, 233 South Chestnut Street, Kimball, Nebraska 69145.

A notice of the meeting was given in advance by publication and/or posting in accordance with the Board approved method for giving notice of meetings. Notice of this meeting was given in advance to all members of the Board of Education. The secretary for the Board maintains a list of the news media, of the time and place of the meeting and the subject to be discussed at the meeting. Availability of the agenda was communicated in the publicized notice. All proceedings of the Board of Education except as may be hereinafter noted were taken while the convened meeting was open to the attendance of the public.

The Pledge of Allegiance was stated by all present.

Present: Travis Cook, Albert Hargreaves, Lanny Little, Tom O'Brien, Chauncey Pedersen,

Absent: Matthew Shoup.

The meeting was called to order by President Travis Cook at 6:30 p.m. At the beginning of this meeting the President announced and informed the public that a current copy of the Open Meetings Act is posted on the wall of the meeting room and directed the public to its location. Board Member Little read the mission statement of Kimball Public Schools.

The roll was called and the following Board members were present or absent.

Motion was made by Tom O'Brien, seconded by Albert Hargreaves to excuse the absence of Chauncey Pedersen. After discussion and upon roll call vote, the Board voted as follows:

Matthew Shoup: Aye

Travis Cook: Aye

Albert Hargreaves: Aye

Lanny Little: Aye

Tom O'Brien: Aye

Chauncey Pedersen: Absent

Motion was made by Lanny Little, seconded by Tom O'Brien to approve the agenda. After discussion and upon roll call vote, the Board voted as follows:

Matthew Shoup: Aye

Travis Cook: Aye

Albert Hargreaves: Aye

Lanny Little: Aye

Tom O'Brien: Aye

Chauncey Pedersen: Absent

Absent: Chauncey Pedersen.

Motion was made by Matthew Shoup, seconded by Albert Hargreaves to approve the minutes from American Civics Committee and Regular Board Meeting April 11, 2022. After discussion and upon roll call vote, the Board voted as follows:

Chauncey Pedersen: Absent

Travis Cook: Aye

Albert Hargreaves: Aye

Lanny Little: Aye

Tom O'Brien: Aye
 Matthew Shoup: Aye
 Motion was made by Matthew Shoup, seconded by Tom O'Brien to approve the current bills.
 After discussion and upon roll call vote, the Board voted as follows:
 Chauncey Pedersen: Absent
 Travis Cook: Aye
 Albert Hargreaves: Aye
 Lanny Little: Aye
 Tom O'Brien: Aye
 Matthew Shoup: Aye

**Kimball Public Schools
 BOARD REPORT OF EXPENDITURES
 5/9/2022**

PREPAID

\$0.00

REGULAR MONTHLY EXPENSES

60555	ALWAYZ MANUFACTURING CO.	825.00
60556	ARBOR SCIENTIFIC	677.06
60557	AWARD EMBLEM MFG. CO., INC	431.52
60558	BAUDVILLE	47.14
60559	BEMIS DRUG	31.45
60560	BERGANKDV,LTD	230.00
60561	BLACK HILLS ENERGY	9,941.85
60562	BLICK ART MATERIALS	313.06
60563	BORDER STATES INDUSTRIES	200.00
60564	CAPITAL BUSINESS SYSTEMS, INC.	2,490.63
60565	CENTURY LINK BUSINESS SERVICES	276.44
60566	CITY OF KIMBALL	10,863.56
60568	CROSSROADS MUSIC	99.00
60569	CULLIGAN	165.55
60570	DAS STATE ACCOUNTING - CENTRAL	259.49
60571	DICK BLICK ART MATERIALS	522.70
60573	FRANK PARTS COMPANY	162.68
60574	FRENCHMAN VALLEY COOP	6,079.23
60575	GRANITE TELECOMMUNICATIONS	420.90
60576	HERFF JONES, LLC	329.06

60577	HOMETOWN HARDWARE	380.94
60578	IDEAL/BLUFFS FACILITY SOLUTIONS	994.90
60579	CREATORS OF TOUCH MATH	26.52
60580	ITSAVVY LLC	1,074.14
60581	J.W. PEPPER & SON INC.	68.73
60582	JOHNSON CONTROLS	2,369.84
60583	JONES SCHOOL SUPPLY CO, INC	324.36
60584	KIMBALL ACE HARDWARE	367.27
60585	KIMBALL AUTO PARTS CO	20.94
60586	KIMBALL PUBLIC SCHOOLS	1,906.04
60587	THE MUSICIAN'S CHOICE	215.18
60588	NE COLORADO CELLULAR, INC	188.60
60589	NE COUNCIL OF SCHOOL ADMINISTRATORS	1,914.00
60590	ONE SOURCE	186.00
60591	PERRY, GUTHERY, HAASE & GESSFO	174.00
60592	QUILL CORPORATION	738.60
60593	SCHOOL SPECIALTY INC.	180.61
60594	STAPLES BUSINESS ADVANTAGE	971.03
60595	STRAUCH ELECTRIC, LLC	1,043.61
60596	KURT TREMAIN	250.00
60597	VERIZON WIRELESS	105.74
60598	VINCE'S CORNER	114.94
60599	WESTERN NEBRASKA OBSERVER	426.33
60601	IDENTIFICATION PRODUCTS MFG. CO.	233.50
60602	COMPUTER INFORMATION CONCEPTS	6,754.00
60603	HOMETOWN HARDWARE	15.98
60604	KIMBALL ACE HARDWARE	31.97
60605	KIMBALL HEALTH SERVICES	430.31
60606	MCMANIGAL LAWN AND LANDSCAPE	2,440.00
60607	MONUMENT CLEANING COMPANY	6,795.00
60608	NEBRASKA SAFETY CENTER	125.00
60609	NEBRASKA.GOV	22.50
60610	QUILL CORPORATION	4.90
60612	ROCKY MOUNTAIN AIR SOLUTIONS	804.36
		\$66,066.16
60567	COMMUNITY BUILDING SOLUTIONS	148,758.00
60572	ESU #13	26,713.56

GENERAL FUND TOTAL

\$241,537.72

6003	CASH-WA DISTRIBUTING	9,361.00
6004	ECOLAB PEST ELIMINATION DIVISION	119.92
6005	HILAND DAIRY FOODS COMPANY, LLC	2,553.08
6006	PEPSI-COLA OF WESTERN NEBRASKA	1,077.85
6007	US FOODS - GRAND ISLAND	5,453.03
NUTRITION FUND TOTAL		\$ 18,564.88

1500	HOMETOWN HARDWARE	12.28
1503	MENARDS - SCOTTSBLUFF	12.99
Building Fund Total		\$ 25.27

TOTAL MONTHLY BILLS \$ 260,127.87

Motion was made by Lanny Little, seconded by Albert Hargreaves to approve the Treasurer's Report. After discussion and upon roll call vote, the Board voted as follows:

Chauncey Pedersen: Absent
 Travis Cook: Aye
 Albert Hargreaves: Aye
 Lanny Little: Aye
 Tom O'Brien: Aye
 Matthew Shoup: Aye

May 9, 2022

Treasurer's report is as follows:

		Mar-22	Mar-21
Amount received from County Treasurer			
Bank Balance	April 30, 2022	85,815.18	188,428.30
Savings Account General Funds	April 30, 2022	1,325,996.07	1,201,440.20
Depreciation Fund	April 30, 2022	162,435.82	269,040.21
Building Fund	April 30, 2022	2,461,573.43	602,334.24
Nutrition Fund	April 30, 2022	115,706.13	80,470.14
Activity Fund	April 30, 2022	126,695.94	55,885.62
Total Available Funds		4,278,222.57	2,397,598.71

Payroll Gross	350,828.65	335,982.68
Amount of Bills	260,127.87	141,587.05
Blue Cross Blue Shield/HSA Pmt/UNUM Life	73,422.07	73,034.12
Nebraska School Retirement	32,818.00	32,226.94
FirsTier Bank (FICA)	25,820.52	24,777.89
 Total Amount of Expenses	 743,017.11	 607,608.68
 Balance Remaining after Expenses	 3,535,205.46	 1,789,990.03

The Board reviewed written reports of Mrs. Danielle Reader, Jr-Sr High School Principal and Mrs. Jamie Soper, Mary Lynch Elementary Principal.

The Board reviewed the written report of Mr. Trevor Anderson, superintendent.

Mr. Ken Smith gave his Activities Department report for the school year.

Motion was made by Matthew Shoup, seconded by Albert Hargreaves to approve the resignation of Ben Aarestad effective the end of the 2021-22 school year. After discussion and upon roll call vote, the Board voted as follows:

Chauncey Pedersen: Absent

Travis Cook: Aye

Albert Hargreaves: Aye

Lanny Little: Aye

Tom O'Brien: Aye

Matthew Shoup: Aye

Motion was made by Lanny Little, seconded by Tom O'Brien to accept the resignation with regret of Board Member Matthew Shoup from the Board of Education effective July 11, 2022.

After discussion and upon roll call vote, the Board voted as follows:

Chauncey Pedersen: Absent

Matthew Shoup: Abstain (With Conflict)

Travis Cook: Aye

Albert Hargreaves: Aye

Lanny Little: Aye

Tom O'Brien: Aye

Motion was made by Lanny Little, seconded by Albert Hargreaves to approve the certificated contract for Meredith Christiansen. After discussion and upon roll call vote, the Board voted as follows:

Chauncey Pedersen: Absent

Travis Cook: Aye

Albert Hargreaves: Aye

Lanny Little: Aye

Tom O'Brien: Aye

Matthew Shoup: Aye

Motion was made by Albert Hargreaves, seconded by Lanny Little to approve the certificated contract for Kristina Segreaves. After discussion and upon roll call vote, the Board voted as follows:

Chauncey Pedersen: Absent
Travis Cook: Aye
Albert Hargreaves: Aye
Lanny Little: Aye
Tom O'Brien: Aye
Matthew Shoup: Aye

Motion was made by Lanny Little, seconded by Travis Cook to approve the certificated contract for Matthew Shoup. After discussion and upon roll call vote, the Board voted as follows:

Chauncey Pedersen: Absent
Matthew Shoup: Abstain (With Conflict)
Travis Cook: Aye
Albert Hargreaves: Aye
Lanny Little: Aye
Tom O'Brien: Aye

Motion was made by Tom O'Brien, seconded by Albert Hargreaves to approve Board policies: 504.01, 504.02, 504.03, 504.04, 504.05, 504.06 as reviewed. After discussion and upon roll call vote, the Board voted as follows:

Chauncey Pedersen: Absent
Travis Cook: Aye
Albert Hargreaves: Aye
Lanny Little: Aye
Tom O'Brien: Aye
Matthew Shoup: Aye

The Board discussed Board Policy 203.08- Board Vacancies and will look to adopt a resolution pertaining to the vacancy at its Regular June Meeting.

Motion was made by Tom O'Brien, seconded by Lanny Little to adjourn the meeting at 7:20 p.m. After discussion and upon roll call vote, the Board voted as follows:

Chauncey Pedersen: Absent
Travis Cook: Aye
Albert Hargreaves: Aye
Lanny Little: Aye
Tom O'Brien: Aye
Matthew Shoup: Aye

ATTEST:

TRAVIS COOK

THOMAS O'BRIEN
KIMBALL PUBLIC SCHOOLS
KIMBALL PUBLIC SCHOOLS
BOARD OF EDUCATION
BOARD OF EDUCATION

Detail Check Register

Checking Account: 01

GENERAL FUND 01-101

Check Number: 60630	Check Type: Check	Check Date: 06/13/2022	Vendor: ADVANTACOR	ADVANTACORE SCHOOL IMPROVEMENT SOLUTIONS	Check Total: 2,499.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
2022-23 FRESHMAN	03/29/2022	10651	Freshman Focus Curriculum	01 1100 640 001 000	2,499.00
Check Number: 60631	Check Type: Check	Check Date: 06/13/2022	Vendor: AWARDEMBLE	AWARD EMBLEM MFG. CO., INC	Check Total: 62.80
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
416803	04/28/2022	10770	Most improved	01 2290 890 001 000	62.80
Check Number: 60632	Check Type: Check	Check Date: 06/13/2022	Vendor: BERGANKDVL	BERGANKDV,LTD	Check Total: 225.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
05/30/22 P-0001	06/01/2022		KRONOS TIME AND LABOR	01 2510 610 000 000	225.00
Check Number: 60634	Check Type: Check	Check Date: 06/13/2022	Vendor: BRANCHINGM	BRANCHING MINDS	Check Total: 4,158.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
2022-23 RENEWAL	07/01/2022	10975	Branching Minds Renewal	01 1100 890 000 000	4,158.00
Check Number: 60635	Check Type: Check	Check Date: 06/13/2022	Vendor: CAPITALBUS	CAPITAL BUSINESS SYSTEMS, INC.	Check Total: 2,477.42
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
31726578-0001	05/27/2022		COPIER LEASE	01 1100 610 000 000	2,477.42
Check Number: 60636	Check Type: Check	Check Date: 06/13/2022	Vendor: CENTURYLI2	CENTURY LINK BUSINESS SERVICES	Check Total: 276.44
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
293866741-0001	06/20/2022		OUTBOUND VOIP SERVICE	01 2510 530 000 000	276.44
Check Number: 60637	Check Type: Check	Check Date: 06/13/2022	Vendor: CEV	CEV Multimedia, LTD	Check Total: 60.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
129032	01/21/2022	10434	Industry Certifications	01 1100 610 001 040	60.00
Check Number: 60638	Check Type: Check	Check Date: 06/13/2022	Vendor: CHADRONSTA	CHADRON STATE COLLEGE	Check Total: 68.90
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
2022- HPHC LUNCH	05/26/2022	10959	High Plains Honor Choir Fees	01 1100 810 001 032	20.00
CONF9441	03/16/2022	10452	Cafeteria Lunches for students attending	01 1100 580 001 030	48.90
Check Number: 60639	Check Type: Check	Check Date: 06/13/2022	Vendor: CITYOFKIMB	CITY OF KIMBALL	Check Total: 9,070.54
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
03/07-04/1-0002	06/25/2022		AG SHOP SEWER	01 2610 410 001 000	22.00
03/07-04/1-0002	06/25/2022		AG SCHOP LANDFILL/COLLECTION	01 2610 410 001 000	51.25
03/07-04/1-0002	06/25/2022		STADIUM WATER	01 2610 410 001 000	370.72
03/07-04/1-0002	06/25/2022		STADIUM SEWER	01 2610 410 001 000	22.00
03/07-04/1-0002	06/25/2022		MECHANIC SHOP SEWER	01 2610 410 001 000	113.74
03/07-04/1-0002	06/25/2022		MAIN BLD WATER	01 2610 410 001 000	198.63
03/07-04/1-0002	06/25/2022		MAIN BLD SEWER	01 2610 410 001 000	99.91
03/07-04/1-0002	06/25/2022		MAIN BLD COLLECTION/LANDFILL	01 2610 410 001 000	461.25
03/07-04/1-0002	06/25/2022		MECHANIC SHOP WATER	01 2610 410 001 000	28.70

Detail Check Register

Checking Account: 01		GENERAL FUND 01-101					
03/07-04/1-0002	06/25/2022		#3 EAST WATER	01 2610 410 003 000	50.42		
03/07-04/1-0002	06/25/2022		#3 EAST SEWER	01 2610 410 003 000	45.11		
03/07-04/1-0002	06/25/2022		ML MODULAR WATER	01 2610 410 003 000	35.94		
03/07-04/1-0002	06/25/2022		ML E WARD E-W WATER	01 2610 410 003 000	34.38		
03/07-04/1-0002	06/25/2022		ML E WARD E-W COLLECTION AND LANDFILL	01 2610 410 003 000	307.50		
03/07-04/1-0002	06/25/2022		ML E WARD E-W SEWER	01 2610 410 003 000	55.73		
03/07-04/1-0002	06/25/2022		ML MODULAR SEWER	01 2610 410 003 000	30.12		
03/07-04/1-0002	06/25/2022		STADIUM ELECTRIC	01 2610 621 001 000	301.53		
03/07-04/1-0002	06/25/2022		AG SHOP ELECTRIC	01 2610 621 001 000	533.77		
03/07-04/1-0002	06/25/2022		SOUTH GYM ELECTRIC	01 2610 621 001 000	972.23		
03/07-04/1-0002	06/25/2022		MAIN BLD ELECTRIC	01 2610 621 001 000	3,660.02		
03/07-04/1-0002	06/25/2022		ML MODULAR ELECTRIC	01 2610 621 003 000	504.17		
03/07-04/1-0002	06/25/2022		ML E WARD 3-W ELECTRIC	01 2610 621 003 000	867.01		
03/07-04/1-0002	06/25/2022		#3 EAST ELECTRIC	01 2610 621 003 000	304.41		
Check Number: 60640		Check Type: Check	Check Date: 06/13/2022	Vendor: COUNTRYPRI	THE COUNTRY PRINTER	Check Total:	268.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
12703	06/01/2022		GRADUATION PROGRAMS 2022	01 1100 890 001 000	268.00		
Check Number: 60641		Check Type: Check	Check Date: 06/13/2022	Vendor: CULLIGAN	CULLIGAN	Check Total:	105.80
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
JUNE 2022-0001	06/01/2022		SOFTNER RENTAL	01 2610 610 001 000	69.95		
JUNE 2022-0001	06/01/2022		SALT DELIVERY-51133	01 2610 610 001 000	11.95		
JUNE 2022-0001	06/01/2022		SALT DELIVERY-51136	01 2610 610 003 000	23.90		
Check Number: 60642		Check Type: Check	Check Date: 06/13/2022	Vendor: DASSTATEAC	DAS STATE ACCOUNTING - CENTRAL FINANCE	Check Total:	259.49
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
MARCH STMT-0004	06/01/2022		ACCOUNT 0189 OCT	01 2510 382 000 000	259.49		
Check Number: 60643		Check Type: Check	Check Date: 06/13/2022	Vendor: MSRWEST	E3 DIAGNOSTICS	Check Total:	210.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
SRV-17033-0001	05/26/2022	10873	annual audiometer calibration	01 2130 733 000 000	210.00		
Check Number: 60644		Check Type: Check	Check Date: 06/13/2022	Vendor: ECOLABPEST	ECOLAB PEST ELIMINATION DIVISION	Check Total:	119.92
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
6885492	05/18/2022		PEST ELIMINATION ML	01 2620 340 003 000	119.92		
Check Number: 60645		Check Type: Check	Check Date: 06/13/2022	Vendor: EREFLECT	EREFLECT - TYPESY	Check Total:	217.25
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
INV-22166	05/25/2022	10948	Tysey - 5th and 6th grade	01 2410 650 003 000	217.25		
Check Number: 60646		Check Type: Check	Check Date: 06/13/2022	Vendor: ESU13	ESU #13	Check Total:	27,801.34
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
2022-05-31-0001	06/01/2022		ESU - THERAP BEH/MENTAL HEALTH	01 1100 591 003 000	300.00		

Detail Check Register

Checking Account: 01		GENERAL FUND 01-101				
2022-05-31-0001	06/01/2022	MERIDIAN TUITION - ESU	01 1200 561 001 003	4,044.81		
2022-05-31-0001	06/01/2022	PANHANDLE BEGINNINGS SCHOOL	01 1200 561 003 003	1,026.60		
2022-05-31-0001	06/01/2022	SUPERVISION OF PROGRAMS - ESU HS	01 1200 591 001 005	268.31		
2022-05-31-0001	06/01/2022	SUPERVISION OF PROGRAMS - ESU ML	01 1200 591 003 005	268.31		
2022-05-31-0001	06/01/2022	SPED INSTRUCTION AGES 3-5	01 1291 591 003 000	1,195.77		
2022-05-31-0001	06/01/2022	SPED SUPERVISION AGES 3-5	01 1291 591 003 005	95.66		
2022-05-31-0001	06/01/2022	SPED SUPERVISION AGES 3-5	01 1291 591 003 005	118.38		
2022-05-31-0001	06/01/2022	SPED INSTRUCTION AGES 0-2	01 1292 591 003 000	741.75		
2022-05-31-0001	06/01/2022	SPED SUPERVISION AGES 0-2	01 1292 591 003 005	59.34		
2022-05-31-0001	06/01/2022	PSYCH COUNSELING HS - ESU	01 2141 591 001 002	45.34		
2022-05-31-0001	06/01/2022	PSYCH ASSESSMENT ML - ESU	01 2141 591 003 001	4,961.31		
2022-05-31-0001	06/01/2022	PSYCH COUNSELING ML - ESU	01 2141 591 003 002	1,617.16		
2022-05-31-0001	06/01/2022	PSYCH ASSESSMENT PK 3-5 - ESU	01 2142 591 003 001	1,479.69		
2022-05-31-0001	06/01/2022	SPEECH HS - ESU	01 2151 591 001 003	219.00		
2022-05-31-0001	06/01/2022	SUPERVISION - SPEECH HS - ESU	01 2151 591 001 005	17.52		
2022-05-31-0001	06/01/2022	OT HS - ESU	01 2161 591 001 000	397.80		
2022-05-31-0001	06/01/2022	SUPERVISION - OT HS - ESU	01 2161 591 001 005	31.82		
2022-05-31-0001	06/01/2022	OT ML - ESU	01 2161 591 003 000	1,919.70		
2022-05-31-0001	06/01/2022	SUPERVISION - OT ML - ESU	01 2161 591 003 005	153.58		
2022-05-31-0001	06/01/2022	OT AGES 3-5	01 2162 591 003 000	1,199.70		
2022-05-31-0001	06/01/2022	SUPERVISION - OT AGES 3-5	01 2162 591 003 005	95.98		
2022-05-31-0001	06/01/2022	OT AGES 0-2	01 2163 591 003 000	682.20		
2022-05-31-0001	06/01/2022	SUPERVISION - OT AGES 0-2	01 2163 591 003 005	54.58		
2022-05-31-0001	06/01/2022	VISUALLY IMPAIRED/SERVICES AGES 3-5	01 2182 591 003 000	810.00		
2022-05-31-0001	06/01/2022	VISUALLY IMPAIRED/SERVICES AGES 3-5 SUPE	01 2182 591 003 005	64.80		
2022-05-31-0001	06/01/2022	MEDICAID IN PUBLIC SCHOOLS	01 2190 591 001 000	210.00		
2022-05-31-0001	06/01/2022	PROFESSIONAL DEVELOPMENT	01 2213 330 000 000	84.00		
2022-05-31-0001	06/01/2022	DISTANCE LEARNING	01 2224 382 000 000	757.00		
2022-05-31-0001	06/01/2022	INTERNET E-RATE CONSORTIUM	01 2224 382 000 000	450.00		
2022-05-31-0001	06/01/2022	NEVA	01 2224 382 000 000	708.33		
2022-05-31-0001	06/01/2022	STUDENT RECORD SYSTEM (SRS)	01 2580 591 001 000	1,162.90		
2022-05-31-0001	06/01/2022	ONTO COLLEGE TEST PREP	01 2580 591 001 000	2,560.00		
Check Number: 60647	Check Type: Check	Check Date: 06/13/2022	Vendor: FRENCHMANV	FRENCHMAN VALLEY COOP	Check Total:	6,079.23
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
04/22 STAT-0002	06/30/2022		CARDTROL PURCHASES	01 2710 626 000 000	6,079.23	
Check Number: 60648	Check Type: Check	Check Date: 06/13/2022	Vendor: GRANITETEL	GRANITE TELECOMMUNICATIONS	Check Total:	408.11
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
05/22-0001	06/01/2022		TELEPHONE SERVICE	01 2510 530 000 000	408.11	
Check Number: 60649	Check Type: Check	Check Date: 06/13/2022	Vendor: HENDERSON	BRIAN HENDERSON	Check Total:	93.67

Detail Check Register

Checking Account: 01		GENERAL FUND 01-101				
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
reimbursement fuel	05/09/2022	10910	Reimbursement for gas, gas card didn't w	01 2710 626 000 000	93.67	
Check Number: 60650	Check Type: Check	Check Date: 06/13/2022	Vendor: HOMETOWNH	HOMETOWN HARDWARE	Check Total:	152.60
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
000187	05/11/2022	10921	Door stops	01 2620 720 003 000	15.98	
008442	05/10/2022	10056	General woodworking supplies and equipme	01 1100 610 001 044	59.96	
010172	04/28/2022	10870	Jigsaw blades	01 1100 610 001 040	12.99	
05/17/22	05/17/2022	10945	Duct tape	01 2610 610 003 000	12.99	
AG 05/20/22	05/20/2022		AG PROJECT	01 1100 610 001 040	16.47	
PROJECTS 05/20/22	05/20/2022	10056	General woodworking supplies and equipme	01 1100 610 001 044	5.47	
SUPPLIES 2022	05/17/2022	10056	General woodworking supplies and equipme	01 1100 610 001 044	7.98	
SUPPLY 2022	05/18/2022	10056	General woodworking supplies and equipme	01 1100 610 001 044	20.76	
Check Number: 60651	Check Type: Check	Check Date: 06/13/2022	Vendor: BLUFFSFACI	IDEAL/BLUFFS FACILITY SOLUTIONS	Check Total:	946.28
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
448712	04/29/2022	10821	T.T. 865 sheets, 36/cs	01 2610 610 003 000	141.62	
448712	04/29/2022	10821	Liners, 40X46, black, 45 gal. 2 mil. 100	01 2610 610 003 000	131.55	
448712	04/29/2022	10821	Paper towel, 800' rolls, 12/cs	01 2610 610 003 000	264.88	
448712	04/29/2022	10821	Liners, 46X50, black, 60 gal. 1.5 mil. 1	01 2610 610 003 000	141.66	
448712	04/29/2022	10821	Safe neutral cleaner, gal. 4/cs	01 2610 610 003 000	48.11	
448712	04/29/2022	10821	Shipping	01 2610 610 003 000	3.00	
448712	04/29/2022	10821	Kutol soap, EZ foam, 6/cs	01 2610 610 003 000	77.95	
448712	04/29/2022	10821	Buckeye defoamer, gal.	01 2610 610 003 000	26.04	
448712	04/29/2022	10821	Eco Air, cotton blossom, 6/cs	01 2610 610 003 000	27.38	
448712	04/29/2022	10821	Eco Air, herbal mint, 6/cs	01 2610 610 003 000	29.33	
448712	04/29/2022	10821	Eco Air, honey suckle, 6/cs	01 2610 610 003 000	27.38	
448712	04/29/2022	10821	Eco Air, Mango, 6/cs	01 2610 610 003 000	27.38	
Check Number: 60652	Check Type: Check	Check Date: 06/13/2022	Vendor: INNOVATIVO	INNOVATIVE OFFICE SOLUTIONS LLC	Check Total:	26.52
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
SO-3706399	05/09/2022	10758	12X500 FOIL	01 1100 610 001 042	26.52	
Check Number: 60653	Check Type: Check	Check Date: 06/13/2022	Vendor: JWPEPPERSON	J.W. PEPPER & SON INC.	Check Total:	146.66
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
364246356	05/13/2022	10793	Pie Jesu	01 1100 610 001 032	75.85	
364246356	05/13/2022	10793	Bonse Aba	01 1100 610 001 032	86.95	
364246356	05/13/2022	10793	credit	01 1100 610 001 032	(16.14)	
Check Number: 60654	Check Type: Check	Check Date: 06/13/2022	Vendor: JONESSCHOO	JONES SCHOOL SUPPLY CO, INC	Check Total:	46.80
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
1884637	05/04/2022	10771	Treble clef honor	01 2290 890 001 000	46.80	
Check Number: 60655	Check Type: Check	Check Date: 06/13/2022	Vendor: JOSTENS2	JOSTENS RYAN HEFFNER	Check Total:	60.00

Detail Check Register

Checking Account: 01

GENERAL FUND 01-101

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
2022 GOLD TASSELS	05/20/2022		5 GOLD TASSELS 2022	01 2290 890 001 000	60.00	
Check Number: 60656	Check Type: Check	Check Date: 06/13/2022	Vendor: ACEHARDWAR	KIMBALL ACE HARDWARE	Check Total:	204.96
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
153-0001	06/09/2022	10871	Drill Bits	01 1100 610 001 040	69.99	
197	05/09/2022	10903	Masonry bit set, 14 pc.	01 2610 610 000 000	17.99	
200	05/10/2022	10909	Great Stuff, 12 oz.	01 2610 610 003 000	7.99	
200	05/10/2022	10909	Gorilla Epoxy, .85 oz.	01 2610 610 003 000	7.99	
207	05/12/2022	10923	Door knob/lock entry	01 2620 720 003 000	44.99	
209	05/12/2022	10922	Keys	01 2610 610 003 000	6.87	
213	05/13/2022		SUPPLIES	01 1100 610 001 044	31.56	
97	04/08/2022	10901	Ant bait, 4 pk.	01 2610 610 001 000	8.59	
97	04/08/2022	10901	Insect bug strip	01 2610 610 001 000	8.99	
Check Number: 60657	Check Type: Check	Check Date: 06/13/2022	Vendor: KIMBALLHEA	KIMBALL HEALTH SERVICES	Check Total:	185.24
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
04/01-04/30/22	04/30/2022	10944	Urine drug screens	01 2710 890 000 000	185.24	
Check Number: 60658	Check Type: Check	Check Date: 06/13/2022	Vendor: KIMBALLPUB	KIMBALL PUBLIC SCHOOLS	Check Total:	814.63
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
LUNCH INVOICES 05/22	05/31/2022		ICE CREAM	01 1100 890 000 000	176.65	
LUNCH INVOICES 05/22	05/31/2022		HS COFFEE	01 1100 890 001 000	177.93	
LUNCH INVOICES 05/22	05/31/2022		SUPERVISION MEALS	01 2570 291 001 000	123.75	
LUNCH INVOICES 05/22	05/31/2022		SUPERVISION MEALS	01 2570 291 003 000	259.45	
LUNCH INVOICES 05/22	05/31/2022		SUBSTITUTES MEALS	01 2570 293 001 000	39.35	
LUNCH INVOICES 05/22	05/31/2022		SUBSTITUTES MEALS	01 2570 293 003 000	37.50	
Check Number: 60659	Check Type: Check	Check Date: 06/13/2022	Vendor: KIMBALLSER	KIMBALL SERVICE CENTER	Check Total:	125.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
K49651	04/30/2022	10707	Tire repair, B95	01 2710 610 000 000	50.00	
MAY 2022	06/07/2022	10970	Alignment, car	01 2710 610 000 000	75.00	
Check Number: 60660	Check Type: Check	Check Date: 06/13/2022	Vendor: LARSENSJEW	LARSENS JEWELRY STORE	Check Total:	128.47
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
151825	05/20/2022		VAL AND SAL TROPHIES ENGRAVING	01 2290 890 001 000	53.50	
151825	05/20/2022		ENGRAVING AWARDS	01 2290 890 001 000	22.47	
151825	05/20/2022		MUSIC ENGRAVING	01 2290 890 001 000	52.50	
Check Number: 60661	Check Type: Check	Check Date: 06/13/2022	Vendor: LASHMETTRA	RACHEL LASHMETT	Check Total:	66.65
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
DR. SUESS 2022	05/24/2022	10644	Dr. Seuss - Bubbles Wrap	01 2410 890 003 000	66.65	
Check Number: 60662	Check Type: Check	Check Date: 06/13/2022	Vendor: MENARDS	MENARDS - SCOTTSBLUFF	Check Total:	788.43

Detail Check Register

Checking Account: 01		GENERAL FUND 01-101				
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
51939	03/27/2022	10059	Sheet material for woodworking	01 2610 610 003 000	59.96	
53115	04/14/2022	10059	Sheet material for woodworking	01 2610 610 003 000	728.47	
Check Number: 60663	Check Type: Check	Check Date: 06/13/2022	Vendor: MIDWESTTEC	MIDWEST TECHNOLOGY PRODUCTS	Check Total:	129.73
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
2128652-00	05/24/2022	10560	Ridgid NXT Wet/Dry Vacuum, 12 Gallon	01 1100 610 001 040	129.73	
Check Number: 60664	Check Type: Check	Check Date: 06/13/2022	Vendor: MILLERJESS	JESSICA MILLER	Check Total:	425.16
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
4TH QTR 2022 MILEAGE	06/02/2002	10977	Mileage agreement, 4th quarter	01 2710 332 000 000	425.16	
Check Number: 60665	Check Type: Check	Check Date: 06/13/2022	Vendor: MONUMENTCL	MONUMENT CLEANING COMPANY	Check Total:	7,548.75
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
MAY 2022	06/08/2022	10969	Cleaning	01 2610 110 001 000	7,548.75	
Check Number: 60666	Check Type: Check	Check Date: 06/13/2022	Vendor: NASCO	NASCO	Check Total:	305.76
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
262741	04/28/2022	10789	Nasco-Guard, Preserved Cause of Death Au	01 1100 610 001 024	273.00	
262741	04/28/2022	10789	SHIPPING	01 1100 610 001 024	32.76	
Check Number: 60667	Check Type: Check	Check Date: 06/13/2022	Vendor: VIAEROWIRE	NE COLORADO CELLULAR, INC	Check Total:	188.60
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
MARCH STAT-0003	06/05/2022		HOT SPOTS	01 2510 530 000 000	188.60	
Check Number: 60668	Check Type: Check	Check Date: 06/13/2022	Vendor: NEAGEDASSN	NEBRASKA AG ED ASSOCIATION	Check Total:	235.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
2022-23 MEMBERSHIP	04/19/2022	10806	Professional Fees	01 1100 810 001 038	235.00	
Check Number: 60669	Check Type: Check	Check Date: 06/13/2022	Vendor: NESTFIREMA	NEBRASKA STATE FIRE MARSHALL	Check Total:	216.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
2022-23 CERTIFICATES	06/07/2022	10974	Annual boiler certificates	01 2610 890 001 000	216.00	
Check Number: 60670	Check Type: Check	Check Date: 06/13/2022	Vendor: NEBRASKAG	NEBRASKA.GOV	Check Total:	15.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
DL CHECK	06/07/2022	10976	Driving record check	01 2710 890 000 000	15.00	
Check Number: 60671	Check Type: Check	Check Date: 06/13/2022	Vendor: ONESOURCE	ONE SOURCE	Check Total:	65.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
TCAL3341-20220531	05/31/2022		BACKGROUND CHECK HVAC PROJECT	01 2320 890 000 000	65.00	
Check Number: 60672	Check Type: Check	Check Date: 06/13/2022	Vendor: PANHANDLEC	PANHANDLE COOP ASSOCIATION	Check Total:	1,386.03
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
458482/K	05/18/2022		DYED DIESEL DELIVERED 153 GALLONS	01 2710 626 000 000	794.07	
724535	04/29/2022	10876	PBIS monthly awards	01 2410 610 003 000	35.04	

Detail Check Register

Checking Account: 01		GENERAL FUND 01-101				
724579	05/09/2022		WATER FOR BOARD/DISTRICT OFFICES	01 2320 890 000 000	5.79	
724609	05/01/2022		lunch for adventure fishing club	01 1100 580 001 038	64.53	
724638	05/18/2022	10941	NWEA goal award	01 2410 610 003 000	44.29	
724641	05/18/2022		FOOD LAB GROCERIES	01 1100 610 001 042	47.05	
724643	05/18/2022	10937	Cooking club supplies, Family activity s	01 6968 610 003 000	43.54	
724647	05/19/2022		FOOD LAB GROCERIES	01 1100 610 001 042	32.55	
724653	05/20/2022		FOOD LAB	01 1100 610 001 042	15.43	
746601	05/11/2022	10887	Hamburgers, hot dogs, and buns for commu	01 1100 610 001 038	303.74	
Check Number: 60673	Check Type: Check	Check Date: 06/13/2022	Vendor: PEPSICOLA	PEPSI-COLA OF WESTERN NEBRASKA	Check Total:	95.25
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
5100085649	05/31/2022		PEPSI DELIVERY	01 2710 626 000 000	95.25	
Check Number: 60674	Check Type: Check	Check Date: 06/13/2022	Vendor: PERRYGUTHE	PERRY, GUTHERY, HAASE & GESSFO	Check Total:	525.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
235-0001	06/01/2022		LEGAL SERVICES	01 2330 317 000 000	525.00	
Check Number: 60675	Check Type: Check	Check Date: 06/13/2022	Vendor: PITSCO	PITSCO	Check Total:	203.50
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
365284	05/17/2022	10845	Track replacement and supplies for next	01 1100 610 001 044	203.50	
Check Number: 60676	Check Type: Check	Check Date: 06/13/2022	Vendor: PLANBOOK	PLANBOOK.COM	Check Total:	162.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
824352	05/19/2022	10933	Planbook Subscription	01 2120 610 001 000	162.00	
Check Number: 60677	Check Type: Check	Check Date: 06/13/2022	Vendor: PREMIERLAN	PREMIER LAND MANAGEMENT SERVICES, LLC	Check Total:	6,658.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
13405	06/01/2022	10641	Fertilizing and weed control, grounds at	01 2620 610 000 000	6,658.00	
Check Number: 60678	Check Type: Check	Check Date: 06/13/2022	Vendor: QUILLCORPO	QUILL CORPORATION	Check Total:	38.16
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
24277050	04/05/2022		PAPER WIHTE FILLER	01 1100 610 001 000	38.16	
Check Number: 60679	Check Type: Check	Check Date: 06/13/2022	Vendor: REALLYGREA	REALLY GREAT READING COMPANY, LLC	Check Total:	5,955.30
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
2022-23 ANNUAL SUBS	06/07/2022	10972	RGR - Yearly Reorder	01 1100 640 003 000	5,955.30	
Check Number: 60680	Check Type: Check	Check Date: 06/13/2022	Vendor: ROCHESTER1	ROCHESTER 100 INC	Check Total:	400.20
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
215033	05/20/2022	10927	Folders for Mary Lynch Students	01 2410 610 003 000	400.20	
Check Number: 60681	Check Type: Check	Check Date: 06/13/2022	Vendor: SCHADEGGMO	SCHADEGG MOTORS & TOWING	Check Total:	842.50
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
107880	06/01/2022	10984	Tow bus to Scottsbluff, B06	01 2710 610 000 000	842.50	

Detail Check Register

Checking Account: 01

GENERAL FUND 01-101

Check Number: 60682	Check Type: Check	Check Date: 06/13/2022	Vendor: SCHOOLSPEC	SCHOOL SPECIALTY INC.	Check Total:	599.51
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
208129739243	05/09/2022	10812	sticky notes	01 1200 610 003 902	67.06	
308103961454	05/13/2022	10758	Creatively Street Embroidery Thread	01 1100 610 001 042	17.47	
308103961454	05/13/2022	10758	Astrobrights colored cardstock	01 1100 610 001 042	20.99	
308103961454	05/13/2022	10758	Hinged Food Trays	01 1100 610 001 042	49.57	
308103988249	05/27/2022	10758	Sharpie Cosmic Color	01 1100 610 001 042	38.98	
308103988249	05/27/2022	10758	2 ounce Portion Cup	01 1100 610 001 042	83.19	
308103988249	05/27/2022	10758	9 ounce art cup	01 1100 610 001 042	24.63	
308103988249	05/27/2022	10758	Creatively Street Embroidery Thread	01 1100 610 001 042	45.42	
308103988249	05/27/2022	10758	Astrobrights colored cardstock	01 1100 610 001 042	18.19	
308103988249	05/27/2022	10758	1 lb food tray	01 1100 610 001 042	41.27	
308103988249	05/27/2022	10758	3 lb food tray	01 1100 610 001 042	40.16	
308103988249	05/27/2022	10758	1/2 lb food tray	01 1100 610 001 042	39.06	
308103988249	05/27/2022	10758	Dynasty Paint Brushes	01 1100 733 001 042	88.00	
308103991498	06/02/2022	10772	SHIPPING	01 2290 890 001 000	7.55	
308103991498	06/02/2022	10772	Hammond & Stephens Honor Roll Certificat	01 2290 890 001 000	5.99	
308103991498	06/02/2022	10772	Hammond & Stephens - Athletics Certifica	01 2290 890 001 000	11.98	
Check Number: 60683	Check Type: Check	Check Date: 06/13/2022	Vendor: STATECHEMI	STATE CHEMICAL MFG CO	Check Total:	763.67
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
902360678	03/08/2022	10623	Primezyme, drain maintainer for kitchen,	01 2610 610 001 000	254.55	
902397088	04/05/2022	10748	Primezyme, drain maintainer, kitchen	01 2610 610 001 000	509.12	
Check Number: 60684	Check Type: Check	Check Date: 06/13/2022	Vendor: STERLINGCO	STERLING COMPUTERS CORP	Check Total:	3,394.24
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
0124152	06/07/2022	10980	FortiClient Fabric Agent and 24x7 suppor	01 2230 735 000 000	3,394.24	
Check Number: 60685	Check Type: Check	Check Date: 06/13/2022	Vendor: STEVEWEISS	STEVE WEISS MUSIC	Check Total:	735.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
INV1130060.1	05/09/2022	10879	Zildjian KCH390 K Custom Hybrid Cymbal	01 1100 733 001 030	735.00	
Check Number: 60686	Check Type: Check	Check Date: 06/13/2022	Vendor: STPAUTOSER	STP AUTO SERVICE	Check Total:	69.60
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
12730	05/13/2022	10926	A/C repair, V07	01 2710 610 000 000	69.60	
Check Number: 60687	Check Type: Check	Check Date: 06/13/2022	Vendor: STUDENTASS	STUDENT ASSURANCE SERVICES, INC.	Check Total:	675.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
2022-2023 SCHOOL YR	05/16/2022		2022-2023 SCHOOL YEAR	01 2290 890 001 000	675.00	
Check Number: 60688	Check Type: Check	Check Date: 06/13/2022	Vendor: TEACHERSD2	TEACHERS DISCOVERY	Check Total:	361.96
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
180425	04/29/2022	10846	Listening Comprehension Apps package	01 1100 610 001 026	129.99	
180425	04/29/2022	10846	La casa en la calle Verdón book	01 1100 610 001 026	8.00	

Detail Check Register

Checking Account: 01		GENERAL FUND 01-101				
180425	04/29/2022	10846	Misterio en el museo book	01 1100 610 001 026	8.00	
180425	04/29/2022	10846	Moviendo montañas book	01 1100 610 001 026	8.50	
180425	04/29/2022	10846	SHIPPING	01 1100 610 001 026	13.99	
180425	04/29/2022	10846	La lucha de la vida	01 1100 610 001 026	8.50	
180425	04/29/2022	10846	5 mujeres inmigrantes book	01 1100 610 001 026	8.00	
180425	04/29/2022	10846	Alma de lobo book	01 1100 610 001 026	8.00	
180425	04/29/2022	10846	Escapa del Amazonas book	01 1100 610 001 026	8.00	
180425	04/29/2022	10846	Semana Santa en España book	01 1100 610 001 026	8.00	
180425	04/29/2022	10846	Los Bucaneros book	01 1100 610 001 026	7.00	
180426	04/29/2022	10847	The Big CI Book	01 1100 610 001 026	109.99	
180426	04/29/2022	10847	Grammar in Context book	01 1100 610 001 026	35.99	
Check Number: 60689		Check Type: Check	Check Date: 06/13/2022	Vendor: TEACHINGST	TEACHING STRATEGIES, LLC	Check Total: 615.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
INV144233	05/24/2022	10936	GOLD - Prek	01 1200 640 001 902	615.00	
Check Number: 60690		Check Type: Check	Check Date: 06/13/2022	Vendor: ULINE	ULINE	Check Total: 3,838.98
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
148309692	04/29/2022	10860	Heavy-duty steel shelving for band room	01 1100 733 001 030	2,240.00	
148309692	04/29/2022	10860	Heavy-duty steel shelving for band room	01 1100 733 001 030	985.00	
148309692	04/29/2022	10860	shipping	01 1100 733 001 030	613.98	
Check Number: 60691		Check Type: Check	Check Date: 06/13/2022	Vendor: VERIZON	VERIZON WIRELESS	Check Total: 105.74
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
9906963460-0001	06/21/2022		CELL PHONE SERVICE	01 2510 530 000 000	105.74	
Check Number: 60692		Check Type: Check	Check Date: 06/13/2022	Vendor: VINCESCORN	VINCE'S CORNER	Check Total: 10.54
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
02/22 TEACHER TREATS	05/01/2022	10607	Teacher Treats for February	01 2120 610 001 000	10.54	
Check Number: 60693		Check Type: Check	Check Date: 06/13/2022	Vendor: VOYAGER	VOYAGER FLEET SYSTEMS, INC.	Check Total: 228.28
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
8691497732-0007	06/01/2022		TAX ADJUSTMENT	01 2710 626 000 000	(44.41)	
8691497732-0007	06/01/2022		DISCOUNT	01 2710 626 000 000	(0.61)	
8691497732-0007	06/01/2022		FUEL PURCHASES	01 2710 626 000 000	273.30	
Check Number: 60694		Check Type: Check	Check Date: 06/13/2022	Vendor: VOYAGERSOP	VOYAGER SOPRIS LEARNING	Check Total: 1,249.50
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
5383743	05/21/2022	10935	DIBELS - 2022/2023	01 2410 650 003 000	1,249.50	
Check Number: 60695		Check Type: Check	Check Date: 06/13/2022	Vendor: WOODMIZER	WOOD-MIZER	Check Total: 5,000.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
S000366643	05/26/2022	10962	Saw mill DOWNPAYMENT	01 1100 733 001 044	5,000.00	

Detail Check Register

Checking Account: 01

GENERAL FUND 01-101

Check Number: 60696	Check Type: Check	Check Date: 06/13/2022	Vendor: WPCI	WPCI	Check Total:	140.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
APRIL 2022 INVOICES	05/17/2022	10915	DOT Drug/Alcohol screenings for Waylon L	01 2710 890 000 000	140.00	
Check Number: 60697	Check Type: Check	Check Date: 06/13/2022	Vendor: HOMETOWNH	HOMETOWN HARDWARE	Check Total:	158.68
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
DOWELS 2022	06/08/2022	10985	Dowel	01 2610 610 003 000	1.69	
DOWELS 2022	06/08/2022	10985	Batteries	01 2610 610 003 000	6.99	
GRASS SEED	06/01/2022	10973	Grass seed, 50 lbs.	01 2610 610 000 000	150.00	
Check Number: 60698	Check Type: Check	Check Date: 06/13/2022	Vendor: ACEHARDWAR	KIMBALL ACE HARDWARE	Check Total:	61.56
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
317	06/03/2022	10979	Sprinkler timer	01 2610 610 001 000	11.99	
318	06/03/2022	10978	Sprinkler timer	01 2610 610 001 000	11.99	
331	06/07/2022	10981	Flap disc	01 2610 610 000 000	7.59	
331	06/07/2022	10981	Mixed fuel, weed eater, leaf blower, 110	01 2610 610 000 000	29.99	
Check Number: 60699	Check Type: Check	Check Date: 06/13/2022	Vendor: KIMBALLAUT	KIMBALL AUTO PARTS CO	Check Total:	59.03
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
232630	05/24/2022	10957	VCP solenoid, 2013 Impala	01 2710 610 000 000	59.03	

*Denotes Expensed Invoice Item

Checking Account ID: 01

Total without Voids: 101,614.38

Detail Check Register

Checking Account: 05

ACTIVITY FUND 05-101

Check Number: 18289	Check Type: Check	Check Date: 05/12/2022	Vendor: KIMBALLPUB	KIMBALL PUBLIC SCHOOLS	Check Total:	600.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
MEALS 2022 STATE	05/12/2022	10919	NSAA Anthem Meals	05 2900 610 001 199	600.00	
Check Number: 18298	Check Type: Check	Check Date: 05/16/2022	Vendor: UNIVERSIT4	UNIVERSITY OF NEBRASKA-LINCOLN	Check Total:	154.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
2022 CDE	05/16/2022	10780	CDE registration	05 2900 610 001 199	72.00	
2022 CDE	05/16/2022	10780	UNL E Campus Parking	05 2900 610 001 199	42.00	
2022 CDE	05/16/2022	10780	Ag Mech Team Fee	05 2900 610 001 199	40.00	
Check Number: 18317	Check Type: Check	Check Date: 06/13/2022	Vendor: HOMETOWNH	HOMETOWN HARDWARE	Check Total:	121.76
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
PLYO BOX-2	05/17/2022		PLYO BOXES	05 2900 610 001 100	74.92	
PLYO BOXES	05/19/2022		PLYO BOXES	05 2900 610 001 100	17.59	
PLYO BOXES-	05/17/2022		PLYO BOXES	05 2900 610 001 100	23.94	
PROJECTS 2022	05/18/2022		PROJECTS	05 2900 610 001 220	5.31	
Check Number: 18318	Check Type: Check	Check Date: 06/13/2022	Vendor: JOSTENS	JOSTENS	Check Total:	90.16
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
759148DC	04/21/2022	10825	Val Medal	05 2900 610 001 322	13.55	
759148DC	04/21/2022	10825	Sal Medal	05 2900 610 001 322	13.55	
759148DC	04/21/2022	10825	Honors Medals	05 2900 610 001 322	40.65	
759148DC	04/21/2022	10825	Shipping	05 2900 610 001 322	22.41	
Check Number: 18319	Check Type: Check	Check Date: 06/13/2022	Vendor: LARSENSJEW	LARSENS JEWELRY STORE	Check Total:	108.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
PROM GIFTS 2022	05/03/2022	10896	Royalty gifts for prom	05 2900 610 001 323	108.00	
Check Number: 18320	Check Type: Check	Check Date: 06/13/2022	Vendor: PANHANDLEC	PANHANDLE COOP ASSOCIATION	Check Total:	11.96
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
724624	05/16/2022		DISTRICT BOYS GOLF	05 2900 610 001 100	11.96	
Check Number: 18321	Check Type: Check	Check Date: 06/13/2022	Vendor: PITSCO	PITSCO	Check Total:	995.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
22-000012035	05/31/2022	10845	Track replacement and supplies for next	05 2900 610 001 163	995.00	
Check Number: 18322	Check Type: Check	Check Date: 06/13/2022	Vendor: VINCESCORN	VINCE'S CORNER	Check Total:	330.38
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
HONOR AWARDS 04/22	05/01/2022		HONOR AWARDS	05 2900 610 001 501	30.38	
jh track 2022	05/24/2022	10790	Pizza	05 2900 610 001 324	300.00	

*Denotes Expensed Invoice Item

Checking Account ID: 05

Total without Voids: 2,411.26

Detail Check Register

Checking Account: 06

SCHOOL NUTRITUION FUND 06-101

Check Number: 6013 Check Type: Check Check Date: 06/13/2022 Vendor: CASHWADIST CASH-WA DISTRIBUTING Check Total: 5,351.13

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
13360213	05/02/2022		ML SUPPLIES	06 3100 610 003 000	36.00
13360213	05/02/2022		ML FOOD	06 3100 630 003 000	365.19
13363040	05/05/2022		ML SUPPLIES	06 3100 610 003 000	17.30
13363040	05/05/2022		ML FOOD	06 3100 630 003 000	1,474.78
13363065	05/05/2022		HS SUPPLIES	06 3100 610 001 000	3.95
13363065	05/05/2022		DISTRICT FOOD	06 3100 630 000 000	11.70
13363065	05/05/2022		HS FOOD	06 3100 630 001 000	475.64
13371339	05/12/2022		ML SUPPLIES	06 3100 610 003 000	58.50
13371339	05/12/2022		ML FOOD	06 3100 630 003 000	808.10
13371341	05/12/2022		FOOD HS	06 3100 630 001 000	411.40
13380345	05/19/2022		ML FOOD	06 3100 630 003 000	1,191.99
13380357	05/19/2022		HS FOOD	06 3100 630 001 000	496.58

Check Number: 6014 Check Type: Check Check Date: 06/13/2022 Vendor: HILANDDAIR HILAND DAIRY FOODS COMPANY, LLC Check Total: 1,748.78

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
HS INVOICES 05/22	05/31/2022		1719681	06 3100 630 001 000	115.93
HS INVOICES 05/22	05/31/2022		1719822	06 3100 630 001 000	135.15
HS INVOICES 05/22	05/31/2022		1719956	06 3100 630 001 000	97.07
HS INVOICES 05/22	05/31/2022		1710095	06 3100 630 001 000	38.77
HS INVOICES 05/22	05/31/2022		1710241	06 3100 630 001 000	(97.07)
ML INVOICES 05/22	05/31/2022		1719680	06 3100 630 003 000	116.43
ML INVOICES 05/22	05/31/2022		1719750	06 3100 630 003 000	271.12
ML INVOICES 05/22	05/31/2022		1719821	06 3100 630 003 000	194.90
ML INVOICES 05/22	05/31/2022		1719888	06 3100 630 003 000	272.62
ML INVOICES 05/22	05/31/2022		1719955	06 3100 630 003 000	194.46
ML INVOICES 05/22	05/31/2022		1710028	06 3100 630 003 000	253.08
ML INVOICES 05/22	05/31/2022		1710094	06 3100 630 003 000	156.32

Check Number: 6015 Check Type: Check Check Date: 06/13/2022 Vendor: USFOODSGRA US FOODS - GRAND ISLAND Check Total: 2,406.04

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
3863353	05/04/2022		ML SUPPLIES	06 3100 610 003 000	31.39
3863353	05/04/2022		ML FOOD	06 3100 630 003 000	431.23
3863354	05/03/2022		DISTRICT	06 3100 630 000 000	103.01
3863354	05/03/2022		HS FOOD	06 3100 630 001 000	312.43
4033331	05/11/2022		ML SUPPLIES	06 3100 610 003 000	133.21
4033331	05/11/2022		ML FOOD	06 3100 630 003 000	666.13
4033332	05/11/2022		DISTRICT FOOD	06 3100 630 000 000	63.22
4033332	05/11/2022		HS FOOD	06 3100 630 001 000	295.18
4193900	05/18/2022		ML FOOD	06 3100 630 003 000	435.96
5913772	03/10/2022		CREDIT INVOICE	06 3100 630 001 000	(31.28)

Checking Account: 06		SCHOOL NUTRITUION FUND 06-101			
5939323	06/03/2022	CREDIT INVOICE	06 3100 630 003 000	(34.44)	
*Denotes Expensed Invoice Item			Checking Account ID: 06	Total without Voids:	9,505.95

Detail Check Register

Checking Account: 08

BUILDING FUND 08-101

Check Number: 1506	Check Type: Check	Check Date: 06/13/2022	Vendor: BROWNCONTS	BROWN CONSTRUCTION AND IRRIGATION	Check Total:	7,709.00
--------------------	-------------------	------------------------	--------------------	-----------------------------------	--------------	----------

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
sprinklers ml	05/11/2022	10902	Install underground sprinkler system, co	08 2515 720 000 000	7,709.00

Check Number: 1507	Check Type: Check	Check Date: 06/13/2022	Vendor: HOMETOWNH	HOMETOWN HARDWARE	Check Total:	18.48
--------------------	-------------------	------------------------	-------------------	-------------------	--------------	-------

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
student center	05/18/2022		student center	08 4700 720 000 000	18.48

*Denotes Expensed Invoice Item

Checking Account ID: 08	Total without Voids:	7,727.48
-------------------------	----------------------	----------

Kimball Public Schools
BOARD REPORT OF EXPENDITURES
6/13/2022

PREPAID

60611	CARD SERVICES	5,733.28
-------	---------------	----------

\$5,733.28

REGULAR MONTHLY EXPENSES

60630	ADVANTACORE SCHOOL IMPROVEMENT	2,499.00
60631	AWARD EMBLEM MFG. CO., INC	62.80
60632	BERGANKDV,LTD	225.00
60634	BRANCHING MINDS	4,158.00
60635	CAPITAL BUSINESS SYSTEMS, INC.	2,477.42
60636	CENTURY LINK BUSINESS SERVICES	276.44
60637	CEV Multimedia, LTD	60.00
60638	CHADRON STATE COLLEGE	68.90
60639	CITY OF KIMBALL	9,070.54
60640	THE COUNTRY PRINTER	268.00
60641	CULLIGAN	105.80
60642	DAS STATE ACCOUNTING - CENTRAL	259.49
60643	E3 DIAGNOSTICS	210.00
60644	ECOLAB PEST ELIMINATION DIVISION	119.92
60645	EREFLECT - TYPESY	217.25
60646	ESU #13	27,801.34
60647	FRENCHMAN VALLEY COOP	6,079.23
60648	GRANITE TELECOMMUNICATIONS	408.11
60649	BRIAN HENDERSON	93.67
60650	HOMETOWN HARDWARE	152.60
60651	IDEAL/BLUFFS FACILITY SOLUTIONS	946.28
60652	INNOVATIVE OFFICE SOLUTIONS LLC	26.52
60653	J.W. PEPPER & SON INC.	146.66
60654	JONES SCHOOL SUPPLY CO, INC	46.80
60655	JOSTENS RYAN HEFFNER	60.00
60656	KIMBALL ACE HARDWARE	204.96
60657	KIMBALL HEALTH SERVICES	185.24
60658	KIMBALL PUBLIC SCHOOLS	814.63
60659	KIMBALL SERVICE CENTER	125.00
60660	LARSENS JEWELRY STORE	128.47
60661	RACHEL LASHMETT	66.65
60662	MENARDS - SCOTTSBLUFF	788.43
60663	MIDWEST TECHNOLOGY PRODUCTS	129.73
60664	JESSICA MILLER	425.16

60665	MONUMENT CLEANING COMPANY	7,548.75
60666	NASCO	305.76
60667	NE COLORADO CELLULAR, INC	188.60
60668	NEBRASKA AG ED ASSOCIATION	235.00
60669	NEBRASKA STATE FIRE MARSHALL	216.00
60670	NEBRASKA.GOV	15.00
60671	ONE SOURCE	65.00
60672	PANHANDLE COOP ASSOCIATION	1,386.03
60673	PEPSI-COLA OF WESTERN NEBRASKA	95.25
60674	PERRY, GUTHERY, HAASE & GESSFO	525.00
60675	PITSCO	203.50
60676	PLANBOOK.COM	162.00
60677	PREMIER LAND MANAGEMENT SERVICES,	6,658.00
60678	QUILL CORPORATION	38.16
60679	REALLY GREAT READING COMPANY, LLC	5,955.30
60680	ROCHESTER 100 INC	400.20
60681	SCHADEGG MOTORS & TOWING	842.50
60682	SCHOOL SPECIALTY INC.	599.51
60683	STATE CHEMICAL MFG CO	763.67
60684	STERLING COMPUTERS CORP	3,394.24
60685	STEVE WEISS MUSIC	735.00
60686	STP AUTO SERVICE	69.60
60687	STUDENT ASSURANCE SERVICES, INC.	675.00
60688	TEACHERS DISCOVERY	361.96
60689	TEACHING STRATEGIES, LLC	615.00
60690	ULINE	3,838.98
60691	VERIZON WIRELESS	105.74
60692	VINCE'S CORNER	10.54
60693	VOYAGER FLEET SYSTEMS, INC.	228.28
60694	VOYAGER SOPRIS LEARNING	1,249.50
60695	WOOD-MIZER	5,000.00
60696	WPCI	140.00
60697	HOMETOWN HARDWARE	158.68
60698	KIMBALL ACE HARDWARE	61.56
60699	KIMBALL AUTO PARTS CO	59.03

GENERAL FUND TOTAL

\$107,347.66

6013	CASH-WA DISTRIBUTING	5,351.13
6014	HILAND DAIRY FOODS COMPANY, LLC	1,748.78
6015	US FOODS - GRAND ISLAND	2,406.04

NUTRITION FUND TOTAL

\$9,505.95

1506	BROWN CONSTRUCTION AND IRRIGATION	7,709.00
1507	HOMETOWN HARDWARE	18.48

Building Fund Total		\$ 7,727.48
----------------------------	-------	--------------------

TOTAL MONTHLY BILLS	\$130,314.37
----------------------------	---------------------

Detail Check Register

Checking Account: 01

GENERAL FUND 01-101

Check Number: 60611	Check Type: Check	Check Date: 05/05/2022	Vendor: CARDSERVI	CARD SERVICES	Check Total: 5,733.28
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
112-0045287-7723473	04/26/2022	10705	Mavalus Tape 1" wide-4 pack	01 1200 610 003 902	26.88
112-1170355-9451405	04/26/2022	10705	Expo Low Odor Markers-Black 36 count	01 1200 610 003 902	25.99
112-1170355-9451405	04/26/2022	10705	Expo Low Odor Markers-Assorted colors-36	01 1200 610 003 902	92.98
112-1170355-9451405	04/26/2022	10705	Jarlink Electric Pencil Sharpener	01 1200 610 003 902	29.98
112-1170355-9451405	04/26/2022	10705	Paper Mate Pink Pearl, Erasers, Large, 1	01 1200 610 003 902	13.89
112-1788851-5328203	04/12/2022	10769	Neenah Exact Vellum Bristol - 8.5"x11",	01 2290 890 001 000	25.98
112-3084781-9057029	04/04/2022	10721	Audio-Visual Direct Magnetic Black Glass	01 1100 733 001 032	579.96
112-3190878-1225069	04/26/2022	10754	6 Pack Multi-Function Electronic Timer -	01 2120 610 003 000	16.89
112-3190878-1225069	04/26/2022	10754	and Timer 6 Colors Hourglass 1/3/5/10/15	01 2120 610 003 000	16.99
112-3190878-1225069	04/26/2022	10754	SIDO 2 Pack Book Binding Cloth Repair Ta	01 2220 610 003 000	20.99
112-3190878-1225069	04/26/2022	10754	500 PCS Label Protectors, Clear Label Pr	01 2220 610 003 000	9.99
112-3190878-1225069	04/26/2022	10754	Contact Paper Clear, 17.5" x 5-Feet, Tra	01 2220 610 003 000	17.58
112-3693323-8080242	04/06/2022	10737	Koplow Games Alphabet Dice Language Arts	01 1100 610 003 009	27.98
112-4002937-4329854	03/31/2022	10667	CREWORKS Ultrasonic Cleaner with Heater	01 1100 733 001 030	334.99
112-4433201-4673825	04/29/2022	10855	Zildjian cymbal straps	01 1100 733 001 030	18.99
112-5007702-8872208	04/06/2022	10737	Born Toys Premium 27 Piece Dress Up Clot	01 1100 610 003 009	49.95
112-5007702-8872208	04/06/2022	10737	iPlay, iLearn Heavy Duty Construction Si	01 1100 610 003 009	29.99
112-5007702-8872208	04/06/2022	10737	TEMI Dinosaur Toys for Kids 3-5 with Act	01 1100 610 003 009	19.99
112-5007702-8872208	04/06/2022	10737	1680pcs Googly Wiggle Eyes Self Adhesive	01 1100 610 003 009	11.99
112-5007702-8872208	04/06/2022	10737	Dot Markers, 10 Colors Bingo Daubers wit	01 1100 610 003 009	19.98
112-5007702-8872208	04/06/2022	10737	Ticonderoga My First Wood-Cased Pencils,	01 1100 610 003 009	41.82
112-5007702-8872208	04/06/2022	10737	Blue Summit Supplies Pencil Pouches, Bul	01 1100 610 003 009	19.59
112-5250223-2685815	04/28/2022	10828	Giantex 12 Drawer Rolling Storage Cart T	01 2120 610 003 000	148.00
112-6078604-5929056	04/06/2022	10726	Crayola Marker Set	01 1100 610 003 016	14.94
112-6078604-5929056	04/06/2022	10726	Sheet Protectors	01 1100 610 003 016	8.43
112-6078604-5929056	04/06/2022	10726	External DVD Drive	01 1100 610 003 016	22.99
112-7527370-7066655	04/20/2022	10757	Self Adhesive Dots, Strong Adhesive 500p	01 1100 610 003 009	8.99
112-7527370-7066655	04/20/2022	10757	Roll over image to zoom in Sharpie Tank	01 1100 610 003 009	8.30
112-7527370-7066655	04/20/2022	10757	OUNONA 40pcs Color Wooden Clothespins Du	01 1100 610 003 009	6.99
112-7527370-7066655	04/20/2022	10757	Command Large Caddy, Clear, with 4 Clear	01 1100 610 003 009	6.79
112-7527370-7066655	04/20/2022	10757	42 Pack Happy Birthday Crowns for Kids C	01 1100 610 003 009	11.99
112-7527370-7066655	04/20/2022	10757	Mr. Pen- Sticky Notes, Sticky Notes 3x3	01 1100 610 003 009	7.99
112-7527370-7066655	04/20/2022	10757	50 of Pack 14MM 6 Sided Dice Set Translu	01 1100 610 003 009	7.99
112-7527370-7066655	04/20/2022	10757	Kids Easel with Paper Roll Double-Sided	01 1100 610 003 009	63.99
112-7527370-7066655	04/20/2022	10757	Crayola Washable Paint, Assorted Colors,	01 1100 610 003 009	31.65
112-7527370-7066655	04/20/2022	10757	TBC The Best Crafts 12 Colors Squeezable	01 1100 610 003 009	17.78
112-7527370-7066655	04/20/2022	10757	Roll over image to zoom in Microscope fo	01 1100 610 003 009	34.99
112-7527370-7066655	04/20/2022	10757	Science Kit, Over 30 Chemistry Experimen	01 1100 610 003 009	15.99
112-7527370-7066655	04/20/2022	10757	Roll over image to zoom in Kids Toys Ste	01 1100 610 003 009	25.99

Detail Check Register

Checking Account: 01		GENERAL FUND 01-101			
112-7527370-7066655	04/20/2022	10757	Roll over image to zoom in Melissa & Dou	01 1100 610 003 009	9.99
112-7527370-7066655	04/20/2022	10757	Color Fizzers, 100 Tablets – Assorted Co	01 1100 610 003 009	9.92
112-7527370-7066655	04/20/2022	10757	Roll over image to zoom in ELONGDI Water	01 1100 610 003 009	8.99
112-7527370-7066655	04/20/2022	10757	Play-Doh Handout 42-Pack of 1-Ounce Non-	01 1100 610 003 009	16.99
112-7527370-7066655	04/20/2022	10757	High Bounce Kids Tricycle - Extra Tall 3	01 1100 610 003 009	109.98
112-7527370-7066655	04/20/2022	10757	Toys for 3-10 Year Old Boys, ROKO Superh	01 1100 610 003 009	18.99
112-7527370-7066655	04/20/2022	10757	Roll over image to zoom in Melissa & Dou	01 1100 610 003 009	29.98
112-7527370-7066655	04/20/2022	10757	Roll over image to zoom in Kizh Wooden L	01 1100 610 003 009	11.99
112-7527370-7066655	04/20/2022	10757	Roll over image to zoom in Learning Reso	01 1100 610 003 009	14.49
112-7527370-7066655	04/20/2022	10757	ELMER'S GLUE STICK	01 1100 610 003 009	5.49
112-7712139-1533834	04/06/2022	10737	Play-Doh Modeling Compound 36 Pack Case	01 1100 610 003 009	49.98
112-7941542-1941837	04/28/2022	10828	Eda's Sugar Free Hard Candy Fruit Flavor	01 2120 610 003 000	17.99
112-7941542-1941837	04/28/2022	10828	Trideer Hopper Ball Kids Exercise Ball M	01 2120 610 003 000	55.27
112-7946055-8145827	03/31/2022	10710	Where the Crawdads Sing	01 2220 640 001 000	9.97
112-7946055-8145827	03/31/2022	10710	Maus II	01 2220 640 001 000	14.49
112-7946055-8145827	03/31/2022	10710	Maus I	01 2220 640 001 000	14.49
112-7946055-8145827	03/31/2022	10710	The Song of Achilles	01 2220 640 001 000	10.35
112-7946055-8145827	03/31/2022	10710	The Boy Who Drew Auschwitz	01 2220 640 001 000	14.39
112-8358885-6338657	04/07/2022	10729	Raymond Geddes Dr Seuss Number 2 Pencils	01 1100 610 003 010	12.96
112-8358885-6338657	05/05/2022	10729	Play-Doh Assorted Color Pack - 36	01 1100 610 003 010	24.99
112-8358885-6338657	05/05/2022	10729	Blue Summit Supplies Pencil Pouches, Bul	01 1100 610 003 010	45.07
112-8358885-6338657	05/05/2022	10729	Blue Summit Supplies Pencil Pouches, Bul	01 1100 610 003 010	12.73
112-8358885-6338657	05/05/2022	10729	Kraft White Paper Bags - [100 Count] (12	01 1100 610 003 010	16.98
112-8358885-6338657	05/05/2022	10729	Grocery/Lunch Bag, Kraft Paper, 8 lbs. C	01 1100 610 003 010	16.97
112-8358885-6338657	05/05/2022	10729	Sharpie Tank Highlighters, Chisel Tip, A	01 1100 610 003 010	32.86
112-8358885-6338657	05/05/2022	10729	Flat Key Rings 50 Pieces 1 inches Flat K	01 1100 610 003 010	5.89
112-8358885-6338657	05/05/2022	10729	Shrinky Dinks Creative Pack 10 Sheets Fr	01 1100 610 003 010	25.90
112-8358885-6338657	05/05/2022	10729	Plieay 120 Pcs 2 Inch Very Large Assort	01 1100 610 003 010	18.99
112-8358885-6338657	05/05/2022	10729	Colorful Cupcakes Cutouts Cupcake Paper	01 1100 610 003 010	7.99
112-8358885-6338657	05/05/2022	10729	35Pack Birthday Crowns Party Hats for Ki	01 1100 610 003 010	9.97
112-8358885-6338657	05/05/2022	10729	Happy Birthday Rubber Bracelets, Colored	01 1100 610 003 010	7.99
112-8358885-6338657	05/05/2022	10729	48 Pcs Easter Pencils Bulk Colorful Spri	01 1100 610 003 010	14.99
112-8358885-6338657	05/05/2022	10729	Fun Express Snowman Pencils - 24 Pack of	01 1100 610 003 010	9.99
112-8358885-6338657	05/05/2022	10729	Moon Products Wood Pencil, 100th Day, No	01 1100 610 003 010	8.16
112-8397166-5279433	04/06/2022	10729	St Patrick's Day Party Pencil 9 3/4" x	01 1100 610 003 010	14.29
112-8815575-4417839	04/06/2022	10729	Do-A-Dot Art! Marker 25-Count Classpack	01 1100 610 003 010	79.99
112-9050247-0697846	04/13/2022	10791	Kindergarten Graduation Medals	01 2410 610 003 000	231.23
112-9632380-9169038	04/26/2022	10705	Ticonderoga Woodcse Pencil-96 count	01 1200 610 003 902	59.96
113-6981375-0863436	04/19/2022	10794	Milwaukee cordless hammer drill/impact d	01 2610 610 000 000	215.88
114-3273298-1153026	04/08/2022	10775	Professional Development Books	01 2120 610 001 000	77.02
2022-23 MEMBERSHIP	04/13/2022	10693	Flocabulary Lite Subscription	01 1100 640 003 000	138.00

Detail Check Register

Checking Account: 01		GENERAL FUND 01-101			
2022-MEMBERSHIP	04/06/2022	10678	NCTE Dues	01 2211 810 000 000	50.00
2022-MEMBERSHIP	04/06/2022	10678	Voices Magazine	01 2211 810 000 000	25.00
417188	04/20/2022	10814	Student of the month awards	01 2120 890 001 000	132.10
APRIL STAR STUD 22	04/11/2022	10778	Star Student Shirts	01 2410 890 003 000	44.94
BOARD MEAL	04/11/2022		BOARD MEAL	01 2310 890 000 000	33.16
CAREER FAIR 2022	04/05/2022		UW CAREER FAIR	01 2320 580 000 000	19.99
CONF 2022 HEIDI	04/03/2022		CONFENCE HEIDI 2022	01 1200 580 003 902	276.76
DONUTS 2022	04/28/2022	10857	Donuts	01 2120 610 001 000	39.48
GIFT CARDS STAFF 22	04/28/2022	10856	Gift Cards	01 2220 610 001 000	200.00
MEETING LUNCH	04/27/2022		OLE SCOTTSBLUFF MEAL	01 2510 580 000 000	15.07
NASBO 2022 CONF	04/22/2022		HOTEL	01 2510 580 000 000	264.00
NASBO 2022 CONF	04/22/2022		PARKING	01 2510 580 000 000	19.50
NASBO CONF 2022	04/20/2022		NASBO CONFERENCE MEAL	01 2510 580 000 000	9.66
PBIS REWARD 2022	04/01/2022	10744	PBIS Reward	01 2410 890 003 000	247.32
STAFF APPRECIATION	04/29/2022		STAFF APPRECIATION	01 2320 890 000 000	138.45
STUDENT CENTER 22	04/06/2022	10774	100 clip sor slot wall	01 2620 720 000 000	112.63
SUP COUN TRIP 22	04/27/2022		TOP GOLF	01 2320 890 000 000	614.40
SUP COUN TRIP 22	04/27/2022		BOONDOCKS	01 2320 890 000 000	81.12

*Denotes Expensed Invoice Item

Checking Account ID: 01

Total without Voids: 5,733.28



KIMBALL PUBLIC SCHOOLS

Administration Offices
901 South Nadine Street
Kimball, NE 69145

Mr. Trevor Anderson, Superintendent
Carmela Graves, Business Manager

(308) 235-2188
Fax (308) 235-3269

June 13, 2022

Treasurer's report is as follows:

		Jun-22	Jun-21
Amount received from County Treasurer		1,788,660.87	2,030,994.81
Bank Balance	May 31, 2022	538,358.22	108,160.21
Savings Account General Fun	May 31, 2022	2,434,859.62	2,732,627.67
Depreciation Fund	May 31, 2022	162,450.06	269,085.91
Building Fund	May 31, 2022	2,594,863.22	638,685.14
Nutrition Fund	May 31, 2022	120,232.08	84,706.54
Activity Fund	May 31, 2022	130,434.68	58,392.49
Total Available Funds		5,981,197.88	3,891,657.96
Payroll Gross		330,951.00	316,101.57
Amount of Bills		130,314.37	118,333.49
Blue Cross Blue Shield/HSA Pmt/UNUM Life		71,553.73	71,168.88
Nebraska School Retirement		30,839.54	29,988.38
FirsTier Bank (FICA)		24,315.33	23,287.13
Total Amount of Expenses		587,973.97	558,879.45
Balance Remaining after Expenses		5,393,223.91	3,332,778.51

Monthly Finance Report to the Board

Jun-22

**Reconciled Balances as of MAY 31, 2022			
(Balance on Books)			
	2020-2021	2021-2022	
General - Checking	\$ 108,160.21	\$ 538,358.22	
General - Savings	\$ 2,732,627.67	\$ 2,434,859.62	
Depreciation	\$ 269,085.91	\$ 162,450.06	
Activity	\$ 58,392.49	\$ 130,434.68	
Nutrition	\$ 84,706.54	\$ 120,232.08	
Spec Building	\$ 638,685.14	\$ 2,594,863.22	
FUNDS TOTAL	\$ 3,891,657.96	\$ 5,981,197.88	

JUNE GF EXPENDITURES		
	2020-2021	2021-2022
GF Bills Payable	\$ 91,267.49	\$ 107,347.66
GF Payroll	\$ 430,535.02	\$ 441,934.74
(including Ins, RET & Tax)	\$ 521,802.51	\$ 549,282.40
MAY REVENUE		
Beginning Cash	\$ 188,428.30	\$ 85,815.18
GF Transfer	\$ 500,000.00	\$ 680,000.00
State Aid	\$ 24,513.00	\$ 1,788,660.87
Kimball County	\$ 2,030,994.81	\$ 481,049.32
Interest	\$ 192.66	\$ 202.68
Total Month Available	\$ 2,744,128.77	\$ 3,035,728.05

Three Year Comparison			
GF Revenue			
	2019-2020	2020-2021	2021-2022
September	\$ 1,620,676.61	\$ 1,868,483.09	\$ 1,856,081.18
October	\$ 370,455.02	\$ 171,495.91	\$ 280,137.01
November	\$ 258,073.12	\$ 137,229.57	\$ 103,078.48
December	\$ 167,672.61	\$ 178,189.90	\$ 201,805.61
January	\$ 805,516.30	\$ 897,599.19	\$ 862,650.98
February	\$ 400,889.47	\$ 807,393.42	\$ 419,359.54
March	\$ 535,707.21	\$ 506,036.13	\$ 402,894.18
April	\$ 239,416.68	\$ 279,311.06	\$ 219,875.66
May	\$ 2,145,728.69	\$ 2,055,700.47	\$ 2,270,649.87
June	\$ 362,631.27	\$ 422,857.61	
July	\$ 89,372.97	\$ 151,623.62	
August	\$ 364,814.36	\$ 81,462.30	
Running Total (YTD)	\$ 6,544,135.71	\$ 6,901,438.74	\$ 6,616,532.51
Total Revenue	\$ 7,360,954.31	\$ 7,557,382.27	\$ 6,616,532.51
% OF BUD (YTD)	88.90%	91.32%	93.68%
Annual Budget	\$ 7,277,586.14	\$ 7,501,033.00	\$ 7,063,100.00
% of Bud Rec	101.15%	100.75%	

JUNE NUTRITION FUND		
	2020-2021	2021-2022
NF Bills Payable	\$ 8,096.73	\$ 9,505.95
NF Payroll	\$ 12,017.25	\$ 10,996.26
	\$ 20,113.98	\$ 20,502.21
MAY REVENUE		
Beginning Cash	\$ 80,470.14	\$ 115,706.13
LUNCH INFINITE CAMPUS	\$ 1,075.65	\$ 664.34
SFSP Lunch Claim	\$ 29,037.77	\$ 25,341.29
Checks	\$ 3,878.97	\$ 5,446.18
	\$ 114,462.53	\$ 147,157.94

Three Year Comparison			
GF Expenditures			
	2019-2020	2020-2021	2021-2022
September	\$ 541,823.80	\$ 487,856.67	\$ 619,836.07
October	\$ 548,075.31	\$ 641,984.80	\$ 523,352.74
November	\$ 519,493.45	\$ 481,522.15	\$ 554,319.21
December	\$ 540,714.86	\$ 519,205.37	\$ 566,973.73
January	\$ 676,424.14	\$ 582,972.59	\$ 501,526.94
February	\$ 511,251.42	\$ 519,241.72	\$ 548,304.59
March	\$ 526,225.98	\$ 514,916.61	\$ 531,266.35
April	\$ 576,718.62	\$ 506,026.92	\$ 968,021.51
May	\$ 514,281.03	\$ 574,550.04	\$ 718,976.86
June	\$ 504,472.75	\$ 511,002.51	
July	\$ 460,962.76	\$ 515,436.00	
August	\$ 471,351.21	\$ 541,057.17	
Running Total (YTD)	\$ 4,955,008.61	\$ 4,828,276.87	\$ 5,532,578.00
Total Expenditures	\$ 6,391,795.33	\$ 6,395,772.55	\$ 5,532,578.00
	19-20	20-21	21-22
% of Bud Spent (YTD)	55.18%	52.41%	59.17%
Annual Budget	\$ 8,980,315.56	\$ 9,212,197.00	\$ 9,350,752.00
% of Bud Spent	71.18%	69.43%	59.17%

BOARD BUDGET REPORT OF EXPENSES

Object #		Current Mo	YTD	Budget	% of Budget	Prev Yr Mo	Prev YTD	Prev Budget	Prev % of Budget
01	GENERAL FUND								
000	AMT ABSORB UNUSED BUDGET AUTH	0.00	0.00	2,035,752.00	0.00	0.00	0.00	1,368,197.00	0.00
105	EXECUTIVE ADMINISTRATION SALARIES	9,375.00	84,375.00	115,000.00	73.37	9,166.67	82,500.03	160,680.00	51.34
110	SALARIES NON-INSTRUCTIONAL	34,699.35	308,272.24	416,750.00	75.78	31,953.88	298,767.19	419,210.00	71.27
111	SALARIES TEACHERS/PROF STAFF	220,328.07	2,005,476.92	2,727,950.00	73.52	203,224.53	1,806,555.59	2,693,847.10	67.06
112	SALARIES PARAS	17,728.54	169,193.42	305,400.00	55.40	24,344.89	233,090.53	335,975.05	69.38
114	SALARIES DIRECTOR	3,848.83	27,221.56	23,900.00	113.90	2,221.00	16,814.06	18,797.50	89.45
116	SALARIES PROFESSIONAL NON-CERTIFIED	14,541.89	129,059.93	163,000.00	79.18	13,273.88	119,264.26	177,675.00	67.12
120	SUBSTITUTE NON-INSTRUCTIONAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
122	SUBSTITUTES PARAS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
123	SUBSTITUTES SALARIES - TEACHERS	8,741.55	48,468.30	63,000.00	76.93	3,425.00	54,975.85	62,830.00	87.50
126	SUBSTITUTES SALARIES - PROFESSIONAL	0.00	0.00	0.00	0.00	0.00	0.00	1,545.00	0.00
130	OVERTIME NON-INSTRUCTIONAL	99.57	1,213.25	2,000.00	60.66	270.39	1,165.77	3,500.00	33.31
132	OVERTIME PARAS	72.17	178.54	0.00	0.00	0.00	0.22	1,500.00	0.01
150	ADDITIONAL COMP NON-INSTRUCTIONAL	777.30	13,875.85	30,000.00	46.25	706.00	15,006.00	15,450.00	97.13
151	ADDITIONAL COMP TEACHERS/PROF STAFF	35,766.85	133,736.77	150,000.00	89.16	38,605.51	124,860.61	159,650.00	78.21
152	ADDITIONAL COMP PARAS	3,230.60	5,089.64	5,000.00	101.79	232.38	2,091.42	5,150.00	40.61
210	GROUP INSURANCE NON-INSTRUCTIONAL	3,531.24	45,687.52	90,250.00	50.62	6,853.41	66,129.98	85,886.55	77.00
211	GROUP INSURANCE TEACHERS/PROF STAFF	58,718.91	518,542.34	729,210.00	71.11	54,750.61	488,698.38	822,164.00	59.44
212	GROUP INSURANCE PARAS	39.63	234.84	600.00	39.14	33.39	307.28	599.55	51.25
214	GROUP INSURANCE DIRECTOR	0.00	0.00	0.00	0.00	0.00	0.00	5.00	0.00
215	GROUP INSURANCE SUPERINTENDENT	1,865.24	16,697.89	22,000.00	75.90	1,865.24	16,156.63	20,260.83	79.74
216	GROUP INSURANCE PROFESSIONAL NONCERTIFIE	5,649.47	52,707.37	71,500.00	73.72	5,649.47	51,461.01	53,663.00	95.90
220	SOCIAL SECURITY NON-INSTRUCTIONAL	1,949.63	21,955.08	30,150.00	72.82	2,296.70	21,925.72	35,744.16	61.34
221	SOCIAL SECURITY TEACHERS/PROF STAFF	18,936.63	157,346.77	205,550.00	76.55	17,907.48	143,211.59	206,141.82	69.47
222	SOCIAL SECURITY PARAS	1,554.47	12,809.95	26,100.00	49.08	1,806.61	17,195.37	25,319.61	67.91
223	SOCIAL SECURITY SUB TEACHERS	668.75	3,707.94	6,150.00	60.29	262.03	4,205.80	4,806.51	87.50
224	SOCIAL SECURITY DIRECTOR	294.41	2,082.40	2,000.00	104.12	169.91	1,282.87	1,438.01	89.21
225	SOCIAL SECURITY SUPERINTENDENT	713.07	6,417.84	9,000.00	71.31	697.14	6,274.26	12,292.02	51.04
226	SOCIAL SECURITY PROFESSIONAL/NONCERTIFIE	1,072.20	9,496.52	12,550.00	75.67	986.67	8,864.68	13,592.14	65.22
229	SOCIAL SECURITY EARLY RETIREMENT	0.00	0.00	0.00	0.00	0.00	4,590.00	0.00	0.00
230	RETIREMENT NON-INSTRUCTIONAL	2,541.39	28,626.94	40,850.00	70.08	3,106.89	29,157.35	44,612.70	65.36
231	RETIREMENT TEACHERS/PROF STAFF	25,196.09	206,073.84	267,940.00	76.91	23,722.38	189,565.69	265,008.36	71.53
232	RETIREMENT PARAS	1,913.28	16,897.15	30,050.00	56.23	2,423.91	21,767.16	31,980.86	68.06
234	RETIREMENT DIRECTOR	65.63	615.36	1,000.00	61.54	105.97	375.22	1,856.78	20.21
235	RETIREMENT SUPERINTENDENT	926.04	8,334.36	11,500.00	72.47	905.47	8,149.23	15,871.65	51.34
236	RETIREMENT PROFESSIONAL NONCERTIFIED	1,436.42	12,748.28	15,700.00	81.20	1,311.16	11,610.73	17,550.39	66.16
237	INCREASED RETIREMENT CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
239	EARLY RETIREMENT	0.00	0.00	0.00	0.00	0.00	60,000.00	60,000.00	100.00
261	UNEMPLOYMENT TEACHER/PROF STAFF	0.00	8,103.65	0.00	0.00	0.00	0.00	0.00	0.00
270	WORKERS COMP NON-INSTRUCTIONAL	0.00	6,320.00	12,000.00	52.67	0.00	6,989.00	11,330.00	61.69
271	WORKMEN'S COMP TEACHERS/PROF STAFF	0.00	30,378.00	12,000.00	253.15	0.00	18,976.00	16,000.00	118.60
280	HEALTH BENEFIT PAID NON-INSTRUCTIONAL	217.97	2,420.25	3,900.00	62.06	320.76	2,886.84	2,454.00	117.64
281	HEALTH BENEFIT PAID TEACHERS/PROF STAFF	2,675.32	24,477.72	39,600.00	61.81	2,839.36	26,569.87	42,246.50	62.89
282	HEALTH BENEFIT PAID PARAS	2.41	3.93	0.00	0.00	0.00	0.00	0.00	0.00
286	HEALTH BENEFIT PAID PROF NON-CERTIFIED	0.00	0.00	0.00	0.00	0.00	0.00	1,236.00	0.00
291	OTHER BENEFITS TEACHERS/PROF STAFF	1,223.30	4,547.59	8,500.00	53.50	580.65	5,003.30	10,500.00	47.65
292	OTHER BENEFITS PARAS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
293	OTHER BENEFITS SUBSTITUTES	340.80	1,025.75	1,000.00	102.58	89.25	741.75	1,000.00	74.18
296	OTHER BENEFITS PROFESSIONAL NON-CERTIFIE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
315	AUDIT	0.00	17,948.32	26,500.00	67.73	0.00	15,517.00	27,000.00	57.47
317	LEGAL SERVICES	174.00	5,185.00	25,000.00	20.74	573.00	12,958.80	30,000.00	43.20
320	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
330	EMPLOYEE TRAINING/PROF DEVELOPMENT	84.00	10,191.34	17,800.00	79.16	94.50	29,054.00	11,824.00	245.72
332	MILEAGE TO PARENTS	0.00	1,005.92	2,000.00	71.55	383.04	1,054.94	11,000.00	9.59
340	OTHER PROFESSIONAL SERVICES	2,468.84	16,262.71	51,750.00	61.62	1,906.68	45,700.76	31,750.00	143.94

BOARD BUDGET REPORT OF EXPENSES

Object #		Current Mo	YTD	Budget	% of Budget	Prev Yr Mo	Prev YTD	Prev Budget	Prev % of Budget
350	Technical services	0.00	0.00	0.00	0.00	6,472.25	11,635.15	0.00	0.00
382	REIMBURSIBLE DISTANCE LEARNING	2,174.82	19,822.87	8,000.00	247.79	1,197.00	8,400.25	8,000.00	105.00
410	WATER AND SEWER	1,962.46	26,299.23	35,000.00	75.14	1,947.11	20,124.26	30,000.00	67.08
420	CLEANING SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	22,196.00	0.00
490	ASBESTOS ABATEMENT	0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
520	INSURANCE OTHER THAN EMPLOYEE BENEFITS	0.00	72,473.00	40,000.00	181.18	0.00	38,757.82	65,000.00	59.63
521	FIDELITY BOND PREMIUMS	0.00	250.00	250.00	100.00	0.00	250.00	250.00	100.00
530	TELEPHONE	991.68	10,597.73	36,000.00	29.44	1,333.48	18,149.83	36,000.00	50.42
531	POSTAGE	0.00	2,175.61	5,000.00	43.78	0.00	193.55	5,000.00	3.87
540	ADVERTISING AND PRINTING	426.33	3,238.80	6,000.00	53.98	318.09	4,609.12	6,500.00	70.91
561	TUITION PAID TO OTHER DISTRICTS	5,071.41	44,884.72	66,000.00	68.01	3,534.30	35,656.52	47,600.00	74.91
569	TUITION OTHER (OUT OF STATE)	0.00	900.00	6,000.00	15.00	0.00	0.00	10,000.00	0.00
580	TRAVEL EXPENSE AND MILEAGE	604.98	10,271.75	48,650.00	24.50	132.75	913.29	53,650.00	1.70
591	ESU - MIPS CLERICAL	19,642.82	147,786.30	228,300.00	64.73	17,070.58	143,132.52	225,135.00	63.58
610	SUPPLIES	12,524.50	117,325.37	220,850.00	63.18	30,734.99	123,773.72	266,949.91	46.37
621	NATURAL GAS	18,842.95	115,644.49	180,000.00	64.25	14,447.93	124,991.99	207,000.00	60.38
626	GAS AND OIL	6,079.23	39,985.04	50,000.00	80.16	5,678.12	27,223.56	50,000.00	54.45
640	TEXTBOOKS	69.39	23,885.20	88,250.00	38.31	3,703.63	31,306.71	88,050.00	35.56
642	AUDIO-VISUAL MATERIALS	0.00	90.25	0.00	0.00	0.00	181.50	0.00	0.00
643	WEB/CLOUD BASED SOFTWARE	0.00	15,000.00	20,000.00	75.00	3,094.00	14,943.56	0.00	0.00
650	SUPPLIES-TECHNOLOGY RELATED	6,454.00	141,459.78	33,800.00	429.52	13,574.00	32,777.45	63,825.00	51.36
720	BUILDINGS AND IMPROVEMENTS	150,134.23	486,912.57	27,500.00	1,799.52	96.31	28,477.31	20,000.00	142.39
732	VEHICLE ACQUISITION	0.00	0.00	200,000.00	0.00	0.00	0.00	200,000.00	0.00
733	FURNITURE AND EQUIPMENT	933.94	21,338.64	58,300.00	101.93	4,995.86	24,349.93	98,300.00	24.77
734	COMPUTER EQUIPMENT (HARDWARE)	1,074.14	3,889.17	7,500.00	51.86	0.00	159.03	7,500.00	2.12
735	COMPUTER SOFTWARE	0.00	23,963.42	24,000.00	115.55	0.00	18,187.01	24,000.00	75.78
805	DEBT SERVICE (CLEAN HARBORS)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
807	REVALUATION OF TAXABLE PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
810	DUES AND FEES	1,989.00	9,648.10	19,500.00	50.79	235.00	8,175.00	18,750.00	43.60
890	OTHER MISC OBJECTS	4,011.30	17,201.15	65,950.00	38.36	6,918.83	25,435.05	68,350.00	37.21
911	TRANSFER TO GF	0.00	0.00	0.00	0.00	500,000.00	500,000.00	0.00	0.00
912	TRANSFERS TO LUNCH FROM GEN FD	0.00	0.00	15,000.00	0.00	0.00	15,000.00	175,000.00	8.57
913	TRANSFERS TO ACTIVITY ACCOUNTS	0.00	0.00	50,000.00	0.00	0.00	0.00	75,000.00	0.00
01	GENERAL FUND	716,456.04	5,530,057.18	9,350,752.00	60.46	1,074,550.04	5,328,276.87	9,212,197.00	57.84
02	DEPRECIATION FUND								
430	REPAIRS & MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
450	CONSTRUCTION SERVICES	0.00	49,902.00	250,000.00	19.96	0.00	0.00	400,000.00	0.00
610	SUPPLIES	0.00	98.86	0.00	0.00	0.00	0.00	0.00	0.00
733	FURNITURE AND EQUIPMENT	0.00	505.00	126,712.00	0.40	0.00	7,472.12	126,975.00	5.88
02	DEPRECIATION FUND	0.00	50,505.86	376,712.00	13.41	0.00	7,472.12	526,975.00	1.42
05	ACTIVITIES								
610	SUPPLIES	35,792.47	170,453.51	276,309.00	73.65	11,968.51	361,631.85	424,145.00	85.26
05	ACTIVITIES	35,792.47	170,453.51	276,309.00	73.65	11,968.51	361,631.85	424,145.00	85.26
06	SCHOOL NUTRITION								
110	SALARIES NON-INSTRUCTIONAL	7,698.69	67,148.21	105,000.00	63.95	8,564.54	80,712.28	124,630.00	64.76
120	SUBSTITUTE NON-INSTRUCTIONAL	0.00	0.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00
130	OVERTIME NON-INSTRUCTIONAL	0.00	0.00	100.00	0.00	0.00	0.00	100.00	0.00
210	GROUP INSURANCE NON-INSTRUCTIONAL	721.88	6,524.92	8,900.00	73.31	721.88	6,373.95	8,471.75	75.24
211	GROUP INSURANCE TEACHERS/PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
220	SOCIAL SECURITY NON-INSTRUCTIONAL	586.22	5,112.21	9,000.00	56.80	651.35	6,038.70	9,534.21	63.34
221	SOCIAL SECURITY TEACHERS/PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230	RETIREMENT NON-INSTRUCTIONAL	672.48	6,059.80	9,000.00	67.33	651.16	6,387.96	12,310.70	51.89
231	RETIREMENT TEACHERS/PROF STAFF	0.00	0.00	67,296.00	0.00	0.00	0.00	0.00	0.00
261	UNEMPLOYMENT TEACHER/PROF STAFF	0.00	0.00	30.00	0.00	0.00	0.00	3,000.00	0.00
270	WORKERS COMP NON-INSTRUCTIONAL	0.00	0.00	4,000.00	0.00	0.00	0.00	4,000.00	0.00
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	50.00	0.00	248.27	248.27	5,000.00	4.97
610	SUPPLIES	646.80	10,171.19	11,000.00	92.47	965.15	10,199.69	11,000.00	92.72
630	FOOD	17,918.08	155,785.95	180,000.00	86.55	19,546.68	143,799.81	162,241.35	88.63
733	FURNITURE AND EQUIPMENT	0.00	1,582.53	3,000.00	52.75	0.00	0.00	3,000.00	0.00
890	OTHER MISC OBJECTS	0.00	1,043.50	1,000.00	104.35	119.92	719.52	1,000.00	71.95
06	SCHOOL NUTRITION	28,244.15	253,428.31	399,876.00	63.38	31,468.95	254,480.18	345,788.01	73.59
08	SPECIAL BUILDING FUND								

BOARD BUDGET REPORT OF EXPENSES

Object #		Current Mo	YTD	Budget	% of Budget	Prev Yr Mo	Prev YTD	Prev Budget	Prev % of Budget
720	BUILDINGS AND IMPROVEMENTS	25.27	16,691.89	999,657.00	7.17	239.02	11,715.31	669,241.00	1.75
08	SPECIAL BUILDING FUND	25.27	16,691.89	999,657.00	7.17	239.02	11,715.31	669,241.00	1.75
Grand Total:		780,517.93	6,021,136.75	11,403,306.00	54.65	1,118,226.52	5,963,576.33	11,178,346.01	53.35

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704	FUND BALANCE	695.14	0.00	0.00	0.00	695.14
05 704 0100	ATHLETIC FUND	(15,502.74)	5,436.47	2,418.52	0.00	(18,520.69)
05 704 0101	ACTIVITY TICKETS	5,917.40	0.00	0.00	0.00	5,917.40
05 704 0109	UNIFORMS	(6,684.00)	7,130.72	0.00	0.00	(13,814.72)
05 704 0110	FB GATE RECEIPTS	5,660.00	0.00	0.00	0.00	5,660.00
05 704 0111	FB OFFICIALS	(4,260.00)	0.00	0.00	0.00	(4,260.00)
05 704 0113	FB SUPPLIES/EQUIP/MISC	(829.75)	3,670.77	0.00	0.00	(4,500.52)
05 704 0120	VB GATE RECEIPTS	7,697.76	0.00	0.00	0.00	7,697.76
05 704 0121	VB OFFICIALS	(2,262.00)	0.00	0.00	0.00	(2,262.00)
05 704 0123	VB SUPPLIES/EQUIP/MISC	(812.19)	0.00	0.00	0.00	(812.19)
05 704 0130	XC ENTRY FEES	600.00	0.00	0.00	0.00	600.00
05 704 0133	XC SUPPLIES/EQUIP/MISC	(1,410.26)	0.00	0.00	0.00	(1,410.26)
05 704 0137	CHEERLEADING TRAVEL	(2,786.20)	0.00	0.00	0.00	(2,786.20)
05 704 0138	CHEERLEADING SUPPLIES/EQUIP/MISC	0.00	0.00	0.00	0.00	0.00
05 704 0140	BBB/GBB GATE RECEIPTS	13,332.87	0.00	0.00	0.00	13,332.87
05 704 0141	BBB/GBB OFFICIALS	(6,345.98)	0.00	0.00	0.00	(6,345.98)
05 704 0143	BBB SUPPLIES/EQUIP/MISC	(43.32)	0.00	0.00	0.00	(43.32)
05 704 0150	WR GATE RECEIPTS	176.00	0.00	0.00	0.00	176.00
05 704 0151	WR OFFICIALS	(862.00)	0.00	0.00	0.00	(862.00)
05 704 0152	WR TRAVEL	(34.17)	75.00	0.00	0.00	(109.17)
05 704 0153	WR SUPPLIES/EQUIP/MISC	(270.00)	0.00	0.00	0.00	(270.00)
05 704 0160	TR GATE RECEIPTS	0.00	0.00	1,000.00	0.00	1,000.00
05 704 0161	TR OFFICIALS	(300.00)	0.00	0.00	0.00	(300.00)
05 704 0162	TR TRAVEL	0.00	0.00	750.00	0.00	750.00
05 704 0163	TR SUPPLIES/EQUIP/MISC	(3,080.31)	1,068.05	0.00	0.00	(4,148.36)
05 704 0170	BOYS GOLF ENTRY FEES	(787.00)	50.00	315.00	0.00	(522.00)
05 704 0173	BOYS GOLF SUPPLIES/EQUIP/MISC	(1,218.40)	0.00	0.00	0.00	(1,218.40)
05 704 0176	GIRLS GOLF ENTRY FEES	(248.00)	0.00	0.00	0.00	(248.00)
05 704 0178	GIRLS GOLF SUPPLIES/EQUIP/MISC	(1,559.58)	0.00	0.00	0.00	(1,559.58)
05 704 0180	JH FOOTBALL	(639.54)	0.00	0.00	0.00	(639.54)
05 704 0181	JH VOLLEYBALL	1,571.01	0.00	0.00	0.00	1,571.01
05 704 0182	JH BASKETBALL	(848.75)	0.00	0.00	0.00	(848.75)
05 704 0183	JH WRESTLING	260.64	0.00	0.00	0.00	260.64
05 704 0184	JH TRACK	440.00	221.00	0.00	0.00	219.00
05 704 0199	STATE/NATIONAL EXPENSES	(9,450.91)	3,392.13	0.00	0.00	(12,843.04)
05 704 0201	TRANSFER ACCOUNT	(5.10)	0.00	0.00	0.00	(5.10)
05 704 0202	YEARBOOK	(3,067.88)	0.00	0.00	0.00	(3,067.88)
05 704 0203	VO AG PROJECT MATERIALS	89.04	0.00	0.00	0.00	89.04

Fund: 05 ACTIVITIES

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0204	AG EQUIPMENT FUND	500.00	0.00	0.00	0.00	500.00
05 704 0205	FFA PLASMACAM FUND	3,047.33	0.00	699.18	0.00	3,746.51
05 704 0206	SPECIAL EDUCATION	38.61	0.00	0.00	0.00	38.61
05 704 0207	JR CLASS CONCESSION EQUIP FUND	1,854.55	0.00	0.00	0.00	1,854.55
05 704 0208	FACILITY USE	430.00	0.00	0.00	0.00	430.00
05 704 0210	PADLOCK DEPOSITS	809.41	0.00	0.00	0.00	809.41
05 704 0211	BOOK FINES/FEES	2,005.01	0.00	0.00	0.00	2,005.01
05 704 0215	SPEECH	(1,081.13)	383.00	0.00	0.00	(1,464.13)
05 704 0216	WORLD STRIDES TRIP FUND	12.38	0.00	0.00	0.00	12.38
05 704 0218	HS STUDENT COUNCIL	(1,058.03)	0.00	0.00	0.00	(1,058.03)
05 704 0219	NATIONAL HONOR SOCIETY	(30.00)	0.00	0.00	0.00	(30.00)
05 704 0220	WOODSHOP PROJECTS	(933.15)	226.59	47.25	0.00	(1,112.49)
05 704 0222	BACKPACK FOOD PROGRAM	2,979.00	0.00	0.00	0.00	2,979.00
05 704 0225	ONE ACTS	(1,747.06)	0.00	0.00	0.00	(1,747.06)
05 704 0230	MILK BREAK	559.90	0.00	0.00	0.00	559.90
05 704 0235	THE RANCH	(2,376.70)	0.00	0.00	0.00	(2,376.70)
05 704 0240	PALS MENTORING	1,446.08	0.00	0.00	0.00	1,446.08
05 704 0245	HEALTH & WELLNESS FUND	3,266.34	0.00	0.00	0.00	3,266.34
05 704 0250	DISTRICT PROJECT FUND	8,230.19	0.00	0.00	0.00	8,230.19
05 704 0255	SANTA'S ELVES DONATION FUND	62.20	0.00	0.00	0.00	62.20
05 704 0260	HS QUIZ BOWL	98.10	0.00	0.00	0.00	98.10
05 704 0265	JH QUIZ BOWL	946.46	0.00	0.00	0.00	946.46
05 704 0270	O'BRIEN READING CABINET	941.31	0.00	0.00	0.00	941.31
05 704 0316	CLASS OF 2016	608.32	0.00	0.00	0.00	608.32
05 704 0317	CLASS OF 2017	1,509.60	0.00	0.00	0.00	1,509.60
05 704 0318	CLASS OF 2018	1,090.49	0.00	0.00	0.00	1,090.49
05 704 0319	CLASS OF 2019	162.52	0.00	0.00	0.00	162.52
05 704 0320	CLASS OF 2020	28.68	0.00	0.00	0.00	28.68
05 704 0321	CLASS OF 2021	(319.20)	0.00	0.00	0.00	(319.20)
05 704 0322	CLASS OF 2022	4,355.89	1,078.99	0.00	0.00	3,276.90
05 704 0323	CLASS OF 2023	3,365.26	2,659.61	0.00	0.00	705.65
05 704 0324	CLASS OF 2024	1,833.62	435.31	1,094.00	0.00	2,492.31
05 704 0400	GRADE ACTIVITY MISCELLANEOUS	15,135.68	100.00	0.00	0.00	15,035.68
05 704 0410	GRADE ACTIVITY LEADERSHIP FUND	625.35	26.99	0.00	0.00	598.36
05 704 0420	GRADE ACTIVITY SPECIAL EDUCATION	323.63	0.00	0.00	0.00	323.63
05 704 0450	JANICEK STOCK MARKET FUNDRAISER	650.10	0.00	0.00	0.00	650.10
05 704 0500	HS MISCELLANEOUS FUND	14,054.51	0.00	0.00	0.00	14,054.51
05 704 0501	HS HONOR ROLL CERTIFICATES	(432.90)	21.37	0.00	0.00	(454.27)

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0502	HS INTEREST EARNED ON ACCOUNT	15,334.74	0.00	10.99	0.00	15,345.73
05 704 0601	BAND ACTIVITY	1,633.29	339.00	0.00	0.00	1,294.29
05 704 0602	SCHOOL INSTRUMENT & REPAIRS	2,343.46	0.00	0.00	0.00	2,343.46
05 704 0603	CHORUS	643.14	0.00	0.00	0.00	643.14
05 704 0605	MUSICAL PRODUCTIONS	2,195.15	0.00	0.00	0.00	2,195.15
05 704 0606	SHOW CHOIR UNIFORMS	2,452.12	65.00	0.00	0.00	2,387.12
05 704 0607	ELEM SHOW CHOIR	416.54	0.00	0.00	0.00	416.54
05 704 0701	FFA FUND	21,985.75	3,716.26	5,519.00	0.00	23,788.49
05 704 0703	JH CONCESSIONS	200.00	0.00	0.00	0.00	200.00
05 704 0705	CHEERLEADING FUNDRAISING	9,370.91	4,920.00	7,365.00	0.00	11,815.91
05 704 0707	INTERACT CLUB	367.92	0.00	0.00	0.00	367.92
05 704 0709	JH STUDENT COUNCIL	362.71	0.00	0.00	0.00	362.71
05 704 0711	HS STUCO FUNDRAISER	1,275.74	0.00	0.00	0.00	1,275.74
05 704 0713	NATIONAL HONOR SOCIETY FUNDRAISER	464.00	221.55	0.00	0.00	242.45
05 704 0715	XC FUNDRAISING	520.35	0.00	0.00	0.00	520.35
05 704 0717	BOYS GOLF FUNDRAISING	132.34	0.00	0.00	0.00	132.34
05 704 0719	GIRLS GOLF FUNDRAISING	10,811.97	0.00	0.00	0.00	10,811.97
05 704 0721	FB FUNDRAISING	615.39	0.00	0.00	0.00	615.39
05 704 0723	VOLLEYBALL FUNDRAISING	3,627.87	0.00	260.23	0.00	3,888.10
05 704 0725	BBB FUNDRAISING	745.40	300.00	1,325.00	0.00	1,770.40
05 704 0727	GBB FUNDRAISING	(1,112.27)	142.43	0.00	0.00	(1,254.70)
05 704 0729	WRESTLING FUNDRAISING	1,520.30	0.00	0.00	0.00	1,520.30
05 704 0731	TRACK FUNDRAISING	884.46	0.00	0.00	0.00	884.46
05 704 0735	WEIGHT LIFTING CLUB	200.00	0.00	0.00	0.00	200.00
05 704 0737	SPORTSMANSHIP FUND	202.73	0.00	0.00	0.00	202.73
05 704 0739	STAND	1,216.54	0.00	0.00	0.00	1,216.54
05 704 0741	ART CLASS PROJECTS	689.24	0.00	0.00	0.00	689.24
05 704 0743	MATH CLUB	(433.18)	0.00	20.00	0.00	(413.18)
05 704 0745	SCIENCE CLUB	2.54	0.00	0.00	0.00	2.54
05 704 0747	MITCHELL SCIENCE GRANT	294.35	0.00	0.00	0.00	294.35
05 704 0749	SPANISH CLUB	68.79	0.00	0.00	0.00	68.79
05 704 0751	7-12 RESOURCE RM FUNDRAISING	64.00	0.00	0.00	0.00	64.00
05 704 0753	SPEECH FUNDRAISING	1,758.62	0.00	0.00	0.00	1,758.62
05 704 0755	ONE ACT FUNDRAISING	4,194.95	0.00	0.00	0.00	4,194.95
05 704 0757	LONGHORNS COMMITTED	2,287.14	0.00	0.00	0.00	2,287.14
05 704 0759	CIVICS FUNDRAISER	267.72	0.00	0.00	0.00	267.72
05 704 0761	KIMBALL PREVENTION COALITION	951.23	0.00	0.00	0.00	951.23
05 704 0762	EDUCATION QUEST	(5,730.44)	112.23	0.00	0.00	(5,842.67)

Activity Fund Balance Report - Summary - Exclude Encumbrances
05/2022 - 05/2022

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
Fund Total: 05		118,949.64	35,792.47	20,824.17	0.00	103,981.34

BOARD BUDGET REPORT OF REVENUES

Acct #	Acct Description	Current Mo	YTD	Budget	% of Budget	Prev Yr Mo	Prev YTD	Prev Budget	Prev % of Budget
01	GENERAL FUND								
01 1100	PROPERTY TAXES	1,512,316.98	4,760,345.98	5,450,000.00	87.35	1,738,977.27	5,133,531.47	5,780,000.00	88.82
01 1115	CARLINE TAXES	20,593.66	30,048.83	35,000.00	85.85	23,670.48	31,682.41	40,000.00	79.21
01 1125	MOTOR VEHICLE TAXES	16,835.21	168,684.92	260,000.00	64.88	21,797.43	193,065.27	27,000.00	715.06
01 1140	PROP TAX PENALTIES & INTEREST	63.05	16,900.00	20,000.00	84.50	184.55	25,595.09	20,000.00	127.98
01 1311	DRIVER EDUCATION FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1510	INTEREST	202.68	1,766.34	10,000.00	17.66	192.66	6,397.78	10,000.00	63.98
01 1911	LOCAL LICENSE FEES AND COURT FINES	3,360.64	40,182.44	5,000.00	803.65	5,007.16	289,787.98	6,000.00	4,829.80
01 1921	POLICE COURT FINES	0.00	500.00	1,000.00	50.00	100.00	1,600.00	1,000.00	160.00
01 1951	MISC REVENUE OTHER SCHOOL DIST	0.00	3,925.00	10,000.00	39.25	0.00	0.00	20,000.00	0.00
01 1960	ABSORB UNUSED BUDGET AUTHORITY	0.00	0.00	325,000.00	0.00	0.00	0.00	267,594.00	0.00
01 1990	OTHER LOCAL REVENUE	737.00	9,782.80	1,000.00	978.28	0.00	2,398.96	500.00	479.79
01 2110	COUNTY FINES & LICENSE FEES	0.00	0.00	20,000.00	0.00	0.00	0.00	70,000.00	0.00
01 3110	STATE AID EDUCATION	9,960.00	44,932.66	50,000.00	89.87	5,144.00	48,252.77	51,439.00	93.81
01 3120	STATE AID - SPED	32,869.00	177,361.00	275,000.00	64.49	16,324.00	194,692.00	315,000.00	61.81
01 3125	SPED SCHOOL AGE TRANSPORTATION	0.00	0.00	5,000.00	0.00	0.00	26.22	0.00	0.00
01 3130	HOMESTEAD ALLOCATION	14,599.22	50,040.10	0.00	0.00	15,025.76	45,077.28	0.00	0.00
01 3131	PROPERTY TAX CREDIT	156,112.80	312,225.60	0.00	0.00	156,634.66	313,269.32	0.00	0.00
01 3132	PROP TAX CREDIT-RAILROADS/PUBLIC SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 3133	NAMEPLATE CAPACITY TAX	59,784.46	59,784.46	70,000.00	85.41	64,414.96	64,414.96	65,000.00	99.10
01 3134	PERS PROP PUB SERV AND RR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 3180	PRO RATA MOTOR VEHICLE	4,994.85	9,731.62	15,000.00	64.88	5,182.54	9,449.21	8,000.00	118.12
01 3400	STATE APPORTIONMENT	0.00	42,873.60	50,000.00	85.75	0.00	40,791.26	65,000.00	62.76
01 3512	DISTRICT ED INCENTIVE	0.00	1,688.56	5,000.00	33.77	0.00	0.00	10,000.00	0.00
01 3535	HIGH ABILITY LEARNERS	0.00	4,877.00	5,000.00	97.54	0.00	3,275.00	10,000.00	32.75
01 3570	STATE GRANT: TEACHER EVALUATION 2017	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00	0.00
01 3990	OTHER STATE RECEIPTS	0.00	0.00	100.00	0.00	0.00	47.18	1,500.00	3.15
01 4105	UNIVERSAL SERVICE FUND (E-RATE)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 4310	REAP - US DEPT OF ED	0.00	25,156.76	30,000.00	83.86	3,045.00	3,045.00	42,000.00	7.25
01 4505	TITLE I	0.00	85,592.00	90,000.00	95.10	0.00	88,882.00	90,000.00	98.76
01 4506	TITLE I ACCOUNTABILITY	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	0.00
01 4509	TITLE II, PART A	0.00	17,847.00	20,000.00	89.24	0.00	21,113.00	20,000.00	105.57
01 4512	IDEA PART B BASE ALLOCATION	0.00	0.00	55,000.00	0.00	0.00	0.00	55,000.00	0.00
01 4516	IDEA BASE 3-5	0.00	5,869.00	5,000.00	117.38	0.00	0.00	6,000.00	0.00
01 4518	IDEA PART B BASE & ENROLLMENT POVERTY	0.00	96,405.00	0.00	0.00	0.00	0.00	0.00	0.00
01 4519	IDEA PART B	0.00	0.00	65,000.00	0.00	0.00	113,375.00	64,000.00	177.15
01 4521	IDEA PART B PROPORTIONATE SHARE	0.00	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00
01 4530	PBIS - OTHER FEDERAL REVENUES	0.00	0.00	1,000.00	0.00	0.00	18,250.00	1,000.00	1,825.00
01 4531	AFTERSCHOOL-TITLE IV, PART B	0.00	59,428.00	60,000.00	99.05	0.00	53,535.00	10,000.00	535.35
01 4708	MEDICAID RECEIPTS/M.I.P.S	1,622.32	3,327.31	0.00	0.00	0.00	0.00	0.00	0.00
01 4709	MECCA TECH MONIES	0.00	2,342.21	20,000.00	11.71	0.00	6,129.41	25,000.00	24.52
01 4900	OTHER FEDERAL SOURCE	0.00	0.00	100,000.00	0.00	0.00	0.00	0.00	0.00
01 4996	ESSER1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 4997	ESSER II	153,378.00	271,376.00	0.00	0.00	0.00	0.00	0.00	0.00
01 4998	ESSER III	283,220.00	283,220.00	0.00	0.00	0.00	0.00	0.00	0.00
01 5200	TRANSFERS FROM OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	400,000.00	0.00
01 6300	SPECIAL ITEMS SIGNIFACANT TRANSACTIONS	0.00	30,318.32	0.00	0.00	0.00	0.00	0.00	0.00
01 9000	Non Program Receipts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		2,270,649.87	6,616,532.51	7,063,100.00	93.68	2,055,700.47	6,707,683.57	7,501,033.00	89.42
01	GENERAL FUND	2,270,649.87	6,616,532.51	7,063,100.00	93.68	2,055,700.47	6,707,683.57	7,501,033.00	89.42
02	DEPRECIATION FUND								
02 1510	INTEREST ON LOCAL REV RECEIPTS	14.24	128.98	1,500.00	8.60	20.64	887.76	0.00	0.00
02 5200	TRANSFERS FROM OTHER FUNDS	0.00	0.00	200,000.00	0.00	0.00	0.00	200,000.00	0.00
02 5690	OTHER LOCAL REVENUE	0.00	0.00	0.00	0.00	0.00	458.07	0.00	0.00
		14.24	128.98	201,500.00	0.06	20.64	1,345.83	200,000.00	0.67
02	DEPRECIATION FUND	14.24	128.98	201,500.00	0.06	20.64	1,345.83	200,000.00	0.67

BOARD BUDGET REPORT OF REVENUES

Acct #	Acct Description	Current Mo	YTD	Budget	% of Budget	Prev Yr Mo	Prev YTD	Prev Budget	Prev % of Budget
05	ACTIVITIES								
05 1710 0100	ATHLETIC FUND	2,418.52	885.61	25,000.00	3.54	(40.00)	3,083.83	25,000.00	12.34
05 1710 0101	ACTIVITY TICKETS	0.00	2,449.00	3,000.00	81.63	0.00	1,818.40	4,000.00	45.46
05 1710 0109	UNIFORMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1710 0110	FB GATE RECEIPTS	0.00	0.00	0.00	0.00	0.00	2,944.00	4,000.00	73.60
05 1710 0111	FB OFFICIALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1710 0112	FB TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1710 0113	FB SUPPLIES/EQUIP/MISC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1710 0120	VB GATE RECEIPTS	0.00	2,016.00	3,000.00	67.20	0.00	3,057.76	4,000.00	76.44
05 1710 0121	VB OFFICIALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1710 0122	VB TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1710 0123	VB SUPPLIES/EQUIP/MISC	0.00	(269.33)	0.00	0.00	0.00	0.00	0.00	0.00
05 1710 0130	XC ENTRY FEES	0.00	640.00	500.00	128.00	0.00	300.00	500.00	60.00
05 1710 0133	XC SUPPLIES/EQUIP/MISC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1710 0137	CHEERLEADING TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1710 0138	CHEERLEADING SUPPLIES/EQUIP/MISC	0.00	0.00	0.00	0.00	0.00	199.00	0.00	0.00
05 1710 0140	BBB/GBB GATE RECEIPTS	0.00	5,056.90	6,000.00	84.28	0.00	3,065.87	8,000.00	38.32
05 1710 0141	BBB/GBB OFFICIALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1710 0142	BBB TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1710 0143	BBB SUPPLIES/EQUIP/MISC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1710 0147	GBB TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1710 0148	GBB SUPPLIES/EQUIP/MISC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1710 0150	WR GATE RECEIPTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1710 0151	WR OFFICIALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1710 0152	WR TRAVEL	0.00	90.83	0.00	0.00	0.00	150.00	0.00	0.00
05 1710 0153	WR SUPPLIES/EQUIP/MISC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1710 0160	TR GATE RECEIPTS	1,000.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1710 0161	TR OFFICIALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1710 0162	TR TRAVEL	750.00	750.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1710 0163	TR SUPPLIES/EQUIP/MISC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1710 0170	BOYS GOLF ENTRY FEES	315.00	315.00	250.00	126.00	210.00	210.00	100.00	210.00
05 1710 0173	BOYS GOLF SUPPLIES/EQUIP/MISC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1710 0176	GIRLS GOLF ENTRY FEES	0.00	350.00	250.00	140.00	0.00	175.00	150.00	116.67
05 1710 0177	GIRLS GOLF TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1710 0178	GIRLS GOLF SUPPLIES/EQUIP/MISC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1710 0180	JH FOOTBALL	0.00	563.00	1,000.00	56.30	0.00	338.00	1,000.00	33.80
05 1710	JH VOLLEYBALL	0.00	1,059.00	1,000.00	105.90	0.00	0.00	1,000.00	0.00

BOARD BUDGET REPORT OF REVENUES

Acct #	Acct Description	Current Mo	YTD	Budget	% of Budget	Prev Yr Mo	Prev YTD	Prev Budget	Prev % of Budget
0181									
05 1710 0182	JH BASKETBALL	0.00	424.00	1,000.00	42.40	0.00	0.00	1,000.00	0.00
05 1710 0183	JH WRESTLING	0.00	964.00	1,000.00	96.40	0.00	507.00	1,000.00	50.70
05 1710 0184	JH TRACK	0.00	825.00	1,000.00	82.50	375.00	375.00	1,500.00	25.00
05 1710 0198	RANDOM DRUG TESTING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1710 0199	STATE/NATIONAL EXPENSES	0.00	190.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1710 0201	TRANSFER ACCOUNT	0.00	0.00	25,000.00	0.00	0.00	0.00	15,000.00	0.00
05 1710 0202	YEARBOOK	0.00	60.00	2,000.00	3.00	0.00	576.00	2,000.00	28.80
05 1710 0203	VO AG PROJECT MATERIALS	0.00	0.00	500.00	0.00	0.00	25.00	500.00	5.00
05 1710 0205	FFA PLASMACAM FUND	699.18	699.18	1,000.00	69.92	0.00	0.00	1,500.00	0.00
05 1710 0207	JR CLASS CONCESSION EQUIP FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1710 0208	FACILITY USE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1710 0209	POP FUND	0.00	0.00	100.00	0.00	0.00	0.00	500.00	0.00
05 1710 0210	PADLOCK DEPOSITS	0.00	28.00	250.00	11.20	0.00	245.00	250.00	98.00
05 1710 0211	BOOK FINES/FEES	0.00	0.00	500.00	0.00	0.00	0.00	500.00	0.00
05 1710 0215	SPEECH	0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
05 1710 0216	WORLD STRIDES TRIP FUND	0.00	0.00	0.00	0.00	0.00	0.00	750.00	0.00
05 1710 0217	TEAMMATES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1710 0218	HS STUDENT COUNCIL	0.00	396.00	0.00	0.00	0.00	186.00	0.00	0.00
05 1710 0219	NATIONAL HONOR SOCIETY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1710 0220	WOODSHOP PROJECTS	47.25	686.58	10,000.00	6.87	781.55	4,113.08	0.00	0.00
05 1710 0222	BACKPACK FOOD PROGRAM	0.00	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1710 0225	ONE ACTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1710 0235	THE RANCH	0.00	2,364.37	0.00	0.00	0.00	0.00	0.00	0.00
05 1710 0245	HEALTH & WELLNESS FUND	0.00	150.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1710 0255	SANTA'S ELVES DONATION FUND	0.00	0.00	0.00	0.00	0.00	0.00	15,000.00	0.00
05 1710 0260	HS QUIZ BOWL	0.00	0.00	500.00	0.00	0.00	235.00	0.00	0.00
05 1710 0265	JH QUIZ BOWL	0.00	125.00	500.00	25.00	0.00	0.00	500.00	0.00
05 1710 0270	O'BRIEN READING CABINET	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1710 0313	CLASS OF 2013	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00
05 1710 0317	CLASS OF 2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1710 0318	CLASS OF 2018	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1710 0319	CLASS OF 2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1710 0320	CLASS OF 2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1710 0321	CLASS OF 2021	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	0.00
05 1710 0322	CLASS OF 2022	0.00	0.00	10,000.00	0.00	0.00	9,721.78	20,000.00	48.61
05 1710 0323	CLASS OF 2023	0.00	15,315.78	10,000.00	153.16	0.00	1,397.73	500.00	279.55

Kimball Public Schools
06/13/2022 11:26 AM

BOARD BUDGET REPORT OF REVENUES

Page: 4

User ID: CG

Acct #	Acct Description	Current Mo	YTD	Budget	% of Budget	Prev Yr Mo	Prev YTD	Prev Budget	Prev % of Budget
05 1710 0324	CLASS OF 2024	1,094.00	3,955.60	5,000.00	79.11	(1,280.00)	(1,274.31)	0.00	0.00
05 1710 0325	CLASS OF 2025	0.00	506.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1710 0400	GRADE ACTIVITY MISCELLANEOUS	0.00	336.10	1,500.00	22.41	28.30	127.80	1,500.00	8.52
05 1710 0410	GRADE ACTIVITY LEADERSHIP FUND	0.00	1,998.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1710 0450	JANICEK STOCK MARKET FUNDRAISER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1710 0500	HS MISCELLANEOUS FUND	0.00	85.44	1,000.00	8.54	0.00	870.00	0.00	0.00
05 1710 0501	HS HONOR ROLL CERTIFICATES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1710 0502	HS INTEREST EARNED ON ACCOUNT	10.99	109.94	500.00	21.99	0.00	55.20	500.00	11.04
05 1710 0601	BAND ACTIVITY	0.00	508.00	1,500.00	33.87	1,061.50	1,261.50	1,500.00	84.10
05 1710 0602	SCHOOL INSTRUMENT & REPAIRS	0.00	0.00	500.00	0.00	0.00	0.00	1,500.00	0.00
05 1710 0603	CHORUS	0.00	0.00	500.00	0.00	321.00	351.00	0.00	0.00
05 1710 0606	SHOW CHOIR UNIFORMS	0.00	1,046.00	5,000.00	20.92	1,379.00	1,754.00	5,000.00	35.08
05 1710 0607	ELEM SHOW CHOIR	0.00	391.50	1,000.00	39.15	0.00	367.00	800.00	45.88
05 1710 0701	FFA FUND	5,519.00	23,130.68	20,000.00	115.65	4,983.00	9,426.40	18,000.00	52.37
05 1710 0703	JH CONCESSIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1710 0705	CHEERLEADING FUNDRAISING	7,365.00	13,550.00	20,000.00	67.75	4,040.03	4,140.03	25,000.00	16.56
05 1710 0707	INTERACT CLUB	0.00	0.00	1,000.00	0.00	0.00	0.00	2,500.00	0.00
05 1710 0709	JH STUDENT COUNCIL	0.00	66.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1710 0711	HS STUCO FUNDRAISER	0.00	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00
05 1710 0713	NATIONAL HONOR SOCIETY FUNDRAISER	0.00	410.00	500.00	82.00	0.00	0.00	350.00	0.00
05 1710 0715	XC FUNDRAISING	0.00	244.00	2,000.00	12.20	0.00	0.00	2,000.00	0.00
05 1710 0717	BOYS GOLF FUNDRAISING	0.00	120.00	1,000.00	12.00	0.00	0.00	1,000.00	0.00
05 1710 0719	GIRLS GOLF FUNDRAISING	0.00	3,250.00	1,000.00	325.00	200.00	761.00	1,000.00	76.10
05 1710 0721	FB FUNDRAISING	0.00	215.03	2,000.00	10.75	411.00	747.00	2,000.00	37.35
05 1710 0723	VOLLEYBALL FUND	260.23	2,179.01	15,000.00	14.53	617.00	10,398.08	5,000.00	207.96
05 1710 0725	BBB FUNDRAISING	1,325.00	2,050.00	1,000.00	205.00	730.00	730.00	500.00	146.00
05 1710 0727	GBB FUNDRAISING	0.00	200.00	1,500.00	13.33	0.00	1,085.00	3,000.00	36.17
05 1710 0729	WRESTLING FUNDRAISING	0.00	1,009.00	3,000.00	33.63	0.00	246.34	750.00	32.85
05 1710 0731	TRACK FUNDRAISING	0.00	0.00	1,000.00	0.00	0.00	0.00	4,000.00	0.00
05 1710 0735	WEIGHT LIFTING CLUB	0.00	0.00	0.00	0.00	200.00	200.00	0.00	0.00
05 1710 0739	STAND	0.00	0.00	1,000.00	0.00	0.00	0.00	2,000.00	0.00
05 1710 0741	ART CLASS PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1710 0743	MATH CLUB	20.00	40.00	100.00	40.00	20.00	20.00	100.00	20.00
05 1710 0745	SCIENCE CLUB	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 1710 0753	SPEECH FUNDRAISING	0.00	0.00	2,000.00	0.00	0.00	1,804.74	250.00	721.90
05 1710 0755	ONE ACT FUNDRAISING	0.00	678.53	1,000.00	67.85	0.00	0.00	1,000.00	0.00
05 1710	LONGHORNS COMMITTED	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

BOARD BUDGET REPORT OF REVENUES

Acct #	Acct Description	Current Mo	YTD	Budget	% of Budget	Prev Yr Mo	Prev YTD	Prev Budget	Prev % of Budget
0757									
05 1710	CIVICS FUNDRAISER	0.00	0.00	1,000.00	0.00	438.80	5,647.83	0.00	0.00
0759									
05 1710	KIMBALL PREVENTION COALITION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0761									
05 1710	EDUCATION QUEST	0.00	0.00	0.00	0.00	0.00	(122.78)	0.00	0.00
0762									
05 1710	TOM SOUTHARD MEMORIAL	0.00	0.00	0.00	0.00	250.00	2,210.00	0.00	0.00
0763									
05 1710	LONGHORN APPAREL	0.00	1,922.00	0.00	0.00	0.00	0.00	0.00	0.00
0764									
05 1710	SCHOLARSHIP INCOME	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0999									
05 5200	TRANSFERS FROM OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	75,000.00	0.00
		20,824.17	97,634.75	196,950.00	49.57	14,726.18	73,529.28	268,500.00	27.39
05	ACTIVITIES	20,824.17	97,634.75	196,950.00	49.57	14,726.18	73,529.28	268,500.00	27.39
06	SCHOOL NUTRITION								
06 1611	STUDENT LUNCHES	6,090.52	44,654.18	15,000.00	297.69	0.00	20,510.43	77,750.00	26.38
06 1612	STUDENT BREAKFASTS	0.00	0.00	0.00	0.00	0.00	0.00	9,000.00	0.00
06 1613	SPECIAL MILK PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00
06 1620	FOOD PROGRAM ADULT RECEIPTS	0.00	0.00	1,000.00	0.00	0.00	741.77	37,750.00	1.96
06 1990	OTHER LOCAL RECEIPTS	0.00	0.00	30,000.00	0.00	4,954.62	26,237.67	0.00	0.00
06 3150	SCHOOL LUNCH-STATE SHARE	25,341.29	237,910.10	230,000.00	103.44	29,037.77	188,807.66	130,000.00	145.24
06 3990	OTHER STATE RECEIPTS	0.00	0.00	30,000.00	0.00	0.00	28,022.12	0.00	0.00
06 4210	SCHOOL LUNCH (FED ONLY)	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00
06 5200	TRANSFERS FROM OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	15,000.00	5,000.00	300.00
		31,431.81	282,564.28	306,000.00	92.34	33,992.39	279,319.65	261,000.00	107.02
06	SCHOOL NUTRITION	31,431.81	282,564.28	306,000.00	92.34	33,992.39	279,319.65	261,000.00	107.02
08	SPECIAL BUILDING FUND								
08 1100	PROPERTY TAXES	113,799.01	233,416.96	417,020.00	55.97	31,707.38	109,538.75	105,730.00	103.60
08 1115	CARLINE TAXES	1,550.17	1,722.53	0.00	0.00	431.49	431.49	0.00	0.00
08 1125	MOTOR VEHICLE TAXES	0.00	(539.93)	0.00	0.00	0.00	69.97	0.00	0.00
08 1140	PROP TAXES PENALTIES & INTEREST	1.15	436.28	0.00	0.00	4.72	616.96	0.00	0.00
08 1510	INTEREST ON LOCAL REV RECEIPTS	225.29	838.48	0.00	0.00	48.40	1,913.65	0.00	0.00
08 1920	CONTRIBUTIONS/DONATIONS PRIVATE	0.00	0.00	0.00	0.00	0.00	1,280.00	0.00	0.00
08 3130	HOMESTEAD ALLOCATION	1,098.96	3,296.88	0.00	0.00	273.91	821.73	0.00	0.00
08 3131	PROPERTY TAX CREDIT	11,751.28	23,502.56	0.00	0.00	2,855.32	5,710.64	0.00	0.00
08 3132	PROP TAX CREDIT-RAILROADS/PUBLIC SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08 3133	NAMEPLATE CAPACITY TAX	4,500.23	4,500.23	0.00	0.00	1,174.23	1,174.23	0.00	0.00
08 3134	PERS PROP PUB SERV & RR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08 3180	PRO-RATA MOTOR VEHICLE	375.98	462.33	0.00	0.00	94.47	335.18	0.00	0.00
08 5400	LOAN PROCEEDS	0.00	1,699,570.00	0.00	0.00	0.00	0.00	0.00	0.00
		133,302.07	1,967,206.32	417,020.00	471.73	36,589.92	121,892.60	105,730.00	115.29
08	SPECIAL BUILDING FUND	133,302.07	1,967,206.32	417,020.00	471.73	36,589.92	121,892.60	105,730.00	115.29
Grand Total:		2,456,222.16	8,964,066.84	8,184,570.00	109.52	2,141,029.60	7,183,770.93	8,336,263.00	86.17

JR/SR High School Principal Report – June

- Our total enrollment 7-12 is 155.
- The draft Parent/Student Handbook is provided, including descriptions of the updates/changes
-
- 17 students were given the opportunity to recover credits due to excessive absences through the year. All students completed the recovery.
-
- One student was eligible for summer school to recover credits lost due to failing grades. They did not choose to attend.

June 2022 Superintendent Report

- Financial Update –

- 54.65% of the budget spent; 75% of fiscal year completed. 25% of year remaining and 43.35% of budget unspent.
- Through May 2022, we have spent 54.65% at this point in 2021 53.35%, and in 2020 51.08% had been spent.
- Actual Year-To-Date Expenditures are \$6,021,136.75
- Compared to \$5,963,576.33 last year, \$5,609,850.36 two years ago and \$6,041,645.58 three years ago.
- The current cash balance in the General Fund is \$2,973,217.84.
- In 2021 at this time the balance was \$2,840,787.88, in 2020 the balance was at \$1,771,178.63.

Kimball Public Schools Surplus Property

Item(s)	Quantity	Price per item
Interactive White Boards	40	Make an offer
Projectors	40	Make an offer
Irrigation Hose Reel	1	Make an offer
Cable Chest Press	1	Make an offer
Cable Hamstring Curl	1	Make an offer
Cable Quad Extension	2	Make an offer
Cable Shoulder Press	1	Make an offer
Cable Chest Fly	1	Make an offer
Cable Hip Ab/adduction	1	Make an offer
Cable Hamstring Curl	1	Make an offer
Cable Tricep Extension	1	Make an offer
Shoulder Fly Machine	1	Make an offer
Preacher Curl Bench	1	Make an offer
Cable Lat Row	1	Make an offer
Cable Bicep Curl	1	Make an offer
Fixed Bench Press	1	Make an offer
Core Bench	1	Make an offer
Cable Lat Pull Down	1	Make an offer
Treadmill	1	Make an offer
Recumbant Bike	1	Make an offer

**INTERLOCAL AGREEMENT FOR
DAY SCHOOL / TREATMENT FACILITY
AMENDED MAY 2022**

This **Amended Interlocal Agreement ("Agreement")** is made and entered into under the provisions of the Nebraska Interlocal Cooperation Act, NEB. REV. STAT. §§ 13-801 to 13-827 ("Act"), between:

Educational Service Unit No. 13 (hereinafter referred to as "ESU 13"), Alliance Public School District No. 07-0006 (hereinafter referred to as "Alliance"), Banner County Public School District No. 04-0001 (hereinafter referred to as "Banner County"), Bayard Public School District No. 62-0021 (hereinafter referred to as "Bayard"), Bridgeport Public School District No. 62-0063 (hereinafter referred to as "Bridgeport"), Gering Public School District No. 79-0016 (hereinafter referred to as "Gering"), Hay Springs Public School District No. 81-0003 (hereinafter referred to as "Hay Springs"), Hemingford Public School District No. 07-0010 (hereinafter referred to as "Hemingford"), Kimball Public School District No. 53-0001 (hereinafter referred to as "Kimball"), Leyton Public School District No. 17-0003 (hereinafter referred to as "Leyton"), Minatare Public School District No. 79-0002 (hereinafter referred to as "Minatare"), Mitchell Public School District No. 79-0031, (hereinafter referred to as "Mitchell"), Morrill Public School District No. 79-0011, (hereinafter referred to as "Morrill"), Potter-Dix Public School District No. 17-0009 (hereinafter referred to as "Potter-Dix"), Scottsbluff Public School District No. 79-0032 (hereinafter referred to as "Scottsbluff"), Sidney Public School District No. 17-0001 (hereinafter referred to as "Sidney"), and Sioux County Public School District No. 83-0500 (hereinafter referred to as "Sioux County").

The school districts are referred to collectively as "Districts". ESU 13 and the Districts are referred to collectively as "Parties".

WHEREAS, the Act provides that two or more public agencies may enter into an agreement for joint or cooperative action, and this Agreement is made and entered into pursuant to the provisions of that Act; and

WHEREAS, the Parties are school districts and an educational service unit and, therefore, also public agencies and political subdivisions of the State of Nebraska;

WHEREAS, the Parties desire to make the most efficient use of their taxing authority and other powers to enable them to cooperate with each other and other entities as further agreed on the basis of mutual advantage to provide goods, services, and facilities in a manner and pursuant to forms of governmental organization that will accord the best results in terms of

geographic, economic, population, and other factors that will influence the needs and development of the Parties;

WHEREAS, the Parties have passed resolutions authorizing each party to approve and enter into this Agreement;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, it is agreed by the parties as follows:

1. No Separate Legal Entity. This Agreement does not establish a separate legal or joint entity.

2. Purpose. The purpose of this Agreement is to operate a Day School / Treatment Facility, (hereinafter "Facility") which will include specialized therapeutic and educational services on a full time basis for youth that have been determined to meet entrance criteria at ESU 13, and to enter into any arrangements or agreements that are desirable or necessary to achieve this purpose.

3. Term. This Agreement shall commence on June 1, 2020 and shall continue until terminated by the Parties as provided herein, with a minimum term of 5 years.

4. Administration. The ESU 13 Administrator ("Administrator") shall be responsible for jointly administering the cooperative undertaking described in this Agreement, with the input of the superintendents of the Districts. The Administrator and District Superintendents shall meet bi-annually to discuss the operation and budget of the Facility. The Administrator may take any action authorized, either explicitly or implicitly, by the Interlocal Cooperation Act, including any action that may be necessary to perform the duties and functions as provided in this Agreement.

5. Fiscal Agent. ESU 13 shall serve as the fiscal agent for the purposes of this Agreement. The fiscal agent shall segregate funds contributed to a project pursuant to this Agreement from other funds it maintains and shall provide and review bi-annual statements to the Parties of all activity. The fiscal agent will thereafter be authorized to make all necessary and appropriate expenditures in support of the project.

6. Control and Supervision. ESU 13 shall exercise the degree of control and supervision of the Facility as necessary to achieve the purpose(s) of this agreement. Such control and supervision will include the enforcement of any rules and regulations adopted by the Parties for the safety of persons engaged in use of the Facility.

7. Care and Maintenance. ESU 13 shall be responsible for the general maintenance and care of the Facility, subject to financial payments or contributions made by the Districts.

8. Facility Improvements. ESU 13 may make such alterations, improvements, and repairs to the Facility as it desires without other Parties' approval. In circumstances where (1) capital construction additions or improvement expenses will be passed on to the Parties, the other Parties' must approve said facility improvements in writing and (2) the alterations, improvements, or repairs that need to be approved by the appropriate regulatory authority are so approved by that authority.

9. Utilities. ESU 13 shall be responsible for the payment of all utilities.

10. Districts' Contributions. ESU 13 shall, based upon the anticipated costs and outside contributions, determine the Districts' share of the annual facility expenses. Districts shall have the following payment options:

1. Option One – pay an all-inclusive amount proportionate to school district student enrollment;
2. Option Two – pay a flat dollar amount for services for membership in this Agreement (for the first year of this Agreement the flat dollar amount is \$3,333.00) plus a per seat cost.

Exhibit A, attached hereto, identifies each District's Option choice and initial annual cost. Districts shall not change their Option choice within the first 5 years of this Agreement, unless approved by Administrator or allowed pursuant to this paragraph. By June 1st of each year, Administrator will advise Districts of the upcoming school year's costs, which shall become effective September 1st. Administrator may increase the annual Districts' costs by up to 5% per year (due to cost of living/payroll increases, etc.). If the Administrator increases the annual cost by more than 5%, Districts shall have the right to change its Option choice or withdraw from the Agreement by giving notice to Administrator by July 15th.

11. ESU 13 Responsibilities. ESU 13 agrees to act as the Consortium Coordinating Agency, and as such, agrees to:

- A.** Furnish the therapeutic and educational personnel for the Facility as well as administrative personnel to manage all administrative duties in regard to this Agreement.

- B.** Perform all the bookkeeping and financial operations necessary to manage this Agreement.
- C.** Prepare and submit all necessary reports and agreements as required for the management of this Agreement.

12. Expenses. Unless provided otherwise herein, all expenses resulting from this Agreement shall be paid by ESU 13.

13. Manner of Acquiring, Holding, and Disposing of Real and Personal Property. The Parties' respective governing boards shall determine the manner of acquiring, holding, or disposing of real property in the event that such a need arises. In no event shall the Administrator have the authority to acquire real property on behalf of the Parties. The Administrator shall have the authority to acquire and hold any personal property that is needed or required for the implementation of any purpose of this Agreement. The title to all such personal property shall be held in the name of ESU 13. ESU 13 shall have the authority to dispose of such personal property, provided that (a) any such disposal shall comply with state law, and (b) any funds raised from such sale shall be shared by the parties in proportion to their contribution made to obtain the property.

14. Financing and Budgeting. The Administrator, or his or her designee, with input from the Districts' Superintendents will prepare and approve a budget on an annual basis based on a fiscal year that begins on September 1st and ends on August 31st. Each Party will budget separately to pay the costs and expenses that it will reasonably and necessarily incur to fulfill its obligations under this Agreement.

15. Taxes. This Agreement does not grant the Parties any authority to levy, collect, or account for any tax authorized under sections 13-318 through 13-326 or 13-2813 through 2816. The Party owning the Property will be liable for any real estate tax or assessment on such Property.

16. Nondiscrimination. The Parties shall not discriminate against any employee or applicant who is to be employed for performance of this Agreement with respect to his or her hire, tenure, terms, conditions, or privileges of employment, because of his race, color, religion, sex, disability, or national origin.

17. Notice of Participation and Withdrawal of Party. Unless a district notifies ESU 13 of its intent to withdraw from the Day School / Treatment Facility and this Agreement prior to March 1st of the current year, the district is committing to participate in the Facility and this Agreement for two years beyond the current year. Any party may withdraw from this

Agreement by giving written notification to the remaining parties by March 1st of the current year. Such withdrawal shall become effective two years from the end of the year notification is received. A party who has withdrawn shall have no right to accumulated assets of the Interlocal Cooperative Agency, nor shall the withdrawing party have a right to require the remaining parties to liquidate or otherwise dispose of assets of the Interlocal Cooperative Agency.

18. Default. A party shall be in default under this Agreement if it breaches, defaults on or otherwise fails to perform or satisfy any agreement, obligation, term, covenant, condition or provision set forth herein or arising hereunder, and such breach, default or failure to perform continues for a period of thirty (30) days after the party receives written notice of such breach or failure to perform from the other party; or, if such breach cannot reasonably be cured within such 30-day period, and the breaching party fails to commence to cure such breach within such thirty (30) days after notice from the non-breaching party or fails to proceed diligently to cure such breach within a reasonable time thereafter. Upon default by a party, the remaining parties may pursue any remedy provided by law.

19. Liability Insurance. Each party shall obtain and pay for its own liability insurance coverage for their participation in this Agreement. The minimum coverage under such insurance shall be \$1,000,000 for one accident and \$5,000,000 in the aggregate.

20. New Members. The Parties may add additional parties (at the then existing cost/rates) to this Agreement by the majority consent of the then current member Parties.

21. Notice. Each Party giving any Notice ("Notice") under this Agreement must give written Notice by personal delivery, registered or certified Mail (in each case, return receipt requested and postage prepaid), or electronic mail to the School Districts' superintendents and the ESU 13 Administrator at the address on file with the Nebraska Department of Education. Notice is effective only if the party giving the Notice has complied with this section.

22. Reservation of Rights. Each party reserves the right to enforce its own rights, obligations, or benefits of this Agreement.

23. Amendments and Modifications. The Parties may amend or modify this Agreement only by a signed, written unanimous agreement that identifies itself as an amendment or modification to this Agreement. No other alterations in the terms of this agreement shall be valid or binding.

24. Severability. If any provision of this Agreement is determined to be unenforceable, the remaining provisions of this Agreement remain in full force, if the essential terms and conditions of this Agreement for each party remain enforceable.

25. Counterparts. The Parties may execute this Agreement in multiple counterparts, each of which constitutes an original, and all of which, collectively, constitute only one agreement. The signatures of all of the Parties need not appear on the same counterpart, and delivery of an executed counterpart signature page by facsimile or other electronic means is as effective as executing and delivering this Agreement in the presence of the other Parties to this Agreement. This Agreement is effective upon delivery of one executed counterpart from each party to the other party. In proving this Agreement, a party must produce or account only for the executed counterpart of the party to be charged.

26. Assignment. The Parties shall not assign or otherwise dispose of this Agreement or any duty, right, or responsibility contemplated in this Agreement to any other person or entity without the previous written consent of the other Parties.

27. Entire Agreement. The Agreement is the complete and exclusive expression of the Parties' agreement on the matters contained in this Agreement. All prior and contemporaneous negotiations and agreements between the Parties on the matters contained in this Agreement are expressly merged into and superseded by this Agreement.

This **AMENDED AGREEMENT** shall be effective upon its approval by the Board of Education of Alliance Public School District No. 07-0006, the Board of Education of Banner County Public School District No. 04-0001, the Board of Education of Bayard Public School District No. 62-0021, the Board of Education of Bridgeport Public School District No. 62-0063, the Board of Education of Gering Public School District No. 79-0016, the Board of Education of Hay Springs Public School District No. 81-0003, the Board of Education of Hemingford Public School District No. 07-0010, the Board of Education of Kimball Public School District No. 53-0001, the Board of Education of Leyton Public School District No. 17-0003, the Board of Education of Minatare Public School District No. 79-0002, the Board of Education of Mitchell Public School District No. 79-0031, the Board of Education of Morrill Public School District No. 79-011, the Board of Education of Potter-Dix Public School District No. 17-0009, the Board of Education of Scottsbluff Public School District No. 79-0032, the Board of Education of Sidney Public School District No. 17-0001, and the Board of Education of Sioux County Public School District 83-0500, and upon execution of such

agreement by the Presidents of such school districts.

SIGNATURE PAGES TO FOLLOW

**ALLIANCE PUBLIC SCHOOL
DISTRICT NO. 07-0006**

Dated _____

By _____
President, Board of Education

ATTEST:

Secretary of the Board

ADDITIONAL SIGNATURE PAGES TO FOLLOW

**BANNER COUNTY PUBLIC SCHOOL
DISTRICT NO. 04-0001**

Dated _____

By _____
President, Board of Education

ATTEST:

Secretary of the Board

ADDITIONAL SIGNATURE PAGES TO FOLLOW

**BAYARD PUBLIC SCHOOL
DISTRICT NO. 62-0021**

Dated _____

By _____
President, Board of Education

ATTEST:

Secretary of the Board

ADDITIONAL SIGNATURE PAGES TO FOLLOW

**BRIDGEPORT PUBLIC SCHOOL
DISTRICT NO. 62-0063**

Dated _____

By _____
President, Board of Education

ATTEST:

Secretary of the Board

ADDITIONAL SIGNATURE PAGES TO FOLLOW

**GERING PUBLIC SCHOOL
DISTRICT NO. 79-0016**

Dated _____

By _____
President, Board of Education

ATTEST:

Secretary of the Board

ADDITIONAL SIGNATURE PAGES TO FOLLOW

**HAY SPRINGS PUBLIC SCHOOL
DISTRICT NO. 81-0003**

Dated _____

By _____
President, Board of Education

ATTEST:

Secretary of the Board

ADDITIONAL SIGNATURE PAGES TO FOLLOW

**HEMINGORD PUBLIC SCHOOL
DISTRICT NO. 07-0010**

Dated _____

By _____
President, Board of Education

ATTEST:

Secretary of the Board

ADDITIONAL SIGNATURE PAGES TO FOLLOW

**KIMBALL PUBLIC SCHOOL
DISTRICT NO. 53-0001**

Dated _____

By _____
President, Board of Education

ATTEST:

Secretary of the Board

ADDITIONAL SIGNATURE PAGES TO FOLLOW

**LEYTON PUBLIC SCHOOL
DISTRICT NO. 17-0003**

Dated _____

By _____
President, Board of Education

ATTEST:

Secretary of the Board

ADDITIONAL SIGNATURE PAGES TO FOLLOW

**MINATARE PUBLIC SCHOOL
DISTRICT NO. 79-0002**

Dated _____

By _____
President, Board of Education

ATTEST:

Secretary of the Board

ADDITIONAL SIGNATURE PAGES TO FOLLOW

**MITCHELL PUBLIC SCHOOL
DISTRICT NO. 79-0031**

Dated _____

By _____
President, Board of Education

ATTEST:

Secretary of the Board

ADDITIONAL SIGNATURE PAGES TO FOLLOW

**MORRILL PUBLIC SCHOOL
DISTRICT NO. 79-0011**

Dated _____

By _____
President, Board of Education

ATTEST:

Secretary of the Board

ADDITIONAL SIGNATURE PAGES TO FOLLOW

**POTTER-DIX PUBLIC SCHOOL
DISTRICT NO. 17-0009**

Dated _____

By _____
President, Board of Education

ATTEST:

Secretary of the Board

ADDITIONAL SIGNATURE PAGES TO FOLLOW

**SCOTTSBLUFF PUBLIC SCHOOL
DISTRICT NO. 79-0032**

Dated _____

By _____
President, Board of Education

ATTEST:

Secretary of the Board

ADDITIONAL SIGNATURE PAGES TO FOLLOW

**SIDNEY PUBLIC SCHOOL
DISTRICT NO. 17-0001**

Dated _____

By _____
President, Board of Education

ATTEST:

Secretary of the Board

ADDITIONAL SIGNATURE PAGES TO FOLLOW

**SIOUX COUNTY PUBLIC SCHOOL
DISTRICT NO. 83-0500**

Dated _____

By _____
President, Board of Education

ATTEST:

Secretary of the Board

ADDITIONAL SIGNATURE PAGE TO FOLLOW

EDUCATIONAL SERVICE UNIT NO. 13

Dated _____

By _____
President, Board of Education

ATTEST:

Secretary of the Board

EXHIBIT A

OPTION 1	
DISTRICT NAME	ANNUAL COST
Alliance	\$34,846.00
Banner County	\$3,175.00
Bayard	\$9,657.00
Bridgeport	\$11,801.00
Gering	\$48,287.00
Hay Springs	\$4,710.00
Kimball	\$10,266.00
Leyton	\$4,180.00
Minatare	\$4,815.00
Potter-Dix	\$4,921.00
Scottsbluff	\$86,467.00
Sioux County	\$2,566.00

OPTION 2	
DISTRICT NAME	ANNUAL COST
Hemingford	\$3,333.00 plus per seat cost
Mitchell	\$3,333.00 plus per seat cost
Morrill	\$3,333.00 plus per seat cost
Sidney	\$3,333.00 plus per seat cost



OMNIA Seating Proposal

Per Contract #R191805

DATE: Thursday 5/19/22

TO: Trevor Anderson Superintendent

REFERENCE: Kimball High School
Kimball, NE

We are pleased to offer the following proposal for Irwin Seating Company products per OMNIA Contract #R191805:

539 Irwin Seating Company Marquee Model 51.12.10.4 with the following components, options, accessories, upholstery and finishes:

No. 51 Marquee - Ergonomically formed 36" tall padded and upholstered back with 2" foam, tufted tailoring, and injection molded poly rear panel.

No. 12 Ergo - Padded and upholstered seat with ergonomic substrate, molded foam, and structural composite seat pan.

Seat fold - 3/4

No. 4 Steel platform.

No. 10 Enclosed end with veneer insert - tablet arms not available.

Comfort curved solid hardwood center armrests.

Comfort curved solid hardwood aisle armrests.

2" round bronze row designation letter plates.

Row letter plates mounted on aisle end panel.

Bronze oval seat designation number plates.

Seat number plates mounted on seat pan.

5 ADA transfer arm.

Fabric: Absecon Mills - Sherpa Shire

All wood to be Maple - Rotary Cut.

Irwin standard stain color on wood components

Irwin standard powder coat color on metal components.

Irwin standard plastic color on seat component.

Irwin standard plastic color on back component.

Irwin standard laminate (Nevamar).

Hilti anchors with anchor nut cover caps.

LIST PRICE: \$ 386.02 List Price per chair, FOB Grand Rapids

539	List Price per chair	\$	386.02	\$	208,064.78
-----	----------------------	----	--------	----	------------

539	50% Discount per NIPA Contract	\$	(193.01)	\$	104,032.39
-----	--------------------------------	----	----------	----	------------

539	NIPA Member Net Price per chair	\$	193.01	\$	104,032.39
------------	--	-----------	---------------	-----------	-------------------

PRICING BASED ON SHIPMENT IN 2022

Freight			
QTY	DESCRIPTION	NET	EXTENDED
1	Product shipped FOB truck load.	\$ 4,430.00	\$ 4,430.00
Inst		NET	

Installation

\$13,243.00

Total price delivered and installed \$121,705.39

All purchase orders must be made out to Mid-States School Equipment Co. Inc.

Respectively Submitted;

Charlie Burt

President

Mid-States School Equipment Co. Inc.

816-282-7838

cburt@msseci.com



**NEBRASKA SAFETY
and FIRE EQUIPMENT**

PO BOX 1229, 111 WEST 6TH STREET
NORTH PLATTE, NEBRASKA 69103-1229
PHONE 308-534-7833 FAX 308-532-9413

PROPOSAL NO. 15359
PAGE NO. 1 of 1
APRIL 28, 2022
(MS)

PROPOSAL SUBMITTED TO: KIMBALL HIGH SCHOOL
901 SOUTH NADINE ST
KIMBALL, NE 69145

We hereby propose to furnish the materials and perform the labor necessary to **REPLACE THE EXISTING CONVENTIONAL INITIATION DEVICES WITH ADDRESSABLE DEVICES.**

Price includes the following terms:

- ◆ PRICE INCLUDES LABOR AND MATERIALS.
- ◆ PRICE INCLUDES REPLACING EXISTING CONVENTIONAL INITIATION DEVICES WITH NEW ADDRESSABLE DEVICES.
- ◆ PRICE INCLUDES REPLACING FORTY-EIGHT (48) SMOKE DETECTORS, TWENTY-SEVEN (27) HEAT DETECTORS, TWENTY-THREE (23) PULL STATIONS, EIGHT (8) MONITOR MODULES, AND THREE (3) DUCT DETECTORS.
- ◆ PRICE INCLUDES SYSTEM PROGRAMMING AND TESTING.
- ◆ PRICE DOES NOT INCLUDE BRINGING THE FACILITY UP TO CURRENT FIRE OR ADA CODE.
- ◆ PRICE DOES NOT INCLUDE ANY 120 VAC WORK, IF NECESSARY.
- ◆ PRICE INCLUDES FREIGHT.
- ◆ PRICE DOES NOT INCLUDE TAX.
- ◆ **DUE TO SUPPLY CHAIN DISRUPTIONS, PRICE SUBJECT TO PARTS AVAILABILITY.**
- ◆ **DUE TO MATERIAL INCREASES, PRICE CAN ONLY BE GUARANTEED FOR 30 DAYS.**

All material is guaranteed to be as specified and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in substantial workmanlike manner for the sum of **\$22,859.00 (TWENTY-TWO THOUSAND EIGHT HUNDRED FIFTY-NINE DOLLARS)** with payment to be made as follows: **\$22,859.00 upon completion of installation.**

Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance upon above work. Workers' compensation and public liability insurance on above work to be taken out by Nebraska Safety & Fire Equipment Inc.

RESPECTFULLY SUBMITTED
NEBRASKA SAFETY & FIRE EQUIPMENT, INC.

Conrad Buhrman

4-28-2022

CONRAD BUHRMAN

DATE

This proposal may be withdrawn by us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

SIGNATURE

DATE

RESOLUTION

BE IT RESOLVED by the Board of Education of this school district, pursuant to Neb. Rev. Stat. §32-570 and Board Policy No. 203.08, that a qualified registered voter of the Kimball Public School District shall be appointed as a member of the Board of Education to temporarily fill the position vacated by the resignation of Matthew Shoup from the Board of Education; said appointment to be effective from the date of appointment through the remainder of the unexpired term.

BE IT FURTHER RESOLVED that the vacancy will be filled by the fifth-place finisher in the general election for the Kimball Public School Board of Education that was held on November 3, 2020. The fifth-place finisher will be appointed to the Board of Education at the regular meeting scheduled for August 8, 2022. Notice of the vacancy on the Board of Education shall be published and posted within the school district.

The above Resolution having been read in its entirety, member _____ moved for its passage and adoption. Member _____ seconded the same. After discussion and roll call vote, a vote was taken:

The following members voted in favor of passage and adoption of said Resolution:

The following members voted against the same: _____

The following members were absent or not voting: _____

The above Resolution having been consented to by a majority of the members of the **Board of Education** was declared as [passed and adopted] [not passed and not adopted].

DATED this ____ day of _____, 2022.

BOARD OF EDUCATION OF KIMBALL PUBLIC SCHOOL DISTRICT

By: _____
President

ATTESTED:

Board Member

PROPOSED

Kimball Public Schools

2022-2023 Fees Schedule

MEAL FEES

Breakfast	K-6	\$ 1.90
	7-12	\$ 2.15
	Reduced	\$.30
	Adult	\$ 2.60
Lunch	K-6	\$ 2.90
	7-12	\$ 3.15
	Reduced	\$.40
	Adult	\$ 3.75
Summer Breakfast	18 & under	FREE
	Adult	\$ 2.00
Summer Lunch	18 & under	FREE
	Adult	\$ 4.50
After School Program	K-12	FREE

ATHLETIC PASSES

Student (K-12) (Max of \$50.00 per Family)	\$ 20.00
One Adult	\$ 40.00
One Adult w/Children (Family Pass)	\$ 50.00
Two Adults	\$ 65.00
Two Adults w/Children (Family Pass)	\$ 75.00

Senior Adult Lifetime Passes are free to those 62 & over that request one.

Activity Admission Prices

High School - Adult	\$ 5.00
Student	\$ 4.00
Junior High - Adult	\$ 4.00
Student	\$ 3.00

Policy 1001.02

COMMUNITY RELATIONS

1001.02

Parental Involvement in Education

Pursuant to LB 1161, it shall be the policy of the Kimball Public Schools to involve parents in the schools while acknowledging the rights of parents to have access to the schools, and information about testing, curriculum, programs, and their own child.

To the extent practical, Kimball Public Schools provides accessibility and opportunities for the participation of parents with disabilities, limited English proficiency, and migratory children, including providing information and reports in a manner, format, and language that such parents can use and understand.

The Kimball Schools shall seek to involve and inform parents in ways, such as but not limited to, the following:

- Scheduled parent-teacher conferences.
- Serving on strategic planning committees.
- Serving on classroom or other topical committees.
- Sponsoring and inviting parents to special educational seminars/presentations.
- Encouraging parental visits in school.
- Opening our school to parents to attend school activities and having special recognition nights for parents.
- Using parents to help sponsor on class trips or activities.
- Including parent contact as part of teacher evaluation.
- Publish annually a report to parents & patrons.

In addition, the district acknowledges certain rights parents/guardians shall have relative to accessing information regarding the school, its materials, its curriculum, testing data, and the parent/guardian's individual child's performance and records. These rights shall be as follows:

1. As provided by federal law, parents may access all records pertaining to their children who are under the age of 18. For children who are over the age of 18, access may be with the agreement of the student.
2. Parents may check out for a period of 14 days copies of available textbooks used in the curriculum of the Kimball Public Schools. Such books must be returned in substantially the same condition as when they were borrowed. If books are damaged or damaged beyond use, the cost for repairs or new replacement shall be assessed.
3. Parents may review curriculum documents, media materials, and other such materials during the regular working hours. Notice of five working days to provide such materials for

- review shall be required. Board of Education Policy shall govern complaints relative to the appropriateness of instructional materials, and procedures and forms for parents to request the reconsideration of instructional or media materials will be provided.
4. Upon written request, within three days, submitted to the building principal by the parent/guardian, children shall be excused from specific surveys, standardized testing, instructional sessions, or other school experiences which the parent or guardian finds as objectionable. The request shall include the reason or reasons the parent or guardian finds the material to be objectionable. An alternative lesson or assignment may be provided in appropriate situations where a child would be excused from a specific instructional session, or survey, or standardized test.
 5. Parents may upon any reasonable advanced written request, upon a school provided form, attend and monitor courses, assemblies, counseling sessions, and other instructional activities, unless such attendance would substantially interfere with a legitimate school interest.
 6. A standardized testing program to meet requirements of state standards and assessments is established for the district. School wide results of the standardized testing programs are part of the annual report to parents and patrons. In addition, a parent report is provided to the student's parent/guardian which provides the individual student profile and data as to the student's test performance. Test data is also recorded in the student's cumulative record. Upon request by the parent/guardian, the district will provide a time and date upon which a parent may review a sample of the test.
 7. This policy shall be adopted following a formal public hearing and reviewed on an annual basis and either altered or reaffirmed by the board following a public hearing.

Ref LB 1161 -- State Statute

Adopted: August 11, 2003
Reviewed: June 12, 2017
June 11, 2018
June 10, 2019
June 8, 2020
June 14, 2021

STUDENT ACTIVIITES

Student Fees

The board realizes some activities may require additional expenditures which are properly to be borne by students as a separate charge. Such charges may be waived as specified below depending upon the student's eligibility for the free and reduced-price lunch program. (In other special cases where the parent/guardian requests that the student be exempted from charges, the superintendent shall determine granting of waivers.) No fees, specialized or nonspecialized attire or equipment shall be required of students outside this policy. This policy does not apply to tuition payments by nonresident students.

For the purposes of this policy, the following definitions shall apply:

1. Extracurricular activities means student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the school district;
2. Postsecondary education costs means tuition and other fees associated with obtaining credit from a postsecondary educational institution.

The district may charge student fees or require students to provide specialized equipment or attire in the following areas:

1. Participation in extracurricular activities, including extracurricular music courses;
2. Admission fees and transportation charges for spectators attending extracurricular activities;
3. Postsecondary education costs, limited to tuition and fees associated with obtaining credits from the postsecondary institution;
4. Transportation fees for option students not qualifying for free lunches and nonresident students as allowed by state statute;
5. Copies of student files or records as allowed by state statute;
6. Reimbursement to the district for property lost or damaged by the student;
7. Before-and-after-school or pre-kindergarten services in accordance with state statute;
8. Summer school or night school;
9. Breakfast and lunch programs.

The district may also require students to furnish musical instruments for participation in optional music courses that are not extracurricular activities. Students qualifying for free or reduced-price lunches shall be provided with a musical instrument of the school's choice.

Waivers shall be provided to students who qualify for free or reduced-price lunches for fees, specialized equipment and specialized attire required for participation in extracurricular activities.

The superintendent may establish a Student Fee Fund and ensure that funds collected as fees for the following purposes are properly recorded and deposited to it:

- . Participation in extracurricular activities;
- . Postsecondary education costs; and
- . Summer school or night school.

The superintendent shall promulgate regulations outlining the purposes for which fees in these three areas are collected and shall ensure such fees are spent for those purposes.

The superintendent shall promulgate regulations to be published annually in the student handbook authorizing and governing:

1. Any nonspecialized clothing required for specified courses and activities;
2. Any personal or consumable items a student will be required to furnish for specified activities; and
3. Any specialized equipment or specialized attire which a student will be required to provide for any extracurricular activity, including extracurricular music courses.

The superintendent shall also promulgate regulations authorizing and governing the following areas:

1. All fees to be collected within the nine numbered areas of the third paragraph of this policy;
2. Any other types of specialized equipment or attire to be provided by all students in the nine numbered areas of the third paragraph of this policy;
3. Procedures and forms for students or parent/guardians to apply for waivers under this policy;
4. Deadlines for waivers for all types of fees;
5. Procedures for the handling of fees for students receiving postsecondary education credits;
6. Procedures for handling of fees related to summer school or night school;
7. Attendance requirements and procedures in connection with evening, weekend or summer use of facilities related to all extracurricular activities to avoid conflict with this policy.

The maximum dollar amount of each fee must be specified as part of the administrative procedures policy.

Public concerns or complaints regarding required fees, attire or equipment shall be addressed under Policy 1001.02, Public Involvement.

This policy will be reviewed and re-adopted annually at a regular or special meeting of the board. This shall include a review of the amount of money collected under this policy and the use of waivers as provided by this policy. The policy shall be published in the student handbook provided at no cost to each household.

Adopted:	September 13, 2004
Reviewed:	June 12, 2017
	June 11, 2018
Amended:	June 10, 2019
Reviewed:	June 8, 2020
	June 14, 2021

STUDENT ACTIVITIES

Administrative Procedures For Student Fees

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

A. Definitions.

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

B. Listing of Fees Charged by this District.

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

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

2. Safety Equipment and Attire.

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

3. Personal or Consumable Items.

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

4. Materials Required for Course Projects.

The district will provide students with the materials necessary to complete all curricular projects. In courses where students produce a project that requires more than minimal cost for materials, the finished product will remain the property of the district unless the students either furnish or pay for the reasonable cost of materials required for the course project.

The maximum dollar amount charged by the district for course materials shall be:

- | | |
|---------------------------------------|---------|
| ▪ Industrial Technology Classes | \$30.00 |
| ▪ Art Classes | \$30.00 |
| ▪ Family and Consumer Science Classes | \$30.00 |

5. Extracurricular Activities.

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

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

▪ Student activity card <i>Covers admission to all extracurricular events</i>	\$30.00
▪ National Honor Society	\$30.00
▪ Freshman Class Dues	\$30.00
▪ Sophomore Class Dues	\$30.00
▪ Junior Class Dues	\$30.00
▪ Senior Class Dues	\$30.00
▪ Cheerleading, Drill Team, Flag Corps	Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be \$500.00.
▪ Football	students must provide their own football shoes, undergarments, and mouth guards
▪ Golf	students must provide their own golf shoes, undergarments, and clubs
▪ Softball and Baseball	students must provide their own shoes, gloves, and undergarments
▪ Track, Volleyball, Wrestling and Basketball	students must provide their own shoes and undergarments
▪ Future Farmers of America	student must purchase their own jackets and pay dues of \$15.00

6. Post-Secondary Education Costs.

Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge

Administrative Procedures For Student Fees

for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

7. Transportation Costs.

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

The maximum dollar amount of the transportation fee charged by this district shall be \$25.00.

8. Copies of Student Files or Records.

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

The district may charge a fee of \$.10 per page for reproduction of student records.

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

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

The maximum dollar amount charged by the district for these services shall be \$100.00.

10. Participation in Summer School or Night School.

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

The maximum dollar amount charged by the district for summer and night school shall be \$100.00.

11. Charges for Food Consumed by Students.

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

The maximum dollar amount charged by the district for the breakfast and lunch programs will be established by the Board of Education.

12. Charges for Musical Extracurricular Activities.

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

- | | |
|---|---|
| <ul style="list-style-type: none">▪ Band | Students must provide their own instruments and marching band shoes. The maximum dollar amount charged will be \$100.00. |
| <ul style="list-style-type: none">▪ Swing Choir | Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be \$200.00 |

C. Waiver Policy.

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

D. Distribution of Policy.

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

E. Voluntary Contributions to Defray Costs.

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

members of the district are directed to clearly communicate that fact to students, parents and patrons.

F. Student Fee Fund.

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

KIMBALL PUBLIC SCHOOLS
Student Fee Waiver Application

The Kimball Public School District will waive certain fees for students who qualify for free and reduced lunches under the income guidelines of the United States Department of Agriculture. If you would like the school district to waive specific student fees for your child, you must fill this form out in its entirety and submit it, along with any required documentation, to the office of the Superintendent of Schools.

Part 1: Name of the child on whose behalf you are requesting a fee waiver:

Part 2: Specific fee(s) for which you are requesting a waiver:

Part 3: Eligibility. Select ONE of the following:

- a. ☐ Check here if your child is eligible for fee waivers because he or she is a foster child. Please attach official documentation from the agency sponsoring the child.
- b. ☐ Check here if your child is eligible for fee waivers because you receive Food Stamps, FDPIR or TANF for the child.

Please attach a copy of one of the following:

- A Food Stamp, FDPIR or TANF Certification Notice that shows dates of certification
- A letter from Food Stamp or Welfare Office confirming your receipt of Food Stamps, FDPIR or TANF
- An ATP (Authorization to Participate) card with an expiration date. Do not send your EBT card.

- c. ☐ Check here if you are claiming your child is eligible because your household income is less than 180% of poverty level, please check here.

Page 8 of 9
 Policy 501.07
 Student Fees
 Please complete the following:

(Everyone in your household)	Last month=s income and how often it was received Example: \$100/monthly \$100/twice a month \$100/every other week				Check if no income
	Earnings from work before deductions	Welfare, child support, alimony	Pensions, retirement, Social Security	Other	
	____/____ ____/____	____/____ ____/____	____/____ ____/____	____/____ ____/____	
	____/____ ____/____	____/____ ____/____	____/____ ____/____	____/____ ____/____	G
	____/____ ____/____	____/____ ____/____	____/____ ____/____	____/____ ____/____	G
	____/____ ____/____	____/____ ____/____	____/____ ____/____	____/____ ____/____	G
	____/____ ____/____	____/____ ____/____	____/____ ____/____	____/____ ____/____	G
	\$_____/_____ \$_____/_____	\$_____/_____ \$_____/_____	\$_____/_____ \$_____/_____	\$_____/_____ \$_____/_____	G

Please attach documents verifying the amount of money your household received last month from each source. The documents you provide must show the **name** of the person who received the income, the **date** it was received, **how much** was received and **how often** it was received.

Acceptable documentation includes:

Jobs: current paycheck stub or pay envelope that shows how often pay is received; letter from employer stating gross wages and how often they are paid; or business or farming papers, such as a ledger or tax books.

Social Security, Pensions, or Retirement: A notice of eligibility from state employment security office, check stub, or letter from Workers= Compensation Court.

Welfare Payments: A benefit letter from a welfare agency.

Child Support or Alimony: A court decree, agreement, or copies of checks received.

Other income (such as rental income): Information that shows the amount of income received, how often it is received, and the date received.

No income: A brief note explaining how you provide food, clothing and housing for your household and when you expect an income.

Part 4. Signature and verification

An adult household member must sign this application.

PLEASE READ THIS CERTIFICATION BEFORE SIGNING:

I certify that all information on this application is true and that all income is reported. By my signature on this document, I give school authorities permission to disclose my child=s eligibility for fee waivers to school personnel as necessary to effect the fee waiver. I understand that any clothing, equipment, or other materials used by my child during his or her participation in the activity for which student fees have been waived are and will remain the property of the school district.

Sign Here

Date:

Adopted: December 19, 2005
Reviewed: June 12, 2017
June 11, 2018
Amended: June 10, 2019

Page 10 of 9

Policy 501.07

Student Fees

Reviewed: June 08, 2020

June 14, 2021

Student DisciplineAnti-Bullying Policy

One of the missions of the District is to provide a physically safe and emotionally secure environment for students and staff.

The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.

The school district shall review the anti-bullying policy annually.

Legal Reference: Laws 2008, LB 205
 Student Discipline Act, Neb. Rev. Stat. ' ' 79-254 to 79-296
 NDE February 2003 State Board Action; Reaffirmed December 2005

Adopted: 08-11-2008
Reviewed: 06-12-2017
 03-12-2018
 06-11-2018
 06-10-2019
 06-08-2020
 06-14-2021

Policy 602.01

ALTERNATE PROGRAMS

602.01

MULTI-CULTURAL EDUCATION PROGRAM

It shall be the policy of the Kimball Public Schools, in compliance with such legal authority by way of the following policy:

- (1) Statement of the philosophy or mission of the district Multi-Cultural Education Program.

It is the philosophy of the district as well as the mission of the district to provide learning experiences for students to obtain knowledge about and respect for the diversity and commonalities of the cultures, histories, and contributions of African Americans, Hispanic Americans, Native Americans, and Asian Americans and to adequately stress the contributions of all ethnic groups.

- (2) Development of district program goals.

It shall be the duty of the Superintendent of Schools or his or her designee to develop program goals reflecting multi-cultural education at the local level. Generally such goals shall include, but not be limited to, infusing into all subject areas of the core curriculum in grades K-12, appropriate informational items and activities which will provide learning experiences for students in accordance with the statement of philosophy and mission of the district's Multi-Cultural Education Program Policy.

It shall further be the policy of the district to include informational items in the core curriculum when educationally appropriate and when such inclusion would not cause an inappropriate deviation from the particular discipline being taught, studies relative to the culture, history, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans, and all ethnic groups. Such inclusion shall place special emphasis on human relations and sensitivity toward all races as it relates to language arts, social science, science, mathematics, vocational education, foreign language, visual and performing arts, and personal health and physical fitness.

It shall further be the policy of the Board to direct the administrator to use such methodologies and personnel as the administrator or his or her designee deems appropriate to develop a district program at the local level with due regard for the need to present knowledge about cultures, histories, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans, and all ethnic groups to the local district as well as to the State of Nebraska and the various disciplines of the core curriculum.

On or before November 1, 1995 and annually thereafter, the Superintendent of Schools shall further present evidence in a form prescribed by the Nebraska Department of Education that multi-cultural education is being taught to students in accordance with this policy. A copy of this report shall be presented to the Board of Education as evidence the district is teaching multi-cultural education as provided by this policy.

The Superintendent of Schools shall periodically, as deemed appropriate by the Superintendent of Schools, provide staff development for the administrative staff, the teaching staff and the support staff of the district. Such staff development shall be consistent and congruent with this policy and shall have as its objective enabling such staff to develop an effective multi-cultural education program in the district.

The Superintendent of Schools shall designate a staff committee on terms as the Superintendent may determine for selecting appropriate materials for meeting the purpose of this policy. The process for selecting appropriate materials shall be as deemed appropriate by the staff committee, which shall be charged by the Superintendent of Schools with rendering to the Superintendent of School's periodic reports as to the selection of such materials as well as a periodic assessment of the district's Multi-Cultural Education Program as defined by this policy. (Exhibit "A").

It shall be the policy of the district to further designate local community members to work in concert with the staff committee and the administration in the development, implementation, and assessment phases of the multi-cultural education plan of the district as described in this policy. Staff and community representatives in this process shall include such cultural diversity of the district as may exist, if any. It shall not be the policy of the district concerning the local development, implementation, and assessment of the multi-cultural education plan to be obliged to rely on any representatives from outside of the district. However, nothing in this policy shall prohibit the Superintendent of Schools from seeking out such representatives, if in his or her sole discretion, such representatives would be of benefit to the district in the development, implementation, and periodic assessment of the multi-cultural education plan of the district.

The incorporation of multi-cultural education into the core curriculum of the district in grades K-12 shall have taken place on or before the last day of the 1994-95 school year and shall continue thereafter.

**KIMBALL PUBLIC SCHOOLS
REPORT ON
MULTI-CULTURAL EDUCATION ACTIVITY**

During the _____ semester of the ____ - ____ school year, the following multi-cultural educational program occurred in my classroom with student participation.

1. Date of occurrence:

2. Class in which this event occurred:

3. Description of the multi-cultural activity and the cultures involved:

Teacher Signature

Date of Report

Adopted: November 8, 2004
Reviewed: June 12, 2017
 June 11, 2018
 June 10, 2019
 June 08, 2020
 June 14, 2021

InstructionAssessments—Academic Content Standards

The Board of Education may vote to adopt the academic content standards recommended by the State Board of Education (“State Board”).

If the Board of Education does not affirmatively vote to adopt an academic content standard recommended by the State Board, then the Board of Education will adopt a standard equal to or excess in rigor of the standard recommended by the State Board.

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

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

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

Adopted: August 10, 2009

Reviewed: June 12, 2017

Revised: June 11, 2018

Reviewed: June 10, 2019

June 08, 2020

Revised: June 14, 2021

Multi-Cultural Report 2021-2022

This report shall serve as evidence that the Kimball Public School district is teaching multi-cultural education as provided by the KPS Board Policy 602.01. Each teacher in the district has provided a Report of Multi-Cultural Education Program Event which documents how multi-cultural education was infused into curriculum in their classroom. These reports are maintained by each building principal and can be viewed upon request.

A handwritten signature in black ink, appearing to read 'T. Anderson', with a long horizontal flourish extending to the right.

Trevor Anderson
Superintendent, Kimball Public Schools

Community RelationsTitle IX – Procedure for Complaints of Sexual Harassment**A. Complaint Procedure - Generally**

All employees are responsible for helping to prevent sexual harassment. Employees, or students, who believe they have been subjected to, or believe they have witnessed sexual harassment should follow these procedures:

1. Directly inform the person engaging in the discrimination or harassment that such conduct is offensive and must stop.
2. For employee reporters, contact your principal or supervisor, the principal or supervisor of the offending person, or the Title IX Coordinator if you do not wish to communicate directly with the person whose conduct is offensive or if direct communication with the offending person has been ineffective.
3. Report the matter to the Title IX Coordinator if the offending conduct continues or has not been resolved to your satisfaction after you have reported the matter to a principal or supervisor.
4. For student reporters, contact any teacher, counselor, or administrator.
5. Report to the Title IX Coordinator if you are the adult to whom the student has made a report so that the matter can be properly resolved. The Title IX Coordinator may file a formal complaint and begin the following complaint procedure.

Allegations of sexual harassment or discrimination shall be investigated and, if substantiated, corrective or disciplinary action taken, up to and including dismissal from employment if the offender is an employee, or suspension and/or expulsion, if the offender is a student. Retaliatory action will not be taken against an employee or student for reporting discrimination or harassment.

B. Response to a Formal Complaint:

1. Filing Formal Complaint: An employee or student can allege sexual harassment by filing a formal complaint in writing with the Title IX Coordinator in person or by mail, or by electronic mail using the following contact information:

TITLE IX COORDINATOR CONTACT INFORMATION

Mr. Ken Smith
901 South Nadine St, Kimball, NE 69145
(308)235- 4861
ksmith@kpslonghorns.org

The formal complaint must be signed by the complainant or by the Title IX Coordinator. **The following procedures apply only in the event that a formal complaint is filed. All other allegations of sexual harassment shall be resolved using the general complaint procedure. Any timelines set forth in the following procedures may be extended by the Title IX Coordinator with notice to the parties.**

2. Immediate Actions upon Receipt of Formal Complaint: Upon receipt of a formal complaint, the Title IX Coordinator shall provide the following to all known parties of (A): The complaint procedure as outlined in this regulation; and (B): Notice of the allegations of sexual harassment, including: (i) the identities of the parties involved, if known; and (ii) the conduct allegedly constituting sexual harassment; and (iii) the date and location of the alleged incident.

The parties to the formal complaint may select an advisor of their choice, who may be, but is not required to be, an attorney.

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

The Investigator will aim to complete its investigation within a reasonable time frame, as determined by the Title IX Coordinator. The factors to determine a reasonable time frame include, but are not limited to, the allegations of the formal complaint, the number of witnesses that may need to be interviewed, and whether the police are also conducting an investigation into the allegations. The time frame originally set by the Title IX Coordinator may be extended by the Title IX Coordinator, upon notice to the parties, as he or she deems necessary to complete the investigation. Periodic status updates will be given to the parties, when appropriate.

(A) *Neutrality*: The Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate this complaint procedure, shall not have any conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. The District shall ensure that Title IX Coordinators, investigators, decision-makers, and any persons who facilitate this complaint procedure shall receive training on the definition of sexual harassment in accordance with this regulation, the scope of the District's education program or activity, how to conduct an investigation and complaint process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the fact at issue, conflicts of interest, and bias. The District shall ensure that the individuals involved in the complaint procedure receive training on issues of relevance of questions and evidence and on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

(B) *Burden of Production*: It shall be the Investigator's burden to gather evidence sufficient to reach a determination regarding responsibility. To reach a determination, the investigation will include, but is not limited to:

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.
- d. A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

(C) *Rights of the Parties*: The respondent is entitled to a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the complaint process.

The Investigator must provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.

The Investigator shall not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

The Investigator shall provide the parties with the same opportunities to have others present during any complaint proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice if the Investigator deems appropriate. However, the Investigator may establish restrictions regarding the extent to which the advisor may participate in the proceedings, if the restrictions apply equally to both parties.

The Investigator shall provide to all witnesses expected to attend a meeting notice of the date, time, location, participants, and purpose of all hearings within two (2) days of the meeting.

Up until the conclusion of the investigation, the parties shall have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint. This includes the evidence upon which the Investigator does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence obtained from any source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.

The District retains the right to place an employee on administrative leave during the pendency of an investigation. The District also retains the right to remove a student from the District's educational program prior to the conclusion of the investigation. In the event of a removal, the respondent shall have the opportunity to challenge the decision for removal.

(D) *Conclusion of Investigation:* Prior to the conclusion of the investigation, the investigator shall send each party and the party's advisor, if any, the evidence that is subject to inspection and review in an electronic format or a hard copy. The parties shall then have ten (10) days to submit a written response, which the investigator will consider.

Once the investigator has considered the written statements of the parties, if any, and any questions of the parties, if any, the investigator shall create an investigative report that fairly summarizes relevant evidence. The investigator shall then submit the written investigation report to the decision-maker. The parties shall each receive a copy of the final investigative report at the same time as the decision-maker.

4. Decision of Responsibility: The decision-maker shall review the investigative report. Prior to coming to a determination regarding responsibility, the decision-maker shall provide ten (10) days for each party to submit written, relevant questions that a party wants asked of any party or witness, provide each party with answers, and allow for additional, limited follow-up questions from each party.

Once the decision-maker has considered the written questions of the parties, if any, the decision-maker shall issue a written determination regarding responsibility by a preponderance of the evidence within a reasonable time frame as determined by the Title IX Coordinator. The decision-maker shall consider all relevant evidence, including inculpatory and exculpatory evidence, and will not consider the credibility of the evidence to be based on a person's status, such as complainant, respondent, or witness. The decision-maker shall provide the written determination to both parties simultaneously. The written determination must include:

- a. Identification of the allegations potentially constituting sexual harassment;
- b. 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, and methods used to gather evidence;
- c. Findings of fact supporting the determination;
- d. Conclusions regarding the application of each recipient's code of conduct to the facts;
- e. A statement of, and rationale for, the results as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the recipient imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the recipient to the complainant; and
- f. The recipient's procedures and permissible bases for the complainant and respondent to appeal.

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. Sec. 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

5. Supportive Measures and Disciplinary Actions:

Throughout the investigation, either party may be entitled to supportive measures. Supportive measures are 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 recipient'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 to deter sexual harassment.

Supportive measures may include, but are not limited to, 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 shall 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.

At the conclusion of the investigation, the decision-maker may institute disciplinary measures to the respondent if the decision-maker determines that the respondent engaged in sexual abuse or harassment. Disciplinary measures may include, but are not limited to, in-school suspension, out-of-school suspension, expulsion, and in the case of an employee, disciplinary action up to and including dismissal from employment. This policy does not limit or prohibit the District from instituting disciplinary measures if, in the course of the investigation, it determines that the complainant or respondent violated the student code of conduct.

The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

C. Appeals

If either party is not satisfied with the outcome of the investigation and the decision of the decision-maker, they may appeal on the following basis:

- a. Procedural irregularity that affected the outcome of the matter;
- b. 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
- c. The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against the complainant or respondent generally or the individual complainant or respondent that affected the outcome of the matter.

The request for an appeal shall be in writing and submitted on the appropriate document. The appeal document shall be submitted to the Superintendent of Schools.

Upon notice of an appeal by either party, the Superintendent of Schools shall notify the other party in writing when the appeal is filed and of the appeal procedures, which apply equally to both parties.

The Superintendent of Schools shall give both parties a reasonable and equal opportunity to submit a written statement in support of, or challenging the outcome.

The Superintendent of Schools shall review the investigative report, decision-maker's determination, and written statements of the parties and then issue a written decision describing the result of the appeal and the rationale for the result. The Superintendent of Schools shall provide the written decision simultaneously to both parties.

D. Informal Resolution

If a formal complaint is filed, the District may offer the complainant and respondent the opportunity to participate in an informal resolution process. The informal resolution process may take place at any time prior to reaching a determination regarding responsibility. The informal resolution process shall only take place upon:

- a. Written notice to both parties disclosing: the allegations, 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, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the resolution process and resume the complaint process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

- b. The parties' voluntary written consent to the informal resolution process; and
- c. That the allegations of the formal complaint do not involve any allegations that an employee sexually harassed a student.

E. Record Keeping

The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, any transcripts, or audio recordings pertaining to the investigative and appeal proceedings for a period of seven (7) years.

Legal Reference: Title IX

Date of Adoption: August 10, 2020

Reviewed: December 13, 2021

Community RelationsTitle IX – Procedure for Complaints of Sexual Harassment**A. Complaint Procedure - Generally**

1. Reporting Procedures: All employees are responsible for helping to prevent sexual harassment. Employees or students who believe they have been subjected to, or believe they have witnessed sexual harassment should follow these procedures:

1. Directly inform the person engaging in the discrimination or harassment that such conduct is offensive and must stop.
2. For employee reporters, contact your principal or supervisor, the principal or supervisor of the offending person, or the Title IX Coordinator if you do not wish to communicate directly with the person whose conduct is offensive or if direct communication with the offending person has been ineffective.
3. Report the matter to the Title IX Coordinator if the offending conduct continues or has not been resolved to your satisfaction after you have reported the matter to a principal or supervisor.
4. For student reporters, contact any teacher, counselor, or administrator, or the Title IX Coordinator.
5. Report to the Title IX Coordinator if you are the adult to whom the student has made a report so that the matter can be properly resolved. The Title IX Coordinator ~~may file a formal complaint and begin the following complaint procedure is:~~

TITLE IX COORDINATOR CONTACT INFORMATION

[Coordinator Name]

[Address]

[City, State, Zip]

[Phone Number]

[Email Address]

5. _____

2. District Actions upon Report of Sexual Harassment or Sexual Misconduct: Upon receipt of a report of sexual harassment, the Title IX Coordinator, or designee, including but not limited to a building principal or assistant principal, will conduct an initial inquiry. The first step of the inquiry will typically include a preliminary meeting between the individual whom the reporting party alleges has been subjected to sexual harassment or sexual misconduct and the Title IX Coordinator, or designee. The initial inquiry may also include a meeting between the Title IX Coordinator, or designee, and the individual whom the reporting party alleges has committed sexual harassment or sexual misconduct. The purpose of these meetings is to gain a basic

understanding of the nature and circumstances of the report, it is not intended to be a full investigative interview. During the initial assessment, the reporting party may also receive information about resources, rights, procedural options, and supportive measures. The Title IX Coordinator, or designee, may inquire into whether the person who has is alleged to have been subject to sexual harassment or misconduct requests resources, no further action, supportive measures, and/or initiation of the “Formal Complaint” process. The Title IX Coordinator will make a reasonable effort to respect the wishes of the person who experienced sexual harassment or sexual misconduct; however, if the reported incident constitutes an imminent or ongoing threat to school safety, based on the assessment of the Title IX Coordinator, then the Title IX Coordinator may file a Formal Complaint, on behalf of the District, with or without the consent or permission of the person who has experienced sexual harassment or sexual misconduct.

With or without a Formal Complaint, allegations of sexual harassment or discrimination shall be investigated and if substantiated, corrective or disciplinary action will be taken, up to and including dismissal from employment, if the offender is an employee, or suspension and/or expulsion, if the offender is a student. Retaliatory action will not be taken against any person for reporting discrimination or harassment. This policy does not limit or prohibit the District from instituting disciplinary measures pursuant to other Board Policy, rules, or other expectations if the District determines that a person violated District rules or expectations.~~Allegations of sexual harassment or discrimination shall be investigated and, if substantiated, corrective or disciplinary action taken, up to and including dismissal from employment if the offender is an employee, or suspension and/or expulsion, if the offender is a student. Retaliatory action will not be taken against an employee or student for reporting discrimination or harassment.~~

B. Formal Complaint Process

The following procedures apply only in the event that a Formal Complaint is filed. All other reports of sexual harassment shall be resolved using the general complaint procedure. Any timelines set forth in the following procedures may be extended by the Title IX Coordinator with notice to the parties.

1. Misconduct Which May Be Investigated Under a Formal Complaint: The Formal Complaint process is only available if the Formal Complaint alleges: (i) conduct which occurs on District grounds or property owned or controlled by the District; (ii) conduct which occurs in the context of District employment or an education program or District-sponsored activity within the United States, and (iii) conduct which occurs when the District has substantial control over both the Respondent and the context in which the sexual harassment or sexual misconduct occurs. The conduct must also fall within one of the following categories: (a) an employee of the District conditioning an aid, service, or benefit of the District on an individual’s participation in unwelcome sexual contact; (b) unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the District’s education program or activity; (c) sexual assault; (d) domestic violence; (e) dating violence; or (f) stalking.

2. Parties to a Formal Complaint: The only parties to a Formal Complaint are the Complainant, who is the person alleged to have been subject to misconduct, and the Respondent, the person who is alleged to have committed the misconduct.

3. Filing a Formal Complaint: A Formal Complaint may only be filed by a Complainant or the Title IX Coordinator. An employee or student Complainant may file a Formal Complaint in writing with the Title IX Coordinator in person or by mail, or by electronic mail. The Formal Complaint must be signed by the Complainant or by the Title IX Coordinator.

4. Immediate Actions Upon Receipt of Formal Complaint: Upon receipt of a Formal Complaint, the Title IX Coordinator will conduct an initial assessment of the allegations contained within the Formal Complaint to determine if the allegations in the Formal Complaint, if true, allege misconduct which may be investigated under the Formal Complaint process. If the allegations in the Formal Complaint do not allege misconduct which may be investigated under the Formal Complaint process, the Title IX Coordinator must dismiss the Formal Complaint and may proceed under other District policies or procedures. The Complainant will be provided notice in writing if the Formal Complaint is dismissed.

If the allegations in the Formal Complaint allege misconduct which may be investigated under the Formal Complaint process, the Title IX Coordinator shall provide the following to all known parties: (1) The complaint procedure as outlined in this policy; and (2) Notice of the allegations of sexual harassment, known by the District at the time of filing the Notice, including (i) the identities of the parties involved, if known, (ii) the conduct allegedly constituting sexual harassment, and (iii) the date and location of the alleged incident.

The Title IX Coordinator shall then provide the Formal Complaint and the Notice of the Formal Complaint to the District's Title IX Investigator.

5. Investigation of Formal Complaint: Upon receipt of a Formal Complaint, the Investigator will promptly investigate the allegations contained within, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The Investigator will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this complaint procedure. If the allegation(s) involve possible criminal conduct, the District will notify the Complainant of his or her right to file a criminal complaint, and District employees will not dissuade the Complainant from filing a criminal complaint either during or after the District's investigation.

The Investigator will contact the Complainant, Respondent, and relevant witnesses to schedule interviews. All parties may bring up to two people to this meeting: (1) Support Person and/or (2) Advisor of Choice. The Advisor of Choice may or may not be an attorney. Neither the Support Person nor the Advisor of Choice can direct questions or comments to the Investigator, nor may the Support Person or Advisor of Choice advise a student or employee how to answer the Investigator's questions.

The Investigator will also aim to collect all tangible evidence relevant to the investigation.

The Investigator will complete the investigation within a reasonable time frame, as determined by the Title IX Coordinator. The factors to determine a reasonable time frame include, but are not limited to, the allegations of the Formal Complaint and the number of witnesses that may need to be interviewed. The time frame originally set by the Title IX Coordinator may be extended by the Title IX Coordinator, upon notice to the parties, as deemed necessary to complete the investigation. Periodic status updates will be given to the parties, when appropriate.

(A) *Neutrality*: The Title IX Coordinator, Investigator, Decision-Maker, or any person designated by the District to facilitate this Formal Complaint process, shall not have any conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent. The District shall ensure that Title IX Coordinator, Investigator, Decision-Maker, and any person who facilitates this Formal Complaint process shall receive training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and complaint process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the fact at issue, conflicts of interest, and bias.

(B) *Burden of Production*: It shall be the Investigator's burden to gather evidence sufficient to reach a determination regarding the outcome of the Formal Complaint. To reach a determination, the investigation will include, but is not limited to:

- i. Providing the parties with the opportunity to present witnesses and provide evidence.
- ii. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- iii. A consideration of various factors, including: (1) the nature of the conduct and whether the conduct was unwelcome, (2) the surrounding circumstances, expectations, and relationships, (3) the degree to which the conduct affected one or more students' education, (4) the type, frequency, and duration of the conduct, (5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, (6) the number of individuals involved, (7) the age and sex, if applicable, of the alleged harasser and the alleged victim(s) of the harassment, (8) the location of the incidents and the context in which they occurred, (9) the totality of the circumstances, and (10) other relevant evidence.
- iv. A review of the evidence using a "preponderance of the evidence" standard. To meet the "preponderance of the evidence" standard, the evidence must show that the discrimination, harassment, or retaliation more likely occurred than did not occur.

(C) *Rights of the Parties*: The Respondent is entitled to a presumption that the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the complaint process. The Investigator must provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. The Investigator shall not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

The District retains the right to place any person on administrative leave during the pendency of the investigation. The District also retains the right to remove a Respondent from the District's educational program prior to the conclusion of the investigation. In the event of a removal, the Respondent shall have the opportunity to challenge the decision for removal by meeting with the Title IX Coordinator to discuss the removal.

(D) Conclusion of Investigation: Prior to the conclusion of the investigation, the Investigator shall send each party the evidence that is subject to inspection and review in an electronic format or a hard copy. This information shall be known as the "Draft Investigative Report." The Draft Investigative Report shall include all evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including the evidence upon which the Investigator does not intend to relay to the ~~Decision-Maker~~Decision-Maker. The parties shall then have ten (10) calendar days to submit a written response, which the Investigator will consider. Responses may not be submitted by the parties' Advisor of Choice or Support Person, unless such person is the parent or guardian of the Complainant or Respondent. Responses may include corrections to the Investigator's summary of the parties' interviews, suggestions for additional investigation, or additional information not known at the time of the interviews. Any new information provided by the parties during the response period will not result in an additional time period for response by the other party unless determined necessary by the Title IX Coordinator. The Investigator is not obliged to respond to any question or requests for information in the parties' responses. The Investigator will consider the information provided by the parties and will incorporate relevant information into the Final Investigative Report. The Final Investigative Report will fairly summarize the relevant evidence. The Investigator shall then submit the Final Investigation Report to the Decision-Maker. The parties shall each receive a copy of the ~~Ffinal I~~Investigative ~~R~~report at the same time as the Decision-Maker.

6. Actions Taken By ~~Decision-Maker~~Decision-Maker Upon Receipt of Final Investigative Report: Upon receipt of the Final Investigative Report, the Decision-Maker~~Decision-Maker~~ shall provide 10 days for each party to submit written, relevant questions that a party wants asked of any party or witness. Questions shall be submitted to the Title IX Coordinator who shall determine whether questions are relevant. The Title IX Coordinator shall contact parties or witnesses to request answers to the parties' relevant questions. The Title IX Coordinator will provide each party, and the ~~Decision-Maker~~Decision-Maker with the answers provided by the opposing party or witness and allow for additional, limited follow-up questions from each party.

7. Notice of Determination: Once the Decision-Maker~~Decision-Maker~~ has received the answers to relevant questions submitted by the parties, the ~~Decision-Maker~~Decision-Maker shall consider the answers and the Decision-Maker~~Decision-Maker~~ shall issue a written determination regarding responsibility by a preponderance of the evidence within a reasonable time frame, as determined by the Title IX Coordinator. The Decision-Maker shall consider all relevant evidence, including inculpatory and exculpatory evidence, and will not consider the credibility of the evidence to be based on a person's status, such as the Complainant, Respondent, or witness. The Decision-Maker shall provide the written determination to both parties simultaneously. The written determination shall include:

- (a) Identification of the allegations potentially constituting sexual harassment;
- (b) 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, and methods used to gather evidence;
- (c) Findings of fact supporting the determination;
- (d) Conclusions regarding the application of each recipient's code of conduct to the facts;
- (e) A statement of, and rationale for, the results as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the recipient imposes on the Respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the recipient to the Complainant; and
- (f) The recipient's procedures and permissible bases for the Complainant and Respondent to appeal.

The Family Educational Rights and Privacy Act (FERPA) permits the District to disclose relevant information to a student who was discriminated against or harassed.

8. Sanctions: At the conclusion of the investigation, the Decision-Maker may institute disciplinary measures against the Respondent if the Decision-Maker determines that the Respondent engaged in sexual abuse or harassment. Disciplinary measures may include, but are not limited to, in-school suspension, out-of-school suspension, expulsion, and, in the case of an employee disciplinary action, up to and including immediate termination from employment.

The Title IX Coordinator is responsible for coordinating the implementation of supportive measures for the victim(s).

C. Appeals

If either party is not satisfied with the outcome of the investigation and the decision of the Decision-Maker, they may appeal on the following bases:

- 1. Procedural irregularity that affected the outcome of the matter;
- 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
- 3. The Title IX Coordinator, Investigator, or Decision-Maker had a conflict of interest or bias for or against the Complainant or Respondent generally or the individual Complainant or Respondent that affected the outcome of the matter.

The request for an appeal shall be in writing and submitted on the appropriate document. The appeal document shall be submitted to the Superintendent.

Upon notice of an appeal by either party, the Superintendent of Schools shall notify the other party in writing when the appeal is filed and of the appeal procedures, which apply equally to both parties.

The Superintendent shall give both parties a reasonable, and equal opportunity to submit a written statement in support of, or challenging the outcome.

The Superintendent shall review the investigative report, Decision-Maker's determination, and written statements of the parties and then issue a written decision describing the result of the appeal and the rationale for the result. The Superintendent shall provide the written decision simultaneously to both parties.

D. Informal Resolution

If a Formal Complaint is filed, the District may offer the Complainant and Respondent the opportunity to participate in an informal resolution process. The informal resolution process may take place at any time prior to reaching a determination regarding responsibility. The informal resolution process shall only take place upon:

1. Written notice to both parties disclosing: the allegations, 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, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the resolution process and resume the complaint process with respect to the Formal Complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
2. The parties' voluntary, written consent to the informal resolution process; and
3. That the allegations of the Formal Complaint do not involve any allegations that an employee sexually harassed a student.

E. Record Keeping

The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings for a period of seven (7) years.

B. Response to a Formal Complaint

1. Filing Formal Complaint: An employee or student can allege sexual harassment by filing a formal complaint in writing with the Title IX Coordinator in person or by mail, or by electronic mail using the following contact information:

TITLE IX COORDINATOR CONTACT INFORMATION

{Coordinator Name}

{Address}

{City, State, Zip}

{Phone Number}

{Email Address}

~~The formal complaint must be signed by the complainant~~Complainant or by the Title IX Coordinator. **The following procedures apply only in the event that a formal complaint is filed. All other allegations of sexual harassment shall be resolved using the general complaint procedure. Any timelines set forth in the following procedures may be extended by the Title IX Coordinator with notice to the parties.**

~~2. — Immediate Actions upon Receipt of Formal Complaint: Upon receipt of a formal complaint, the Title IX Coordinator shall provide the following to all known parties: (a) the complaint procedure as outlined in this regulation; and (b) notice of the allegations of sexual harassment, including: (i) the identities of the parties involved, if known; and (ii) the conduct allegedly constituting sexual harassment; and (iii) the date and location of the alleged incident.~~

~~The parties to the formal complaint may select an advisor of their choice, who may be, but is not required to be, an attorney.~~

~~3. — Investigation of Formal Complaint: Upon receipt of a formal complaint, the Title IX Coordinator shall notify the Investigator. The Investigator will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The Investigator will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this complaint procedure. If the allegation(s) involves possible criminal conduct, the District will notify the complainant~~Complainant ~~of his or her right to file a criminal complaint, and District employees will not dissuade the complainant~~Complainant ~~from filing a criminal complaint either during or after the District's investigation.~~

~~The Investigator will aim to complete its investigation within a reasonable time frame, as determined by the Title IX Coordinator. The factors to determine a reasonable time frame include, but are not limited to, the allegations of the formal complaint, the number of witnesses that may need to be interviewed, and whether the police are also conducting an investigation into the allegations. The time frame originally set by the Title IX Coordinator may be extended by the Title IX Coordinator, upon notice to the parties, as he or she deems necessary to complete the investigation. Periodic status updates will be given to the parties, when appropriate.~~

~~(a) — Neutrality: The Title IX Coordinator, investigator~~Investigator~~, decision-maker~~Decision-Maker~~, or any person designated by the District to facilitate this complaint procedure, shall not have any conflict of interest or bias for or against complainant~~Complainants ~~or respondent~~Respondents ~~generally or an individual complainant~~Complainant ~~or respondent~~Respondent. The District shall ensure that Title IX Coordinators, investigatorInvestigators, decision-makerDecision-Makers, and any persons who facilitate this complaint procedure shall receive training on the definition of sexual harassment in accordance with this regulation, the scope of the District's education program or activity, how to conduct an investigation and complaint process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the fact at issue, conflicts of interest, and bias. The District shall ensure that the individuals involved in the complaint procedure receive training on issues of

~~relevance of questions and evidence and on issues of relevance to create an investigative report that fairly summarizes relevant evidence.~~

- ~~(b) — *Burden of Production:* It shall be the Investigator's burden to gather evidence sufficient to reach a determination regarding responsibility. To reach a determination, the investigation will include, but is not limited to:~~
- ~~i. — Providing the parties with the opportunity to present witnesses and provide evidence.~~
 - ~~ii. — An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.~~
 - ~~iii. — For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.~~
 - ~~iv. — A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)~~
- ~~(c) — *Rights of the Parties:* The respondentRespondent is entitled to a presumption that the respondentRespondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the complaint process.~~

~~The Investigator must provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.~~

~~The Investigator shall not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.~~

~~The Investigator shall provide the parties with the same opportunities to have others present during any complaint proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice if the Investigator deems appropriate. However, the Investigator may establish restrictions regarding the extent to which the advisor may participate in the proceedings, if the restrictions apply equally to both parties.~~

~~The Investigator shall provide to all witnesses expected to attend a meeting notice of the date, time, location, participants, and purpose of all hearings within two (2) days of the meeting.~~

~~Up until the conclusion of the investigation, the parties shall have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint. This includes the evidence upon which the Investigator does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence obtained from any source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.~~

~~The District retains the right to place an employee on administrative leave during the pendency of an investigation. The District also retains the right to remove a student from the District's educational program prior to the conclusion of the investigation. In the event of a removal, the respondent Respondent shall have the opportunity to challenge the decision for removal.~~

- ~~(d) *Conclusion of Investigation:* Prior to the conclusion of the investigation, the investigator Investigator shall send each party and the party's advisor, if any, the evidence that is subject to inspection and review in an electronic format or a hard copy. The parties shall then have ten (10) days to submit a written response, which the investigator Investigator will consider.~~

~~Once the investigator Investigator has considered the written statements of the parties, if any, and any questions of the parties, if any, the investigator Investigator shall create an investigative report that fairly summarizes relevant evidence. The investigator Investigator shall then submit the written investigation report to the decision-maker Decision-Maker. The parties shall each receive a copy of the final investigative report at the same time as the decision-maker Decision-Maker.~~

~~4. *Decision of Responsibility:* The decision-maker Decision-Maker shall review the investigative report. Prior to coming to a determination regarding responsibility, the decision-maker Decision-Maker shall provide ten (10) days for each party to submit written, relevant questions that a party wants asked of any party or witness, provide each party with answers, and allow for additional, limited follow-up questions from each party.~~

~~Once the decision-maker Decision-Maker has considered the written questions of the parties, if any, the decision-maker Decision-Maker shall issue a written determination regarding responsibility by a preponderance of the evidence within a reasonable time frame as determined by the Title IX Coordinator. The decision-maker Decision-Maker shall consider all relevant evidence, including inculpatory and exculpatory evidence, and will not consider the credibility of the evidence to be based on a person's status, such as complainant Complainant, respondent Respondent, or witness. The decision-maker Decision-Maker shall provide the written determination to both parties simultaneously. The written determination must include:~~

- ~~(a) Identification of the allegations potentially constituting sexual harassment;~~
- ~~(b) 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, and methods used to gather evidence;~~
- ~~(c) Findings of fact supporting the determination;~~
- ~~(d) Conclusions regarding the application of each recipient's code of conduct to the facts;~~
- ~~(e) A statement of, and rationale for, the results as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the recipient imposes on the respondentRespondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the recipient to the complainantComplainant; and~~
- ~~(f) The recipient's procedures and permissible bases for the complainantComplainant and respondentRespondent to appeal.~~

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. Sec. 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

5. Supportive Measures and Disciplinary Actions:

~~Throughout the investigation, either party may be entitled to supportive measures. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainantComplainant or the respondentRespondent 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 recipient'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 to deter sexual harassment.~~

~~Supportive measures may include, but are not limited to, 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 shall maintain as confidential any supportive measures provided to the complainantComplainant or respondentRespondent, to the extent that maintaining such confidentiality would not impair the ability of the District to provide the supportive measures.~~

~~At the conclusion of the investigation, the decision-makerDecision-Maker may institute disciplinary measures to the respondentRespondent if the decision-makerDecision-Maker determines that the respondentRespondent engaged in sexual abuse or harassment. Disciplinary~~

~~measures may include, but are not limited to, in-school suspension, out-of-school suspension, expulsion, and in the case of an employee, disciplinary action up to and including dismissal from employment. This policy does not limit or prohibit the District from instituting disciplinary measures if, in the course of the investigation, it determines that the complainant Complainant or respondent Respondent violated the student code of conduct.~~

~~The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.~~

C. Appeals

~~If either party is not satisfied with the outcome of the investigation and the decision of the decision-maker Decision-Maker, they may appeal on the following basis:~~

- ~~1. — Procedural irregularity that affected the outcome of the matter;~~
- ~~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~~
- ~~3. — The Title IX Coordinator, investigator Investigator, or decision-maker Decision-Maker had a conflict of interest or bias for or against the complainant Complainant or respondent Respondent generally or the individual complainant Complainant or respondent Respondent that affected the outcome of the matter.~~

~~The request for an appeal shall be in writing and submitted on the appropriate document. The appeal document shall be submitted to the Superintendent of Schools.~~

~~Upon notice of an appeal by either party, the Superintendent of Schools shall notify the other party in writing when the appeal is filed and of the appeal procedures, which apply equally to both parties.~~

~~The Superintendent of Schools shall give both parties a reasonable and equal opportunity to submit a written statement in support of or challenging the outcome.~~

~~The Superintendent of Schools shall review the investigative report, decision-maker Decision-Maker's determination, and written statements of the parties and then issue a written decision describing the result of the appeal and the rationale for the result. The Superintendent of Schools shall provide the written decision simultaneously to both parties.~~

D. Informal Resolution

~~If a formal complaint is filed, the District may offer the complainant Complainant and respondent Respondent the opportunity to participate in an informal resolution process. The informal resolution process may take place at any time prior to reaching a determination regarding responsibility. The informal resolution process shall only take place upon:~~

1. ~~Written notice to both parties disclosing: the allegations, 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, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the resolution process and resume the complaint process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;~~
2. ~~The parties' voluntary written consent to the informal resolution process; and~~
3. ~~That the allegations of the formal complaint do not involve any allegations that an employee sexually harassed a student.~~

E. Record Keeping

~~The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, any transcripts, or audio recordings pertaining to the investigative and appeal proceedings for a period of seven (7) years.~~

Legal Reference: Title IX

Date of Adoption: [Insert Date]

InstructionSpecial Education

Kimball Public Schools adopts this special education policy with the intent that the policy maintains the District's compliance with all applicable laws affecting special education services and programs. The Superintendent or designees shall develop regulations or procedures to implement these policies. Employees and contractors of the District are expected to comply with these policies and all regulations, guidelines and procedures related to this policy in all respects.

The District will abide by all state and federal laws relating to special education. The District's special education policy and regulations, guidelines and procedures related to this policy are to be interpreted so as to be in compliance with such laws. In the event of changes in law, the school administration shall be authorized to implement modifications of practice to comply with such changes (whether the changes impose more or less stringent procedural or substantive requirements) until such time as amended policies are adopted by the Board of Education. References herein to 92 NAC 51 citations are made to Rule 51 as in effect on the date of the adoption of these policies. In the event of renumbering or other revisions to Rule 51, the policy shall be interpreted and implemented consistent with such renumbering or revisions.

1. Free Appropriate Public Education

A free appropriate public education shall be made available to all children with disabilities residing in the District from date of diagnosis through the school year in which the student reaches 21 years of age, including children with disabilities who have been suspended or expelled.

Legal Reference: 92 NAC 51-004.01 through 004.03A and 007.07C2 through 007.07C6

2. Full Educational Opportunity Goal

The District shall take steps to ensure that its children with verified disabilities have available to them the variety of educational programs and services available to children without disabilities in the areas served by the District, including art, music, industrial arts, family consumer science education, and vocational education.

Legal Reference: 92 NAC 51-004.11A

3. Child Find

All children from birth to age twenty-one (21) with disabilities residing in the District, including children with disabilities who are homeless or are wards of the state or attending nonpublic schools, regardless of the severity of their disabilities, who are in need of special education and related services, will be identified, located and evaluated and a practical method shall be developed and implemented by the administration to determine which children with disabilities are currently receiving needed special education and related services. The District will publish annual notice of any significant activity that is designed to identify, locate, or evaluate children to publicly notify parents. The District will screen and evaluate all children with suspected disabilities birth through age 21, and will implement practical methods to track which children are currently receiving special education and related services. The District will provide student referrals that are accompanied by documentation of scientific, research, or evidence-based

academic and/or behavioral interventions that have been implemented as designed for the appropriate period of time to show effect or lack of effect that demonstrates the child is not making a sufficient rate of progress to meet age or state-approved, grade-level standards within a reasonable time frame. The District will provide sustained supervision to monitor the implementation of compliant practices for the Child Find Rule. The District will use supervision and monitoring data to identify schools and/or personnel that require technical assistance to support compliant practices in the area of Child Find, paying particular attention to the communities experiencing disproportionality in the schools. All District Child Find activities will be equitably available to all children regardless of race, ethnicity, language, location, transience, income level, and access to medical care.

Legal Reference: 92 NAC 51-006.01 through 006.01A2

4. Pre-Referral Interventions

For a school age student, a general education student assistance team (SAT) or a comparable problem solving team shall be used prior to referral for multidisciplinary team evaluation. The SAT or comparable problem solving team shall utilize and document problem solving and intervention strategies to assist the teacher in the provision of general education. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation shall be completed. A referral shall include information from the SAT or comparable problem solving team, meeting the requirements of 92 NAC 51-006.01B and a listing of the members of the SAT or comparable problem solving team.

Legal Reference: 92 NAC 51-006.01B

5. Individualized Education Program (IEP)

An individualized education program, or an individualized family service plan, is to be developed, reviewed, and revised for each child with a disability in accordance with 92 NAC 51-007.

Legal Reference: 92 NAC 51-007

6. Least Restrictive Environment

To the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are to be educated with children who are not disabled, and special classes, separate schooling, or other removal of children with disabilities from the regular educational environment will occur only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily (the “Least Restrictive Environment Rules”).

The District will: (1) develop and implement written procedures for implementation of the LRE Rules; (2) provide high quality, sustained professional learning activities on the written procedures for appropriate district and school personnel to assist with the implementation of the LRE Rules; (3) provide sustained supervision to monitor the implementation of compliant practices for the LRE Rules; (4) use the supervision and monitoring data to identify schools and/or personnel that require technical assistance to support compliant practices in the area of least restrictive environment, paying particular attention to the disproportionate group; (5) ensure that every Individualized Education Programs (IEP) team meaningfully considers various support systems and activities that could be used to assist students with disabilities (SWD) to be educated successfully in general education classes prior to the consideration of pullout special

education services; (6) ensure that special education teachers provide support to general education teachers in a variety of ways including, but not limited to, consultation, implementation of accommodations or modifications, and co-teaching; (7) ensure that a continuum of alternative placements is available to meet the needs of children with disabilities, particularly those in the disproportionate group, for special education and related services; (8) ensure that, in determining the educational placement of a child with a disability, including a preschool child with a disability, each district ensures that the placement decision is made by a group of persons including the parents, and other persons knowledgeable about the child, the meaning of the evaluation data, and the placement options. Particular attention is paid to the disproportionate group; (9) ensure that placement discussions are based upon a completed IEP developed by the IEP team, focused on individualized student needs; and (10) ensure that the IEP teams review the students' progress at least annually to determine appropriate placement and progress towards annual goals.

Legal Reference: 92 NAC 51-008.01

7. Procedural Safeguards

Children with disabilities and their parents shall be afforded the required procedural safeguards.

Legal Reference: 92 NAC 51-009.01 through 009.07; 009.10 through 009.12; 009.14, 006.07

8. Disciplinary Removal of Children with Disabilities

The District will (1) develop and implement written procedures for disciplining students with disabilities (the "Discipline Rules"); (2) provide high quality, sustained professional learning activities on the written procedures for appropriate district and school personnel to assist with the implementation of the Discipline Rules; (3) provide sustained supervision to monitor the implementation of compliant practices for the Discipline Rules; (4) use supervision and monitoring data, disaggregated by race/ethnicity, to identify schools and/or personnel that require technical assistance to support compliant practices in the area of discipline (including but not limited to: de-escalation techniques, functional behavior assessment, behavior intervention planning, and manifestation determination procedures); (5) ensure that school personnel appropriately consider unique circumstances on a case-by-case basis when determining suspension of a child with a disability, and ensure that data shows that these considerations are equitably made by race/ethnicity; (6) notify parents on the day that the decision is made to make a removal that constitutes a change in placement of a child with a disability because of violation of a code of child conduct, and send parents copies of the procedural safeguards; (7) provide educational services for students removed fewer than 10 days to enable the student to continue to participate in the general educational curriculum, although in another setting, and to progress toward meeting the goals set out in the Individualized Education Programs, with data showing that these services are equitably provided by race/ethnicity; (8) ensure that within 10 school days of any decision to change placement of a child with a disability because of a violation of a code of student conduct, the IEP Team will review all relevant information in the file to determine whether the conduct in question was caused by or had a direct and substantial relationship to the child's disability or the conduct was the direct result of the district's failure to implement the IEP, and that such determinations are made equitable by race/ethnicity; and (9) ensure that, if the IEP Team makes a determination that the conduct was a manifestation of the child's disability, then the IEP Team conducts a functional behavioral assessment, unless the District conducted a

FBA before the behavior that resulted in the change of placement occurred, and implements a behavioral intervention plan.

Legal Reference: 92 NAC 51-016

9. Evaluation, Identification, and Reevaluation Procedures

Children with disabilities shall be evaluated, identified, and reevaluated in accordance with 92 NAC 51-006. The District will: (1) provide high quality, sustained professional learning activities on the written procedures for appropriate district and school personnel to assist with the implementation of the Evaluation and Reevaluation Rule; (2) provide sustained supervision to monitor the implementation of compliant practices for the Evaluation and Reevaluation Rule; (3) use the supervision and monitoring data, disaggregated by race and ethnicity, to identify schools and/or personnel that require technical assistance to support compliant practices in the area of evaluation and reevaluation, as well as the appropriate technical assistance/professional development to any schools and/or personnel identified in such data; (4) conduct a reevaluation of each child with a disability at least once every 3 years, unless the parent and the District agree that a reevaluation is unnecessary; (5) use a variety of assessment tools and strategies to gather relevant academic, functional, and developmental information about the child, including information provided by the parents, and information related to enabling the child to be involved in and progress in the general education curriculum that may assist in determining: (i) Whether the child is a child with a disability, and (ii) The content of the child's individualized education program; (6) use more than one procedure to determine whether a child has a disability and the appropriate educational program for the child; (7) use technically sound instruments to assess the relative contribution of cognitive and behavioral factors, in addition to physical or developmental factors; (8) select assessments and other evaluation materials in a manner that (i) does not discriminate on a racial or cultural basis, (ii) is provided and administered in the child's native language or other mode of communication and in the form most likely to yield accurate information on what the child knows and can do academically, developmentally, and functionally, unless it is clearly not feasible to so provide or administer, (iii) has been validated for the specific purpose for which they are used, and (iv) are administered by trained and knowledgeable personnel in accordance with any instructions provided by the producer of the assessments; and (9) provide high quality, sustained professional learning activities on the written procedures for appropriate District and school personnel to assist with the implementation of the Evaluation and Reevaluation Rule.

The District will respond to a request for an Independent Educational Evaluation without unnecessary delay. Locations of any evaluator shall be within a reasonable distance of the District. A reasonable distance means within 100 miles of the school building the child attends and within Nebraska. In the event this geographic area restriction would prevent a parent from obtaining an Independent Educational Evaluation, the location of the evaluator may be outside the specified geographic area but must be within Nebraska. The District will provide the parent(s) with a list of qualified agencies/evaluators within the geographic area. The evaluators are to have their rates approved by the Nebraska Department of Education to be authorized to conduct the evaluation.

Legal Reference: 92 NAC 51-006

10. Confidentiality of Personally Identifiable Information

The confidentiality of student records and information shall be maintained in accordance with law.

Legal Reference: 92 NAC 51-003.16, 003.20, 009.03 through 009.03M3

11. Transition of Children from Part C to Preschool Programs

Children participating in early intervention programs under Part C of the IDEA (early intervention services) and who will participate in preschool programs assisted under Part B of the IDEA (services for school-aged children) shall experience a smooth and effective transition to those preschool programs in a manner consistent with 92 NAC 52-008. The District will participate in transition planning conferences arranged by the designated lead agency.

Legal Reference: 92 NAC 52-008

12. Children in Nonpublic Schools

To the extent consistent with the number and location of children with disabilities in the District who are enrolled by their parents in nonpublic elementary and secondary schools in the District, provision will be made for the participation of those children in the programs assisted or carried out under Part B of the IDEA (services for school-aged children) by providing them with special education and related services.

Legal Reference: 92 NAC 51-012.08 and 015

13. Personnel Standards and Personnel Development

Personnel providing special education or related services to children with disabilities shall be appropriately and adequately prepared and trained in accordance with IDEA requirements and the District will take measurable steps to recruit, hire, train and retain personnel meeting the requirements of IDEA to provide such services.

Legal Reference: 92 NAC 51-010

14. Participation in and Reporting of State and District Wide Assessments

All children with disabilities shall be included in all general state and district wide assessment programs, including assessments described under section 612(a)(16)(A) of the IDEA with appropriate accommodations and alternate assessments where necessary and as indicated in their respective individualized education programs. The District will make available to the Nebraska Department of Education the information necessary to carry out its duties relating to the reporting of children with disabilities participation in assessments.

Legal Reference: 92 NAC 51-004.05

15. Suspension and Expulsion Rates

The District will examine data, including data disaggregated by race/ethnicity, gender, LEP status, and disability category, to determine if significant discrepancies are occurring in the rate of long-term suspensions and expulsions of children with disabilities.

Legal Reference: 92 NAC 51-004.06E

16. Access to Instructional Materials

As part of any printed instructional materials adoption process, procurement contract, or other practice or instrument used for purchase of printed instructional materials, the District will enter into a written contract with the publisher of the printed instructional materials to:

- A. Require the publisher to prepare and, on or before delivery of the print instructional materials, provide to the National Instructional Material Access Center, electronic files containing the contents of the printed instructional materials using the National Instructional Materials Accessibility Standard, or
- B. Purchase instructional materials from the publisher that are produced in, or may be rendered in specialized formats.

Legal Reference: 92 NAC 51-004.15

17. Over-Identification and Disproportionality

Procedures shall be in place to ensure that testing and evaluation materials and procedures utilized for the evaluation and placement of children with disabilities will be selected and administered so as not to be racially or culturally discriminatory. Such materials or procedures shall be provided and administered in the child's native language or mode of communication, unless it is clearly not feasible to do so, and no single procedure shall be the sole criterion for determining an appropriate educational program for a child. All District special education provisions will be equitably available to all children regardless of race, ethnicity, language, location, transience, income level, and access to medical care.

Legal Reference: 92 NAC 51-006.02C

18. Prohibition on Mandatory Medication

Children shall not be required to obtain a prescription for a controlled substance as a condition of attending school, receiving an evaluation to determine whether a child has a disability or the nature and extent of special education and related services the child needs, or receiving special education services.

Legal Reference: 92 NAC 51-004.11D; 21 U.S.C. §812(c)

19. Transportation

Transportation will be provided for children with disabilities who are eligible for transportation and residents of the school district as required by law.

Legal Reference: 92 NAC 51-014.01 through 014.02

20. Surrogates

A surrogate will be appointed and other action taken to ensure the rights of children with a disability as required by law.

Legal Reference: 92 NAC 51-009.10

21. Early Intervention Services – Consent

When a parent refuses to provide consent under 92 NAC 52, a meeting will be held or offered to explain to the parents how their failure to consent affects the ability of their child to receive services under 92 NAC 52.

Legal Reference: 92 NAC 52

22. Eligibility Determinations

The District will (1) develop written procedures for implementation of the Eligibility Determination Rule; (2) provide high quality, sustained professional learning activities on the written procedures for appropriate district and school personnel to assist with the implementation of the Eligibility Determination Rule; (3) provide sustained supervision to monitor the implementation of compliant practices for the Eligibility Determination Rule; (4) use the supervision and monitoring data, disaggregated by race and ethnicity, to identify schools and/or personnel that require technical assistance to support compliant practices in the area of eligibility; (5) ensure Individualized Education Programs (IEPs) are developed for children with a determination made of having a disability that has: (a) an adverse effect on educational performance (academic, functional, and/or developmental) and (b) requires special education and related services; (6) ensure that an eligibility report, which documents the area of disability, is completed and placed in each child's special education folder, with the eligibility report providing statements for each component of the eligibility and be comprehensive enough to serve as the evaluation report when necessary; (7) ensure the completion of the administration of assessments and other measures that the Multidisciplinary Evaluation Team (a group of qualified professionals and the parents of the child) determine whether the child is a child with a disability and the educational needs of the child; (8) ensure appropriate consideration of the exclusionary factor for reading (a child is not to be determined to be a child with a disability if the primary factor for that determination is a lack of appropriate instruction in reading, including the essential components of reading instruction as defined in section 1208(3) of ESEA); (9) ensure appropriate consideration of the exclusionary factor for math (a child must not be determined to be a child with a disability if the primary factor for that determination is a lack of appropriate instruction in math); (10) ensure appropriate consideration of the exclusionary factor for Limited English Proficiency (LEP) (a child will not be determined to be a child with a disability if the primary factor for that determination is limited English proficiency); and (11) ensure (1) evaluation data draw upon information from a variety of sources, including aptitude and achievement tests, parent input, and teacher recommendations as well as the information about the child's physical condition, social or cultural background, and adaptive behavior and (2) that information obtained from all these sources is documented and carefully considered.

Legal Reference: 92 NAC 51-006.04.

Legal Reference: 34 CFR Parts 300, 303 and 304
Neb. Rev. Stat. Sec. 79-1110 to 79-1167
92 NAC 51, 52 and 55

Adopted: August 8, 2011
Reviewed: July 13, 2015
Revised: June 14, 2021

InstructionSpecial Education

[Name] Public Schools adopts this special education policy with the intent that the policy maintains the District's compliance with all applicable laws affecting special education services and programs. The Superintendent or designees shall develop regulations or procedures to implement these policies. Employees and contractors of the District are expected to comply with these policies and all regulations, guidelines and procedures related to this policy in all respects.

The District will abide by all state and federal laws relating to special education. The District's special education policy and regulations, guidelines and procedures related to this policy are to be interpreted so as to be in compliance with such laws. In the event of changes in law, the school administration shall be authorized to implement modifications of practice to comply with such changes (whether the changes impose more or less stringent procedural or substantive requirements) until such time as amended policies are adopted by the Board of Education. References herein to 92 NAC 51 citations are made to Rule 51 as in effect on the date of the adoption of these policies. In the event of renumbering or other revisions to Rule 51, the policy shall be interpreted and implemented consistent with such renumbering or revisions.

1. Free Appropriate Public Education

A free appropriate public education shall be made available to all children with disabilities residing in the District, including children with disabilities who have been suspended or expelled, from date of verification through the school year in which the child is no longer eligible or the student reaches twenty-one (21) years of age, whichever occurs earlier. An Individualized Education Plan ("IEP") will be created for each such child that will enable the student to make progress appropriate in light of the student's unique circumstances

Legal Reference: 92 NAC 51-004.01 through 004.03A and 007.07C2 through 007.07C6

2. Full Educational Opportunity Goal

The District shall take steps to ensure that its children with verified disabilities have available to them the variety of educational programs and services available to children without disabilities in the areas served by the District, including art, music, industrial arts, family consumer science education, and vocational education.

Legal Reference: 92 NAC 51-004.11A

3. Child Find

All children from birth to age twenty-one (21) with disabilities residing in the District, including children with disabilities who are homeless or are wards of the state or attending nonpublic schools, regardless of the severity of their disabilities, who are in need of special education and related services, will be identified, located and evaluated. A practical method shall be developed and implemented by the administration to determine which children with disabilities are currently receiving needed special education and related services. The District will implement multiple methods to provide parents, guardians, and community members with information regarding how to refer a child for an evaluation and the identification process and will publish an annual notice of any significant activity that is designed to identify, locate, or

evaluate children to publicly notify parents, guardians, or appointed surrogates. The District's child find process will be consistent with Federal and Nebraska regulations. Legal Reference: 92 NAC 51-006.01 through 006.01A2

4. Pre-Referral Interventions

For a school age student, a general education student assistance team (SAT) or a comparable problem solving team shall be used prior to referral for multidisciplinary team evaluation. The SAT or comparable problem solving team shall utilize and document problem solving and intervention strategies to assist the teacher in the provision of general education. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation shall be completed. A referral shall include information from the SAT or comparable problem solving team, meeting the requirements of 92 NAC 51-006.01B and a listing of the members of the SAT or comparable problem solving team.

Legal Reference: 92 NAC 51-006.01B

5. Disability Verification and Eligibility

Eligibility for services will be determined by a multidisciplinary team based on the results of a comprehensive evaluation. The multidisciplinary team will identify whether a child is eligible for special education services based on the disability categories identified by Nebraska and Federal regulations. The multidisciplinary team will rule out the determinant factor is due to a lack of appropriate instruction in reading or math or due to lack of English proficiency. The team will prepare a written report documenting all evaluation findings in accordance with Federal and Nebraska requirements that will be provided to the parent, guardian, or appointed surrogate. When a child is not eligible for services, the multidisciplinary team will determine if general education interventions or strategies are needed.

Legal Reference: 92 NAC 51-006.03; 92 NAC 51-006.04B through 006.04N;

6. Individualized Education Program (IEP)

An individualized education program, or an individualized family service plan, is to be developed, reviewed, and revised for each child with a disability in accordance with 92 NAC 51-007 by teams that will include all roles identified within Federal and Nebraska rules. Any draft of an IEP that is developed will not be considered final until it is reviewed and revised based on the team, including the parent, guardian, or appointed surrogate, input, and consensus. The district will make reasonable efforts to obtain informed consent from the parent, guardian, or appointed surrogate for special education placement on the IEP form before services are initiated. Revocation of consent for services must be documented by the parent, guardian, or appointed surrogate in writing.

Legal Reference: 92 NAC 51-007

7. Least Restrictive Environment

To the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are to be educated with children who are not disabled. Placement for a student with a disability will be based upon a completed IEP developed by a group of persons, including the parent, guardian, or appointed surrogate, knowledgeable about the child, the meaning of the evaluation data, and the placement options. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment will occur only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily (the "Least

Restrictive Environment Rules”). The District will ensure that a continuum of alternative placements is available to meet the needs of children with disabilities, particularly those in disproportionate groups, for special education and related services.

Legal Reference: 92 NAC 51-008.01

8. Procedural Safeguards

Children with disabilities and their parents, guardians, or appointed surrogates shall be afforded the required procedural safeguards. Parents, guardians, and appointed surrogates will be given a copy of their procedural safeguards annually or upon initial referral or parental (parent, guardian, or appointed surrogate) request for evaluation; upon request by a parent, guardian, or appointed surrogate; upon receipt by the school district or approved cooperative of the first occurrence of the filing of a complaint under 92 NAC 51-009.11 and the first occurrence of filing a special education due process case under 92 NAC 55; and in accordance with the discipline procedures in 92 NAC 51-016.

Legal Reference: 92 NAC 51-009.01 through 009.07; 009.10 through 009.12; 009.14, 006.07

9. Disciplinary Removal of Children with Disabilities

School personnel may remove a child with a disability who violates a code of student conduct from his or her current placement to an appropriate interim alternative educational setting, another setting, or suspension, for no more than ten (10) consecutive school days and for additional removals of not more than ten (10) consecutive school days in the same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement. If a student with a disability violates a code of student conduct, the school district will ensure that school personnel appropriately consider unique circumstances on a case-by-case basis when determining whether a change in placement, as defined in Federal and Nebraska rules, is appropriate for the student. Change of placement decisions related to disciplinary removals will be consistent with Federal and Nebraska regulations. For disciplinary changes in placement that would exceed ten (10) consecutive school days, if the behavior that gave rise to the violation of the school code is determined not to be a manifestation of the child’s disability, school personnel may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures that would be applied to children without disabilities.

Legal Reference: 92 NAC 51-016

10. Evaluation, Identification, and Reevaluation Procedures

Children with disabilities shall be evaluated, identified, and reevaluated by a team of multidisciplinary qualified professionals in accordance with 92 NAC 51-006. The MDT of a child suspected of having a specific learning disability shall include the additional requirements in accordance with 92 NAC 51-006.04K. The District will make reasonable efforts to obtain written permission for evaluation in accordance with Federal and Nebraska rules. Revocation for consent for evaluation must be documented by the parent, guardian, or appointed surrogate in writing.

The documented results of the evaluation will be provided to parent, guardian, or appointed surrogate and included in student files. All evaluation components will be at district expense. The District will utilize a variety of assessment instruments to ensure district teams have access to appropriate measures to complete evaluations. The district will follow any publisher guidelines for assessments and will not use outdated or culturally inappropriate tools.

The District will respond to a request for an Independent Educational Evaluation without unnecessary delay. The parent, guardian, or appointed surrogate will be given written notice of the District's decision to either move forward with the Independent Educational Evaluation or to initiate a hearing to determine the appropriateness of the evaluation. If the District agrees to move forward with the evaluation, locations of any evaluator shall be within a reasonable distance of the District. A reasonable distance means within 100 miles of the school building the child attends and within Nebraska. In the event this geographic area restriction would prevent a parent, guardian, or appointed surrogate from obtaining an Independent Educational Evaluation, the location of the evaluator may be outside the specified geographic area but must be within Nebraska. The District will provide the parent, guardian, or appointed surrogate with a list of qualified agencies/evaluators within the geographic area. The evaluators are to have their rates approved by the Nebraska Department of Education to be authorized to conduct the evaluation.

Legal Reference: 92 NAC 51-006

11. Confidentiality of Personally Identifiable Information

A system of safeguards will be implemented to protect the confidentiality of student records and information in accordance with law.

Legal Reference: 92 NAC 51-003.16, 003.20, 009.03 through 009.03M3

12. Transition of Children from Part C to Preschool Programs

Children participating in early intervention programs under Part C of the IDEA (early intervention services) will be appropriately evaluated, identified, and have services under Part B of the IDEA by age 3 in a manner consistent with 92 NAC 52-008. Children receiving early intervention services under Part C of the IDEA may continue to receive Part C services, upon parental consent, until the August 31st following the child's third birthday. The District will participate in transition planning conferences arranged by the designated lead agency.

Legal Reference: 92 NAC 52-008

13. Children in Nonpublic Schools

To the extent consistent with the number and location of children with disabilities in the District who are enrolled by their parents, guardians, or appointed surrogates in nonpublic elementary and secondary schools in the District, provision will be made for the participation of those children in the programs assisted or carried out under Part B of the IDEA (services for school-aged children) by providing them with special education and related services.

Legal Reference: 92 NAC 51-012.08 and 015

14. Personnel Standards and Personnel Development

Personnel providing special education or related services to children with disabilities shall be appropriately and adequately prepared and trained in accordance with IDEA requirements and the District will take measurable steps to recruit, hire, train and retain personnel meeting the requirements of IDEA to provide such services.

Legal Reference: 92 NAC 51-010

15. Participation in and Reporting of State and District Wide Assessments

All children with disabilities shall be included in all general state and district wide assessment programs, including assessments described under section 612(a)(16)(A) of the IDEA with appropriate accommodations and alternate assessments where necessary and as indicated in their respective individualized education programs. The District will make available to the Nebraska Department of Education the information necessary to carry out its duties relating to the reporting of children with disabilities participation in assessments.

Legal Reference: 92 NAC 51-004.05

16. Suspension and Expulsion Rates

The District will examine data, including data disaggregated by race/ethnicity, gender, LEP status, and disability category, to determine if significant discrepancies are occurring in the rate of long-term suspensions and expulsions of children with disabilities.

Legal Reference: 92 NAC 51-004.06E

17. Access to Instructional Materials

As part of any printed instructional materials adoption process, procurement contract, or other practice or instrument used for purchase of printed instructional materials, the District will enter into a written contract with the publisher of the printed instructional materials to:

- A. Require the publisher to prepare and, on or before delivery of the print instructional materials, provide to the National Instructional Material Access Center, electronic files containing the contents of the printed instructional materials using the National Instructional Materials Accessibility Standard, or
- B. Purchase instructional materials from the publisher that are produced in, or may be rendered in specialized formats.

Legal Reference: 92 NAC 51-004.15

18. Over-Identification and Disproportionality

Procedures shall be in place to ensure that testing and evaluation materials and procedures utilized for the evaluation and placement of children with disabilities will be selected and administered so as not to be racially or culturally discriminatory. Such materials or procedures shall be provided and administered in the child's native language or mode of communication, unless it is clearly not feasible to do so, and no single procedure shall be the sole criterion for determining an appropriate educational program for a child. All District special education provisions will be equitably available to all children regardless of race, ethnicity, language, location, transience, income level, and access to medical care.

Legal Reference: 92 NAC 51-006.02C

19. Prohibition on Mandatory Medication

Children shall not be required to obtain a prescription for a controlled substance as a condition of attending school, receiving an evaluation to determine whether a child has a disability or the nature and extent of special education and related services the child needs, or receiving special education services.

Legal Reference: 92 NAC 51-004.11D; 21 U.S.C. §812(c)

20. Transportation

Transportation will be provided for children with disabilities who are eligible for transportation and residents of the school district as required by law to access academic, related services, and nonacademic services and activities as determined by the child's IEP. Except when a parent is transporting only his or her child, the District shall require that the driver and vehicle meet the standards required by 92 NAC 91 and 92.

Legal Reference: 92 NAC 51-014.01 through 014.02

21. Surrogates

A surrogate will be appointed, and other action taken to ensure the rights of children with a disability as required by law. The surrogate may represent the child in all matters related to the identification, evaluation, and educational placement of a child and the provision of a free appropriate public education to the child.

Legal Reference: 92 NAC 51-009.10

22. Early Intervention Services – Consent

When a parent refuses to provide consent under 92 NAC 52, a meeting will be held or offered to explain to the parents how their failure to consent affects the ability of their child to receive services under 92 NAC 52.

Legal Reference: 92 NAC 52

Legal Reference: 34 CFR Parts 300, 303 and 304
Neb. Rev. Stat. Sec. 79-1110 to 79-1167
92 NAC 51, 52 and 55

Date of Adoption: [Insert Date]

Business OperationsInternal Controls

The District will develop and maintain internal control procedures as required by law and in accordance with sound fiscal monitoring practices that will ensure appropriate oversight of state and federal funds. The following internal control procedures will be utilized for all federal grants:

Management requirements: The District will manage equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until the District disposes of such equipment. The District will, as a minimum, meet the following requirements:

- 1) Maintain property records of the equipment (including equipment description, serial number or other identification number, source of funding, acquisition date, and the like);
- 2) Maintain a physical inventory procedure, with an inventory occurring at a minimum of every two years;
- 3) Implement a Control System procedure;
- 4) Continue to develop and implement adequate maintenance procedures for the equipment;
- 5) Continue to develop and implement sales procedures for the equipment; and
- 6) Continue to develop and implement disposition procedure for the equipment.

Legal Reference: 2 C.F.R. §§ 200.313 & 200.33.

Procurement: The District will use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the requirement standards imposed by law, including:

- 1) A procedure for micro-purchases (Under \$10,000);
- 2) A procedure for small purchases (between \$10,000 to \$250,000);
- 3) A procedure for sealed bids;
- 4) A procedure for competitive proposals; and
- 5) A procedure for noncompetitive bids.

Legal Reference: 2 C.F.R. §§ 200.317 through 200.326.

Cross-Reference: Policies 3130 & 3131.

Record Retention: Financial records, supporting documents, statistical records, and all other related records pertinent to a federal award will be retained for a period of three years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the federal awarding agency or pass-through entity in the case of a sub-recipient.

For all other records, the District will retain such records for the length of time as required by law.

Legal Reference: 2 C.F.R. § 200.333.

Suspension and Debarment: The District will not contract with any entity or individual who has been debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities. Before entering into a contract regarding a federal award, the District will verify that a vendor has not been debarred, suspended or otherwise excluded, and the District will maintain a copy of said verification.

Legal Reference: 2 C.F.R. § 200.213.

Financial Management: The District will maintain financial management systems to account for the federal funds, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award. These records will be sufficient to permit the District to prepare reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal award. The financial management system will provide for the following:

- 1) Identifying all of the federal awards received and expended and the federal programs under which they were received;
- 2) Ensuring that accurate, current, and complete disclosure of the financial results of each federal award or program are maintained in accordance with reporting requirements;
- 3) Identifying adequately the source and application of funds for federally-funded activities;
- 4) Ensuring effective controls over and accountability for all funds, property, and other assets;
- 5) Comparing actual expenditures with budget amounts for each federal award;
- 6) Ensuring payments of federal funds are made in accordance with applicable law, including 2 CFR § 200.305; and
- 7) Determining the allowability of costs in accordance with applicable law and the conditions of the federal award.

Legal Reference: 2 C.F.R. § 200.302.

Program Income: The District will consult with the federal awarding agency and refer to the applicable law and federal program terms and conditions to determine how to account for, deduct and otherwise handle income from federal programs.

Legal Reference: 2 C.F.R. § 200.307.

Cost Sharing or Matching: For all federal awards, any shared costs or matching funds and all contributions, including cash and third party in-kind contributions, must be accepted as part of the District's cost sharing or matching, when such contributions meet all of the following criteria:

- 1) Are verifiable from the District's records;
- 2) Are not included as contributions for any other Federal award;
- 3) Are necessary and reasonable for accomplishment of project or program objectives;
- 4) Are allowable under the applicable Cost Principles requirements;
- 5) Are not paid by the Federal Government under another Federal award, except where the federal statute authorizing a program specifically provides that Federal funds made

- available for such program can be applied to matching or cost sharing requirements of other Federal programs;
- 6) Are provided for in the approved budget when required by the federal awarding agency; and
 - 7) Conform to other provisions of the law or terms and conditions of the federal award, as applicable.

Legal Reference: 2 C.F.R. § 200.306.

Compensation: Compensation for personal services includes all remuneration for services of employees rendered during the period of performance under the federal award, including, but not limited to wages, salaries, and fringe benefits. Costs of compensation may be allowable under federal law and the federal grant to the extent that they satisfy the following requirements:

- 1) Is reasonable for the services rendered; and
- 2) Conforms to the established written expectations of the District, as applied consistently to both Federal and non-Federal activities.

If the District intends to charge compensation to federal awards, such charges will be based on records that accurately reflect the work performed, and will:

- 1) Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- 2) Be incorporated into the official records of the District;
- 3) Reasonably reflect the total activity for which the employee is compensated by the District, not exceeding 100% of compensated activities;
- 4) Encompass both federally-assisted and all other activities compensated by the District on an integrated basis, but may include the use of subsidiary records as defined in the District's written procedures;
- 5) Comply with the established accounting policies and practices of the District; and
- 6) Differentiate and account for the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.

Budget estimates will generally not be used to support charges to Federal awards but may be used for interim accounting purposes.

Legal Reference: 2 C.F.R. §§ 200.430 & 200.431.

Unexpected or Extraordinary Circumstances: For all federal awards, if the District does not currently have in place a sufficient policy that addresses extraordinary circumstances, such as those caused by COVID-19, the District may amend or create a policy at a later date in order to put emergency contingencies in place for federal and non-federal similarly situated employees. If the conditions exist for charges to be made to the federal grant, then charges may also be made to any non-federal sources that are used by the District in order to meet a matching requirement. The

District will take other steps to comply with federal award requirements in the event of unexpected or extraordinary circumstances.

Legal Reference: 2 C.F.R. §§ 200, et seq.

Date of Adoption: July 12, 2021

Business Operations

Internal Controls

The District will develop and maintain internal control procedures as required by law and in accordance with sound fiscal monitoring practices that will ensure appropriate oversight of state and federal funds. The following internal control procedures will be utilized for all federal grants:

Generally: If the District receives federal awards, grants, or other funds, the District will:

- (a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the District manages the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. The District will endeavor to develop and maintain these internal controls consistent with the “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States or the “Internal Control Integrated Framework” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO);
- (b) Comply with the U.S. Constitution, federal statutes, regulations, and the terms and conditions of the federal award;
- (c) Evaluate and monitor the District's compliance with statutes, regulations and the terms and conditions of federal award;
- (d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; and
- (e) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency, or pass-through entity, designates as “sensitive” or the District considers sensitive, consistent with applicable federal, state, and local laws regarding privacy and responsibility over confidentiality.

Legal Reference: 2 C.F.R. § 200.303.

Management requirements: The District will manage equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until the District disposes of such equipment. The District will, as a minimum, meet the following requirements:

- 1) Maintain property records of the equipment (including equipment description, serial number or other identification number, source of funding, acquisition date, and the like);
- 2) Maintain a physical inventory procedure, with an inventory occurring at a minimum of every two (2) years;
- 3) Implement a Control System procedure;

- 4) Continue to develop and implement adequate maintenance procedures for the equipment;
- 5) Continue to develop and implement sales procedures for the equipment; and
- 6) Continue to develop and implement disposition procedure for the equipment.

Legal Reference: 2 C.F.R. §§ 200.313 & 200.33.

Procurement: The District will use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the requirement standards imposed by law, including:

- 1) A procedure for micro-purchases (Under \$10,000);
- 2) A procedure for small purchases (between \$10,000 to \$250,000);
- 3) A procedure for sealed bids;
- 4) A procedure for competitive proposals; and
- 5) A procedure for noncompetitive bids.

Legal Reference: 2 C.F.R. §§ 200.317 through 200.326.

Cross-Reference: Policies 3130 & 3131.

Record Retention: Financial records, supporting documents, statistical records, and all other related records pertinent to a federal award will be retained for a period of three (3) years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the federal awarding agency or pass-through entity in the case of a sub-recipient.

For all other records, the District will retain such records for the length of time as required by law.
Legal Reference: 2 C.F.R. § 200.333.

Suspension and Debarment: The District will not contract with any entity or individual who has been debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities. Before entering into a contract regarding a federal award, the District will verify that a vendor has not been debarred, suspended or otherwise excluded, and the District will maintain a copy of said verification.

Legal Reference: 2 C.F.R. § 200.213.

Financial Management: The District will maintain financial management systems to account for the federal funds, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award. These records will be sufficient to permit the District to prepare reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal award. The financial management system will provide for the following:

- 1) Identifying all of the federal awards received and expended and the federal programs under which they were received;

- 2) Ensuring that accurate, current, and complete disclosure of the financial results of each federal award or program are maintained in accordance with reporting requirements;
- 3) Identifying adequately the source and application of funds for federally-funded activities;
- 4) Ensuring effective controls over and accountability for all funds, property, and other assets;
- 5) Comparing actual expenditures with budget amounts for each federal award;
- 6) Ensuring payments of federal funds are made in accordance with applicable law, including 2 CFR § 200.305; and
- 7) Determining the allowability of costs in accordance with applicable law and the conditions of the federal award.

Legal Reference: 2 C.F.R. § 200.302.

Program Income: The District will consult with the federal awarding agency and refer to the applicable law and federal program terms and conditions to determine how to account for, deduct and otherwise handle income from federal programs.

Legal Reference: 2 C.F.R. § 200.307.

Cost Sharing or Matching: For all federal awards, any shared costs or matching funds and all contributions, including cash and third party in-kind contributions, must be accepted as part of the District's cost sharing or matching, when such contributions meet all of the following criteria:

- 1) Are verifiable from the District's records;
- 2) Are not included as contributions for any other Federal award;
- 3) Are necessary and reasonable for accomplishment of project or program objectives;
- 4) Are allowable under the applicable Cost Principles requirements;
- 5) Are not paid by the Federal Government under another Federal award, except where the federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
- 6) Are provided for in the approved budget when required by the federal awarding agency; and
- 7) Conform to other provisions of the law or terms and conditions of the federal award, as applicable.

Legal Reference: 2 C.F.R. § 200.306.

Compensation: Compensation for personal services includes all remuneration for services of employees rendered during the period of performance under the federal award, including, but not limited to wages, salaries, and fringe benefits. Costs of compensation may be allowable under federal law and the federal grant to the extent that they satisfy the following requirements:

- 1) Is reasonable for the services rendered; and
- 2) Conforms to the established written expectations of the District, as applied consistently to both Federal and non-Federal activities.

If the District intends to charge compensation to federal awards, such charges will be based on records that accurately reflect the work performed, and will:

- 1) Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- 2) Be incorporated into the official records of the District;
- 3) Reasonably reflect the total activity for which the employee is compensated by the District, not exceeding 100% of compensated activities;
- 4) Encompass both federally-assisted and all other activities compensated by the District on an integrated basis, but may include the use of subsidiary records as defined in the District's written procedures;
- 5) Comply with the established accounting policies and practices of the District; and
- 6) Differentiate and account for the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one (1) Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two (2) or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.

Budget estimates will generally not be used to support charges to Federal awards but may be used for interim accounting purposes.

Legal Reference: 2 C.F.R. §§ 200.430 & 200.431.

Federal Funds for Construction Projects: For all federal awards, the District will comply with all applicable legal requirements, including the Davis-Bacon Act.

Legal Reference: 34 C.F.R. § 75.600, et seq.

Capitalization and Depreciation: The District will follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E, when charging these specific expenditures to a federal grant. When applicable, District staff will check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, federal, state, or program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those requirements. The following rules of allowability apply to equipment and other capital expenditures:

A. Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct charges, except with the prior written approval of the federal awarding agency or pass-through entity.

B. Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior written approval of the federal awarding agency or pass-through entity.

C. Capital expenditures for improvements to land, buildings, or equipment which materially increase their value or useful life are unallowable as a direct cost except with the prior written approval of the federal awarding agency or pass-through entity.

D. Allowability of depreciation on buildings, capital improvements, and equipment shall be in accordance with 2 CFR § 200.436 and 2 CFR § 200.465.

E. When approved as a direct cost by the federal awarding agency or pass-through entity under Sections A - C, capital expenditures will be charged in the period in which the expenditure is incurred, or as otherwise determined appropriate and negotiated with the Federal awarding agency.

F. If the District is instructed by the federal awarding agency to otherwise dispose of or transfer the equipment, the costs of such disposal or transfer are allowable.

G. Any depreciation will be computed, charged, and recorded in a manner consistent with federal regulations and any requirements of the federal awarding agency.

Legal Reference: 2 C.F.R. §§200.436 & 200.439.

Maintaining Records: Financial records, supporting documents, statistical records, and all other District records pertinent to a federal award must be retained for the minimum period time as required by federal law or the terms of the federal awarding agency, whichever is longer in time.
Legal Reference: 2 C.F.R. § 200.334.

Conflict of Interest: Notwithstanding any other Board Policies or Procedures, the District shall ensure that it avoids any conflicts of interest regarding any federal awards. The District will disclose in writing any potential conflict of interest to the federal awarding agency or pass-through entity in accordance with applicable federal awarding agency policy.
Legal Reference: 2 C.F.R. § 200.112.

Unexpected or Extraordinary Circumstances: For all federal awards, if the District does not currently have in place a sufficient policy that addresses extraordinary circumstances, such as those caused by COVID-19, the District may amend or create a policy at a later date in order to put emergency contingencies in place for federal and non-federal similarly situated employees. If the conditions exist for charges to be made to the federal grant, then charges may also be made to any non-federal sources that are used by the District in order to meet a matching requirement. The District will take other steps to comply with federal award requirements in the event of unexpected or extraordinary circumstances.

Legal Reference: 2 C.F.R. § 200, et seq.

Date of Adoption: [Insert Date]

FinancialProcedures—Bidding Construction Projects

The District shall bid every project for the construction, remodeling, or repair of any school-owned building or for site improvements when the contemplated expenditures for the project in excess of \$100,000, or such sum as adjusted pursuant to §73-106. The bidding procedures shall comply with the requirements of state law and shall include the following:

1. Notice to Bidders: The Administration shall prepare a notice to bidders containing a general description of the scope of the project being bid; the location of the project; the means of obtaining project documents, including plans and specifications; the date and hour bids will close; and the date, hour and place bids are to be returned, received and opened, and a provision that such bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders.
2. Regular Manner of Advertisement for Bids: The notice to bidders shall be published one time in a newspaper of general circulation in the School District. The notice shall be published at least seven (7) days prior to the date designated for the opening of such bids. The Board of Education or Administration may, in its sole discretion, elect to utilize further advertisement for bids as it may determine appropriate to secure a sufficient number of qualified bidders for the scope of the project.
3. Bid Opening: When the hour is reached for such bids to close, bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders.
4. Contract Award: The contract shall be awarded to the lowest responsible bidder as to the extent required by law. When not so required, the award shall be made on the basis of consideration of the contract award criteria set forth in this Policy for purchases of equipment, materials and supplies.
5. Performance and Payment Bonds. Whenever any contract is entered into for the erecting, furnishing, or repairing of any building or other public structure or improvement, the contractor shall be required, before commencing such work, to furnish a performance, labor and material payment bond. The bond requirement shall not apply, however, to any project bid or proposed which has a total cost of less than one hundred thousand dollars (\$100,000) unless the School Board or Administration includes a bond requirement in the specifications for the project. The bond shall be in an amount not less than the contract price. The bond shall be conditioned on the faithful performance of the contract and the payment by the contracting party of all laborers and mechanics for labor that is performed and of

all material and equipment rental that is actually used or rented in connection with the improvement project and the performance of the contract. Such bond shall contain such provisions as are required by statutes, and be in a form prescribed and required by the district.

6. Retention of an Architect or Engineer. The School District shall not engage in the construction of any public works involving architecture or engineering unless the plans, specifications, and estimates have been prepared and the construction has been observed by an architect, a professional engineer, or a person under the direct supervision of an architect, professional engineer, or those under the direct supervision of an architect or professional engineer; provided that such requirement shall not apply to any public work in which the contemplated expenditure for the complete project does not exceed one hundred thousand dollars (\$100,000), or the dollar amount set forth in Neb. Rev. Stat. § 81-3445, as amended from time to time.
7. Additional Procedures. Each bid for which a labor and material bond is required shall be accompanied by a bid bond or certified check in the amount of five percent (5%) of such bid unless the School Board or Administration waives such requirement. The Board of Education or Administration may provide for additional procedures for the procurement, opening and acceptance of bids as deemed appropriate for a particular project.

Legal Source: Neb. Rev. Stat. §52-118; Neb. Rev. Stat. §73-101 *et seq.*; Neb. Rev. Stat. §73-106; Neb. Rev. Stat. § 81-3445.

Adopted: December 13, 1999
Revised: July 10, 2017

Business OperationsProcedures—Bidding Construction Projects

The District shall bid every project for the construction, remodeling, or repair of any school-owned building or for site improvements when the contemplated expenditures for the project is in excess of one hundred nine thousand dollars (\$109,000), or such sum as adjusted pursuant to Section 73-106. The bidding procedures shall comply with the requirements of state law and shall include the following:

1. Notice to Bidders: —The Administration shall prepare a notice to bidders containing a general description of the scope of the project being bid; the location of the project; the means of obtaining project documents, including plans and specifications; the date and hour bids will close; and the date, hour and place bids are to be returned, received and opened, and a provision that such bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders, when the hour is reached for the bids to close.
2. Regular Manner of Advertisement for Bids: The notice to bidders shall be published one time in a newspaper of general circulation in the School District. The notice shall be published at least seven (7) days prior to the date designated for the opening of such bids. The Board of Education or Administration may, in its sole discretion, elect to utilize further advertisement for bids as it may determine appropriate to secure a sufficient number of qualified bidders for the scope of the project.
3. Bid Opening: When the hour is reached for such bids to close, bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders.
4. Contract Award: The contract shall be awarded to the lowest responsible bidder as to the extent required by law. When not so required, the award shall be made on the basis of consideration of the contract award criteria determined appropriate by the Board or administration.
5. Performance and Payment Bonds. Whenever any contract is entered into for the erecting, furnishing, or repairing of any building or other public structure or improvement, the contractor shall be required, before commencing such work, to furnish a performance, labor and material payment bond. The bond requirement shall not apply, however, to any project bid or proposed which has a total cost of ten thousand dollars (\$10,000) or less unless the School Board or Administration includes a bond requirement in the specifications for the project. The bond shall be in an amount not less than the contract price. The bond shall be conditioned on the faithful performance of the contract and the payment by the contracting party of all laborers and mechanics for labor that is performed and of all material and equipment rental that is actually used or rented in connection with the improvement project and the performance of the contract. Such bond shall contain such provisions as are required by statutes, and be in a form prescribed and required by the district.

6. Retention of an Architect or Engineer. The School District shall not engage in the construction of any public works involving architecture or engineering unless the plans, specifications, and estimates have been prepared and the construction has been observed by an architect, a professional engineer, or a person under the direct supervision of an architect, professional engineer, or those under the direct supervision of an architect or professional engineer; provided that such requirement shall not apply to any public work in which the contemplated expenditure for the complete project does not exceed one hundred and eighteen thousand dollars (\$~~100~~118,000), as adjusted from time to time by Section 81-3445 or other applicable law.
7. Additional Procedures. Each bid for which a labor and material bond is required shall be accompanied by a bid bond or certified check in the amount of five percent (5%) of such bid unless the School Board or Administration waives such requirement. The Board of Education or Administration may provide for additional procedures for the procurement, opening and acceptance of bids as deemed appropriate for a particular project.

Legal Reference: Neb. Rev. Stat. Sec. 52-118; Neb. Rev. Stat. Sec. 73-101 *et seq.*; Neb. Rev. Stat. Sec. 73-106; Neb. Rev. Stat. Sec. 81-3445

Date of Adoption: [Insert Date]

Board Meetings

Public Participation at Board MeetingsA. Attend

Members of the public shall be permitted to attend and to speak at board meetings. They will not be required to identify themselves as a condition for admission to the meeting.

The Board may allow advisors, consultants, and other persons who are not Board members to appear at the meeting via telephone or other similar means.

The chair has the authority to assure that people conduct themselves in an orderly manner at the meeting. Undue interruption or other interference with the orderly conduct of business will not be allowed. The chair may order persons who are disorderly to be removed from the meeting.

Legal Reference:	§§ 79-570; 79-571; § 84-1411 (3) and (6); § 84-1412 (1) and (3)
-------------------------	--

B. Hear

The board will, upon request, make a reasonable effort to accommodate the public's right to hear the discussion and testimony presented at the meeting.

Legal Reference:	§ 84-1412 (7)
-------------------------	---------------

C. Record

Members of the public may use recording devices (tape recorder, video camera, etc.) to record any part of a meeting of a public body, except for closed sessions. No recording, other than note taking, shall be done without informing the President in advance. The President shall control the placement of the recording device so the device does not obstruct the view of Board members or other members of the public attending the meeting and does not otherwise interfere with the meeting.

Legal Reference:	§ 84-1412 (1)
-------------------------	---------------

D. Access to Written Materials

At least one copy of all reproducible written material to be discussed at an open meeting will be made available at the meeting for examination and copying by members of the public.

Legal Reference:	§ 84-1412 (8)
-------------------------	---------------

E. Speak

Members of the public will be permitted to speak at Board meetings at which a public forum is on the Agenda. Members of the public may also speak when invited to make a presentation or when recognized by the chair. The Board is not required to allow members of the public to speak at each meeting. However, the Board will not forbid public participation at all meetings.

Members of the public will not be required to have their name be placed on the agenda prior to the meeting in order to speak about items on the agenda.

Members of the public who desire to address the Board will be required to identify themselves.

The President or chair for the meeting shall have the authority to establish reasonable time limits for individual speakers and for the duration of public forum sessions.

Speakers will be permitted to address the Board consistent with free speech rights. However, offensive language, defamatory remarks, and hostile conduct will not be tolerated. Further, charges or complaints against a school employee shall not be made for the first time at a public Board meeting without having followed the school's complaint procedure.

Legal Reference:	§ 84-1412 (1) (2) and (3)
-------------------------	---------------------------

Adopted: 08-11-2008

Reviewed: 04-08-2013

Reviewed: 04-09-2018

Internal Board Policies - Methods of OperationPublic Participation at Board MeetingsA. Attend

Members of the public shall be permitted to attend and to speak at board meetings. They will not be required to identify themselves as a condition for admission to the meeting.

The Board may allow advisors, consultants, and other persons who are not Board members to appear at the meeting via telephone or other similar means.

The chair has the authority to assure that people conduct themselves in an orderly manner at the meeting. Undue interruption or other interference with the orderly conduct of business will not be allowed. The chair may order persons who are disorderly to be removed from the meeting.

Legal Reference:	Sections 79-570; 79-571; Sec. 84-1411 (3) and (6); Sec. 84-1412 (1) and (3)
-------------------------	--

B. Hear

The board will, upon request, make a reasonable effort to accommodate the public's right to hear the discussion and testimony presented at the meeting.

Legal Reference:	Sec. 84-1412 (7)
-------------------------	------------------

C. Record

Members of the public may use recording devices (tape recorder, video camera, etc.) to record any part of a meeting of a public body, except for closed sessions. No recording, other than note taking, shall be done without informing the President in advance. The President shall control the placement of the recording device so the device does not obstruct the view of Board members or other members of the public attending the meeting and does not otherwise interfere with the meeting.

Legal Reference:	Sec. 84-1412 (1)
-------------------------	------------------

D. Access to Written Materials

At least one copy of all reproducible written material to be discussed at an open meeting will be made available at the meeting for examination and copying by members of the public.

Legal Reference:	Sec. 84-1412 (8)
-------------------------	------------------

E. Speak

Members of the public will be permitted to speak at Board meetings at which a public forum is on the Agenda. Members of the public may also speak when invited to make a presentation or when recognized by the chair. The Board is not required to allow members of the public to speak at each meeting. However, the Board will not forbid public participation at all meetings.

Members of the public will not be required to have their name be placed on the agenda prior to the meeting in order to speak about items on the agenda.

Any member of the public desiring to address the body shall be required to identify himself or herself, including an address and the name of any organization represented by such person, unless the address requirement is waived to protect the security of the individual. ~~Members of the public who desire to address the Board will be required to identify themselves.~~

The President or chair for the meeting shall have the authority to establish reasonable time limits for individual speakers and for the duration of public forum sessions.

Speakers will be permitted to address the Board consistent with free speech rights. However, offensive language, defamatory remarks, and hostile conduct will not be tolerated. Further, charges or complaints against a school employee shall not be made for the first time at a public Board meeting without having followed the school's complaint procedure.

Legal Reference:	Sec. 84-1412 (1) (2) and (3)
-------------------------	------------------------------

Date of Adoption: [Insert Date]

Bylaws of the Board - MeetingsMinutes

The Board of Education shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed. The resignation of a Board member or any other circumstance that results in a vacancy in office shall be made a part of the minutes.

The minutes shall be prepared by the secretary immediately following the meeting, shall be written, shall be available for inspection by the public and for distribution to the members of the Board within ten (10) working days, or prior to the next convened meeting, whichever occurs earlier, and shall be a part of the agenda for the next regular meeting at which time they shall be corrected, if necessary, and approved.

The minutes shall be kept in the office of the superintendent and shall be public records and open to public inspection during normal business hours.

Legal Reference: Neb. Rev. Stat. §§ 79-555; 79-570; and 79-577
 Neb. Rev. Stat. §§ 84-1408 to 1414

Date of Adoption: 03-08-1999

Revised: 06-14-2010

Reviewed: 04-08-2013

Reviewed: 04-09-2018

Bylaws of the Board - MeetingsMinutes

The Board of Education shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed. The resignation of a Board member or any other circumstance that results in a vacancy in office shall be made a part of the minutes.

The minutes shall be prepared by the secretary immediately following the meeting, shall be written, shall be available on the District's website and for inspection by the public and for distribution to the members of the Board within ten (10) working days, or prior to the next convened meeting, whichever occurs earlier, and shall be a part of the agenda for the next regular meeting at which time they shall be corrected, if necessary, and approved.

The minutes shall be kept in the office of the superintendent and shall be public records and open to public inspection during normal business hours. The minutes shall also be available on the District's website for at least six (6) months.

~~The minutes may be kept as an electronic record.~~

Legal Reference: Neb. Rev. Stat. Sections 79-555; 79-570; and 79-577
Neb. Rev. Stat. Sections 84-1408 to 1414

Date of Adoption: [Insert Date]

CLASSIFIED PERSONNEL

Classified Personnel

The primary role of classified personnel is to support and enhance the efforts of the certificated staff. The board of education provides for the following classified employees:

1. Transportation personnel
2. Clerical personnel
3. Custodial personnel
4. Food service personnel
5. Teacher Assistants

The number of employees in each supportive area shall be determined by the superintendent, with the assistance of his staff, who shall make recommendations to the board for approval.

All non-certificated employees are at will employees and all are positions and assignments which do not legally require an endorsement or certificate from the Nebraska Department of Education are on an at will basis. Nothing in board policy or administrative practices shall be intended to create or be a contract between the school district and the non-certificated employee.

The school district has the right to re-assign or terminate non-certificated employees at any time without cause, without prior disciplinary action, irrespective of the lack of any evaluation or the presence of any prior evaluation.

■ Full –Time Employees

A full-time classified employee is one who works a minimum of 35 hours per week for twelve months per year at the same position.

■ Employment

The employment of capable persons shall be the responsibility of the superintendent or his designee, who shall also be responsible for orientation, supervision, evaluation, retention, or release of classified personnel. Release of classified personnel should be done with two weeks notice from the superintendent or his/her designee.

■ Condition of Employment

Classified employees are subject to all applicable policies of the board and the administrative rules and regulations that may apply.

No acts of discrimination in hiring practices shall be made because of race, color, creed, religion, national origin, sex, or marital status. Assignment and duties shall be at the discretion of the superintendent or his/her designee.

The superintendent or his/her designee can transfer classified personnel according to his/her judgement.

■ Insurance

All employees are covered with workman's compensation insurance.

Clerical personnel, Custodial personnel, Food Service Director, Transportation Director, or other full-time employees who work at least 40 weeks per school year are eligible to participate in the district's health insurance program. The district will pay 100% of the cost of the district's single health insurance premium.

The Bookkeeper/School Board Secretary will receive a full family health insurance benefit provided by the school district.

■ Vacations

After the anniversary date of the first full year of employment, full-time classified employees will receive a paid vacation period of 40 hours. After the anniversary date of the second full year of employment and each year thereafter, the employee will receive a paid vacation period of 80 working hours. There is no carry-over or accumulation of unused vacation. Any unused vacation remaining from is paid out on the first payroll following the employee's anniversary date. Full-time classified employees that are salaried will have unused vacation paid out on the first payroll following the completion of their contract year. This vacation time must be approved by the superintendent or his/her designee.

■ Holidays

The following days are determined as paid holidays for full-time classified personnel.

1. New Years Day
2. Memorial Day
3. July 4th
4. Labor Day
5. Thanksgiving Day

6. Christmas Day
7. Additional days will be approved by Superintendent as deemed appropriate.

The following days are determined as paid holidays for secretarial staff who work an 8-hour position for 10 months.

1. New Years Day
2. Memorial Day
3. Labor Day
4. Thanksgiving Day
5. Christmas Day

■ Evaluation

Each classified employee is to be evaluated in writing by an administrator or supervisor at least once a year.

~~■ PTO (Paid Time Off)~~

~~All regular classified personnel shall be entitled to five (5) days of PTO and five (5) SICK days of leave each year. Any days not used in the current year can be accumulated up to 60 days in an individual sick leave account. At the beginning of each school year, each regular classified personnel will receive a report of the total number of days available.~~

~~PTO and Sick Leave may be used exclusive of each other. Each regular classified personnel may choose which leave fits their particular need. Regular classified personnel will complete leave reports provided by the school. Reports for use of sick leave shall be completed within 2 days after an absence for illness. PTO leave requires a request filed with their supervisor three days in advance except in the case of an emergency or special circumstance.~~

~~When sick leave is used, it may be taken for personal illness, illness for immediate family members and medical appointments. Immediate family members are defined as spouse, children, parents, and siblings.~~

~~Accumulated individual sick leave days are to be used for medical necessity only. The school district may ask for a doctor's report verifying medical necessity.~~

~~Accumulated individual sick days will be used in conjunction with the Family Medical Leave Act.~~

~~PTO leave used does not require a reason or explanation.~~

~~No more than two (2) consecutive school days of PTO may be taken at one time.~~

~~Any regular classified personnel retiring from the system shall be paid \$50 a day for sick days accumulated up to 60 days providing they have met the Nebraska State Rule of 85.~~

~~Regular classified personnel who have at the end of the current school year unused PTO remaining, the unused PTO will then convert to Sick Leave. After the conversion, any person who has more than 60 accumulated Sick Leave days will be compensated for half of the days over 60 days at the per diem rate of their base. For example a regular classified personnel who has 64 days at the end the school year will receive a per diem rate of their base multiplied by 2. Base for Classified employees would be their hourly rate of pay.~~

Flex Leave and Sick Leave

All regular classified personnel shall be entitled to ten (10) days of flex leave each year to be used as sick leave or personal leave. Any flex days not used in the current year can be accumulated up to 60 days in an individual sick leave account. At the beginning of each school year, each regular classified personnel will receive a report of the total number of days available.

Regular classified personnel will complete leave reports provided by the school. Flex leave used as sick leave may be completed within 2 days after an absence or illness. Flex leave used as personal leave requires a request filed with the supervisor three days in advance except in the case of an emergency or special circumstance.

Accumulated individual sick leave days are to be used for medical necessity only and can only be used after flex days have been exhausted. Regular classified personnel may not use accumulated sick leave at any time he or she has accrued/ unused flex days. When sick leave is used, it may be taken for personal illness, illness for immediate family members, and medical appointments for the teacher or teacher's immediate family. Immediate family members are defined as spouse, children, parents, and siblings. The school district may ask for, and the teacher must provide, a doctor's report verifying medical necessity.

Accumulated individual sick days will be used in conjunction with the Family Medical Leave Act.

No more than two (2) consecutive school days of flex leave may be taken at one time, except for in the case of an emergency, sickness, or special circumstances. No flex leave will be granted for the first day or last day of school where students are present in the building, except for in the case of an emergency, sickness, or special circumstances.

Any regular classified personnel retiring from the system shall be paid \$50 a day for sick days accumulated up to 60 days providing they have met the Nebraska State Rule of 85 and providing they do not accept an early retirement incentive from the district.

Regular classified personnel who have at the end of the current school year unused Flex Leave remaining, the unused Flex Leave will then convert to Sick Leave. After the conversion, any person who has more than 60 accumulated Sick Leave days will be compensated for half of the days over 60 days at the per diem rate of their base. For example a person who has 64 days at the end the school year will receive a per diem rate of their base multiplied by 2. Base for Classified employees would be their hourly rate of pay.

■ Bereavement Leave

All Classified employees may be granted bereavement leave at the discretion of the Superintendent.

■ Salary

The salary for Classified Employees will be recommended by the Superintendent of Schools and approved annually by the Board of Education. The Superintendent may begin an employees salary at the level he/she feels necessary. After one calendar or school year of employment Classified Employees will receive a longevity raise. Merit raises may be given once annually in a lump sum.

Adopted: August 8, 2005
Revised: September 11, 2006
October 14, 2013
June 10, 2019
July 13, 2020

CLASSIFIED PERSONNEL

Classified Personnel

The primary role of classified personnel is to support and enhance the efforts of the certificated staff. The board of education provides for the following classified employees:

1. Transportation personnel
2. Clerical personnel
3. Custodial personnel
4. Food service personnel
5. Teacher Assistants

The number of employees in each supportive area shall be determined by the superintendent, with the assistance of his staff, who shall make recommendations to the board for approval.

All non-certificated employees are at will employees and all are positions and assignments which do not legally require an endorsement or certificate from the Nebraska Department of Education are on an at will basis. Nothing in board policy or administrative practices shall be intended to create or be a contract between the school district and the non-certificated employee.

The school district has the right to re-assign or terminate non-certificated employees at any time without cause, without prior disciplinary action, irrespective of the lack of any evaluation or the presence of any prior evaluation.

■ Full –Time Employees

A full-time classified employee is one who works a minimum of 35 hours per week for twelve months per year at the same position.

■ Employment

The employment of capable persons shall be the responsibility of the superintendent or his designee, who shall also be responsible for orientation, supervision, evaluation, retention, or release of classified personnel. Release of classified personnel should be done with two weeks notice from the superintendent or his/her designee.

■ Condition of Employment

Classified employees are subject to all applicable policies of the board and the administrative rules and regulations that may apply.

No acts of discrimination in hiring practices shall be made because of race, color, creed, religion, national origin, sex, or marital status. Assignment and duties shall be at the discretion of the superintendent or his/her designee.

The superintendent or his/her designee can transfer classified personnel according to his/her judgement.

■ Insurance

All employees are covered with workman's compensation insurance.

Clerical personnel, Custodial personnel, Food Service Director, Transportation Director, or other full-time employees who work at least 40 weeks per school year are eligible to participate in the district's health insurance program. The district will pay 100% of the cost of the district's single health insurance premium.

The Bookkeeper/School Board Secretary will receive a full family health insurance benefit provided by the school district.

■ Vacations

After the anniversary date of the first full year of employment, full-time classified employees will receive a paid vacation period of 40 hours. After the anniversary date of the second full year of employment and each year thereafter, the employee will receive a paid vacation period of 80 working hours. There is no carry-over or accumulation of unused vacation. Any unused vacation remaining from is paid out on the first payroll following the employee's anniversary date. Full-time classified employees that are salaried will have unused vacation paid out on the first payroll following the completion of their contract year. This vacation time must be approved by the superintendent or his/her designee.

■ Holidays

The following days are determined as paid holidays for full-time classified personnel.

1. New Years Day
2. Memorial Day
3. July 4th
4. Labor Day
5. Thanksgiving Day

6. Christmas Day
7. Additional days will be approved by Superintendent as deemed appropriate.

The following days are determined as paid holidays for secretarial staff who work an 8-hour position for 10 months.

1. New Years Day
2. Memorial Day
3. Labor Day
4. Thanksgiving Day
5. Christmas Day

■ Evaluation

Each classified employee is to be evaluated in writing by an administrator or supervisor at least once a year.

■ PTO (Paid Time Off)

All regular classified personnel shall be entitled to five (5) days of PTO and five (5) SICK days of leave each year. Any days not used in the current year can be accumulated up to 60 days in an individual sick leave account. At the beginning of each school year, each regular classified personnel will receive a report of the total number of days available.

PTO and Sick Leave may be used exclusive of each other. Each regular classified personnel may choose which leave fits their particular need. Regular classified personnel will complete leave reports provided by the school. Reports for use of sick leave shall be completed within 2 days after an absence for illness. PTO leave requires a request filed with their supervisor three days in advance except in the case of an emergency or special circumstance.

When sick leave is used, it may be taken for personal illness, illness for immediate family members and medical appointments. Immediate family members are defined as spouse, children, parents, and siblings.

Accumulated individual sick leave days are to be used for medical necessity only. The school district may ask for a doctor's report verifying medical necessity.

Accumulated individual sick days will be used in conjunction with the Family Medical Leave Act.

PTO leave used does not require a reason or explanation.

No more than two (2) consecutive school days of PTO may be taken at one time.

Any regular classified personnel retiring from the system shall be paid \$50 a day for sick days accumulated up to 60 days providing they have met the Nebraska State Rule of 85.

Regular classified personnel who have at the end of the current school year unused PTO remaining, the unused PTO will then convert to Sick Leave. After the conversion, any person who has more than 60 accumulated Sick Leave days will be compensated for half of the days over 60 days at the per diem rate of their base. For example a regular classified personnel who has 64 days at the end the school year will receive a per diem rate of their base multiplied by 2. Base for Classified employees would be their hourly rate of pay.

■ Bereavement Leave

All Classified employees may be granted bereavement leave at the discretion of the Superintendent.

■ Salary

The salary for Classified Employees will be recommended by the Superintendent of Schools and approved annually by the Board of Education. The Superintendent may begin an employees salary at the level he/she feels necessary. After one calendar or school year of employment Classified Employees will receive a longevity raise. Merit raises may be given once annually in a lump sum.

Adopted: August 8, 2005
Revised: September 11, 2006
October 14, 2013
June 10, 2019
July 13, 2020

Policy 611.03

ACADEMIC ACHIEVEMENT

611.03

Grading Scale

The official grading scale for students in grades (2-12) will be the following 4.0 scale:

A = 4 = 100% - 93%

B = 3 = 92% - 85%

C = 2 = 84% - 77%

D = 1 = 76% - 70%

F = 0 = Below 70%

The official grading scale for students in grades PreK – 1 will be the following:

Advanced - 4

Proficient - 3

Basic - 2

Below Basic - 1

Adopted: December 13, 2004

Reviewed: June 8, 2015

Amended: March 8, 2021

June 14, 2021

July 26, 2021

Policy 611.03

ACADEMIC ACHIEVEMENT

611.03

Grading Scale

The official grading scale for students in grades (~~2~~⁴-12) will be the following 4.0 scale:

A = 4 = 100% - 93%

B = 3 = 92% - 85%

C = 2 = 84% - 77%

D = 1 = 76% - 70%

F = 0 = Below 70%

The official grading scale for students in grades PreK – ~~1~~³ will be the following:

Advanced - 4

Proficient - 3

Basic - 2

Below Basic - 1

Adopted: December 13, 2004

Reviewed: June 8, 2015

Amended: March 8, 2021

June 14, 2021

**MARY LYNCH
ELEMENTARY SCHOOL**

PARENT-STUDENT

HANDBOOK

2022-2023

Stronger Together



TABLE OF CONTENTS

Foreword	5
Section 1 Intent of Handbook	5
Section 2 Members of the Board of Education:	5
Section 3 Administrative Staff:	5
Section 4 Teaching Staff	6
Section 5 Support Staff	6
	7
Article 1 – Mission, Vision and Goals	8
Section 1 School Mission and Vision Statements:	8
Section 2 Goals and Objectives:	8
Section 3 Mutual Respect:	9
Article 2 - School Day	9
Section 1 Daily Schedule	9
Section 2 Severe Weather and School Cancellations	9
Section 3 Open-Closed Campus:	10
Section 4 Preschool Program Plan	10
Section 5 After-School Program – ELITE – Empowering Longhorns Inspires Tomorrow's Excellence	10
Section 6 - Junior Kindergarten	11
Article 3 - Use of Building and Grounds	11
Section 1 Entering and Leaving the Building	11
Section 2 Visitors	12
Section 3 Smoke-Free Environment	12
Section 4 Care of School Property	12
Section 5 Searches	12
Section 6 District Wide Access Control System and Video Surveillance	13
Section 7 Use of Telephone	13
Section 8 Bicycles	13
Section 9 Student Valuables	14
Section 10 Lost and Found	14
Section 11 Accidents	14
Section 12 Insurance	14
Section 13 Bulletins and Announcements	14
Section 14 Copyright and Fair Use Policy	14

Article 4 Attendance	15
Section 1 Attendance Policy	15
Section 2 Attendance and Absences	15
Section 3 Tardiness	17
Section 4 Leaving School	17
Section 5 Attendance is Required to Participate in Activities	17
Section 6 Make-up Work	17
Article 5 - Scholastic Achievement	18
Section 1 Grading System	18
Section 2 Promotion, Retention	18
Section 3 Progress Reports	18
Section 4 Report Cards	18
Section 5 Parent-Teacher Conferences	19
Section 6 Honor Roll	19
Section 7 Additional Academic Opportunities	19
Article 6 - Support Services	20
Section 1 Special Education Identification and Placement Procedures	21
Section 2 Guidance Services	22
Section 3 Restorative Practice	22
Section 4 Health Services	24
Article 7 - Drugs, Alcohol and Tobacco	26
Section 1 Drug-Free Schools	26
Article 8 – Student Conduct	28
Section 1 Short-Term Suspension	29
Section 2 Long-Term Suspension	29
Section 3 Expulsion	30
Section 4 Emergency Exclusion	31
Section 5 Other Form of Student Discipline	32
Section 6 Student Conduct Expectations	32
Section 7 Grounds for Short & Long Term Suspensions, Expulsion or Mandatory Reassignment	32
Section 8 Additional Student Conduct Expectations and Grounds for Discipline	35
1. Student Appearance	35
2. Academic Integrity.	36
3. Electronic Devices	40
Section 9 Inappropriate Public Displays of Affection (IPDA)	43
Section 10 Law Violations	44

Article 9 - Due Process Procedure	45
Article 10 - Harassment and Bullying Policy	49
Article 11 - Network, E-Mail, Internet and Other Computer Use Rules	50
Article 12 - Positive Behavior Interventions and Supports (PBIS)	57
Article 13 - Extra-Curricular Activities - Rights, Conduct, Rules and Regulations	58
Section 1 Student Fees Policy	58
Article 14 - State and Federal Programs	60
Section 1 Notice of Nondiscrimination	60
Section 2 Designation of Coordinator(s)	60
Section 3 Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973	60
Section 4 Notice of Concerning Staff Qualifications	61
Section 5 Breakfast and Lunch Programs	62
Section 6 Kimball Public Schools Wellness Policy	65
Section 7 School-Parent Learning Compact	67
Section 8 Title 1 Parent and Family Engagement Policy	68
Article 15 - Title IX Policy Action Plan	68
RECEIPT OF 2022/2023 PARENT-STUDENT HANDBOOK	71

Mary Lynch Elementary School Student Handbook

Foreword

Section 1 Intent of Handbook

This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about Mary Lynch Elementary School. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

Section 2 Members of the Board of Education:

<u>Name</u>	<u>Contact Information</u>
Travis Cook, President	tcook@kpslonghorns.org
Chauncey Pederson, Treasurer	cpedersen@kpslonghorns.org
Tom OBrien, Secretary	tobrien@kpslonghorns.org
Lanny Little	llittle@kpslonghorns.org
Albert Hargreaves	ahargreaves@kpslonghorns.org

Section 3 Administrative Staff:

<u>Name</u>	<u>Position</u>	<u>Email</u>	<u>Telephone</u>
Trevor Anderson	Superintendent	tanderson@kpslonghorns.org	308-235-2188
Danielle Reader	Secondary Principal	dreader@kpslonghorns.org	308-235-4861
Amanda Culek	Elementary Principal/Special Education	aculek@kpslonghorns.org	308-235-4696
Deb Bourlier	Administrative Assistant	dboulier@kpslonghorns.org	308-235-4696
Carmela Graves	Business Manager	cgraves@kpslonghorns.org	308-235-2188

Section 4 Teaching Staff

Name	Grade	Email
Sarah Lewis	Guidance Counselor/Media Specialist	slewis@kpslonghorns.org
Victoria Ingram	Pre-Kindergarten	vingram@kpslonghorns.org
Melissa Mekelburg	Jr. Kindergarten	mmekelburg@kpslonghorns.org
Denelle Klosterman	Kindergarten	dklosterman@kpslonghorns.org
Cassady Malm	Kindergarten	cmalm@kpslonghorns.org
Rachel Lashmett	First Grade	rlashmett@kpslonghorns.org
Kelli Patterson	First Grade	kpatterson@kpslonghorns.org
Katie Fryda	Second Grade	kfryda@kpslonghorns.org
Mark Head	Second Grade	mhead@kpslonghorns.org
Lani Heeg	Third Grade	lheeg@kpslonghorns.org
Blythe Diamond	Third Grade	bdiamond@kpslonghorns.org
Jamie Murdoch	Fourth Grade	jmurdoch @kpslonghorns.org
Jolie Dorrell	Fourth Grade	jdorrell@kpslonghorns.org
Ben Ferguson	Fifth Grade/Sixth Grade	bferguson@kpslonghorns.org
Krissy Segreaves	Fifth Grade/Sixth Grade	kseagreaves@kpslonghorns.org
Bernie Walker	Fourth/Fifth/Sixth Grade	bwalker @kpslonghorns.org
Kevin Kilgore	Fourth/Fifth/Sixth Grade	kkilgore@kpslonghorns.org
Justin Mohr	Special Education	jmohr@kpslonghorns.org
Heidi Chesley	Special Education/Assessment Coordinator/Spec. Ed Coordinator	hchesley@kpslonghorns.org
Judy Walker	Title 1	jwalker@kpslonghorns.org
Beth Brown	Speech Pathologist	bbrown@kpslonghorns.org
Melissa Reich	School Nurse	mreich@kpslonghorns.org
Kristi Hiles-Smith	Music/Band	khsmith@kpslonghorns.org
Jacob Hoffman	Music	jhoffman@kpslonghorns.org
Dane Wurdeman	Physical Education	dwurdeman@kpslonghorns.org

Section 5 Support Staff

<u>Name</u>	<u>Position</u>
Bill Richards	Head Custodian
Connor Cluff	Custodian
Amanda Hargreaves	Paraprofessional
Julia McGinnis	Paraprofessional
Pam Hayden	Paraprofessional
Trista Wurdeman	Prek Paraprofessional
Cynthia Rasmussen	Paraprofessional
Tammara Schleuter	Library Assistant
Vicki Kaczar	Cook
Barb Frederick	Cook
Marci Pratt	After School Directors

Article 1 – Mission, Vision and Goals

Section 1 School Mission and Vision Statements:

Welcome to Kimball Public Schools!

The Board of Education, administration and staff are committed to providing an environment where every child can grow and learn in a positive environment.

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

Our school system's vision is to provide all students with excellent instruction in every classroom that reflects our commitment to ensuring all students learn at high levels.

At Kimball Public Schools we believe:

- Seek out and use evidence based practices that support student learning.
- Embrace a collaborative culture in which educators take collective responsibility to help all students learn at high levels.
- Enhance the collaborative team as the fundamental structure to improve instructional practices.
- Provide a guaranteed curriculum that meets or exceeds the state standards.
- Provide daily classroom formative assessment of student achievement to monitor progress.
- Ensure high expectations to inspire high levels of student learning.
- Support continuous learning and ongoing professional development for our educators.
- Enable all students to be prepared for post-secondary education and careers, and to become lifelong learners.
- Promote strong partnerships with parents and provide parents with the information to support their children's learning.

Section 2 Goals and Objectives:

The goals and objectives of Mary Lynch Elementary School are to provide:

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

Section 3 Mutual Respect:

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

Article 2 - School Day

Section 1 Daily Schedule

The starting and dismissal time for Mary Lynch Elementary School:

7:40 A.M. Breakfast Served
8:10 A.M. Classes Begin
3:15 P.M. Prek-1 Dismissal – Monday through Friday
3:20 P.M. 2-6 Dismissal – Monday through Friday

Students are not to enter the building until 8:00 A.M. unless they are attending the breakfast program. However, in the event of adverse weather conditions, students will be permitted to enter the building.

Section 2 Severe Weather and School Cancellations

The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will put the information on Thrill Share(school app) and notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed.** In some instances, schools will be open, but certain services may be cancelled (bus transportation, kindergarten, student activities). Announcements about other Nebraska school closings are included in Sidney and Scottsbluff radio and Scottsbluff television broadcasts. Students and parents will want to pay special attention to which public school district is being closed.

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given to parents. If school is closed during the day the notice will be broadcast by the media and **parents should have a plan in place to accommodate these circumstances.**

Parental Decisions. **Parents may decide to keep their children at home in inclement weather because of personal circumstances.** Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

What Not To Do. Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Tornado safety procedures are practiced regularly by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather. Every effort will be made to provide accurate and timely information through the media.

Emergency Conditions—Kimball Public Schools has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for an Emergency Exit system, Tornado Warning System, and Critical Incident Response.

If the Kimball area is under adverse weather WARNING at the time of dismissal, students will **not be** dismissed from school and the busses **will not run** until the weather warning has been nullified.

Section 3 Open-Closed Campus:

All students are required to remain on campus during the school day, except when Kimball Public Schools receive written parent permission for their son/daughter to leave campus during lunch.

Section 4 Preschool Program Plan

Kimball Public School's Preschool promotes a positive self-concept for each child. Our preschool is focused on developing the whole child. We encourage each child to think, reason, question and experiment every day. Our curriculum is closely tied to the K-12 curriculum and based on the Nebraska State Standards. All students will be assessed using Teaching Strategies GOLD.

Preschool Times:

Monday, Tuesday, Thursday and Friday

Morning Session: 8:15 a.m. to 11:15 a.m.

Afternoon Session: 12:15 p.m. to 3:15 p.m.

Wednesday

Morning Session: 8:15 a.m. to 10:15 a.m.

Afternoon Session: 11:15 a.m. to 1:15 p.m.

Home Visits

Home visits are a requirement for Rule 11. Each student will have 2 home visits per school year. The preschool teacher will schedule the visits with the families at the beginning of each semester.

Section 5 After-School Program – ELITE – Empowering Longhorns Inspires Tomorrow's Excellence

ELITE will operate on school grounds four (4) days per week, Monday, Tuesday, and Thursday, directly after school, 3:20 p.m. to 6:00 p.m. beginning August 30th, 2021. On Wednesdays, students ELITE will operate from 1:30pm to 6:00pm. ELITE will provide students with the opportunity for educational enrichment as well as assistance with daily homework. We will offer

a free nutritious snack and meal that meets the requirements of the USDA National School Lunch Program.

Section 6 Junior Kindergarten

Junior Kindergarten will support kindergarten readiness through an adapted curriculum to meet the needs of our students. Our all-day program offers a prek/ kindergarten curriculum adapted for a younger age group that ensures a successful kindergarten transition. It's another year of critical skill development before kindergarten, with a focus on:

- Self-regulation
- Following complex directions
- Effective communication
- Sustaining attention
- Kindergarten State Standards

Students will be recommended for Jr. Kindergarten by the PreK teacher and elementary principal.

If a student is new to the district, their prior education will be taken into consideration as well as completion of Ages and Stages(60 months) Questionnaire with the parent/guardian. The elementary principal will decide on correct placement of the student upon enrollment.

At the completion of Junior Kindergarten, the student will be promoted to Kindergarten.

Article 3 - Use of Building and Grounds

Section 1 Entering and Leaving the Building

Beginning of School: Students should not be on school grounds prior to 7:40 a.m. During fair weather conditions students can enter the building at 8:00 a.m. During bad weather the entrance will be open by 7:30 a.m. for students to enter the building. Students are to stay in the gym and are not to go to any other part of the building without permission.

During the School Day: Students are to remain on campus unless excused in accordance with school policies. Upon return to school during the day, students are to report to the school office.

End of School: Our regular school day ends at 3:20 p.m. Make-up work, special help, and assignment after school, club meetings, and other school activities begin at 3:30 p.m. It is important that students who are involved in any of these activities report to the designated area on time. All other students must clear the building as soon as possible.

After School Program: Our 21st Century After School Program (ELITE) will provide students additional educational support time outside the regular school day through engagement in student-centered opportunities aligned to school day learning objectives.

Pick Up and Drop Off of Students at Mary Lynch

Our purpose is to provide an environment that is safe for all students arriving and leaving school. All students traveling by bus will load and unload on the south side of the Mary Lynch Modular. This area is paved and designated by signs.

All students traveling by car will load and unload on 6th street and in the driveway. The areas will be designated by signs as well as adults at each crosswalk. We discourage you from dropping off your child at any other location around Mary Lynch.

All students walking to and from school will be encouraged to use the crosswalks on 6th street.

Section 2 Visitors

All visitors must report to the office upon entering the front doors of the Mary Lynch Elementary building to sign in, in order to receive a visitor's pass. Parents are welcome at all times, however previous arrangements need to be made with the principal if wanting to visit a classroom or staff member. It is usually best practice if your visit is of relatively short duration, approximately 30 minutes or less. This visit is not to be used as a conference with a teacher during school hours. You may make arrangements for conferences before or after school or when a teacher has set a regular scheduled conference time. Please sign in/out at the office upon entering/exiting the front entrance to the school. Visitations during the first week of school and the last week of school will require extraordinary reasons or permission from administrators.

Section 3 Smoke-Free Environment

Kimball Public Schools declares all of our school's buildings to be smoke-free. We would appreciate your help in meeting the goal of a smoke and tobacco-free environment for our children. When you attend school events, including athletic events, please remember that our buildings are smoke and tobacco-free and abide by our District's policy.

Section 4 Care of School Property

1. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.
2. Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

Fines are determined on books according to the following criteria:

Lost Book:	Replacement cost
Missing one or both covers:	Same as lost book
Missing Page or Torn Page	50 cents per page (up to replacement cost)
Marks that cannot be erased:	20 cents per mark (up to replacement cost)

School-issued items that are stolen or damaged are the responsibility of the student to whom they were issued. Students must pay all fines before they can receive school reports and final grades.

Section 5 Searches

Student desks, computer equipment, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches of desks,

computers and other such property may be conducted at the discretion of the administration.

The following rules shall apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search must be conducted in a reasonable manner under the circumstances.
2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon shall be confiscated and delivered to law enforcement officials as soon as practicable.
3. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items") may be removed from student possession.

Section 6 District Wide Access Control System and Video Surveillance

The safety and security of the District's students, staff, physical space and assets is a shared responsibility of all members of the KPS community. In order to meet this obligation, Kimball Public Schools has installed and implemented a district wide access control system with updated procedures for access to facilities. To best facilitate the use of this system, the district has in place procedures for access to facilities. All district facility external doors will be locked during regular school hours. Access-control privileges are determined and assigned by district/school administration based on the specific needs and requirements of the District and the key/card holder. All visitors, parents, vendors and those without access privileges will be required to request access via audio/video intercom, state purpose for access request and be checked in the main offices. Detailed procedures for requesting and granting access are published in school handbooks and the district website at a future date.

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Section 7 Use of Telephone

USE OF THE OFFICE PHONE WILL ONLY BE ALLOWED IN AN EMERGENCY OR WHEN A STUDENT IS ILL. There is a public courtesy phone available for student use at Mary Lynch Elementary. The courtesy phone is NOT to be used during class time. Use of the phone is not an excuse to be tardy to class.

Section 8 Bicycles

Bicycles must be parked in the racks provided. All bicycles should be equipped with locks. The school is not responsible for damage or theft of parts while bicycles are on school property.

Section 9 Student Valuables

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary and safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

Section 10 Lost and Found

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel.

Section 11 Accidents

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

Section 12 Insurance

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The district does not make recommendations, nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office or on school bulletin boards.

Section 13 Bulletins and Announcements

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved and stamped by the Principal's office. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

Section 14 Copyright and Fair Use Policy

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

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

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;

- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- the effect of the use upon the potential market for or value of the copyrighted work.

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

Article 4 – Attendance

Section 1 Attendance Policy

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

Section 2 Attendance and Absences

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

1. Excused Absences. Absences should be cleared through the Principal's office in advance whenever possible. An absence or tardy, even by parental approval, may not be excused. All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons will be excused, provided the required procedures have been followed:
 - a. Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents),
 - b. Illness which causes a student to be absent from school,
 - c. Doctor or dental appointment which require student to be absent from school,
 - d. Court appearances that are required by a court order and the student is not responsible for needing to be in court,
 - e. School sponsored activities which require students to be absent from school,
 - f. Family trips in which student accompanies parent(s)/legal guardian(s),
 - g. Other absences which have received prior approval from the Principal.

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

2. Unexcused Absences: An absence which is not excused is unexcused. If a student's absence is unexcused the student may receive zeros for any class work missed during the absence, and may be required to make-up work and the time missed.

A student who engages in unexcused absences may be considered truant as per state law, Neb.Rev.Stat. § 79-201. Truancy is a violation of school rules. The consequence of such action may include suspension from classes and the student may be required to make up the time missed.

Students who leave the school premises without permission during the school day will be considered truant.

Absence Procedure.

For excused absence, you will have one week to make up the missed work. If you have more than one excused absence in a week, you will still only have 5 days to make up the required work missed. If requested, assignment sheets will be prepared for students who are ill. If parents and/or students request assignment sheets the school should be contacted by no later than 9:00 a.m. A student will be considered truant until a parent/guardian contacts the school. After two days with no parent/guardian contact, the absence will be considered unexcused.

Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child age 6 to 16 to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent. The Superintendent shall immediately cause an investigation into any such report to be made. The Superintendent shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the Superintendent believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior. Such services shall include, as appropriate, the services listed under the "Excessive Absenteeism" and "Reporting Habitual Truancy" policies.

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

- After 5 absences -- 1st communication from the principal
- 10 absences -- 2nd communication from the principal – referral to Truancy Diversion Officer.
Establish a collaborative attendance plan.
- 15 absences -- 3rd communication from the principal – revisit attendance
plan with TDO and parents.
- 20 absences -- Notification of the Kimball County Attorney
(legal action may be taken)
- 21st absences -- Student may lose one credit hour

Upon the 10th day of absence, a letter from the principal's office will be sent to the parent/guardian of the student requiring that they contact the principal to set up a meeting. After the 10th day of absence and no later than the 15th day, the meeting with parent/guardian and the principal should have taken place. Upon the 15th absence, an additional meeting may be requested.

Upon the 20th absence, the County Attorney will be notified and legal action may be taken against the parent/guardian. Upon the 21st absence, the student may lose one credit hour and if this happens,

arrangements need to be made between the student, his/her parent/guardian, and the principal to make up these credit hours.

Other actions stemming from excessive absenteeism/truancy may include:

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

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

Section 3 Tardiness

Tardy to School: Students will be considered tardy to school if they are not in their assigned class or ready and attentive in their assigned area by 8:15 a.m.

For students who receive five unexcused tardies during a quarter; this will result in a ½ day of absence.

Section 4 Leaving School

Students who must leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. A sheet will be available on the office counter for this purpose. Students who leave without permission and without signing out in the proper manner will be considered truant.

Section 5 Attendance is Required to Participate in Activities

Students must attend school all day the day of any scheduled school activity in order to participate in the activity. Failure to attend on that day will result in a student being withheld from participation in the activity. The principal retains the right to grant participation should exceptional circumstances prevail.

Section 6 Make-up Work

Written make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required. The time each student is allowed will be determined by mutual agreement between the student and teacher. The student has the responsibility to contact teachers, initially, regarding make-up assignments. If the parents or students have concerns prior to being absent they should contact the teacher/teachers in advance, preferably (3) days.

Article 5 - Scholastic Achievement

Section 1 Grading System

Kimball Public Schools will use the letter grading system for the elementary school as follows:

A	93 - 100	Excellent
B	85 - 92	Good
C	77 - 84	Satisfactory
D	70 - 76	Needs Improvement
F	0 - 69	Failing
INC		Incomplete Work

Each teacher should define for students the grading procedures to be used in their classes.

Section 2 Promotion, Retention

The professional staff at Kimball Public Schools will place students at the grade level and in the courses best suited to them academically.

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

Section 3 Progress Reports

Various supplemental reports may be sent to parents throughout the school year concerning student's performance. These reports may describe student work of an exceptional nature or work which needs improving. These reports will be sent as the teacher determines.

Kindergarten, 1st, 2nd and 3rd rubrics will be used to represent students' progress on Nebraska State Standards. These rubrics will be reflected on their report cards. . 1 - Below Basic, 2 - Basic, 3 - Proficient, 4 - Advanced.

Section 4 Report Cards

Report cards are issued at the end of each quarter, or nine-week sessions. Letter grades are used to designate a student's progress in 4th to 6th grade. Standards Based grades will be given in Kindergarten 1st, 2nd and 3rd Grade. Incompletes shall be designated by an "INC". Students have two weeks after the

end of the quarter to make up incomplete work. Failure to do so will cause the grade to change to a “U” (Failing). No incompletes will be given at the end of the fourth quarter, as all course work must be completed by the end of the fourth quarter.

Section 5 Parent-Teacher Conferences

Parent-teacher conferences will be held this year during the 2nd and 4th Quarter. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with one or more teachers as needed.

Section 6 Honor Roll

The purpose of the honor roll is to recognize those students who demonstrate academic excellence. Honor rolls will be determined for 1st, 2nd, 3rd and 4th quarters. Students will be recognized accordingly:

4th- 6th Grade

- a. Students receiving all "A's" will be classified as students with **DISTINCTION**.
- b. Students earning a 90 percent or higher will be classified as students with **HONOR**.
- c. All class grades are figured the same for honor roll status.
- d. Honor roll lists will be published at the end of each quarter.

1st Grade - 3rd Grade

- a. Students earning all 3's and a minimum of 2 (4's) will be classified as students with **DISTINCTION**.
- b. Students earning all 3's will be classified as students with **HONOR**.

Section 7 Additional Academic Opportunities

An academic study team, composed of Mary Lynch Elementary staff members and the principal, will brainstorm to come up with alternatives for the classroom teacher and your child. We do not want any student failing any subject area. We will do everything possible to assist your child to be responsible, successful and to be passing all subject areas on the grade card. According to Section 79-258. **Administrative and teaching personnel; authorized actions.** Your child may be asked to stay after school to attend Additional Academic Opportunities to receive additional assistance on their school work.

Section 79-258. Administrative and teaching personnel; authorized actions.

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation.

Article 6 - Support Services

Section 1 Special Education Identification and Placement Procedures

What Does Special Education Mean?

Special education means educational experiences, curriculum and services, including transportation, through the use of staff, facilities, equipment and classrooms which have been adapted to provide special instruction for students with disabilities. In addition, special education provides the support services necessary for evaluation, placement and instruction for students with disabilities. These services are free to parents, unless they elect to place their child in a program other than one approved by the school district.

How are Students with Disabilities Identified?

The request for permission will include a description of the action to be taken and a description of each evaluation procedure. Written statements showing the results of the evaluation and the reasons for placement in a special education program must be kept on file. Within 30 days after a student has been verified as having a disability, a conference will be held with parents. Advance notice will be given. At the conference, an Individual Education Program (IEP) will be developed.

Students Who May Benefit

A student verified as having autism, behavior disorder, developmental delay, hearing impairment, intellectual disability, orthopedic impairment, other health impairment, specific learning disability, speech language impairment, traumatic brain injury, or visual impairment may be placed in regular education with support services or may benefit from a special education classroom or service.

Independent Evaluation

If a parent disagrees with an evaluation completed by the school district, the parent has a right to request an independent educational evaluation at public expense. Parents should direct inquiries to school officials to determine if the school district will arrange for further evaluation at public expense. If school district officials feel the original evaluation was appropriate and the parents disagree, a due process hearing may be initiated. If it is determined that the original evaluation was appropriate, parents still have the right to an independent educational evaluation at their own expense.

Reevaluation

Students identified for special education will be reevaluated at least every three years by the IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, are needed. The school district shall obtain parental consent prior to conducting any reevaluation of a student with a disability.

Individual Education Program (IEP)

Each student with a disability must have a written IEP prepared by the staff in cooperation with parents specifying programs and services which will be provided by the schools. If necessary, the district will arrange for interpreters or other assistants to help parents in preparing and understanding the IEP. Once in place, the program is reviewed on a regular basis with the parent.

An IEP is developed in a conference setting. Parents will be notified of the persons who will be in attendance. The IEP conference shall include at least the following:

1. A representative of the school district;
2. An individual who can interpret the instructional implications of evaluation results;
3. One or both parents;

4. The child (when appropriate);
5. At least one regular education teacher if the child is, or may be participating in the regular education environment;
6. At least one special education teacher;
7. A representative of the nonpublic school if the child is attending a nonpublic school;
8. A representative of a service agency if the child is receiving services from an approved service agency; and
9. Other individuals, at the discretion of the parent or school district.

It is permissible for parents to bring other persons to the IEP meeting, but it is a good idea to inform the school before the scheduled meeting. The school district will provide parents with a copy of the IEP.

Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). The school district must assure that students with disabilities are educated with students who do not have disabilities, to the maximum extent possible. Students are entitled to have supplementary aids and services to help them in a regular educational setting. Students with disabilities may be placed in special classes, separate schools or other situations outside the regular educational environment when the nature of the child's needs require specialized educational techniques which are not available in current settings. Determination of a student's educational placement will be made by a team of persons who knows the student and who understands the tests and procedures that assess the student's learning abilities. Team members know the available programs and services which might help the student. Parents are asked for written consent to determine whether or not they approve the educational placement recommended for their child. If the parent does not speak English or is hearing impaired, an interpreter may be requested. Written notice shall be given to parents a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

Alternative Programs

Parents have a right to know about available private and public programs, other than those offered by the schools. The school district staff will provide information about those programs on request. If parents place the student in one of those programs, however, the school district is not required to pay for the student's education.

Transportation of Students Receiving Special Education

The district special education staff will make arrangements for transportation for eligible students to the extent such is required by the student's IEP. Students assigned to special education programs requiring attendance at schools outside their regular attendance area will be transported. Special conditions may warrant that special education students receive transportation to their assigned schools. If parents are dissatisfied with a transportation decision, they may contact the Superintendent for a review.

Access to Student Records

Parents have the right to inspect and review any education records relating to their child which are collected, maintained or used by the school district in providing educational services.

Nonpublic School Students

Students in state-approved nonpublic schools may participate in special education programs in the same manner as public school students.

Parental Review of Programs

Parents who want to review their child's placement for any reason should request an IEP team meeting. If parents are not satisfied with the results of the conference, they may appeal to the Nebraska Department of Education for a formal hearing to be conducted by a state hearing officer. Parents dissatisfied by the findings and decisions made in a state level hearing have the right to bring civil action.

Plans and Budget

With the exception of personally identifiable student records, district special education plans and budgets are available for public inspection.

This is a summary of the Kimball Public Schools district plan for special education students. Anyone interested in obtaining a copy of the complete district policy or a copy of the Nebraska Department of Education Rule 51 (complaint procedures) or Rule 55 (appeal procedures) may contact the Superintendent at the Kimball Public Schools District Offices.

Section 2 Guidance Services

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

Section 3 Restorative Practice

Restorative Practice Policy: Our school district supports proactive and reactive evidence-based initiatives to manage student misbehavior. Restorative Practices are grounded in principles and values that: are needs based, hold students accountable, are focused on repairing harms, and support meaningful outcomes. Restorative Practices will be integrated within existing discipline measures and utilized as deemed appropriate.

Restorative Practice Process: Restorative Practices reflect the philosophy that when a misdeed occurs within a school, it affects those harmed, those causing the harm, and the wider school community. The goal of Restorative Practices is to address conflict using open and respectful dialogue that focuses on the harm caused and strategies to repair this harm and the relationships of those involved. Restorative Practices can include group conferencing, peer mediation, victim offender mediation, or classroom peace circles, and can be formal or informal. These processes may be handled by district personnel, school resource offers, or others that support the district such as, contractors, ESUs, volunteers, and those serving through Nebraska Supreme Court approved mediation centers. In a Restorative Practice conference, students and parents/guardians agree to the following:

Constructive Communication: The goal of restorative practice is to foster new understanding through dialogue that results in a mutually-agreed resolution to the issues at hand. Students and

parents agree to speak honestly and to listen respectfully without interruptions. The mediator/facilitator's role is to manage communication and help the parties work to discover solutions that meet the needs and interests of all parties to the fullest extent possible. The mediator/facilitator will not make judgments, give legal advice, or present parties with solutions to their problems.

Confidentiality, Privileged, and Voluntary Communications: Pursuant to Neb. Rev. §§43-247.03, parties agree not to record or create transcripts of sessions and acknowledge they are responsible to maintain confidentiality and agree that communications during preparation, process, and follow up will not be shared with others, excepting:

- Agreements reached in the restorative process.
- When written permission by all participants is given.

When statements regarding unreported allegations of child abuse or neglect or threats to harm self or another are revealed. When process information must be shared with funding or referring agencies, such as Diversion, Probation, County Attorneys, or Courts.

Agreements: No agreement can be forced upon any party. Parties agree to take responsibility for carrying out any agreements made during the restorative process.

Program Evaluation: Participants may be asked to take part in evaluations of the process to comply with reporting requirements.

Section 4 Health Services

Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. When students are sent home for a fever greater than 100°F they are to remain out of school for a minimum of 24 hours without fever-reducing medication. Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

Guidelines for Administering Medication

Whenever possible your child should be provided medications by you outside of school hours. In the event it is necessary that the child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school office.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school. The school nurse may limit medications to those set forth in the Physician's Desk Reference (PDR) or at his/her discretion.

For non-prescription medication that must be given on a routine basis by school personnel, parents must provide a signed written consent for the child to be given medication at school. This medicine should also be in its original container and must be left in the school office.

School personnel can occasionally give non-prescription drugs such as non-aspirin, antacid, etc.. Parents must have signed the “Authorization” form indicating what type of non-prescription medication can or cannot be administered to their student.

Students should not dispense any type of medication to another student.

School Health Screening

Children in Pre-Kindergarten through fourth grade, as well as children in seventh and tenth grade are screened for vision, hearing, dental defects, height and weight. The screening program also incorporates a BMI calculation. Students entering the Student Assistance Process at any grade level, and those about whom health concerns are identified to the school nurse, may also be screened. Parents are notified of any health concerns as they are identified. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

Physical Examination

Evidence of a physical examination by a qualified physician is required within 30 days of enrollment of the child into any Early Childhood Special Education classes, kindergarten and the seventh grade, or in the case of transfer from out of state to any other grade. A parent or guardian who objects may submit a written statement of refusal for his or her child. The statement will be kept in the student’s file. Waiver forms are available in the school office.

Immunizations

Immunizations against the following diseases are required for every child:

• Measles • Mumps • Rubella • Poliomyelitis • Diphtheria • Pertussis • Tetanus and Varicella

All students in all grades will be required to present evidence of:

- 3 doses of DTP, DTaP, DT, or Td vaccine with one dose given on or after the 4th birthday.
- 3 doses of Polio vaccine
- 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if the student is 11-15 years of age.
- 2 doses of MMR or MMRV vaccine given on or after 12 months of age and separated by one month or more.
- 2 doses of Varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had the varicella disease, they do not need any varicella shots.

Children age 2 through age 5 enrolled in a school-based program not licensed as a childcare provider (i.e., Head Start and Early Childhood Special Education) will be required to present evidence of:

- 4 doses of DTaP, DTP, or DT vaccine
- 3 doses of Polio vaccine
- 1 dose of MMR or MMRV vaccine given on or after 12 months of age

- 3 doses of Hepatitis B vaccine
- 3 doses of HiB vaccine or 1 dose of HiB vaccine given on or after 15 months of age.
- 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.
- 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age.

Students must show proof of immunization upon enrollment in Kimball Public Schools. Any student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations may complete a waiver statement which is available in school health offices.

Students with a signed waiver statement may be excluded from school in the event of a disease outbreak.

Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be used when enrolling a new student in school. If your child is registering with Kimball Public Schools for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

Guidelines for Head Lice

The following guidelines are in place to: better control a nuisance condition; reduce absenteeism due to head lice; and involve parents as partners with the school in control efforts:

1. Children will be sent home from school for live head lice. In the event the child has TWO cases of live lice in a semester, he or she will be sent home until free of both live lice and nits (eggs).
2. Health office staff will provide written treatment information and instructions, including how to check and identify head lice*.
3. A child who is sent home from school for head lice should miss no more than two school days.
4. A child who has been sent from school due to head lice must come to the health office for inspection before returning to class.
5. A child who returns to class with nits (eggs) will be checked again in 7-10 days.
6. Families are encouraged to report head lice to the school health office.
7. Individual buildings will perform classroom-wide or school-wide head checks as needed in order to control the condition at school.
8. *Nit removal will be emphasized for effective management of the condition. For more information call the nurse at your child's school.

Article 7 - Drugs, Alcohol and Tobacco

Section 1 Drug-Free Schools

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

Education and Prevention:

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

Drug and Alcohol Use and Prevention.

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

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

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

It shall further be the policy of the District, through the instruction earlier herein referred to, as well as by information and consistent enforcement of the Board's policy pertaining to student conduct as it relates to the use of illicit drugs and the unlawful possession and use of alcohol, that drug and alcohol abuse is wrong and is harmful both to the student and the District, and its educational programs.

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

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

In the event of disciplinary proceedings against any student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his or her parents or guardian concerning

available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel shall consider to be of benefit to any such student and his or her parent or parents or guardian.

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

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

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

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of alcohol on school premises or as a part of any of the school's activities.
4. Use of any illicit drug.
5. Distribution of any illicit drug.
6. Use of any drug in an unlawful fashion.
7. Distribution of any drug or controlled substance when such distribution is unlawful.
8. The possession, use, or distribution of alcohol.
9. The possession, use, or distribution of tobacco. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco look-alikes and products intended to replicate tobacco products either by appearance or effect.

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

Drugs and Alcohol Prohibited - Standards of Conduct for Students and Employed Staff:

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

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

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

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

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

Authorized Use:

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

Disciplinary Sanctions:

1. Violation of this policy may result in suspension or expulsion. Prohibited substances will be confiscated and could be turned over to law enforcement authorities. The student may be referred for counseling or treatment. Parents or legal guardian will be notified.
2. If the student is observed to be violating this policy, the student will be escorted to the Principal/Superintendent's office immediately, or if not feasible, the Principal/ Superintendent will be notified. The student's parents or legal guardian will be requested to pick up the student. If it appears there is imminent danger to other students, school personnel, or students involved, the Principal/Superintendent, or such other personnel as authorized by the Principal/Superintendent, may have the student removed by authorized medical or law enforcement personnel.
3. Parents and students shall be given a copy of the standards of conduct and disciplinary sanctions required and shall be notified that compliance with the standards of conduct is mandatory.

Safe and Drug-Free Schools-- Parental Notice

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

Article 8 – Student Conduct

Student Discipline

Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent

contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

Section 1 Short-Term Suspension

Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

- a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
- b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- c. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.
- e. A student who on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

Section 2 Long-Term Suspension

A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.

Section 3 Expulsion

- a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.
- b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
- c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
- d. Alternative Education. Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a

conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.

- e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
- f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal’s designee shall meet with the student’s probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal’s designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

Section 4 Emergency Exclusion

A student may be excluded from school in the following circumstances:

- a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
- b. If the student’s conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

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

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her

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

Section 5 Other Forms of Student Discipline

Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

Section 6 Student Conduct Expectations

Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, wellbeing or rights of other students, staff or visitors.

Section 7 Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment

The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

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

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

1995. That statute includes the following statement: “The term ‘firearm’ means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device.” The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

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

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

Section 8 Additional Student Conduct Expectations and Grounds for Discipline

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

1. **Student Appearance:** Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
 - a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.

- b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
- c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
- d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g. cleats).
- e. Head wear including hats, caps, bandannas, and scarves.
- f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
- g. Clothing or jewelry that is gang related.
- h. Visible body piercing (other than ears).

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

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

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

2. **Academic Integrity.**

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

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

- b. Definitions: The following definitions provide a guide to the standards of academic integrity:

(1) “Cheating” means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:

(a) Tests (includes tests, quizzes and other examinations or academic performances):

(i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.

(ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulas in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for “open book” tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

(iii) Use of Other Student Answers: Copying or looking at another student’s answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student’s paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student’s answers on the test paper.

(iv) Use of Other Students to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.

(v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone

or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

(b) Papers (includes papers, essays, lab projects, and other similar academic work):

i) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

(ii) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

(iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain with the student's.

(iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

(c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

(2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own

an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

- (a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
 - (b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
- (3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:

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

3. Electronic Devices

- a. Philosophy and Purpose. The District strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.
- b. Definitions.
 - (1) “Electronic devices” include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, laptop computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.
 - (2) “Sexting” means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:
 - (i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
 - (ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or
 - (iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.
- c. Possession and Use of Electronic Devices.
 - (1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.

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

d. Violations

- (1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) or otherwise transmitting images and/or sounds of another person or persons without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.
- (2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be

identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.

- (i) First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device.
 - (ii) Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.
 - (iii) Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.
- (3) Penalties for Prohibited Use of Electronic Devices: Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:

- (i) Students found in possession of a “sexting” message shall be subject to a one (1) day suspension from school.
 - (ii) Students who send or encourage another to send a “sexting” message shall be subject to a five (5) day suspension from school.
- (4) Reporting to Law Enforcement: Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.
- e. Responsibility for Electronic Devices. Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students’ electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

Section 9 Inappropriate Public Displays of Affection (IPDA)

Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

- 1. 1st Offense: Student will be confronted and directed to cease.
- 2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
- 3. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with the Administrator(s) and/or counselor.

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

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

- 1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
- 2. Students in the hallway during class time must have a pass with them.
- 3. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be drunk outside.

4. Students are expected to bring all books and necessary materials to class. This includes study halls.
5. Assignments for all classes are due as assigned by the teacher.
6. Students are not to operate the mini-blinds or the windows.
7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
8. Students are to be in their seats and ready for class on the tardy bell.
9. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
10. Students are not to bring “nuisance items” to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
11. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
12. Snow handling is prohibited.

Section 10 Law Violations

1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student’s maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student’s parent of the fact that the referral to legal authorities has been or will be made.
The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.
2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to

the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

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

Article 9 - Due Process Procedure

Procedures for Long-Term Suspension, Expulsion or Mandatory Reassignment: The following procedures shall be followed with regard to any long-term suspension, expulsion or mandatory reassignment.

1. The Principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his or her designee.
2. If the Principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, the student may be suspended by the Principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the Superintendent.
3. The Principal or his or her designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following:
 - (a) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the Principal or assistant Principal.
 - (b) The penalties to which the student may be subjected and the penalty which the Principal, or his or her designee has recommended in the charge.
 - (c) A statement explaining the student's right to a hearing upon request on the specified charges.
 - (d) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
 - (e) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
 - (f) A form or a request for hearing to be signed by such parties and delivered to the Principal or his or her designee in person or by registered or certified mail.

4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. In the event that the Principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the Principal, or his or her designee shall automatically go into effect.
6. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.
7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
8. In the event that a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

Hearing Procedure:

1. Hearing Officer. The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.
2. Administrative Representative. The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. Notice of Hearing. If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.
4. Continuance. Upon a written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
5. Access to Records. The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the Kimball Public School Board of Education at any reasonable time prior to the hearing.
6. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent

of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross-examination nor will any conclusion be drawn there from. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.

7. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.
8. Record. The proceedings of the hearing shall be recorded at the expense of the school district.
9. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendations may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
10. Review by Superintendent. The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.
11. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the Superintendent of schools shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written

notice by the student and/or parents and guardian, the determination of the Superintendent shall take immediate effect.

12. Appeal to Board. The student, student's parents or guardian may, within seven school days following the receipt of the Superintendent's decision, submit to the Superintendent of schools a written request for a hearing before the Board of Education.
13. Review by Board of Education. Upon receipt of the request for review of the Superintendent's determination, the Board of Education or a committee of not less than three members shall, within ten school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The board may alter the Superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.
14. Final Decision of Board of Education. The final decision of the board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

Article 10 - Harassment and Bullying Policy

It is the policy of Kimball Public Schools that “bullying” type behavior is not tolerated. These guidelines are established to respond specifically to bullying behavior.

- (i) Step One: The first time school personnel become aware of a possible harassment or bullying situation, the accused student will be informed that such a complaint has been filed. At that time a warning will be given regarding this kind of behavior. The consequences for this kind of behavior in the future will be clearly outlined for the student. If, in the school’s opinion, the first occurrence of harassment behavior is severe, the school may move immediately to any of the four steps in the harassment policy. In other words, the policy may or may not be used sequentially. Moreover, at any stage the student may be disciplined under the student code by actions that may include expulsion, in the event the conduct is also a violation of other provisions of the student code.
- (ii) Step Two: The second time school personnel become aware of a harassment incident, the student’s parents will be notified. A conference will be requested at that time. If it is determined that the student has harassed another student, consequences will be assigned. A student may stay on the second step as long as school authorities feel the consequences are effectively correcting the harassment behaviors. If it is determined that there is no basis for the harassment accusation, no consequences will be assigned. If the school determines that a student is intentionally making a false accusation against another student, an appropriate response will be made.
- (iii) Step Three: If the school authorities determine that the student continues to harass another student or the student fails to agree to not harass in the future, **the school may assign the student to the Harassment Program level** set forth below which the school authorities determine to be appropriate.
- (iv) Step Four: If a student fails to respond positively to the corrective measures of the Harassment Program, the student will be suspended from school for a minimum of five school days, up to expulsion. School authorities will determine the action necessary to insure a safe learning environment for all students.

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

- 1. Level I: The guidelines for a Level I placement are listed below.
 - a. The length of the assignment will be for a minimum of two weeks.
 - b. The student will report to the office no later than 7:45 a.m. each morning.
 - c. The student will eat on campus at an assigned table.
 - d. The student will report to an assigned room at the end of the day, and will remain until 4:00 p.m. This will allow all other students to leave the school grounds in safety.
- 2. Level II: The guidelines for this level are listed below.

- a. The length of the assignment will be for a minimum of two weeks.
- b. The student will report to the office no later than 7:45 a.m. each morning.
- c. The student will eat on campus at an assigned table.
- d. The student will report to an assigned room at the end of the day, and remain until 4:00 p.m.
- e. The student will not transition with other students between classes.

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

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

Article 11 - Network, E-Mail, Internet and Other Computer Use Rules
INSTRUCTION - Policy No. 603.08

Instruction

Computer

Internet Safety and Acceptable Use Policy

A. Internet Safety Policy

It is the policy of Kimball Public Schools to comply with the Children's Internet Protection Act (CIPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

3. **Inappropriate Network Usage.** To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
4. **Supervision and Monitoring.** It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.
5. **Social Networking.** Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
6. **Adoption.** This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

B. Computer Acceptable Use Policy

This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

1. **Technology Subject to this Policy.** This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. **Access and User Agreements.** Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. **Acceptable Uses.** The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.

4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. Personal Gain: Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

- c. Campaigning: Technology resources shall not be used, and no person shall authorize its use, 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.
- d. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,
 1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
 2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
 3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
 4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
 5. Users shall not copy, change, or transfer any software without permission from the network administrators.
 6. Users 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 a bug, virus, worm, Trojan horse, or similar name.
 7. Users shall not engage in any form of vandalism of the technology resources.

8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
 1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
 2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
 3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
 4. to engage in or promote violations of student conduct rules.
 5. to engage in illegal activity, such as gambling.
 6. in a manner contrary to copyright laws.
 7. in a manner contrary to software licenses.
5. Disclaimer. The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system

responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.

8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Legal Reference: Children's Internet Protection Act, 47 USC § 254

FCC Order adopted August 10, 2011

47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003) (E-rate restrictions)

Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act)

Kimball Public Schools
Addition to Student Code of Conduct
Appendix "2"

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

STUDENT'S AGREEMENT

In order to make sure that all members of Kimball Public School's community understand and agree to these rules of conduct, Kimball Public Schools asks that you as a student user sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Kimball School District, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Kimball Public Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Kimball Public Schools, any of its employees, or any institution providing network access to Kimball Public Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name:

Student's Signature:

Date:

This form will be retained on file by authorized
faculty designee for duration of applicable
computer/network/internet use

Kimball Public Schools
Addition to Student Code of Conduct
Appendix “3”

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

PARENT’S AGREEMENT

In order to make sure that all members of Kimball Public School’s community understand and agree to these rules of conduct, we ask that you as a parent/guardian sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by Kimball Public Schools. As the parent or guardian of the student named below, I grant permission for my son or daughter to access networked computer services such as electronic mail (e-mail) and the Internet. I understand that this free access is designed for educational purposes. I also understand that individuals may be held liable for violations of those Terms and Conditions. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold Kimball Public Schools responsible for materials acquired or sent via the network.

I agree not to hold the Kimball Public Schools, any of its employees, or any institution providing network access to Kimball Public Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name:

Parent's Signature:

Date:

This form will be retained on file by authorized
faculty designee for duration of applicable
computer/network/Internet use.

Article 12 - Positive Behavior Interventions and Supports (PBiS)

Kimball Jr/Sr High School and Mary Lynch Elementary Schools are PBiS Schools with the established umbrella goals of: **Respect, Responsibility, Effort, and Safety**. Various areas of the school are targeted and positive student expectations are taught and reinforced by the staff. Students are rewarded for meeting these expectations and doing things the correct way. The following are the general expectations for Mary Lynch Elementary School:

EXPECTATIONS

Show **RESPECT** for yourself, others, and school property
Take **RESPONSIBILITY** for your actions and your choices
Make the **EFFORT** to be a good student and citizen
Think **SAFETY** for the good of everyone

RESPECT

Participate Positively
Listen to Others
Wait your turn
Think before you speak
Use inside/outside voice appropriately

RESPONSIBILITY

Be on time
Be honest
Be prepared
Be accountable for your actions
Use your manners
Clean up after yourself

EFFORT

Be prepared
Listen
Stay on task
Do your best everyday

SAFETY

Keep hands and feet to yourself
Use equipment and school property appropriately
Walk
Practice good hygiene

Article 13 - Extra-Curricular Activities - Rights, Conduct, Rules and Regulations

Section 1 Student Fees Policy

STUDENT ACTIVITIES

Policy 501.06

Student Fees

The board realizes some activities may require additional expenditures which are properly to be borne by students as a separate charge. Such charges may be waived as specified below depending upon the student's eligibility for the free and reduced-price lunch program. (In other special cases where the parent/guardian requests that the student be exempt from charges, the superintendent shall determine granting of waivers.) No fees, specialized or unspecialized attire or equipment shall be required of students outside this policy. This policy does not apply to tuition payments by nonresident students.

For the purposes of this policy, the following definitions shall apply:

1. Extracurricular activities means student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the school district;
2. Postsecondary education costs means tuition and other fees associated with obtaining credit from a postsecondary educational institution.

The district may charge student fees or require students to provide specialized equipment or attire in the following areas:

1. Participation in extracurricular activities, including extracurricular music courses;
2. Admission fees and transportation charges for spectators attending extracurricular activities;
3. Postsecondary education costs, limited to tuition and fees associated with obtaining credits from the postsecondary institution;
4. Transportation fees for option students not qualifying for free lunches and nonresident students as allowed by state statute;
5. Copies of student files or records as allowed by state statute;
6. Reimbursement to the district for property lost or damaged by the student;
7. Before-and-after-school or pre-kindergarten services in accordance with state statute;
8. Summer school or night school;
9. Breakfast and lunch programs.

The district may also require students to furnish musical instruments for participation in optional music courses that are not extracurricular activities. Students qualifying for free or reduced-price lunches shall be provided with a musical instrument of the school's choice.

Waivers shall be provided to students who qualify for free or reduced-price lunches for fees, specialized equipment and specialized attire required for participation in extracurricular activities.

The superintendent shall establish a Student Fee Fund and ensure that funds collected as fees for the following purposes are properly recorded and deposited to it:

- Participation in extracurricular activities;
- Postsecondary education costs; and
- Summer school or night school.

The superintendent shall promulgate regulations outlining the purposes for which fees in these three areas are collected and shall ensure such fees are spent for those purposes.

The superintendent shall promulgate regulations to be published annually in the student handbook authorizing and governing:

1. Any non specialized clothing required for specified courses and activities;
2. Any personal or consumable items a student will be required to furnish for specified activities; and
3. Any specialized equipment or specialized attire which a student will be required to provide for any extracurricular activity, including extracurricular music courses.

The superintendent shall also promulgate regulations authorizing and governing the following areas:

1. All fees to be collected within the nine numbered areas of the third paragraph of this policy;
2. Any other types of specialized equipment or attire to be provided by all students in the nine numbered areas of the third paragraph of this policy;
3. Procedures and forms for students or parent/guardians to apply for waivers under this policy;
4. Deadlines for waivers for all types of fees;
5. Procedures for the handling of fees for students receiving postsecondary education credits;
6. Procedures for handling of fees related to summer school or night school;
7. Attendance requirements and procedures in connection with evening, weekend or summer use of facilities related to all extracurricular activities to avoid conflict with this policy.

The maximum dollar amount of each fee must be specified as part of the administrative procedures policy.

Public concerns or complaints regarding required fees, attire or equipment shall be addressed under Policy 1001.02, Public Involvement.

This policy will be reviewed and re-adopted annually at a regular or special meeting of the board. This shall include a review of the amount of money collected under this policy and the use of waivers as provided by this policy. The policy shall be published in the student handbook provided at no cost to each household.

Article 14 - State and Federal Programs

Section 1 Notice of Discrimination The Kimball Public School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

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

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

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

Section 2 Designation of Coordinator(s)

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

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

Section 3 Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973

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

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.

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

Section 4 Notice Concerning Staff Qualifications

The Every Student Succeeds Act (2015) gives parents the right to acquire information about the professional qualifications of their child's classroom teachers. Upon request, Kimball Public Schools will give parents the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.

We will also, upon request, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner.

Finally, Kimball Public Schools will give timely notice if your child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the Act.

Section 5 Breakfast and Lunch Programs

FOOD SERVICE

Food Service Program

Policy 801.01

Description of Program

Kimball Public Schools participate in the National School Lunch and Breakfast programs. Meals are required to meet specific nutritional standards established by the Federal Government. School meals include fruits, vegetables, and whole grain-rich foods. Fat-free and low-fat milk; “right size” meals with portions designed for a child’s age; less saturated fat and zero trans fat.

MEAL ACCOUNTS

The district uses a family lunch account system through Infinite Campus where each child in the family is under one account. Lunch accounts are debit accounts; therefore, there must be money in the account in order for the student to use it. The district allows the balance to go no lower than a minus ten dollars (-\$10.00). The cushion balance between zero and minus ten dollars is intended to allow the students to continue to use the account while money is being deposited into the account (Board policy 801.04). The district recommends keeping a positive account balance that accommodates your child or children’s particular spending habits. The amount you choose to maintain in your account is a personal choice based on how much monitoring of the account you wish to do.

Your student will be allowed to charge ala carte items to your account as long as there is a positive balance in the account

MONITORING OF ACCOUNT BALANCE

There are multiple ways to monitor the balance of the meal account. The Infinite Campus parent portal and the Infinite campus mobile app both allow you to see the up-to-date balance as well as monitor what your child is buying at school. A weekly email is sent out with balance information. You may also call or email the food service director to check the balance on your account. Phone number is 308-235-4786 and email is dterrell@kpslonghorns.org.

DEPOSITS FOR MEAL ACCOUNTS

To make a deposit to your meal account you may send money to the school or deposit money online through the parent portal of Infinite Campus. If you have not previously used the parent portal you will need to contact the school to receive login information.

FREE AND REDUCED PRICE MEAL PROGRAM

A letter and application form for the free or reduced price meal program will be distributed to all households as a part of the school registration material. The letter will contain information on the eligibility standards, procedures for applying, and how an appeal may be filed. Please make sure to fully complete the application and return it to your child’s school as soon as possible.

If your household income changes during the school year you may reapply for free or reduced price meals at any time.

A NEW application must be submitted at the beginning of each school year.

FOOD SERVICE CONTACT INFORMATION

If at any time you have questions or concerns about your lunch account or the food service program, contact Danessa Terrill at 308-235-4786 or email dterrill@kpslonghorns.org.

Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights

regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800)877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination

Complaint Form,(AD-3027)found onlineat: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866)632-9992. Submit your completed form or letter to USDA by:

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

This institution is an equal opportunity provider.

Meal Charge Policy

It is the policy of the District to comply with the National School Lunch Program and School Breakfast Program and all other federal grant programs that provide free or reduced meals to qualifying students.

Student Eligibility

Families of students who may be eligible for free or reduced price school meals should submit an application to determine their eligibility. Applications are available through the Superintendent or Superintendent's designee. As long as an application is submitted on or after July 1, the application will be considered current for the new school year. A student may become eligible for free or reduced meals at any time during the school year if the household experiences a change in financial circumstances.

Meal Account Balances

The District will ensure that families can check their meal account balances in a manner other than exclusively online. The District will ensure that at least one form of meal account payment is free of charge. The District encourages families to pre-pay without charge for free or reduced price meals. Notwithstanding the option to pre-pay, students and families will have a method to add funds during the school day. Any balance remaining in a pre-paid account shall carry over into the next month. Households approved for free or reduced price meals with funds remaining in their meal account at the end of the school year shall receive a refund upon request. When a student leaves the District or graduates, the District shall attempt to contact the student's household to return any funds remaining in the student's meal account. Unpaid meal charges may be carried over at the end of the school year as a delinquent debt and the District shall undertake reasonable collection efforts to collect unpaid meal charges classified as delinquent debt, pursuant to and in compliance with state and federal law. The District shall maintain records of its collection efforts and, once delinquent meal charges are converted to bad debt, its documentation establishes and handles the bad debt.

Student Confidentiality

The District will disclose individual student eligibility information only to those persons (and organizations) who require the information in order to carry out an activity specifically authorized by the National School Lunch Act, subject to applicable legal exceptions. The District shall not use or implement any colored or coded meal cards, tickets, tokens, or other methods of payment that would overtly identify a student as being eligible for free or reduced price meals.

Distribution Annually

This policy shall be provided in writing to all students' households at the start of each school year and to households transferring to the District during the school year. This policy shall also be provided annually to District staff members responsible for the enforcement of this policy, including food service professionals. The Superintendent or the Superintendent's designee shall maintain documentation of the annual distribution of this policy to students' households and District staff. Legal Reference:

Richard B. Russell National School Lunch Act (42 U.S.C. § 1751); U.S.D.A. Memorandum SP 57-2016.

Date of Adoption: February 11, 2019

STUDENT HEALTH

Policy 505.06

Section 6 Kimball Public Schools Wellness Policy

The Kimball Public School District desires to promote healthy students and healthy living by supporting good nutrition, nutrition education, and regular physical activity. The district strives to promote student health and reduce childhood obesity. The district will achieve the goals of this policy by:

- A. Involving parents, students, board members, administrators, teachers, health professionals, and other interested members of the community in the development, monitoring, and review of the policy.
- B. Developing goals for nutrition education, physical activity, and other school-based activities that are designed to promote student wellness.

Therefore, the board adopts the following School Wellness Policy

1. Goals to Promote Student Wellness

The District has established the following student wellness goals that are designed to promote student wellness in a manner that the District determines to be appropriate:

- a. Nutrition Education. To implement a curriculum that meets or exceeds the health and nutrition education objectives established by the Nebraska Department of Education.
- b. Physical Activity. To implement a curriculum that meets or exceeds the health and physical education objectives established by the Nebraska Department of Education.
- c. Other School Activities. To offer other suitable opportunities for students to engage in health-promoting activities.
- d. Social and Emotional Well Being. Programs and services that support and value the social and emotional wellbeing of students, families, and staff to build a healthy school environment.

The Superintendent or designee shall establish such further goals as are determined appropriate to meet the stated mission.

2. Nutrition Guidelines

Nutrition guidelines have been selected by the District for all foods available in each school building during the school day with the objective of promoting student health and reducing childhood obesity. The guidelines are as follows: (1) school breakfast and lunch programs will be offered which meet or exceed the requirements of federal and state law and regulatory authorities and (2) no foods in competition with the school lunch or breakfast program shall be sold or otherwise made available to students anywhere on school premises during the period of one-half hour prior to the serving period for breakfast and lunch and lasting until one-half hour after the serving of breakfast and lunch. The Superintendent or designee shall establish such further nutrition guidelines as are determined appropriate to meet the stated mission.

3. Assurance for Reimbursable School Meals

The District gives the assurance that the District's guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C. 1779) and sections 9(f)(1) and 17(a) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1758(f)(1), 1766(a)), as those regulations and guidance apply to the District.

4. Plan for Measuring Implementation and Designation of Responsible Persons

The Superintendent or the Superintendent's designee is charged with operational responsibility for ensuring that the school meets the Wellness Policy. The Superintendent or designee shall measure implementation of the Wellness Policy by conducting periodic reviews or receiving periodic reports.

5. Development of Policy

The District assures that development of the Wellness Policy involved parents, students, representatives of the District's nutrition services department, the school board, school administrators, and the public.

Legal Reference: The Child Nutrition and WIC Reauthorization Act of 2004, 42 USC 1751; Regulations and Procedures for Accreditation of Schools, NDE Rule 10; National School Lunch Program, 42 U.S.C §§1751-1760, 1770; 7 CFR § 210

Section 7 School-Parent Learning Compact

Mary Lynch Elementary School

This Title I School-Parent Compact has been jointly developed with parents and outlines how parents, the entire 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 academic standards. At the annual parent-teacher conferences the compact shall be discussed as it relates to the individual child's achievement.

Teacher/School:

It is important that students achieve. I agree to do the following:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment to enable children to meet the challenging state academic standards.
2. Regularly communicate with parents on their child's progress.
3. Demonstrate professional behavior and positive attitude.
4. _____

Teacher Signature _____

Parent/Caring Adult:

I want my child to achieve; therefore I will encourage him/her by doing the following:

1. Communicate and work with teachers and school staff on an ongoing basis to be involved and support my child's learning.
2. Support your child's learning—volunteer in their classroom; participate, as appropriate, in decisions related to their education, guide positive use of extracurricular time.
3. Make sure my child is at school every day and on time, unless he/she is ill.
4. Provide a quiet place and time to do schoolwork and encourage my child to complete schoolwork.
5. _____
6. Parent Signature _____

Student:

I know my education is important to me. It is important that I work to the best of my ability. I agree to do the following:

1. Be at school every day and on time unless I am sick.
2. Come to school each day prepared with supplies and an attitude to learn.
3. Be responsible for my own behavior.
4. Respect and cooperate with other students and adults.
5. Return completed school work on time.
6. _____

Student Signature _____

K Combined District and School

Section 8 Title 1 Parent and Family Engagement Policy

Kimball Public Schools intends to follow the Title I parent and Family Engagement Policy guidelines in accordance with federal law, *Section 116(a-f)* ESSA, (Every Student Succeeds Act) of 2015.

In General

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

- Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.
- Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.
- Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.
- Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.
- Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand.
- Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

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

El Contrato entre la Escuela y Los Padres

Mary Lynch Escuela Primaria

Este contrato Título Uno entre la Escuela y los padres ha sido desarrollado juntamente con los padres y resume cómo los padres, el personal de la escuela entera, y los estudiantes compartirán la responsabilidad para mejorar el logro académico estudiantil y las maneras por el cual la escuela y los padres construirán y desarrollarán una colaboración para ayudar a hijos ganen las normas más alta del Estado. A las conferencias anuales entre los padres y los maestros el compacto estará discutido como relaciona al logro del hijo individual.

Maestro / Escuela

Es importante que los estudiantes logren. Yo estoy de acuerdo hacer las siguientes:

1. Proveer el currículo e instrucción más alto en un ambiente aprendizaje que es apoyo y eficaz para los hijos cumplir los normas académicas desafiantes del Estado.
2. Comunicar regularmente con los padres en el progreso de su hijo.
3. Demostrar conducta profesional y un actitud positivo.

4. _____
La firma del maestro(a) _____

Padres / Adulto cuidado

Yo deseo que mi hijo lograr; por eso yo incentivaré él / ella por haciendo los siguientes:

1. Comunicar y trabajar con maestros y el personal escolar en una base en curso ser involucrado y apoyado del aprendizaje de mi hijo.
2. Apoyar el aprendizaje de su hijo – se ofreciendo en su sala de clase; participe, como apropiado, en decisiones están relacionado a su educación, guíe uso positivo del tiempo extracurricular.
3. Asegurar mi hijo es a la escuela todos los días y a tiempo, a menos que él / ella está enfermo.
4. Proveer un lugar silencioso y tiempo para hacer tarea e incentive a mi hijo cumplir la tarea.

5. _____
La firma de los Padres _____

Estudiante

Yo se que mi educación es importante para mi. Es importante que yo trabajo a la mejor de mi habilidad. Yo estoy de acuerdo hacer las siguientes:

1. Estar a la escuela todos los días y a tiempo a menos que estoy enfermo.
2. Ven a la escuela cada día preparado con materias y un actitud para aprender.
3. Estar responsable para mi comportamiento.
4. Respetar y cooperar con otros estudiantes y adultos.
5. devolver trabajo escolar completa a tiempo.

6. _____
La firma del estudiante _____

Una combinación del Distrito y la Escuela La Política de Título Uno Para La Compromiso de Los Padres y La Familia

El Distrito Escolar de Kimball, NE tiene la intención a seguir La Política de Título Uno para la Participación de los Padres en consonancia con los leyes federales, *Section 1116(1-f) ESSA, (Every Student Succeeds Act) of 2015*.

En General

El documento del Distrito *‘La Política de Título Uno para la Participación de los Padres’* ha ido desarrollo juntamente con, actualizado periódicamente y distribuido a los padres y los miembros de la familia de los hijos lo quien están participando y la comunidad local en un formato que es comprensible y uniforme.

- Los padres y los miembros de la familia de todos estudiantes están bienvenido e incentivado hacerse involucrado con la escuela y educación de sus hijos; esta incluye los padres y los miembros de la familia lo quienes tienen competencia limitada en inglés, alfabetización limitada, desaventura en economía, tienen discapacidades, fondo de raza o étnica menoría o hijos de migrantes.
- Los padres están involucrado en la planeando, el repaso, evaluación y la mejora del programa de Título Uno, La política del compromiso y el pacto entre la escuela y los padres en una junta anual con los padres lo que está concertado a un tiempo conveniente. Esta estará incluir la planeando y implementación de actividades efectiva para los padres y la familia.
- Conduce, con involucradamente significada de los padres y la familia, una evaluación anual del contenido y la efectividad de *‘La Política de Título Uno para la Participación de los Padres’*. Usa los resultados de la evaluación para diseñar las estrategias lo que son basó en evidencia para involucradamente de los padres que es muy efectiva, y para revisar *‘La Política de Título Uno para la Participación de los Padres’*.
- Oportunidades están proveído para los padres y los miembros de familia para participar en las decisiones que están relacionado la educación de los hijos. La escuela y la agencia educacional local proveerán otro apoyo razonable para las actividades involucradamente paterno.
- Los padres de los hijos están participando estarán proveído información sobre los programas debajo este parte, una descripción y explicación del currículo en uso, las formas de evaluación académica usó para medir el progreso estudiantil y niveles de logro de los criterios académicos desafiantes del estado. La escuela proveerá asistencia, oportunidades, y / o materiales y entrenamiento para ayudar a los padres trabajan con sus hijos para mejorar el logro de sus hijos en un formato, y cuando viable, en una lengua que los padres y los miembros de la familia pueden entender.
- Eduque los maestros, el personal especializado instruccional apoyo, directores de la escuela, y otros líderes escolares, con la asistencia de los padres en el valor y utilidad de contribuciones de los padres, como contactar, comunicar con y trabajar con los padres como parejos iguales.

Coopere e integre los programas y las actividades de involucradamente paterno con otro programas de Federal, Estado y local, incluyendo los programas preescolar que incentivan y apoyan los padres en una participación más completa en la educación de sus hijos.

**RECEIPT OF 2022/2023 PARENT-STUDENT HANDBOOK
OF MARY LYNCH ELEMENTARY SCHOOL**

This signed receipt acknowledges that the 2021-2022 Parent-Student Handbook of Mary Lynch Elementary School is accessible on the Kimball Public Schools website at www.kpslonghorns.org or a hard copy can be requested at the Mary Lynch office. This receipt acknowledges that it is understood that the handbook contains student conduct and discipline rules and school board computer policy 603.08. The undersigned, as student, agrees to follow such conduct and discipline rules and computer policies. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook, which should be used to responding to harassment or discrimination.

Drug-Free Schools Statement: RECEIPT SHALL ALSO SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING KIMBALL PUBLIC SCHOOLS HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXPECTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO THE SAFE AND DRUG-FREE SCHOOLS LAW AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND THE POSSESSION, USE, OR DISTRIBUTION OF ALCOHOL OR TOBACCO ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREIN ABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS.

Date: _____

Date: _____

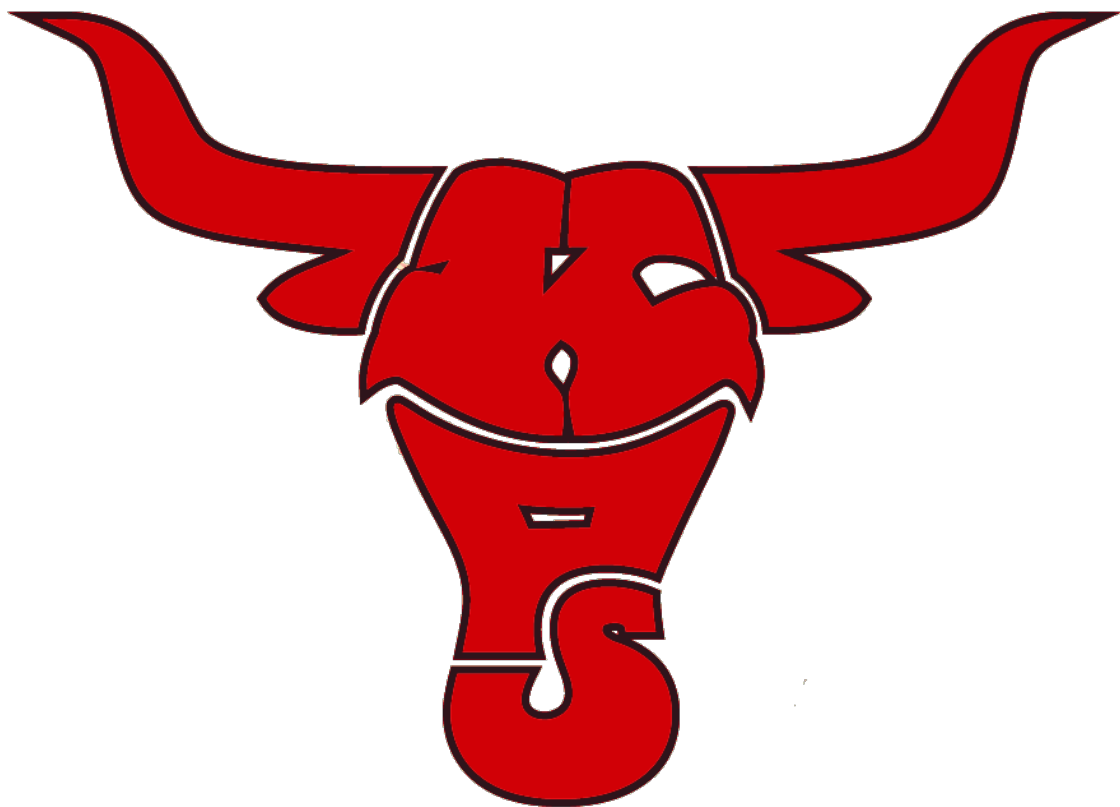
Student's Signature

Parent or Legal Guardian's Signature

Return to:

Amanda Culek, Elementary Principal/Special Education Director
Mary Lynch Elementary School
1000 E. 6th Street
Kimball, NE 69145

Kimball Public Schools Staff Handbook 2022-2023



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

Our vision for Kimball Public Schools is to provide all students with excellent instruction in every classroom that reflects our commitment to ensuring all students learn at high levels.

Table of Contents

Accident Report Forms	Page 11
Activity Accounts	Page 17
Administrative Suggestions.....	Page 17
Alcohol/Drug Use.....	Page 08
Attendance and Punctuality.....	Page 08
Bereavement Leave	Page 12
Child Abuse Reporting.....	Page 16
Classified Staff.....	Page 10
Complaint Form Against School Personnel.....	Page 14
Duty Times	Page 08
Emergency Leave Bank.....	Page 12
Employee Evaluation.....	Page 08
Ethics, Professionalism & Professional.....	Page 14
Extra Duty Assignments.....	Page 18
Family Medical Leave	Page 13
Fire Drills	Page 19
Flex Leave and Sick Leave	Page 11
General Teaching Supplies.....	Page 17
Health Insurance	Page 14
Holidays	Page 13
Internet Safety Policy	Page 19
Inventories	Page 18
Jury Leave.....	Page 13
Keys/Security.....	Page 08
Learning Management Systems.....	Page 16
Leaving the Building	Page 08
Legal Notices and Information.....	Page 21
Lesson Plans.....	Page 16
Meal Allowance.....	Page 09
Medical Authorization Form.....	Page 18
Meetings	Page 18
Morning, After School and Lunch Supervision.....	Page 18
Multi-Cultural Education.....	Page 18
Open Door Policy/Chain of Command.....	Page 07
Para Professionals.....	Page 10
Paydays	Page 13
Positive Behavior intervention & Supports.....	Page 04
Procedures for Substitutes	Page 19
Procedures of Substitute Arrangement.....	Page 18
Professional Boundaries.....	Page 29
Professional Growth	Page 18
Purchasing Supplies or Equipment	Page 14
Records and Reports.....	Page 17
Retirement Workshop Leave.....	Page 14
School Foundation Grants.....	Page 18
School Mailboxes and Email.....	Page 09
School Philosophy	Page 07
School Security and Safety.....	Page 11
Staff Dress	Page 08
Student Attendance.....	Page 16

Student Discipline.....	Page 16
Student Fees.....	Page 19
Student Grading Scale.....	Page 11
Student Progress Reports.....	Page 11
Student Regulations.....	Page 17
Teacher Responsibilities.....	Page 15
Title IX	Page 32
Tobacco Usage	Page 08
Tornado Take Cover Procedures.....	Page 19
Travel and Transportation	Page 09
Weather Days Procedures	Page 09
Welcome	Page 05
What We Do	Page 07



EXPECTATIONS



Show **RESPECT** for yourself, others, and school property.

Take **RESPONSIBILITY** for your actions and your choices.

Make the **EFFORT** to be a good student and citizen.

Think **SAFETY** for the good of everyone.



RESPECT

Participate Positively

Listen to others

Wait your turn

Think before you speak

Use inside/outside voice appropriately

RESPONSIBILITY

Be on time

Be honest

Be prepared

Be accountable for your actions

Use your manners

Clean up after yourself

EFFORT

Be prepared

Listen

Stay on task

Do your best everyday

SAFETY

Keep hands and feet to yourself

Use equipment and school property appropriately

Walk

Practice good hygiene

Positive Behavior interventions and Supports (PBiS)

Kimball Jr/Sr High School and Mary Lynch Elementary Schools are PBiS Schools with the established umbrella goals of: **Respect, Responsibility, Effort, and Safety**. Various areas of the school are targeted and positive student expectations are taught and reinforced by the staff. Students are rewarded for meeting these expectations and doing things the correct way.

PBiS Overview:

PBiS has been implemented at both Mary Lynch and Kimball Jr/Sr High School since January, 2013. The staff then used the umbrella goals to come up with desired expectations for the students. These expectations are stated in a positive manner, for example: “students will walk in the hallway” instead of “Do NOT run in the hallway”. There are different and unique expectations for various places in the school such as: classroom, hallway, lunch room, riding the bus...etc. These expectations are taught by all the teachers to all the students in a uniform manner using the same lesson plan. Staff members then reward students (both verbally and tangibly) when students are meeting the desired expectations.

Instead of just focusing on negative behavior, the goal of PBiS is to encourage positive behavior. However, students still receive discipline and consequences for improper behavior. It is a three to five year process to fully implement PBiS, however, schools that have implemented PBiS with fidelity have seen a dramatic reduction in behavior referrals to the office and an increase in student achievement and that is ultimately what KPS is looking for at this time.

The umbrella goals are the same for both buildings, however, implementation is different at Mary Lynch and the high school.

WELCOME!

Whether you are new to Kimball Public Schools, a long-term veteran of our learning team, or in between, this handbook has been prepared to serve as a guide for you in your daily schoolwork. It is not meant to be a complete set of rules or regulations, only to serve as a guide for your efforts. If you have questions that are not answered by this handbook, contact your administrator for clarification.

BOARD OF EDUCATION

Travis Cook – President
– Vice-President

Thomas O'Brien – Secretary
Chauncey Pedersen – Treasurer
Albert Hargreaves – Member
Lanny Little – Member

ADMINISTRATIVE STAFF

Trevor Anderson – Superintendent
Danielle Reader – Secondary Principal
Amanda Culek – Elementary Principal/Special Education Director

DISTRICT DIRECTORS

Stephanie Kitchens – Secondary Counselor/ Media Specialist
Sarah Lewis – Elementary Counselor/ Media Specialist
Darrell Howitt – Activities Director
Carmela Graves – District Business Manager
Travis Terrill – Technology Director
Danessa Terrill – Food Services Director
Gregg Fossand – District Transportation/Building and Grounds
Waylon Lewis – District Maintenance
Melissa Reich – District Nurse
Samantha Walter – ELL Coordinator

SECONDARY TEACHING STAFF

– Physical Education
Meredith Christiansen – Science
Katie Culek – Special Education
Jenna Enevoldsen - Mathematics
Jeri Ferguson – Social Sciences
Kristi Hiles-Smith – Instrumental Music
Jacob Hoffman – Vocal Music
Darrell Howitt – Physical Education
Mark Jefferis - Art
Tiffany Johnson – Special Education
Christine Lewis – Spanish/ English Language Arts
Arlen Mekelburg - Science
Gene Mohr – Industrial Arts
Ty Neill - Business
Katherine Robinson – English Language Arts
Mary Schutz – Family Consumer Science
Matthew Shoup – Social Science

Sally Wheeler – Vocational Agriculture
Fred Williams – Mathematics

Jen Wise – Administrative Assistant

Amanda Carnicom – Para
Anna-Lisa Heidemann - Para
- Para
Tammy Shields – Para

Shawnna Allen-Bojorquez – Cafeteria
Alvin Koski - Cafeteria

Brian Henderson – Activity Bus Driver
Donna Kudebeh – Meridian/Life Links/VALTS/ Panhandle Beginnings Bus Driver

MARY LYNCH ELEMENTARY STAFF

Tori Ingram – Pre-Kindergarten
Melissa Mekelburg – Junior Kindergarten
Denelle Klosterman – Kindergarten
Cassady Malm – Kindergarten
Rachel Lashmett – First Grade
Kelli Patterson – First Grade
Katie Fryda – Second Grade
Mark Head – Second Grade
Lani Heeg – Third Grade
Blythe Diamond – Third Grade
Jamie Murdoch – Fourth Grade
Jolie Dorrell – Fourth Grade
Ben Ferguson – Fifth Grade
Kristina Segreaves – Fifth Grade
Kevin Kilgore – Sixth Grade
Bernie Walker – Sixth Grade
Heidi Chesley – Special Education
Justin Mohr – Special Education
Judy Walker – Title 1
Jacob Hoffman – Vocal Music
Kristi Hiles-Smith – Instrumental Music
Mark Jefferis - Art
Dane Wurdeman – Physical Education
Beth Brown – Speech Pathologist

Deb Bourlier – Administrative Assistant

Connor Cluff – Custodian
William Richards – Custodian

- Para
Pam Hayden – Para
Trista Wurdeman – Para
Julia McGinnis – Para

Amanda Hargreaves – Para

Tammara Schlueter – Para

Ruth Kniceley – Para

Cyndi Rasmussen – Para

- Para

Vicki Kaczar – Cafeteria

Barb Frederick – Cafeteria

– Bus Route Driver

Lorri Norberg – Bus Route Driver

Brittany Cook – Bus Route Driver

WHAT THE SCHOOL DISTRICT DOES

Education is the only business of the Kimball Public Schools. Our schools exist and people are hired for the sole purpose of serving students. Therefore, you must realize that the education process is both a service and an obligation to our students, their parents, and the community. This educational process encompasses the efforts of all of our employees.

We listen carefully to our patrons to make sure that we deliver what they need and have come to expect from us. If a student or parent has a problem, we respond quickly and make sure the problem is resolved. Our goal is to deliver a top quality education to students, to help our students use their education to their best advantage, and ultimately, to make sure that the student is prepared to face the challenges of the future. The entire staff, both classified and certified together form a team whose goal and responsibility must be to educate students. The environment for learning must be positive, safe, and conducive to the educational process.

EDUCATIONAL PHILOSOPHY OF THE KIMBALL PUBLIC SCHOOL DISTRICT

The District believes that the Kimball Public Schools should provide the finest administrative, instructional, operating staffs, and physical facilities it can obtain within the limitations of the community's ability and willingness to furnish financial support.

The District believes that it is the responsibility of the schools to provide maximum learning opportunities for children who attend the Kimball Public Schools.

While emphasizing the meeting of individual learners needs in relation to their capabilities and interests, students shall be provided opportunities to obtain the knowledge, experience, and skills that will help them meet their immediate and life-long educational, vocational, and personal needs. It is expected that learners take an active role in this program.

It is the position of the District that students who graduate from the Kimball Schools, whether they choose a vocation or further formal education, will have to satisfactorily complete a basic course of study as outlined in the current Board policy before being awarded a high school diploma.

OPEN DOOR POLICY – CHAIN OF COMMAND

Supervisors and administrators are available to answer questions and resolve issues for staff members as needs arise. All staff members should follow the “Chain of Command,” by speaking with their immediate supervisor, building principal, and finally the superintendent. Resolution at the source closest to the topic is a priority, and scheduling a time to meet with a supervisor is highly encouraged as opposed to “drop in” visits.

TOBACCO USE

The Kimball Public Schools are Tobacco-Free school buildings. The use of any tobacco related product is strictly prohibited on school property and school vehicles at any time, whether school is in session or not.

ALCOHOL/DRUG USE

The use of alcohol or drugs is prohibited on school property or in any school vehicle at any time, whether school is in session or not.

DUTY TIMES

Duty times for all contracted days will be assigned by the building administrator or supervisor. Staff members are to work the assigned times unless otherwise approved by the building administrator or supervisor. Teachers will need to be at school by 7:45 a.m. and may leave at 4:00 p.m.

ATTENDANCE AND PUNCTUALITY

Kimball Public Schools employees are expected to be reliable and punctual. You should report for work on time and as scheduled. If you cannot come to work or you will be late for any reason, you must notify your supervisor as soon as possible. Unplanned absences can disrupt your work and the educational process of the classroom. If you have a poor attendance record or excessive lateness, you may be subject to disciplinary action, up to and including employment termination in accordance to lawful procedures.

LEAVING THE BUILDING

Staff members who desire to leave their assigned building during the school day except during their lunch time will notify the building principal in advance and report their return. Classified staff members are to check out on their time card if they leave work. Staff members who desire to be absent during duty times other than instructional time must receive permission of the building principal in advance.

EMPLOYEE EVALUATION

Kimball Public Schools has a formal teacher evaluation process that will be reviewed at the start of the year with staff by the building principals. In addition, the District requires a yearly evaluation of all classified staff to be conducted in writing and conference by their immediate supervisor. Classified evaluations may impact annual employee pay raises and/or benefits.

STAFF DRESS

Proper appearance is necessary to differentiate teachers from students and promote professionalism in Kimball Public Schools. Check with building principals for specific examples of appropriate dress. Professional shorts may be worn at the discretion of the Superintendent. Building principals will determine professional dress.

KEYS/SECURITY

Each teacher is responsible for the security of his/her own classroom. Maximum security is gained by locking the door at night. The teacher must lock windows at night. Rooms with outside entrances need to be double-checked at night. Rooms must be clean and organized.

When using the buildings after the custodian has locked them or on weekends, you are responsible for all lights, windows, and doors, and locks that you or pupils, under your supervision may have used. Head coaches/sponsors must check doors or assign an assistant for this duty.

Administration and custodians will retain keys for all locks.

Pupils are not allowed in the building after school hours without faculty supervision. Keys are not to be loaned to students under any circumstances. If you have lost or indefinitely misplaced your keys contact administration ASAP.

Do not prop open doors for easier access. This is particularly important during school hours as it defeats the purpose of keeping the doors locked while classes are in session.

When you keep students after school, at noon, or in the morning they are your responsibility. Be sure they have proper work to do and that the work is done before they leave and before you leave. Do not leave them for someone else to watch; they are your responsibility. Be sure the students are out of the building before you go home.

TRAVEL AND TRANSPORTATION

Staff members requesting transportation or travel approval for student activities and in-service programs should submit a Request through the Transportation Request Form located on the school website in the menu tab to receive approval. A vehicle for transportation will be provided by the school district. In some instances, when approved, if the staff member takes his/her own vehicle, the school district will provide fuel only. If the school owned vehicle you use appears to be damaged, defective, or in need of repair, please notify the Transportation Director.

MEAL ALLOWANCE

When overnight travel is required, the district will use the following meal allowance for staff and students: Breakfast: \$10.00, Lunch: \$10.00, Dinner: \$10.00, Total: \$30/ day. If the hotel has a breakfast included in the rate, the meal allowance for staff and students will be: Breakfast: Included with hotel, Lunch: \$15.00, Dinner: \$15.00, Total: \$30/ day.

SCHOOL MAILBOXES AND EMAIL

Each staff will have a mailbox or location for the delivery of in district or out of district mail. All incoming mail will be distributed in these boxes daily. Each staff member will be assigned an email address and location to access email. Please check your mailbox and email daily for school announcements and other important information. Please do not let things pile up in your mailbox; they are not file or storage areas.

PROCEDURES FOR STAFF ON SCHOOL DAYS AFFECTED BY WEATHER

LATE START BECAUSE OF WEATHER

Certificated Staff – will report to school in accordance with the established late start time

Paraprofessionals – will be paid only from the time they clock in

Food Service – will be paid only from time they clock in

Office Personnel – will report to school in accordance with the established late start time

Transportation staff – will report in accordance with the established late start time

Custodial Staff – will report to work as directed by the Director of Buildings & Grounds for snow removal and/or other duties

Directors (Transportation, Building & Grounds, Technology, Food Service) – will report to work as directed by the Superintendent

EARLY OUT BECAUSE OF WEATHER

Certificated staff—may leave at the discretion of the superintendent

Paraprofessionals – may leave at discretion of building administrator and will be paid for the time on duty

Food Service – may leave at discretion of Food Service Director and will be paid for time on duty.

Office Personnel – may leave at the discretion of building administrator and will be paid for time on duty

Transportation staff – may leave in accordance with the established release time

Custodial Staff – may leave after building is secured and will be paid for time on duty

Directors (Transportation, Building & Grounds, Technology, Food Service) – may leave as directed by the Superintendent

SCHOOL CANCELLED BECAUSE OF WEATHER

Paraprofessionals– will not be paid

Food service – will not be paid

Custodial Staff – will not be paid unless working

Hourly Secretarial Staff – will not be paid unless working

Bus Drivers – will not be docked wages for day and may be asked to make up time

Certificated Staff – will be paid for the day OR make up time as scheduled

*If school is cancelled because of weather, PTO or Vacation Hours may not be used

CLASSIFIED STAFF

Classified staff members are very important district employees. They are under the supervision of the building principal and/or departmental supervisor. Staff members who are not a supervisor of a classified staff member are to make work requests for classified personnel through their supervisor or building principal. Secretaries are employed for duties assigned by the administration and should not be asked by teachers to copy materials, make phone calls, or other duties unless approved by the building principal.

School Board Policy 402.01 Classified Staff should be consulted for additional benefits or conditions of employment for classified staff. The information in this employee handbook is not to be considered in any way a contract of employment.

Employees designated as classified staff are considered “at-will” employees and Kimball Public Schools may terminate classified staff employee at any time for any or no reason and with or without advance notice. Terminated employees will receive vacation benefits that have been earned prior to the time of termination.

Depending on the date of separation, the employee may be required to reimburse any used but unearned leave and/or pay the cost of medical insurance for the final month.

PARA PROFESSIONALS

Para Professionals (Paras) are employed by the school district to work directly with students under the direction of the teacher with the educational process. Paras that do not have a minimum of an Associate’s Degree will be required to complete Project Para training in the first 3 months of employment.

STUDENT PROGRESS REPORTS

Students shall receive a progress report at the end of each quarter/grading period. Students, who are doing poorly, and their parents, shall be notified prior to the end of the semester in order to have any opportunity to improve their grade.

STUDENT GRADING SCALE

The official grading scale for students in grades (PreK - 3) will be the following:

Advanced	- 4
Proficient	- 3
Basic	- 2
Below Basic	- 1

The official grading scale for students in grades (4-12) will be the following:

A = 4 = 100% to 93%
B = 3 = 92% to 85%
C = 2 = 84% to 77%
D = 1 = 76% to 70%
F = 0 = 69% and below

The official grading scale for students in grades 9-12 will be a 4.0 scale.

ACCIDENT REPORT FORMS

An accident report form must be completed and submitted to the building principal if an injury or accident occurs to student or staff. The staff member injured or responsible for supervision of the student at the time of the injury is directed to complete in writing an "Accident Report" and submit a copy to the building principal and superintendent's office at their earliest convenience. Accident report forms are available in all offices.

SCHOOL SECURITY AND SAFETY

A handbook on school security and safety procedures (Standard Response Protocol and District Emergency Operations Plan) will be reviewed by the building principal to assist staff in a crisis situation or school security issue. Teachers and classified staff should be aware of these procedures.

Flex Leave and Sick Leave

All personnel shall be entitled to ten (10) days of flex leave each year to be used as sick leave or personal leave. Any flex days not used in the current year can be accumulated up to 60 days in an individual sick leave account. At the beginning of each school year, all personnel will receive a report of the total number of days available.

Personnel will complete leave reports provided by the school. Flex leave used as sick leave may be completed within 2 days after an absence or illness. Flex leave used as personal leave requires a request filed with the building principal three days in advance except in the case of an emergency or special circumstance.

Accumulated individual sick leave days are to be used for medical necessity only and can only be used after flex days have been exhausted. A teacher may not use accumulated sick leave at any time he or she has accrued/ unused flex days. When sick leave is used, it may be taken for personal illness, illness for immediate family members, and medical appointments for the teacher or teacher's immediate family. Immediate family members are defined as spouse, children, parents, and siblings. The school district may ask for, and the teacher must provide, a doctor's report

verifying medical necessity.

Accumulated individual sick days will be used in conjunction with the Family Medical Leave Act.

No more than five (5) staff members may be granted flex leave at any one time. Requests will be granted in the order in which they are received.

No more than two (2) consecutive school days of flex leave may be taken at one time, except for in the case of an emergency, sickness, or special circumstances. No flex leave will be granted for the first day or last day of school where students are present in the building, except for in the case of an emergency, sickness, or special circumstances.

All personnel retiring from the system shall be paid \$50 a day for sick days accumulated up to 60 days providing they have met the Nebraska State Rule of 85 and providing they do not accept an early retirement incentive from the district.

All personnel who have at the end of the current school year unused **Flex Leave** remaining, the unused **Flex Leave** will then convert to Sick Leave. After the conversion, any person who has more than 60 accumulated Sick Leave days will be compensated for half of the days over 60 days at the per diem rate of their base. For example a person who has 64 days at the end the school year will receive a per diem rate of their base multiplied by 2. Base for Classified employees would be their hourly rate of pay. Base for Certificated staff would be the negotiated base rate.

BEREAVEMENT LEAVE

For teachers this is a negotiated issue and they are encouraged to read the negotiated agreement that contains more relevant information. All Classified employees may be granted bereavement leave at the discretion of the Superintendent.

EMERGENCY LEAVE BANK

An emergency leave bank is hereby established for the members of the certified bargaining unit, administration, and non-certified staff who elect to belong. Any bargaining unit member, administrator, or non-certified staff member may belong to the bank if he/she agrees to donate two (2) days of his/her flex days to the bank the first year that he/she wishes to participate in the sick leave bank. Membership will be taken the first five working days of the contracted year. At the end of the school year, the days remaining in the sick leave bank will be carried over to the following year. If the balance in the bank on the first day of school is under 200 days, each participating member of the sick leave bank must contribute one (1) flex day. The maximum number of days shall not exceed 300.

Such bank shall make available additional leave days to the employees when an illness or injury creates a serious health condition of a member or member of the employee's immediate family (i.e. spouse, children, parents, and siblings). This leave would occur after the employee has exhausted all accumulated flex days including accumulated individual sick leave days.

The Emergency Leave Bank may not be used for elective surgery. Elective surgery is defined as surgery a patient chooses to have done that is not an emergency. A statement of medical necessity from a physician may be requested in order for catastrophic leave to be granted for a surgery. No employee who is eligible for receiving disability benefits may receive days from the Emergency Leave Bank.

The following process will govern use of the emergency leave bank:

A completed application form to use the sick leave bank will be submitted to the Superintendent. The application will state the purpose and the number of days requested. The Emergency Leave Bank Committee, which shall consist of the Kimball Public Schools Superintendent and the President of the KEA, will review each individual application which shall be submitted on a form mutually agreed upon by the Superintendent and Association. The Emergency Leave Bank Committee reserves the right to approve or deny applications that may contain scenarios not outlined in the Emergency Leave Bank guidelines. The Committee's approval or denial of any Emergency Leave Bank request shall be final and shall not be subject to any grievance procedure or appeal process.

The KEA President and Superintendent's Secretary shall work together to keep an accurate account of total days in the sick leave bank.

JURY DUTY LEAVE

If an employee is required to serve on a jury or called to court on behalf of the school, a dock in pay will not be made. The employee shall return to work as immediately as possible. If a stipend is provided for this service, it shall be turned over to the school. The employee may elect to forfeit school pay and keep the stipend.

HOLIDAYS

The following days are recognized as paid holidays for full-time classified personnel employed and actively working when these days occur.

1. New Year's Day
2. Memorial Day
3. Independence Day
4. Labor Day
5. Thanksgiving Day
6. Christmas Day

PAYDAYS

The Kimball Public School District has 12 standard employee pay periods usually on the 15th of every month.

FAMILY MEDICAL LEAVE

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993 (FMLA).

The "leave year" for purposes of the FMLA shall be a "rolling" twelve-month period, measured backward from the date an employee uses any FMLA leave.

Substitution of accrued paid leaves for otherwise unpaid FMLA leaves may be required in the discretion of the Superintendent or the Board.

Employees shall be required to submit medical certifications to support a request for FMLA leave because of a serious health condition, or a sick leave, when such leave is for a duration in excess of five (5) successive days, and in such other cases as deemed appropriate by the Superintendent or the Board based on the nature of the illness or other circumstances surrounding the leave.

Second and third medical opinions may, in the Superintendent or the Board's discretion, be required. Employees shall be required to report periodically, at such times as requested by the Superintendent or the Board, on their intent to return to work from FMLA leaves and other leaves. Employees shall be required to submit a fitness-for-duty certification from their health care provider as a condition of returning to work from a FMLA leave taken because of the employee's serious health condition, or from a sick leave taken by reason of the employee's illness, when such leave was of a duration in excess of five (5) successive days, and upon request of the Superintendent or the Board when such is deemed appropriate by the Superintendent or the Board based upon the nature of the illness or other circumstances surrounding the leave.

An "equivalent position" for FMLA restoration purposes shall, in the case of certificated employees, be any administrative, teaching, or instruction related position for which the employee is qualified by reason of endorsement, college preparation, or experience, or other indicia; in the case of coaching or other similar extracurricular duty assignments, be any extracurricular duty assignment, and in the case of other employees or positions, be in a position with or at equivalent pay, benefits, and working conditions, involving similar or related duties, as determined by the Superintendent or the Board.

HEALTH INSURANCE

Some district personnel receive health insurance benefits, depending upon the position. However, all employees eligible for health insurance benefits whether or not they use those benefits must complete an insurance application form within 30 days of employment indicating their request. Classified employees refer to Policy #402.01.

RETIREMENT WORKSHOP LEAVE

Nebraska School Law 84-511 stipulates that an employee may attend a Pre-retirement Seminar twice after the age of 50. This is leave with pay and shall mean a day off paid by the employer and shall not mean vacation, sick, personal, or compensatory time. However, teachers need to plan ahead. Because of the problems of obtaining substitute teachers, not more than five teachers will be granted personal and/or retirement leave on any one-day. Requests will be granted in the order in which they are received.

PURCHASING SUPPLIES OR EQUIPMENT

Items to be purchased by a staff member will be submitted via a Digital Requisition through WebLink and be approved prior to purchasing. Local businesses will be given consideration for all purchases.

COMPLAINT FORM AGAINST SCHOOL PERSONNEL

This form is available from any school administrator. It outlines the formal procedures followed in the case of a complaint against a school employee.

PROFESSIONALISM/PROFESSIONAL ETHICS

Each teacher is expected to conduct him/herself in a professional manner. The NSEA/KEA is your organization. The school has no policy of your attendance or involvement in your professional organization and the District does not pay professional dues for teachers. It is strongly recommended that each of you stress to your committee chairs to keep you up-dated on all school factors.

Membership and active work in civic and/or church organizations is encouraged. Socializing and fraternizing with school students should be kept within reasonable limits. Use good judgement in behavior and dress. Work to promote good moral standards and conduct among students. Teachers must cooperate with one another. Use proper language and avoid the use of profanity around students. Teachers are ambassadors of good will and should refrain from airing malicious gossip, etc. It is

highly unprofessional to talk about school employees, students or school procedures in the classroom or in the community. Be sure that what is said is factual. Teachers need to remember and stress the importance of: Communications, Language, Morale, and Discipline.

Cell phone usage for personal social media, text messaging, phone calls, etc. should be limited to times when students are not present in the classroom so as to not distract from the learning environment. If a situation arises that requires use of a cell phone and/or monitoring of a cell phone for said purposes while students are in the classroom, please make the building principal aware of the situation.

We have many positive teachers. These teachers view the world optimistically even in the worst situations. They tend to be innovators, because they want to make things better and believe they can succeed. To positive people, change is exciting. Even when an idea fails, they look on the bright side. Positive people usually do not need much encouragement from others to maintain this cheery outlook; their positive views come from within.

No teacher shall have visitors during the hours of duty in the school without special permission of the administration. Any teachers approached by such an individual should refer him/her at once to the school office.

The teacher is expected to attend workshops or seminars when requested to do so by the administration. Expenses (registration & meals) shall be paid by the school district when such a request is made. Teachers may at other times attend meetings of their choosing without reimbursement as fulfillment of their professional leave. All teachers are expected to be on time for all meetings unless approved by the building principal.

TEACHER RESPONSIBILITIES

- ❑ Teachers are to be in the building during duty hours unless their absence has been approved by the building principal.
- ❑ Teachers are to provide PROPER supervision of their room at all times and should not leave their room unless an emergency occurs or arrangements have been made with the principal for room supervision.
- ❑ Teachers are to complete the appropriate attendance procedures as specified by the building principal and make the proper corrections if errors are made.
- ❑ Teachers using the building at night, on weekends, or during vacation times are to make sure they turn off all lights and lock all doors when leaving. The OUTSIDE DOORS are especially important and should be checked to make sure they have locked properly.
- ❑ Your room is your responsibility. Teachers should take care to supervise their room appropriately and should see that papers and other trash are removed from the floor before departing for the day. Also make sure that any beverage spills are reported immediately to the office for proper care. Be sure to report any vandalism and attempt to correct the situation. Staff members need to report any custodial problems to the principal.
- ❑ Teachers are to turn in to the office student progress reports, grades, make-up work, and any other materials requested at the requested time. Grades should be update on a weekly basis on the building's computer grade book.
- ❑ Teachers are to remain in the classroom during the full period. Teachers are not to dismiss students before the bell.
- ❑ All guest speakers, field trips, and movies are to be cleared with the principal.
- ❑ Teachers are to be on time for all Staff Meetings, IEP meetings, Committee Meetings, and Assessment meetings unless excused by the principal.

- ❑ Lesson Plans are due as directed by the building principal.
- ❑ Failure to follow responsibilities as specified by the administration may result in verbal or written notification of unacceptable performance.

LEARNING MANAGEMENT SYSTEMS (LMS) – Kimball Public Schools utilizes a LMS at each facility to enhance the learning environment for our students. At Mary Lynch Elementary School, Google Classroom is used by staff members and Canvas is used by staff members at the High School.

LESSON PLANS--

Lesson plans are detailed in Planbook and include: essential elements (learning objective, warm up, direct instruction, student practice, and closure). Teachers will follow the Beyond Textbooks calendar as applicable. Substitute lesson plans are clearly written and adequately prepared and provided to the office.

CHILD ABUSE – REPORTING

As required by Nebraska School Laws 28-710 through 28-733, when any school employee has reasonable cause to believe that a child has been subjected to abuse or neglect or observes such child being subjected to conditions or circumstances which reasonably would result in abuse or neglect, he or she shall report such incident or cause a report to be made to the proper law enforcement agency or to the Department of Health and Human Services toll free at 1-800-652-1999. In accordance with Nebraska law, teachers **MUST** report suspected student abuse situations. The "Report for Suspected Student Abuse" may be obtained from the principal or guidance counselor.

STUDENT DISCIPLINE

Staff members are encouraged to handle their own disciplinary problems. Students who fail to exercise their responsibilities to abide by the rules of the school or the classroom may be disciplined for their unacceptable behavior. Disciplinary actions by a teacher may include cleanup activities, exclusion from one class period, detention, additional school work, parental conference, or other actions approved by the building principal. **EDUCATORS ARE CAUTIONED NOT TO USE ANY FORM OF CORPORAL PUNISHMENT.**

If a student is involved in any of the following actions he should be referred to the principal.

- Use of violence
- Damage to property
- Physical Injury
- Fighting / Threats
- Possession of a weapon
- Repeated violation of rules
- Use or possession of alcohol or drugs
- Sexual harassment
- Any activity considered interference with school purpose

STUDENT ATTENDANCE

Even though a record of student attendance and tardiness is kept in the office, teachers are responsible for keeping daily attendance records of their pupils in Infinite Campus. In addition, teachers should follow the attendance guidelines in their building for recording daily attendance with the office.

STUDENT REGULATIONS

Most student regulations are printed in the parent/student handbook issued yearly to each individual student. All staff members will receive a copy and should familiarize themselves with the student regulations. Because of limited space not all student regulations are included in the Parent/Student Handbook. Inquiries on any other regulations should be directed to the principal.

ACTIVITY ACCOUNTS

Class and organization sponsors are responsible for the accounting of the funds in their group's activity account. A monthly receipt and expenditure report will be given to the sponsor of each class or organization. If discrepancies are noticed, the principal should be notified immediately. Sponsors will not be released at the end of the year until he/she has audited the account properly with the Principal's Secretary. Therefore, it is highly recommended that such an auditing process include the class or organization treasurer prior to his being checked out of school at the end of the year.

GENERAL TEACHING SUPPLIES

Teachers needing general teaching supplies such as paper, pencils, pens, and other similar items are to check with the building secretary for those materials. Because of the familiarity the secretaries have of the supply room and the location of various items, it is recommended that staff members ask them for assistance.

ADMINISTRATIVE SUGGESTIONS

- ❑ Be as courteous to your class as you expect them to be with you. Look for things to praise, especially in students who are discipline problems. However, do not tolerate inappropriate actions toward you or other students.
- ❑ Watch your tongue. Humiliating a student by public ridicule or reprimand is generally unproductive.
- ❑ Keep your classroom rules to a minimum and inform students at the beginning of the school year what behavior you expect from them and what grading procedures you will use.
- ❑ Be consistent. When you reprimand a student for an action one day and ignore it the next day you are not sending them a clear message on what is acceptable.
- ❑ Control your temper, especially if your anger would involve inappropriate language.
- ❑ Always be prepared for class starting your instructional process shortly after the bell and using the complete class time for education, as idle time can easily become playtime and create discipline problems for you.
- ❑ Avoid punishing the class for the actions of a few. Not only is this unfair but will create resentment and is not educationally defensible.
- ❑ Don't hesitate to contact parents to praise exceptional performance or when students are having academic or discipline problems. Most parents appreciate comments directly from teachers.
- ❑ Move about your room. Walk among the students communicating with them. Many things can happen if you stay at your desk and grade papers, etc. during class
- ❑ Keep the principal informed when dealing with a problem student. Document in writing incidents and your efforts when dealing with students and parents.

RECORDS AND REPORTS

Teachers are asked periodically to do certain reports and maintain certain records for the normal operation of the school. Please do them correctly and turn them in to the office on time. Your cooperation will greatly increase the efficiency of the operation of the school.

MULTI-CULTURAL EDUCATION

It is the responsibility of all teaching staff members to provide students a program that reflects multi-cultural education in their classroom. They will submit a report at the end of the school year noting their multi-cultural educational activities.

MEETINGS

The building principals will establish regularly scheduled meetings. Other periodic meetings may be scheduled as the need arises. Staff members are expected to attend all IEP meetings, committee meetings, assessment meetings, etc. if requested unless otherwise excused by the building administrator.

EXTRA DUTY ASSIGNMENTS

Teachers may be assigned extra duties at the discretion of the administration. These are assigned annually. Those assignments will be remunerated as stipulated in the negotiated agreement. Other additional assigned duties may or may not have additional remuneration.

MORNING, AFTER SCHOOL, RECESS AND LUNCH SUPERVISION

Teachers may be assigned supervision duties during the lunch period, before and after school, or recess as directed by the building principal.

INVENTORIES

Teachers are required to inventory their classrooms yearly to submit at the end of the school year. Inventory should include textbooks, supplies, equipment, computers, desks, chairs, tables, and reference materials.

MEDICAL AUTHORIZATION FORM

Parents are asked to complete this form granting permission for school personnel to dispense authorized medications or in some instances medical procedures.

SCHOOL FOUNDATION GRANTS

The Kimball Public School Foundation supports many educational activities. Teachers may apply for monetary stipends from the foundation. The Foundation will not provide grants for salaries of personnel.

PROFESSIONAL GROWTH

Nebraska School Law 79-830 requires that all teachers who obtain tenure show evidence of professional growth within a six-year period after becoming tenured. The school district has a policy indicating the procedures for meeting this professional growth requirement.

PROCEDURES FOR SUBSTITUTE ARRANGMENT

- Teachers will call the Principal's secretary or Principal to arrange for a substitute teacher.
- Teachers unable to work should notify the secretary or Principal prior to 7:00 a.m. or as early as possible.
- Teachers who are going to be absent because of a school related activity are to notify the secretary or Principal as soon as they are aware of impending absences.
- Teachers should periodically check their office absentee file to make sure that student class lists, emergency lesson plans, and other pertinent information are in the file.
- Lesson Plans for the substitute teacher should be given to the secretary, principal, or left in the classroom when arranging for the substitute.
- Substitute teachers will be hired for all classes, if at all possible.

PROCEDURES FOR SUBSTITUTES

- Substitutes should report to the office upon arrival at school.
- Substitutes should follow the lesson plans left by the teacher.
- Substitutes should complete the substitute teacher's worksheet and turn it into the office before leaving the building.
- If a substitute has any severe discipline problems with a student, they are requested to notify the Principal as soon as possible during that school day.
- Substitutes are to report to work according to the assigned duties.

TORNADO TAKE COVER PROCEDURES

- Generally, notification to the school will be from the Civil Defense Office
- Method of warning to the staff and students to implement the take-cover procedures will be by intercom and personnel messengers.
- Staff and students should proceed immediately to their assigned take-cover areas.
- Staff members should remember to take their flashlights with them.
- Staff and students should remain in their assigned take-cover areas until instructed to leave shelter by personnel messengers.
- Staff and students should move to their assigned areas single file.

FIRE DRILLS

- Drills will be held in accordance with state fire regulations.
- Established exits to be used by each room will be established.
- Posters are to be placed in each room indicating fire exits to be used.
- Designated staff are to check restrooms and others areas to make sure everyone is evacuated.
- Designate waiting or staging areas away from building and emergency vehicle access.

INTERNET SAFETY POLICY

Staff and students have many opportunities to use the internet, email and other electronic resources as part of their educational tools. When using computers and electronic resources, teachers must be careful to follow district policies and procedures governing the usage. School computers and electronic resources are for the use of staff and students only. Other individuals are not to use school electronic resources unless approved by the administration. Staff members should be familiar with School District Policy 603.08, Internet Safety and Acceptable Use Policy.

STUDENT FEES

The board realizes some activities may require additional expenditures which are properly to be borne by students as a separate charge. Such charges may be waived as specified below depending upon the student's eligibility for the free and reduced-price lunch program. In other special cases where the parent/guardian requests that the student be exempted from charges, the superintendent shall determine granting of waivers. No fees, specialized or non-specialized attire, or equipment shall be required of students outside this policy. This policy does not apply to tuition payments by nonresident students.

For the purposes of this policy, the following definitions shall apply:

1. Extracurricular activities means student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the school district.

2. Postsecondary education costs means tuition and other fees associated with obtaining credit from a postsecondary educational institution.

The district may charge student fees or require students to provide specialized equipment or attire in the following areas:

1. Participation in extracurricular activities, including extracurricular music courses;
2. Admission fees and transportation charges for spectators attending extracurricular activities;
3. Postsecondary education costs, limited to tuition and fees associated with obtaining credits from the postsecondary institution;
4. Transportation fees for option students not qualifying for free lunches and nonresident students as allowed by state statute;
5. Copies of student files or records as allowed by state statute;
6. Reimbursement to the district for property lost or damaged by the student;
7. Before-and-after-school or pre-kindergarten services in accordance with state statute;
8. Summer school or night school;
9. Breakfast and lunch programs.

The district may also require students to furnish musical instruments for participation in optional music courses that are not extracurricular activities. Students qualifying for free or reduced-price lunches shall be provided with a musical instrument of the school's choice.

Waivers shall be provided to students who qualify for free or reduced-price lunches for fees, specialized equipment and specialized attire required for participation in extracurricular activities.

The superintendent shall establish a Student Fee Fund and ensure that funds collected as fees for the following purposes are properly recorded and deposited to it:

- . Participation in extracurricular activities;
- . Postsecondary education costs; and
- . Summer school or night school.

The superintendent shall promulgate regulations outlining the purposes for which fees in these three areas are collected and shall ensure such fees are spent for those purposes.

The superintendent shall promulgate regulations to be published annually in the student handbook authorizing and governing:

1. Any non-specialized clothing required for specified courses and activities;
2. Any personal or consumable items a student will be required to furnish for specified activities;
3. Any specialized equipment or specialized attire which a student will be required to provide for any extracurricular activity, including extracurricular music courses.

The superintendent shall also promulgate regulations authorizing and governing the following areas:

1. All fees to be collected within the nine numbered areas of the third paragraph of this policy;
2. Any other types of specialized equipment or attire to be provided by all students in the nine numbered areas of the third paragraph of this policy;
3. Procedures and forms for students or parent/guardians to apply for waivers under this policy;
4. Deadlines for waivers for all types of fees;
5. Procedures for students receiving postsecondary education credits;

6. Procedures for handling of fees related to summer school or night school;
7. Attendance requirements and procedures in connection with evening, weekend or summer use of facilities related to all extracurricular activities to avoid conflict with this policy.

The maximum dollar amount of each fee must be specified as part of the administrative procedures policy.

Public concerns or complaints regarding required fees, attire or equipment shall be addressed under Policy 1001.02, Public Involvement.

This policy will be reviewed and re-adopted annually at a regular or special meeting of the board. This shall include a review of the amount of money collected under this policy and the use of waivers as provided by this policy. The policy shall be published in the student handbook provided at no cost to each household.

LEGAL NOTICES AND INFORMATION

EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW

Employers Holding Federal Contracts or Subcontracts

It is the policy of the Kimball Public Schools not to discriminate in any of its education programs, activities or employment practices on the basis of sex, age, race, color, national origin, religion, or handicap in the education programs or activities which it operates.

It is the intent of the Kimball Public Schools to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and section 504 have been established for students, their parents, and employees who feel discrimination has been shown by the Kimball Public Schools.

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to Mr. Trevor Anderson, Superintendent, or Mr. Kenneth Smith, Title IX, or Mrs. Jamie Soper, Section 504 Coordinator at Kimball High School.

Sexual harassment of any student or employee by an individual under the jurisdiction of Kimball Public Schools is expressly prohibited as a violation of law and Board policy. Persons determined to have engaged in sexual harassment shall be subject to disciplinary actions. (Full explanation may be found in Board policies.)

In compliance with State and Federal Regulations, Kimball Public Schools are actively seeking handicapped students between the ages of birth to 21 who reside in the Kimball School District. Parents with handicapped children or persons who know of children who may need services may call the superintendent's office.

ASBESTOS NOTIFICATION

We have prepared an asbestos management plan for each building, a copy of which is maintained at the central district office and also in the administrative office for each major building describing the asbestos plan and the intended response.

Asbestos is dangerous only when it is broken loose from building material into fine, dust-like fibers and inhaled. Assuming the district maintains its operations and maintenance procedures

and, if as asbestos is to be removed or abated, then such removal is done under carefully controlled conditions, the asbestos should not represent a detectable risk to any building occupant. The district implemented its management plan and has conducted a periodic surveillance of all asbestos-containing building materials. This periodic surveillance is conducted to provide a continuous assessment to assure safety conscious management of asbestos-containing materials.

The detailed plan and updated information for each building, or for the entire district, is open to public review and is located in the office of each building. If you have any questions, please contact the district's administration.

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex or national origin.

In addition to the protection of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal assistance.

INDIVIDUALS WITH DISABILITIES

Section 503 of the Rehabilitation Act of 1973, as amended, prohibits job discrimination because of disability and requires affirmative action to employ and advance in employment qualified individuals with disabilities who, with reasonable accommodation, can perform the essential functions of a job.

VIETNAM ERA, SPECIAL DISABLED, RECENTLY SEPARATED, AND OTHER PROTECTED VETERANS

38 U.S.C. 4212 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, prohibits job discrimination and requires affirmative action to employ and advance in employment qualified Vietnam era veterans, qualified special disabled veterans, recently separated veterans, and other protected veterans.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP). Employment Standards Administration. U.S. Department of labor, 200 Constitution Avenue. N.W. Washington, D.C. 20210 or call (202) 693-0101 or an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

PRIVATE EMPLOYMENT, STATE AND LOCAL GOVERNMENTS, EDUCATIONAL INSTITUTIONS.

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under the following Federal laws:

AGE

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination on the basis of age in hiring, promotion, discharge, compensation, terms, conditions or privileges of employment.

DISABILITY

The Americans with Disabilities Act of 1990, as amended, protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment on the basis of disability. The law also requires that covered entities provide qualified applicants and employees with disabilities with reasonable accommodations that do not impose undue hardship.

SEX DISCRIMINATION (WAGES)

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act of 1964, as amended (see above), 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.

Retaliation against a person who files a charge of discrimination, participates in an investigation, or opposes an unlawful employment practice is prohibited by all of these Federal laws.

If you believe that you have been discriminated against under any of the above laws, you should contact one of the following:

The U.S. Equal Employment Opportunity Commission (EEOC), 1801 I Street. N.W., Washington. D.C 20507 or an EEOC field office by calling toll free (800) 669-4000. For individuals with hearing impairments, EEOC's toll free TDD number is (800) 669-6820.

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

INDIVIDUALS WITH DISABILITIES

Sections 501, 504 and 505 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance in the federal government. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with reasonable accommodation, can perform the essential functions of a job.

If you believe you have been discriminated against in a program of any institution which receives Federal assistance, you should contact immediately the Federal agency providing such assistance.

NOTICE OF HEALTH INFORMATION AND PRIVACY PRACTICES

This Notice of Health Information Privacy Practices explains how the Kimball Public School District 0001 will use and/or disclose your Protected Health Information (PHI) in compliance with the Health Insurance Portability and Accountability Act (HIPAA).

The Federal Health Insurance Portability and Accountability Act (HIPAA) provides as one of its provisions that group health care plans sponsored by employers and all health care providers including physicians, hospitals, labs, pharmacies, etc., must protect the confidentiality of what the law terms “protected health information” (PHI).

Covered entities must safeguard the PHI of individuals and may not release such information to any individual or agency, including the individual’s spouse or other family members, without the written authority of the individual. The provisions of the act become effective on April 14, 2003.

Kimball Public Schools provides our employees with health insurance through the Educators Health Alliance (EHA), underwritten by Blue Cross Blue Shield of Nebraska. Because EHA is a fully insured program, EHA will not seek or maintain any PHI. The only information EHA will receive from Blue Cross Blue Shield of Nebraska will be summative information needed to manage the Plan, to determine appropriate levels of coverage and set premium rates.

Employers are not directly covered by the provisions of the act. However, employers are indirectly covered because it may become necessary from time to time, for the Kimball Public Schools to obtain health information related to the employment policies of the Kimball Public Schools and to comply with state and federal law.

For the Kimball Public Schools to obtain employment related health information about you from a third party, you must provide written authorization for the Kimball Public Schools to do so. The appropriate authorization forms are available from the District’s bookkeeper.

Under what circumstances would the Kimball Public School District need health information?

1. Enrollment of employees in the BCBS health plan, dental and other insurance plans.
2. Accounting for sick leave under the Kimball Public School District’s sick leave policy.
3. Filing worker’s compensation claims for employees injured on the job.
4. Seeking medical certification for short-term or long-term disability insurance eligibility.
5. Medical information necessary for the Kimball Public School District to comply with the Americans with Disability Act.
6. Seeking certification for fitness to return to work after a medical leave of absence or a disability leave.
7. Certification for eligibility of leave as provided for in the Pregnancy Discrimination Act.
8. Medical information necessitated by compliance with OSHA.
9. On other occasions to allow the employer to be assured that the employee is medically capable of performing all the necessary duties required by the Kimball Public Schools.
10. For costing out negotiations proposals affecting coverage and single or marital status.
11. To comply with state and federal law.
12. Other employment related matters.

In order for the employee to be assured of the benefits to which he or she is entitled under the provisions of state or federal law and the policies and negotiated agreement of the Kimball Public School District, it will be necessary for the employee to comply with the request for information

related to these business purposes; and failure to comply with that request, in a timely fashion as set forth in any written request, will result in forfeiture of the benefits at issue.

The Kimball Public School District will not use any health information to discriminate against an employee or his or her spouse or dependents and will confine the use of such information to the specific use for which it is intended. Further, the Kimball Public School District will not provide or share this information with any other party, except for legitimate employment related matter and then only on a need-to-know basis or unless you provide written authorization to release the information to a third party.

All employment related health information will be maintained.

Misuse of Protected Health Information

The inappropriate access to or use of PHI is prohibited by federal law and is punishable by fines and in some instances incarceration. Any misuse of PHI by any employee of the Kimball Public School District in violation of federal law or the Kimball Public School District's employment policies jeopardizes the financial interest of the Association and may result in job sanctions, including termination of employment.

Sick Leave Forms

In order to protect your personal health information, when reporting sick leave or medical/dental appointments, the employee should provide only the information requested on the form (i.e. doctor appointment) and should refrain from providing any specific medical symptoms unless specifically requested by the Kimball Public School District.

Employment Forms

The Kimball Public School District will request personal information regarding insurance coverage, etc. upon initial employment and on those occasions when employment related health information changes, i.e. changing from single to married status.

Notification of Injury under Workman's Compensation

A staff member injured on the job shall notify the Kimball Public School District verbally of any injury as soon as practicable, but within the legal requirements of the insurance carrier. That policy and federal law authorizes the Kimball Public School District to disclose that information to the insurance carrier as part of any claim procedure without further authorization from you. The verbal notification is for your convenience, but the Kimball Public School District may require you to complete a written document relating the nature of the accident and injuries.

Specific Requests for PHI

Specific request by you or by the Kimball Public School District for your PHI, related to items set forth earlier in this policy, will be in writing and related to the purposes outlined in this policy. An employee will be provided with a copy of any form-requesting PHI. The Kimball Public School District will maintain a copy as part of the employee's employment record.

All information acquired under the provision of this policy will be maintained by the Kimball Public School District as part of the employee's employment record, and a reasonable effort will be made to protect its confidentiality and security.

Questions about this policy may be directed to the Kimball Public School District.

Your Rights Provided by HIPAA

Rights regarding medical information Kimball Public School District may obtain from you or

about you.

❖ Right to Inspect and Copy

You have the right to inspect and copy medical information the Kimball Public School District maintains in the course of your employment and related activities, except any information compiled in anticipation of or for use in any civil, criminal, or administrative action or proceeding.

❖ Right to Amend

If you think that medical information about you is incorrect or incomplete, you may ask to amend the information. The request must be in writing. The request must identify the specific information to amend and include information stating the reasons you believe the information is inaccurate.

❖ Restriction or Confidential Communications

You have a right to request restrictions and confidential communications concerning protected health information. Such restrictions may not be in conflict with the necessary business practices or provisions of law.

❖ Right to Accounting of Disclose

The Kimball Public School District has the right to disclose your PHI information acquired in the course of your employment with its management staff, legal counsel, insurance companies, etc., on a business need basis or in order to comply with the law. The Kimball Public School District will not disclose any PHI that is part of your employment record under any other circumstances, including disclosure to other family members, unless the Kimball Public School District receives a written request on a form signed by you identifying what information you wish disclosed and to whom. A copy of any request for disclosure will be maintained in your employment file and is subject to your inspection. The Kimball Public School District is not required to maintain such records longer than six (6) years or to maintain any information about disclosures or disclosure request prior to April 14, 2003.

❖ Right to Revocation of Disclosure

If you authorize disclosure of any information, either to the Kimball Public School District and/or to another party, you may revoke that authorization in writing at any time. Revocation of disclosure must be filed with the Kimball Public School District and will be maintained as part of your employment file. However, if the PHI is essential to secure employment benefits, revocation may result in denial of benefits.

❖ Complaint Alleging Violation

If you feel that your PHI has been used inappropriately or in violation of this policy you may file a written complaint with the Kimball Public School District or with the US Department of Health and Human Services.

❖ Change of Notice of Health Information Privacy Practices

The Kimball Public School District has the right to amend this Notice at any time in the future consistent with law. Until such amendment is made the Kimball Public School District will abide by the terms of this notice.

NOTICE CONCERNING COBRA CONTINUATION COVERAGE RIGHTS:

Introduction

You are receiving this notice because you have recently become covered under the Kimball Public School Blue Cross/Blue Shield health plan. This notice contains important information about your right to COBRA continuation coverage, which is a temporary extension of coverage under the Plan. The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to you and to other members of your family who are covered under the Plan when you would otherwise lose your group health coverage. This notice generally explains COBRA continuation coverage, when it may become available to you and your family, and what you need to do to protect the right to receive it. This notice gives only a summary of your COBRA continuation coverage rights. For more information about your rights and obligations under the Plan and under federal law, you should either review the Plan's Summary Plan Description or get a copy of the Plan Document from the Plan Administrator.

The Plan Administrator is Harold Farrar. The Plan Administrator is responsible for administering COBRA continuation coverage.

COBRA continuation coverage is a continuation of Plan coverage when coverage would otherwise end because of a life event known as a "qualifying event." Specific qualifying events are listed later in this notice. COBRA continuation coverage must be offered to each person who is a "qualified beneficiary." A qualified beneficiary is someone who will lose coverage under the Plan because of a qualifying event. Depending on the type of qualifying event, employees, spouses of employees, and dependent children of employees may be qualified beneficiaries. Under the Plan, qualified beneficiaries who elect COBRA continuation must pay for COBRA continuation coverage.

If you are an employee, you will become a qualified beneficiary if you will lose your coverage under the Plan because either one of the following qualifying events happens:

1. Your hours of employment are reduced, or
2. Your employment ends for any reason other than your gross misconduct

If you are the spouse of an employee, you will become a qualified beneficiary if you will lose your coverage under the Plan because any of the following qualifying events happens:

1. Your spouse dies;
2. Your spouse's hours of employment are reduced;
3. Your spouse's employment ends for any reason other than his or her gross misconduct;
4. Your spouse becomes enrolled in Medicare (Part A, Part B, or both); or
5. You become divorced or legally separated from your spouse.

Your dependent children will become qualified beneficiaries if they lose coverage under the Plan because any of the following qualifying events happens:

1. The parent-employee dies;
2. The parent-employee's hours of employment are reduced;
3. The parent-employee's employment ends for any reason other than his/her gross misconduct;
4. The parent-employee becomes enrolled in Medicare (Part A, Part B, or both);
5. The parents become divorced or legally separated; or
6. The child stops being eligible for coverage under the plan as a "dependent child."

Sometimes, filing a proceeding in bankruptcy under Title 11 of the United States Code can be a qualifying event. If a proceeding in bankruptcy is filed with respect to the employer and that bankruptcy results in the loss of coverage of any retired employee covered under the Plan, the retired employee is a qualified beneficiary with respect to the bankruptcy. The retired employee's spouse, surviving spouse, and dependent children will also be qualified beneficiaries if bankruptcy results in the loss of their coverage under the Plan.

The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator has been notified that a qualifying event has occurred. When the qualifying event is the end of employment or reduction of hours of employment, death of the employee, commencement of a proceeding in bankruptcy with respect to the employer to the extent retiree health coverage is provided, or enrollment of the employee in Medicare (Part A, Part B, or both), the employer must notify the Plan Administrator of the qualifying event within 30 days of any of these events.

For the other qualifying events (divorce or legal separation of the employee and spouse or a dependent child's losing eligibility for coverage as a dependent child), you must notify the Plan Administrator. The Plan requires you to notify the Plan Administrator within 60 days after the qualifying event occurs. You must send this notice to the Plan Administrator. Any additional Plan procedures for this notice must also be provided.

Once the Plan Administrator receives notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. For each qualified beneficiary who elects COBRA continuation coverage, COBRA continuation coverage will begin on the date of the qualifying event.

COBRA continuation coverage is a temporary continuation of coverage. When the qualifying event is the death of the employee, enrollment of the employee in Medicare (Part A, Part B, or both), your divorce or legal separation, or a dependent child losing eligibility as a dependent child, COBRA continuation coverage lasts for up to 36 months.

When the qualifying event is the end of employment or reduction of the employee's hours of employment, COBRA continuation coverage lasts for up to 18 months. There are two ways in which this 18-month period of COBRA continuation coverage can be extended.

Disability extension of 11-month period of continuation coverage

If you or anyone in your family covered under the Plan is determined by the Social Security Administration to be disabled at any time during the first 60 days of COBRA continuation coverage and you notify the Plan Administrator in a timely fashion, you and your entire family can receive up to an additional 11 months of COBRA continuation coverage, for a total maximum of 29 months. You must make sure that the Plan Administrator is notified of the Social Security Administration's determination within 60 days of the date of the determination and before the end of the 18-month period of COBRA continuation coverage. This notice should be sent to the Plan Administrator. Any additional Plan procedures for this notice must also be provided.

Second qualifying event extension of 18-month period of continuation coverage

If your family experiences another qualifying event while receiving COBRA continuation coverage, the spouse and dependent children in your family can get additional months of COBRA continuation coverage, up to a maximum of 36 months. This extension is available to the spouse and dependent children if the former employee dies, enrolls in Medicare (Part A, Part B, or both),

or gets divorced or legally separated. The extension is also available to a dependent child when that child stops being eligible under the Plan as a dependent child. In all of these cases, you must make sure that the Plan Administrator is notified of the second qualifying event within 60 days of the second qualifying event. This notice must be sent to the Plan Administrator. Any additional Plan procedures for this notice must also be provided.

If You Have Questions

If you have questions about your COBRA continuation coverage, you should contact the Superintendent or Plan Administrator or you may contact the nearest Regional or District Office of the U.S. Department of Labor's Employee Benefits Security Administration (EBSA).

Keep Your Plan Informed of Address Changes

In order to protect your family's rights, you should keep the Plan Administrator informed of any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to the Plan Administrator.

Notice of Nondiscrimination

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

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

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

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

Formal Complaint Procedures

The Kimball Public Schools Board of Education shall have in place forms and formal procedures to be implemented for any individual to use in the event that he or she individually or as a representative of a group/organization feels that he/she has been aggrieved in some manner, and that attempts to resolve the matter through other means have not reached satisfactory results.

Professional Boundaries Between Employees and Students

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:

- Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework,

class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school--related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).

- Engaging in social-networking friendships with a student on social networking sites. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children. Employees shall not friend or follow students on any social networking site.

- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.

- Making any sexual advance - verbal, written, or physical - towards a student.

- Showing sexually inappropriate materials or objects to a student.

- Discussing with a student sexual topics that are not related to a specific curriculum.

- Telling sexual jokes to a student.

- Invading a student's physical privacy (e.g., walking in on the student in a restroom).

- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.

- Being overly "touchy" with a specific student.

- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.

- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).

- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.

- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.

- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.

- Going to the student's home when the student's parent or a proper chaperone is not present.

- Giving gifts of a personal nature to a specific student.

- Discussing alcohol, tobacco or other illicit drugs in a non-instructional setting, such as describing a party that the employee attended.

- Discussing another student's or employee's personal matters when it is not appropriate outside of the instructional setting.

- "Grooming," which includes building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student's life the sexual contact or sexual penetration would take place.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of family relationships between employees and their children who are students in the District. A staff member seeking an exception must receive advance approval from his or her administrator. If a staff member is unable to communicate with an administrator in advance (such as in the event of an emergency), the staff member must notify the administrator as soon as possible, but not later than 24 hours immediately following the event. Any person who suspects a District employee of engaging in any prohibited conduct under this policy, including grooming, should contact the Superintendent as soon as practical.

An employee who violates this policy may face discipline, up to and including termination of employment, and may be referred to the appropriate certification or credentialing agencies for further discipline.

A violation of this policy will result in referral to the Department of Health and Human Services, law enforcement, or both.

TITLE IX POLICY ACTION PLAN

The Kimball Public School District does not discriminate on the basis of sex in any educational program or activity that it operates. The District is required by Title IX (20 U.S.C. § 1681) and 34 CFR Part 106 not to discriminate in such a manner. This requirement not to discriminate also applies to admission and employment. Any inquiries about the application of Title IX may be referred to the District Title IX Coordinator, to the Assistant Secretary of the Office of Civil Rights, or both.

Darrell Howitt, Title IX Coordinator
901 South Nadine St
Kimball, NE 69145
ksmith@kpslonghorns.org
(308)235-4861

For information regarding the Kimball Public School District procedure for complaints of sexual harassment including the complaint process, how to file a report or a complaint of sexual harassment, how to file a formal complaint of sexual harassment, and how the District will respond to such complaints see Board Policy 501.15.1 located at kpslonghorns.org.

KIMBALL PUBLIC SCHOOLS

STAFF HANDBOOK

ACKNOWLEDGEMENT

OF

RECEIPT AND COMPLIANCE

This is to acknowledge that I have received a copy of the Kimball Public Schools 2022-23 STAFF EMPLOYEE HANDBOOK. I will familiarize myself with the material in the handbook and my personal conduct will be governed by its contents. I further understand that the Kimball Public Schools may change, rescind, or add to any policies, benefits, or practices described in this handbook with or without prior notice.

Anything not included within this classified handbook is board policy, administrative regulation, or management prerogative.

PLEASE RETURN THIS PAGE TO THE OFFICE OF SUPERINTENDENT WITHIN FIVE DAYS

Employee's Signature _____ Date ____ / ____ / ____

Printed Name _____



2022-2023
Parent/Student Handbook

Kimball Jr/Sr High School

TABLE OF CONTENTS

INTRODUCTION	7
SCHOOL MISSION AND VISION STATEMENTS	7
GOALS AND OBJECTIVES	8
MUTUAL RESPECT	8
PRINCIPAL'S MESSAGE	9
21-22 BOARD OF EDUCATION, STAFF AND CALENDAR	10
Members of the Board of Education	10
Section 3 Administrative Staff	10
Teaching Staff	11
Support Staff	12
2021-2022 School Calendar - See Next Page	12
SCHOOL DAY	14
Severe Weather and School Cancellations	14
Open-Closed Campus	15
Stampede Card	15
Entering and Leaving the Building	16
2021-2022 Bell Schedules	17
USE OF BUILDINGS AND GROUNDS	18
School Safety and Security	18
Visitors	18
Smoke-and Tobacco-Free Building	18
Care of School Property	18
Lockers	19
Searches of Lockers and Other Types of Searches	19
Video Surveillance	20
Use of Telephone	20
Bicycles	20
Vehicles	21
Student Valuables	21
Lost and Found	21
Accidents	21
Laboratory Safety Glasses and Safety Equipment	21
Insurance	21

Bulletins and Announcements	22
ATTENDANCE	22
Attendance and Absences	22
Attendance Policy	23
Tardiness	26
Leaving School or Class	26
Attendance is Required to Participate in Activities	27
Attendance Incentive Program	27
SCHOLASTIC ACHIEVEMENT	28
Grading System	28
Grading Practices to Support Student Learning	28
Homework, Study Hall and Longhorn Time	29
Graduation Requirements	31
Promotion and Retention	32
Student Classification	32
Promotion and Retention of Junior High Students	32
Schedule Changes	33
Progress Reports	33
Report Cards	33
Parent-Teacher Conferences	33
Principal's Merit Roll	33
Honor Roll	34
National Honor Society	34
Academic Letter	35
Junior High Sports/PE	36
VALTS	36
ACT Test	36
SCHOOL CLIMATE/CULTURE	37
Positive Behavior interventions and Supports (PBIS)	37
Longhorn Ranch System	40
STUDENT CONDUCT AND DISCIPLINE POLICIES	41
Forms of School Discipline	41
Short-Term Suspension:	41

Long-Term Suspension:	42
Expulsion:	42
Other Forms of Student Discipline:	43
Restorative Practices	45
Character Connections	45
Structured Day	45
Accountability Project	45
Student Conduct	46
Grounds for Suspensions, Expulsion or Mandatory Reassignment:	46
Additional Student Conduct Rules	49
Student Appearance Policy	49
Harassment and Bullying Policy	51
Inappropriate Public Displays of Affection (IPDA)	53
Academic Integrity	53
Electronic Devices	56
Dating Violence	58
Specific Rule Items	58
Law Violations	59
Reporting Student Law Violations	60
Disciplinary Point System - 100 Point Maximum	61
Due Process Procedure	69
EXTRA-CURRICULAR ACTIVITIES - RIGHTS, CONDUCT, RULES AND REGULATIONS	74
Extra-curricular programs	74
Activity Philosophy	74
Activity Code of Conduct	75
Random Drug Testing Policy for Students in Grades 7-12	81
Policy Statement	81
Definitions	82
Drug Screening	84
Testing Procedures	85
"Team Selection" and "Playing Time"	90
Academic Grade Standard for Activities Participation	90
School Dances/Parties (Including Prom)	91
Student Fees Policy (Board Policy 501.06 and 501.07)	92

SUPPORT SERVICES	101
Special Education Identification and Placement Procedures	101
Guidance Services	104
Health Services	104
 DRUGS, ALCOHOL AND TABACCO	 108
Drug-Free Schools	108
Education and Prevention:	108
Drugs and Alcohol Prohibited - Standards of Conduct for Students:	110
Authorized Use:	111
Disciplinary Sanctions:	111
Intervention:	111
Administration:	112
 STATE AND FEDERAL PROGRAMS	 112
Notice of Nondiscrimination	112
Designation of Coordinator(s)	112
Anti-discrimination & Harassment Policy	113
Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973	115
Notification of Rights Under FERPA	116
NOTICE CONCERNING DIRECTORY INFORMATION	117
ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION	118
Notice Concerning Disclosure of Student Recruiting Information	118
Notice Concerning Staff Qualifications	118
Student Privacy Protection Policy	119
Breakfast and Lunch Programs (Board Policy 801.01)	123
FREE OR REDUCED PRICE BREAKFAST AND LUNCH MEALS FOR NEEDY CHILDREN (Board Policy 801.02)	124
Collections of Meal Funds (Board Policy 801.03)	125
Collections of Meal Funds—Administrative Procedures (Board Policy 801.04)	125
Parental Involvement Policy (Board Policy 1001.02)	126
Homeless Students Policy (Board Policy 502.08)	127

ADDITIONAL POLICIES AND PROCEDURES	128
Multicultural Policy (Board Policy 602.01)	128
Complaint Procedures (Board Policy 401.18)	130
Copyright and Fair Use Policy	132
Network, E-Mail, Internet and Other Computer Use Rules (Board Policy 603.08)	133
Kimball Public Schools Electronic Mobile Device Policy and Procedures	135
1. MOBILE DEVICE SPECIFICATIONS	136
2. RECEIVING AND CHECKING OF YOUR MOBILE DEVICE	136
2.1 Receiving Your Mobile Device	136
2.2 Mobile Device Check-in	136
2.3 Check-in Fines	136
3. CARE OF YOUR MOBILE DEVICE	137
3.1 General Precautions	137
3.2 Storing Your Mobile Device	137
3.3 Transporting or Carrying Your Mobile Device	138
3.4 Screen Care	138
4. USING YOUR MOBILE DEVICE AT SCHOOL	138
4.1 Mobile Devices Left at Home	138
4.2 Mobile Device Undergoing Repair	139
4.3 Charging Your Mobile Device's Battery	139
4.4 Screensavers/Background Photos	139
4.5 Sound, Music, Games, or Programs	139
4.6 Printing	139
4.7 Home Internet Access	140
5. MANAGING CONTENT AND SAVING WORK	140
5.1 Saving to the Mobile Device	140
5.2 Network Connectivity	140
6. APPS AND DIGITAL BOOKS	141
6.1 Kimball Public Schools Installed Apps	141
6.2 Student Installation of Apps	141
6.3 Inspection	141
6.4 Procedure for Reloading Apps	141
6.5 App Upgrades	141
6.6 Digital Books	141
7. ACCEPTABLE USE	142

7.1 Parent/Guardian Responsibilities and Terms	142
7.2 School Responsibilities	143
7.3 Student Responsibilities	143
7.4 Student Activities Strictly Prohibited	144
7.5 Student Discipline	145
8. REPAIRS AND REPLACEMENTS: RELATED COSTS	146
8.1 Repairs or Replacement Costs	146
9. OTHER MOBILE DEVICES THAT REMAIN IN SCHOOL	147
10. BYOD (Bring Your Own Device)	147
Kimball Public Schools Mobile Device Agreement Form 2022-2023	149
Kimball Public Schools Mobile Device "Option Out" Agreement	150
Notice of Nondiscrimination	151

**Kimball Jr/Sr High School
Parent-Student Handbook
2022-2023 School Year**

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

INTRODUCTION

This handbook is intended to be used by parents, students, and staff as a guide to the rules, regulations, and general information about Kimball Jr/Sr High School. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a "contract." The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

SCHOOL MISSION AND VISION STATEMENTS

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

Our school system vision is to provide all students with excellent instruction in every classroom that reflects our commitment to ensuring all students learn at high levels.

At Kimball Public Schools we believe:

- To seek out and use evidence based practices that support student learning.
- To embrace a collaborative culture in which educators take collective responsibility to help all students learn at high levels.
- To enhance the collaborative team as the fundamental structure to improve instructional practices.

- To provide a guaranteed curriculum that meets or exceeds the state standards.
- To provide daily classroom formative assessment of student achievement to monitor progress.
- To ensure high expectations to inspire high levels of student learning.
- To support continuous learning and ongoing professional development for our educators.
- To enable all students to be prepared for post-secondary education and careers, and to become lifelong learners.
- To promote strong partnerships with parents and provide parents with the information to support their children's learning.

GOALS AND OBJECTIVES

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

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

MUTUAL RESPECT

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

PRINCIPAL'S MESSAGE

Dear Parents and Students,

Hello and welcome to the 2022-2023 school year at Kimball Jr/Sr High School!

It is our mission to educate all of our students for a lifetime of success. I realize the definition of success is subjective, but for me a student is successful if they are able to align their passion and skills with a career that provides a happy and satisfying life. Our job is to help students build a foundation that prepares them to seize opportunities when they materialize. It is our greatest hope that with the help of our staff, parents and community we will work together in a positive way to achieve a highly successful school year!

Our focus this year will be on building community with our students. In most cases, positive relationships lead to positive behavior. Positive behavior is necessary for students' academic success and ultimate success after high school. Like math, science or music, behavior is learned. When students misbehave, it is important they are not only held accountable for the misbehavior but also instructed on the appropriate behavior and provided an avenue to restore relationships with staff and students. In most cases, suspensions do not provide these opportunities (accountability, instruction and restoration) to students. This year, we will be working on using Restorative Practices as an alternative to suspensions (when possible) when helping students with their behavior. You can read more in the section titled Student Conduct and Discipline Policies.

Students - our staff is committed to support you in and out of the classroom to help you achieve success. It is up to you to give the energy and effort necessary to turn your dreams into reality. We realize you may not know yet in what direction your future lies but it is up to you to ensure you don't close any doors to opportunities you haven't yet uncovered. Take advantage of all our school has to offer you and show up each day with the knowledge that we are here for the sole purpose of providing you the education and experiences to help you succeed. You have to do your part by coming to school, participating in class, trying new things and setting a positive example for the younger students in our community.

Parents, I encourage you to stop in for a visit or to give us a call if you ever have any questions or concerns!

Sincerely,

Your Principal, Danielle Reader

22-23 BOARD OF EDUCATION, STAFF AND CALENDAR

Members of the Board of Education

Name	Contact Information
Travis Cook, Vice President	tcook@kpslonghorns.org
Chauncey Pedersen, Secretary/Treasurer	cpedersen@kpslonghorns.org
Tom O'Brien, Secretary	tobrien@kpslonghorns.org
Albert Hargreaves, Member	amhargreaves@kpslonghorns.org
Lanny Little, Member	llittle@kpslonghorns.org

Section 3 Administrative Staff

Name	Position	E-Mail
Trevor Anderson	Superintendent	tanderson@kpslonghorns.org
Danielle Reader	Secondary Principal	dreader@kpslonghorns.org
Amanda Culek	Elementary Principal	aculek@kpslonghorns.org
Stephanie Kitchens	Counselor	skitchens@kpslonghorns.org
Travis Terrill	Technology Coordinator	tterrill@kpslonghorns.org
Darrell Howitt	Activities Director	dhowitt@kpslonghorns.org
Danessa Terrill	Food Service Director	dterrill@kpslonghorns.org
Gregg Fossand	Transportation/Building & Grounds Director	gfossand@kpslonghorns.org
Waylon Lewis	Maintenance	wlewis@kpslonghorns.org
Melissa Reich	School Nurse	mreich@kpslonghorns.org
Jen Wise	Attendance Secretary	jwise@kpslonghorns.org

Teaching Staff

Name	Department	E-Mail
Open	Physical Education	@kpslonghorns.org
Meredith Christiansen	Science	mchristiansen@kpslonghorns.org
Katie Culek	Special Education	kculek@kpslonghorns.org
Jenna Enevoldsen	Mathematics	jenevoldsen@kpslonghorns.org
Jeri Ferguson	Social Science	jferguson@kpslonghorns.org
Kristi Hiles-Smith	Instrumental Music	khsmith@kpslonghorns.org
Jacob Hoffman	Vocal Music	jhoffman@kpslonghorns.org
Darrell Howitt	Strength/Conditioning	dhowitt@kpslonghorns.org
Mark Jefferis	Art	mjefferis@kpslonghorns.org
Tiffany Johnson	Special Education	tjohnson@kpslonghorns.org
Christine Lewis	Spanish/English	clewis@kpslonghorns.org
Arlen Mekelburg	Science	amekelburg@kpslonghorns.org
Gene Mohr	Industrial Arts	gmohr@kpslonghorns.org
Ty Neill	Art/Business	tneill@kpslonghorns.org
Kathy Robinson	Language Arts	montgoc@kpslonghorns.org
Mary Schutz	Family Consumer Science	mschutz@kpslonghorns.org
Matt Shoup	Social Science/English	mshoup@kpslonghorns.org
Sally Wheeler	Vocational Agriculture	swheeler@kpslonghorns.org
Fred Williams	Mathematics	fwilliams@kpslonghorns.org

Support Staff

Name	Position	E-Mail
Amanda Carnicom	Paraprofessional	acarnicom@kpslonghorns.org
Anna-Lisa Heidemann	Digital Media/Paraprofessional	alheidemann@kpslonghorns.org
Tammy Shields	Paraprofessional	tshields@kpslonghorns.org
Shawwna Allen-Bojorquez	Food Service	sallen@kpslonghorns.org

2021-2022 School Calendar - See Next Page

KIMBALL PUBLIC SCHOOLS 2022-2023 CALENDAR

AUGUST 2022

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

16 - New Employee Orientation
17,18- Inservice
19 - First Day of School
9 Student Days/11 Staff Days

SEPTEMBER 2022

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

5 - Labor Day
21 Student Days/21 Staff Days

October 2022

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

14- End of First Quarter (40)
17 - Start of 2nd Quarter
19-20 P-T Conference (4:30-8:00)
21 - No School
20 Student Days/20 Staff Days

November 2022

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

23-25- Thanksgiving Break
19 Student Days/19 Staff Days

DECEMBER 2022

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

21- End of Second Quarter/1st Semester (44/84)
22-31- Christmas Break
15 Student Days/15 Staff Days

JANUARY 2023

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

4 - Inservice
5- Start of Third Quarter
19 Student Days/20 Staff Days

FEBRUARY 2023

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

17- Winter Break
20 - Inservice
18 Student Days/19 Staff Days

MARCH 2023

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

1- Inservice (FFA CDE)
10- End of Third Quarter (44)
13- Start of Fourth Quarter
16- P-T Conference (4:30-8:00 Invitation Only)
17 - 1:00 PM Dismissal
21- Inservice (SPVA Music)
20 Student Days/22 Staff Days

APRIL 2023

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

7-10 - Easter Break
18 Student Days/18 Staff Days

MAY 2023

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

13- Graduation
23- Last day of School (49/93)
29- Memorial Day
17 Student Days/18 Staff Days

	1:30 p.m. Dismissals
	No School for Students/In-Service
	No School/Vacation Day
	Start of Quarter
	End of Quarter
	New Teacher Orientation
	Parent-Teacher Conferences
	Graduation 11:00 AM
	1:00 Dismissal
	12:00 Dismissal

Student Days = 177
Teacher Days = 184
Student Hours = 1,127.9
Days Over Minimum = 7.0
Staff Inservice/P-T Days = 6.5

Approved by School Board on: 3-14-2022

Note: All make-up days extending the school year after May 23 are subject to the discretion of the Superintendent.

Note: Proposed Inservice dates are subject to revision, pending availability of consultants &/or district needs.

SCHOOL DAY

Severe Weather and School Cancellations

The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations. The school district will also be using the Thrillshare notification system for improved communications with parents and students during weather related issues and emergencies. Parents are asked to make sure they have updated their directory information including home, work, cell phones, or other numbers that they want messages delivered in case of an emergency or school cancellation.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, an announcement will be made to the news media when schools will be closed. In some instances, schools will be open, but certain services may be cancelled (bus transportation, pre-kindergarten, student activities). Announcements about other Nebraska school closings are included in Scottsbluff and Sidney radio and television broadcasts. Students and parents will want to pay special attention to which public school district is being closed.

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given to parents.

If school is closed during the day the notice will be broadcast by the media and parents should have a plan in place to accommodate these circumstances.

If the Kimball area is under an adverse weather warning at the time of dismissal, students will not be dismissed from school and the busses will not run until the weather warning has been nullified.

Parental Decisions. Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other

excused absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

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

Emergency Conditions. Kimball Public Schools has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for Emergency Exit System, Tornado Warning System, and Critical Incident Response.

In a crisis situation, personnel in charge of the building will determine the appropriate level of lockdown if a lockdown is necessary. In certain situations, parents may not be allowed to enter the building and/or pick up their children.

Open-Closed Campus

All students are required to remain on campus during the school day, except Kimball Public Schools allows high school students, grades 9-12, to leave campus during lunch. This open campus privilege may be revoked by the administration for inappropriate behavior (see [Stampede Card](#) below). Parents may also deny the open campus privilege by request. In addition, juniors and seniors with C's and above in all classes, no tardies, no referrals to Longhorn Time, and no office referrals the previous week will be permitted to leave campus during study hall.

Stampede Card

Students in 9th-12th grade may earn a Stampede Card. The Stampede Card entitles the student to the following:

- Open campus lunch privileges
- Free entry to activities during the quarter*
- One free concession item*
- One free pass for Longhorn Time*

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

Qualifications for the Stampede Card:

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

Students without a Stampede Card will be required to remain on campus during lunch, unless authorized by administration.

Each quarter, students will be issued a new Stampede Card based on the above criteria from the previous quarter. Issuance of the Stampede Card during the first quarter of the 22-23 school year will be dependent on eligibility during fourth quarter of the 21-22 school year for returning students. New students will receive a Stampede Card for the 1st quarter.

Entering and Leaving the Building

Beginning of School: Students should not be on school grounds more than 20 minutes prior to the first class or school program in which they are participating. Prior to that time, the school is not responsible for supervision of the students. Students will be admitted to the school building at 7:45 a.m.. Students will not be permitted to enter earlier unless the Principal determines it to be necessary due to inclement weather or other factors.

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

End of School: Our regular school day ends at 3:35 p.m. Make-up work, special help, club meetings, Longhorn Time and other school activities begin at 3:40 p.m. It is important that students who are involved in any of these activities report to the designated area on time. Upon dismissal, students must leave the school grounds and proceed home or to a previously designated location unless participating in a school-sponsored activity. **The school is not responsible for supervision of students outside of the regularly scheduled instructional day.**

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

2021-2022 Bell Schedules - See Next Page

Kimball Jr/Sr High

Bell Schedules 2022-23

Regular Daily Schedule (8:05 – 3:35)

1 st Period	8:05 - 8:52
2 nd Period	8:55 - 9:40
3 rd Period	9:43 - 10:28
4 th Period	10:31 - 11:16
5 th Period	11:19 - 12:04
WIN Time	12:07 - 12:34
Lunch	12:34 - 1:11
7 th Period	1:14 - 1:59
8 th Period	2:02 - 2:47
9 th Period	2:50 - 3:35

Other Shortened Schedules

(Two Hour Late Start)		(1:00 Early Out)		(1:30 Wednesdays)		Noon Release (October 14)	
1 st Period	10:05 – 10:41	1 st Period	8:05-8:37	1st Period	8:05 - 8:36	1st Period	8:05 - 8:28
2 nd Period	10:44 – 11:18	2 nd Period	8:40 – 9:10	2nd Period	8:39 - 9:08	2nd Period	8:31 - 8:54
3 rd Period	11:21 – 11:55	3 rd Period	9:13 – 9:43	3rd Period	9:11 - 9:40	3rd Period	8:57 - 9:20
4 th Period	11:58 – 12:32	4 th Period	9:46 – 10:16	4th Period	9:43 - 10:12	4th Period	9:23 - 9:46
Lunch	12:32 – 1:07	5 th Period	10:19 – 10:49	5th Period	10:15 - 10:44	5th Period	9:49 - 10:12
5 th Period	1:10 – 1:44	7 th Period	10:52 – 11:22	WIN Time	10:47 - 11:14	7th Period	10:15 - 10:38
7 th Period	1:47 – 2:21	8 th Period	11:25 – 11:55	7th Period	11:17 - 11:46	8th Period	10:41 - 11:04
8 th Period	2:24 – 2:58	9 th Period	11:58 – 12:28	Lunch	11:46 - 12:26	9th Period	11:07 - 11:30
9 th Period	3:01 – 3:35	Lunch	12:28 – 1:00	8th Period	12:29 - 12:58	Lunch	11:30 - 12:00
				9th Period	1:01 - 1:30		

USE OF BUILDINGS AND GROUNDS

School Safety and Security

The safety and security of the District's students, staff, physical space and assets is a shared responsibility of all members of the KPS community. To meet this obligation, Kimball Public Schools has installed and implemented a district wide access control system. To best facilitate the use of this system, the district has put in place updated procedures for access to facilities. All district facility external doors are locked during regular school hours. Access-control privileges are determined and assigned by district/school administration based on the specific needs and requirements of the District and the key/card holder. All visitors, parents, vendors and those without access privileges will be required to request access via audio/video intercom, state purpose for access request and be checked in a main offices.

Visitors

All visitors must report to the office upon entering the school in order to receive a visitor's pass. Parents are welcome at any time, however, previous arrangements must be made with the Principal before visiting a classroom. Various limitations apply such as length of stay, days allowed, and access to the classrooms. All visitors must sign out in the office upon exiting the school. Visitations during the first week of school and the last week of school will require extraordinary reasons or permission from administrators.

Students may request to bring an "outside date or guest" to a school activity such as a dance. However, the administration has the final authority to approve or deny any such request for any reason.

Smoke-and Tobacco-Free Building

Kimball Public Schools declares all of our schools buildings to be smoke- and tobacco-free. We would appreciate your help in meeting the goal of a smoke- and tobacco-free building for our children. When you attend school events, including athletic events, please remember that our buildings are smoke- and tobacco-free and abide by our District's policy.

Care of School Property

1. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.

2. Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

Fines are determined on books according to the following criteria:

Lost Book:	Replacement cost
Missing one or both covers:	Same as lost book
Missing or Torn Page:	50 cents per page (up to replacement cost)
Marks that cannot be erased:	20 cents per mark (up to replacement cost)

School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued.

Lockers

Each student will be assigned a locker. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. We recommend that the locker be locked with a combination lock issued by Kimball Public Schools. Students are required to pay a \$5 deposit for each combination lock. Students may not use their own personal combination lock. Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers.

Searches of Lockers and Other Types of Searches

Student lockers, desks, computer equipment, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches (including the use of a police dog) of lockers, desks, computers, and other such property may be conducted at the discretion of the administration.

The following rules shall apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search must be conducted in a reasonable manner under the circumstances.
2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon shall be confiscated and delivered to law enforcement officials as soon as practicable.
3. Items that have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items") may be removed from student possession.

Video Surveillance

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Use of Telephone

Use of the office phone will only be allowed in an emergency or when a student is ill. There is a public courtesy phone available for student use. The courtesy phone is NOT to be used during class time unless approved by office personnel. Use of the phone is not an excuse to be tardy.

Bicycles

Bicycles must be parked in the racks provided. All bicycles should be equipped with locks. The school is not responsible for damage or theft of parts while bicycles are on school property.

Vehicles

Vehicles must be parked in designated areas. Vehicle related violations may result in loss of privilege of driving or parking on school property. Vehicles are not to be driven to the auto and agricultural buildings unless given prior permission by the teacher.

Student Valuables

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary and safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

Lost and Found

Students who find lost articles are asked to take them to the office so the owner can claim the articles. If articles are lost at school, report that loss to office personnel.

Accidents

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

Laboratory Safety Glasses and Safety Equipment

As required by law, approved safety glasses and safety equipment will be required of every student and teacher and visitor while participating in or observing vocational, technical, industrial technology, science, and art classes when the risk of potential injury is present.

Insurance

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The district does not make recommendations, nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office or on school bulletin boards.

Bulletins and Announcements

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office. Posters are not to be attached to any painted wall surfaces. Place posters on marble, glass, metal, brick and wood. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

ATTENDANCE

Attendance and Absences

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

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

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

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

CO - Court Ordered: The student is absent due to a court order.

DF - Death in the Family: The student is absent due to a death in the immediate family.

IS - In School Suspension: The student is absent due to In School Suspension

ME - Medical Excuse: The student is absent and has submitted documentation from a doctor to the school office related to the absence.

NC - No Call: The student is absent and no call was received by a parent or guardian.

OS - Out of School Suspension: The student is absent due to Out of School Suspension

SB - Student Business: The student is absent due to a school-related activity

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

UK - Absent - Unexcused: The student is absent and the parent or guardian has called in to designate permission was not granted for the absence.

VIR - Virtual: The student is absent due to mandatory quarantine

Attendance Policy

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

- a. Excused Absences. An absence with any of the following codes will be excused, provided the required procedures have been followed, and will not be counted toward an accumulated absence for the quarter/semester: CO, DF, ME, SB, VIR
AP Excused
- b. Unexcused Absences: All other absences listed above are considered unexcused and will be counted toward an accumulated absence for the quarter/semester.

A student who engages in unexcused absences may be considered truant as per state law, Neb.Rev.Stat. § 79-201. Truancy is a violation of school rules. The consequence of such action may include suspension from classes and the student may be required to make up the time missed. Students who leave the school premises without permission during the school day will be considered truant.

Absence Procedure/Make-Up Work.

For excused absences, students must make up any missed assignments and/or tests within a one week time period or the student will receive a zero in the grade book. If requested, assignments will be prepared for students who are ill. If parents and/or students request assignments the school should be contacted by no later than 9 a.m. The student has the responsibility to contact teachers, initially, regarding make-up assignments. A student will be considered truant until a parent/guardian contacts the school. After two days with no parent/guardian contact, the absence will be considered unexcused.

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

The Principal shall have the discretion to deny or approve the excused or exempt status of absences depending on circumstances such as the student's number of other absences, the student's academic status, the tests or other projects which may be missed, and in the

case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

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

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

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

Upon the 7th day of unexcused absence, if the parent/guardian is not cooperating with the school, a meeting will be scheduled to establish a collaborative attendance plan for the student. After the 7th day of absence and no later than the 10th day, the meeting with parent/guardian and other stakeholders should have taken place. Upon the 10th absence,

the matter will be turned over to the Juvenile Services Coordinator for more intensive interventions.

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

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

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

To receive full credit for a class in which a student has been absent in excess of six periods, the student will be given the opportunity to make up the time missed. Teachers will provide work to be done during the make-up period. The student will be supervised during the make-up time by the school principal or by an assigned detention teacher. Beginning with the 7th absence, the student must serve the same number of make-up minutes (per missed class) as the class was originally scheduled to meet, in order to receive full credit for making up a period. For example, if a student has 7 unexcused absences in one class, in order to earn 1 credit back, the student will owe 45 minutes of makeup time (each missed period is the equivalent of 45 minutes). Scheduling of the makeup time will be done by the school principal. The make-up time may be scheduled before school, after school, or on weekends. Students who lose credit will also be given the opportunity for credit recovery during summer school. Students may appeal their loss of credit to the district attendance committee.

Other actions stemming from excessive absenteeism/truancy may include:

1. One or more meetings can be held between a school attendance officer, school social worker, or another person designated by the school administration and the parent/guardian and the student to report and attempt to solve the truancy problem. If the parent/guardian refuses to participate in such meeting, the Principal shall place in the student's attendance records documentation of such refusal.
2. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child.
3. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem,

supplemented by specific efforts by the school to help remedy any condition diagnosed.

4. Investigation of the truancy problem by the school social worker, or if such school does not have a school social worker, another person designated by the administration to identify conditions which may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.

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

Tardiness

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

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

Leaving School or Class

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

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

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

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

Attendance is Required to Participate in Activities

Students must attend school 5th through 9th periods on the day of any scheduled school activity in order to participate in the activity. This includes sports contests, practice and dances. The Principal retains the right to grant participation should extenuating circumstances, such as doctor/dentist appointments and funerals, prevail. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

Attendance Incentive Program

The purpose of the Attendance Incentive Program is to reward students with near perfect attendance. Students who meet the criteria will have the option of taking a day off from school the following quarter. For example, a student who meets the criteria at the end of first quarter has the option of taking a day off from school second quarter. A student may earn a maximum of three days off from school. However, a student may not "stockpile" the days and take three days off from school fourth quarter nor use a free day during the last week of any given quarter.

Students are still responsible for quizzes, tests, and projects given during their "free day." Students are also responsible for any assignment given prior to the "free day." If you have any questions, check with your individual teachers ahead of time to avoid any confusion.

Students earn a day off from school if they meet the following criteria:

- o Minimum 2.0 G.P.A. in every class for the grading period.
- o No more than one absence (or three unexcused tardies) in every class period for the grading period. (School activities not included.)
- o No office referrals

A student who misses any class period more than once is not eligible.

Students earn a half-day (four periods) off from school if they have no more than two absences in every class period and meet the 2.0 G.P.A. in every class criteria.

SCHOLASTIC ACHIEVEMENT

Grading System

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

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

Grading Practices to Support Student Learning

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

- 70/30 weighted grades: Assessment (70%)/Daily work(30%). Assessments may include formative, summative, or project-based assessments and may be written or oral.
- Minimum Daily Grades: Teachers will plan and assess an average of 2-3 grades per week, approximately 25 grades per quarter.
- Minimum Number of Assessments: 3 assessments per quarter.
- Performance Classes: Students are unable to improve unless they participate so these classes may utilize participation grades. Alternatives/additional opportunities to makeup missed performances will be provided to ensure students have the opportunity to demonstrate their learning.

Students will be encouraged to utilize planners or Google calendar to practice organizational/planning skills.

Homework, Study Hall and Longhorn Time

- **Homework Policy** - All daily assignments must be completed. Homework assignments are not optional for the students (Make-up and re-do work is always acceptable).
- **After School Help** - Teachers are available to students from 3:35 to 4:00 every day.
- **Late Work Policy** - (if excused absences, students will get 1 day for every day absent, not to exceed 5 days, before this management procedure takes effect):

1 Day Late	93%
2 Days Late	85%
3 Days Late	77%
4 Days Late	70%
5 Days Late	50%
6 or more days late	0%

It is up to the teacher's discretion to allow credit for late work after the five day limit, teachers can be more lenient, but not more strict than the policy.

- **Study Hall**

High school students are assigned to grade level classes during 9th period. Two days a week, students will be given a study hall during that time. The time may be used to meet with other teachers to get help with coursework. Juniors or seniors meeting the open campus criteria (see Open-Closed Campus section), may choose to leave on designated study hall days.

- **Longhorn Time**

Longhorn Time is an after school program to assist students in successfully completing assignments in a timely manner. The goal of Longhorn Time is to hold students to a high standard by refusing to let them take zeros on their assigned work and to provide extra support for students with failing grades. When students don't turn in a homework assignment on the due date, the teacher who assigned the homework will electronically submit the student for Longhorn Time and verbally communicate directly to the student they have earned Longhorn Time on the same day as the due date. Longhorn Time will not be held on early dismissal days. When students are not in attendance at school and miss the opportunity to turn in assignments, the due date of an assignment will be in effect as stated in the absence policy.

General Information:

- Longhorn Time will occur in the library
- Longhorn Time will start at 3:35 and students will be dismissed after they have completed their assignment.
- Extra-curricular practices or employment are not excusable reasons for students to miss Longhorn Time.
- Students assigned to Longhorn Time due to a failing grade will attend Longhorn Time until the grade is passing (may require multiple days).

Student Expectations:

- Once a student has been assigned to Longhorn Time, they must attend, even if they finish their work during the day. All Longhorn Time students will need to check in, but they will be allowed to leave as soon as they hand in their work or they hand in a Longhorn Time Sheet signed by the referring teacher indicating the missing work has been completed.
- Students who are assigned to Longhorn Time and skip will be assigned lunch detention the following two days. If their work is still not complete, they will be assigned to Longhorn Time the following day as well.
- Students not completing their homework will be expected to finish it by the time they arrive to class the next school day. If not, they will be assigned to Longhorn Time again the following day.
- Students will get one free pass per semester when they are unable to attend Longhorn Time; however, they are still expected to do the homework assignment and turn it in during the next day of school.
- Students are expected to do all assignments and hand in quality work determined by the teacher.
- Students will be responsible for bringing work to Longhorn Time.
- Students who misbehave, are dishonest, or turn in unsatisfactory work will receive lunch detention the following day.
- Students attending competitions will be expected to attend Longhorn Time the next day if they don't have their assigned homework completed and handed in to the teacher the next school day.
- Students will remain in Longhorn Time until the missing work is completed.

Teacher Expectations:

- When a student does not hand in an assignment by the date due, the teacher will use a Google form to assign that student to Longhorn Time. The Google form will be set up to automatically generate an email that goes out to: the student, the parent,

the 9th period teacher, Special Education teacher (if applicable), office staff, and head coach (if applicable).

- Students will be escorted to the library at the end of the school day by their 9th period teacher.
- The teacher who refers a student to Longhorn Time or whose class in which the student is failing will be available until 4:00 pm to work with the student on their missing work, quiz/test retakes, or to help them review material.

Graduation Requirements

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

English	40 credits - 4 years
Science	30 credits - 3 years (Physical Science & Biology required)
Mathematics	30 credits - 3 years (course content that includes algebraic, geometric, data analysis, and probability concepts)
Social Studies	30 credits - 3 years (Geography, American History, and Civics is required)
PE	10 credits - 1 year (9 th PE required)
Electives	120 credits
Total	260 Credits

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

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

High school credit may be awarded to junior high students enrolled in a high school course.

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

Promotion and Retention

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

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

Parent input will be considered but the Principal has the authority to make the final decision.

Student Classification

10th Grade - Two semesters of attendance and a minimum of 60 semester hours.

11th Grade - Four semesters of attendance and a minimum of 120 semester hours.

12th Grade - Six semesters of attendance and a minimum of 180 semester hours.

Graduate - Eight semesters of attendance and a minimum of 240 semester hours.

Promotion and Retention of Junior High Students

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

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

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

Students will have the option of coming to summer school and/or completing correspondence classes during the summer at their expense to complete any deficiencies in these requirements. The Principal must approve all correspondence classes ahead of time and must be completed prior to the first day of classes the following school year.

Parent input will be considered but the Principal has the authority to make the final decision.

Schedule Changes

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

Progress Reports

Various supplemental reports may be sent to parents throughout the school year concerning student's performance. These reports may describe student work of an exceptional nature or work that needs improving. These reports will be sent at teacher discretion.

Report Cards

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

Parent-Teacher Conferences

Parent-teacher conferences will be held this year in the beginning of the 2nd and 4th quarters. Refer to the school calendar for the schedule. Conferences with teachers at any other time are possible by calling the school office and making arrangements with one or more teachers as needed.

Principal's Merit Roll

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

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

Honor Roll

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

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

National Honor Society

The National Honor Society chapter of Kimball Public Schools is a duly chartered and affiliated chapter of this prestigious national organization.

Admission to the National Honor Society

Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a five-member Faculty Council, appointed by the Principal, which bestows this honor upon qualified students on behalf of the faculty of our school each May.

Students in the 10th, 11th, or 12th grades are eligible for membership. For the scholarship criterion, a student must have a cumulative grade point average of 3.7 or better on a 4.0 scale. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is required.

To evaluate a candidate's character, the Faculty Council uses two forms of input: first, school disciplinary records are reviewed; second, members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character, and leadership. These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership.

A majority vote of the council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance in all four criteria (or better) that led to their selection. This obligation includes regular attendance at chapter meetings held (insert duration, e.g., "monthly") during the school year, and participation in the chapter service projects(s).

Students or parents who have questions regarding the selection process or membership obligations can contact the chapter adviser, Kristi Hiles-Smith.

Removal from National Honor Society

A student may be removed from the NHS by action of the Principal upon a determination by the Principal that the student:

1. Prior Conduct. Engaged in conduct prior to induction which was not known at the time of induction and which, if known, would have caused denial of induction.
2. Post-Induction Conduct. Engaged in conduct after induction which is grounds for a student to be long-term suspended or expelled from school under the student code of conduct contained in this handbook; which is grounds for suspension or removal from any extracurricular activity of the school, or which would cause denial of induction if such conduct had taken place prior to the time of induction.

The student may appeal the Principal's decision to the Superintendent by giving written notice of appeal to the Superintendent within ten calendar days of receipt of the Principal's removal decision. The appeal procedures shall be established in the discretion of the Superintendent such as to allow a fair opportunity for the student's views and information to be considered. The decision of the Superintendent on the appeal shall be final.

Academic Letter

Students at Kimball High School may earn an academic letter by meeting the following requirements:

- The student must complete at least four core classes per semester to be eligible for the academic letter.

MATH: Pre-Algebra, Algebra I, Algebra II, Geometry, Trig/Pre-Calculus, Calculus, College Algebra

SCIENCE: Physical Science, Biology, Chemistry, Anatomy & Physiology, Environmental Science

ENGLISH: English 9, English 10, English 11, English 12, Dual Credit Comp I/Comp II

SOCIAL STUDIES: Geography, American History, Civics

- A student must have a minimum semester grade point average of 90%
- A student may have no semester grade below an 80% for those semesters being counted
- A student must maintain these standards for two consecutive semesters
- Minimum of 90% attendance per year (**beginning 2018-19 school year**)
- No office referrals resulting in ISS, OSS or a Restorative Contract.
- Academic letter applications may be obtained from the principal's office and should be returned punctually for verification

Junior High Sports/PE

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

VALTS

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

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

ACT Test

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

SCHOOL CLIMATE/CULTURE

Positive Behavior interventions and Supports (PBIS)

Kimball Jr/Sr High School is a PBIS School with the established umbrella goals of: **Respect, Responsibility, Effort, and Safety**. Various areas of the school are targeted and positive student expectations are taught and reinforced by the staff. Students are rewarded for meeting these expectations and doing things the correct way. The following are a list of the expectations for Kimball Jr/Sr High School:

Area of the School	Respect	Responsibility	Effort	Safety
Classroom	* Use good manners: eye contact & active listening * Use or practice positive communication skills (verbal & non-verbal)	* Homework and assignments completed & returned on time * Come prepared to learn - Bring all materials to class * Push in chairs & clean up your area before leaving	* <u>Be on time</u> and use class time productively * Follow along, ask questions, participate in discussions, & study * Be willing to come in before or after school for extra help	* Stay seated with all four chair legs on the floor * Use safe lab practices and appropriate behavior
Hallway	* Use appropriate language and acceptable volume * Maintain personal space * Keep food and drink in the student center	* Use time wisely and get to class on time * Clean up after yourself; use trash cans * While class is in session, you need a pass to be in the hallway	* Keep lockers clean and organized * Walk with a purpose; get to where you need to be	* Keep hands and feet to yourself * WALK in the hallways
Student Center	* Use appropriate language and acceptable volume * Honor the dress code	* Push in your chairs when leaving * Clean up after yourself; use trash cans	* Take care of the facility * Keep food & beverages (other than water) in the student center	* Keep hands and feet to yourself * Sit in chairs appropriately
Route Bus	* Follow all directions given by the bus driver * Keep hands and feet to yourself	* Clean up your area before leaving the bus	* Make an effort to respect the transportation being provided	* Find a seat and remain in that seat * Feet on the floor and face forward
Cafeteria and Lunch	* Use good manners; say "please" and "thank you" * Use appropriate language and acceptable volume	* Clean up after yourself; use trash cans * Please put silverware in the soapy water	* Use good listening skills with the kitchen staff * Please keep all food and drink in the eating area	* Keep hands and feet to yourself * Make sure you clean up any spills

Area of the School	Respect	Responsibility	Effort	Safety
Entrance	* Use appropriate language and volume * Keep pathways to the doors clear * Respect others' personal space	* Keep the area clean and free of obstacles * Play games on the grass area	* Make a positive first impression to our visitors * Be courteous and use proper manners * Create a positive and friendly environment	* Keep hands and feet to yourself * Use railing appropriately * Refrain from throwing objects
Weight Room	* Respect neighboring classrooms * Respect teachers, coaches, sponsors, & other lifters * Play appropriate music at appropriate volume	* Return equipment to the proper location * Report broken equipment and clean equipment after using	* Take care of the facilities & equipment * Clean up after yourself * Follow your program and LIFT with a purpose	* Approved adult sponsor must be present * Use proper lifting techniques and safety guidelines * Don't know, Ask
Activity Bus	* Follow all directions given by the bus driver * Keep hands and feet to yourself	* Clean up your area before leaving the bus * Make sure all beverages have a lid	* Be on time * Make an effort to respect the transportation being provided	* Stay in your seat except to use trash can * Take off your shoes before putting your feet on the seats * At least one sponsor will sit in the back of the bus
Auditorium	* Respect presenters by being attentive and quiet * Unless authorized by staff, food and drink stay outside	* Please turn off and put away electronic devices * Leave to use the restroom only at appropriate times * Clean up your area before leaving	* Be on time and sit in the appropriate seats * Make an effort to respect the facility; treat it as a valuable asset	* Use the aisles to get from point A to point B * Sponsors will sit among the students
Locker Room	* Respect the personal property of other people * Respect the school facilities * Respect personal space	* Use a school padlock and keep your locker locked * Use appropriate language and volume	* Pick up your area * Keep your locker clean and organized * Get in and out of the locker room efficiently * Dress and shower quickly	* Wash gym clothes on a weekly basis * Be careful on and around wet floors * Use appropriate behavior
Restroom	* Walls and Stalls should remain graffiti-free	* Double check that toilet flushed * Make sure water is turned off * Return to class when finished	* Keep the restroom neat and clean for others * Report any problems to the office	* Wash hands with soap and water * Keep hands and feet to yourself

Area of the School	Respect	Responsibility	Effort	Safety
Gym Class	* Use good manners * Practice positive communication skills (verbal & non-verbal) * Treat equipment appropriately	* Come prepared to participate * Return all equipment to proper storage * Clean up area before leaving	* Be on time * Follow along and ask questions * Participate and give maximum effort	* Use equipment properly * Follow rules and use appropriate behavior
Gym Activities	* Stay seated in the gym and watch the activity * Practice positive communication skills (verbal & non-verbal)	* Practice good sportsmanship * Clean up your area before leaving	* Demonstrate positive school spirit * Be a good spectator	* Use stairs and WALK in the bleacher area * Avoid walking on the floor during game time * Use appropriate behavior
Parking Lot	* Respect vehicles and personal property of others * Respect school grounds * Avoid noise pollution	* Driving is a privilege - follow all driving laws * Keep speeds under 10 mph * Use designated parking spaces * Put trash in appropriate receptacle	* Take initiative to greet guests appropriately * Work to keep the parking lot clean & tidy	* Stay out of the path of moving vehicles * Socialize in appropriate areas
Stadium	* Respect participants, spectators, coaches, and officials * Practice positive communication skills (verbal & non-verbal) * Respect the facilities	* Practice good sportsmanship * Put trash in appropriate receptacle	* Demonstrate positive school spirit * Be a good spectator	* Use stairs & WALK in the bleacher area * Refrain from throwing items over the stadium * Use appropriate behavior
Wrestling Room	* Respect coaches, sponsors, and athletes * Respect individuals' physical abilities and limitations	* Use only proper footwear * Follow through with personal hygiene	* Take care of the facilities and equipment * Come prepared to work and improve	* approved adult sponsor or coach must be present * Use mat and equipment for intended purpose * Clean and disinfect properly after use
Library	* Use good manners * Use appropriate language and volume	* Push chairs in when leaving and pick up your area * Take care of the equipment and books * Return books on time and undamaged * Bring a pass with a stated purpose	* Come prepared to use time wisely * Ask for help if you need it * Take care of library facility	* Stay seated with all four chair legs on the floor * Keep hands and feet to yourself
Detention	* Use good manners * Use appropriate language and volume * Listen and follow teacher's directions	* Bring homework to work on * Push in chairs and clean up your area before leaving	* Be on time at 3:40 and use your time productively * Check in with the teacher so time can begin	* Stay seated with all four chair legs on the floor * Keep hands and feet to yourself

Longhorn Ranch System

The Longhorn Ranch System is a school-wide community that provides students with a culture of belonging. Eight ranches have been created and each ranch includes 18-20 7th-12th grade students. Each year, incoming 7th graders are 'sorted' into their ranch and will remain in that ranch until they graduate. Two to three staff members are members of each ranch as well. Two students from each ranch are selected each year to be ranch leaders. The system allows students to socialize with one another across grades with positive adult role models beyond the classroom setting.

Throughout the year, the ranches compete against each other in a variety of events earning points for their ranch. Points may be earned through monthly challenges, quarterly academic achievement, good behavior, involvement in extracurricular activities or other activities/contests throughout the school year.

Quarterly, each member of the ranch with the most accumulated points for the quarter will earn a reward. The ranch that earns the most points for the year will earn a trophy and recognition on the Ranch Champion plaque displayed in the Student Center.

The eight ranches along with the ranch colors and brand are described below:

Callow Cattle Ranch

Ranch Brand: 
Ranch Colors: Pink/Silver

Speed Goat Ranch

Ranch Brand: 
Ranch Colors: Turquoise/Silver

Blazing Pitchfork Ranch

Ranch Brand: 
Ranch Colors: Orange/Yellow/Silver

Almosta Ranch

Ranch Brand: 
Ranch Colors: Maroon/Light Blue

Growling Grizzlies Ranch

Ranch Brand: 
Ranch Colors: Black/Gold

Buffalo Ridge Ranch

Ranch Brand: 
Ranch Colors: Navy Blue/Gold

Hidden Valley Ranch

Ranch Brand: 
Ranch Colors: Lime Green/Navy Blue

Whispering Winds Ranch

Ranch Brand: 
Ranch Colors: Blue/Black

STUDENT CONDUCT AND DISCIPLINE POLICIES

The common goal of students, parents, faculty and administration of Kimball Public Schools is to maintain a school atmosphere that is conducive to learning. In order to achieve this, Kimball Public Schools will continue to review and distribute a set of reasonable and fair rules and policies. VIOLATIONS OF THE KIMBALL PUBLIC SCHOOL'S RULES AND POLICIES WILL RESULT IN DISCIPLINARY ACTION.

Forms of School Discipline

Short-Term Suspension:

Students may be excluded by the Principal or the principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or,
2. Other violations of rules and standards of behavior adopted by the Kimball Public Schools Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

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

4. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.

Long-Term Suspension:

A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.

Expulsion:

1. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.
2. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the

- action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
3. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with the law.
 4. Alternative Education: Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
 5. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
 6. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The

student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

Emergency Exclusion: A student may be excluded from school in the following circumstances:

1. 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
2. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education

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

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

Other Forms of Student Discipline:

Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, restorative practices, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

Restorative Practices

As an alternative to suspension, Kimball Jr/Sr High School may use restorative practices, unless suspension is necessary to protect the safety of students and/or staff.

Restorative practices include opportunities for students to restore relationships, reflect on their behavior and be held accountable for their actions. The Kimball Jr/Sr High School Restorative Practices Model will be developed in more detail through the 22-23 school year but will initially include the following alternative discipline protocols.

Character Connections

Character Connections is a two-hour after school program to provide students an opportunity to reflect on their behavior, learn more appropriate behaviors and work on an accountability project.

Structured Day

A Structured Day may be used as an alternative to ISS or OSS and will include Character Connections. A student in a Structured Day will attend instruction in core classes and will work on an independent project in elective classes. Students will be escorted between classes and will eat lunch with a staff member to provide an opportunity to further reflect on the behavior and learn new appropriate strategies.

Accountability Project

An Accountability Project will be assigned to the student as an opportunity to learn new behavior skills and restore relationships. The project will be determined in collaboration with the student. Examples of Accountability Projects may include researching a topic related to the behavior (bullying, theft, disrespect, etc.) and creating a poster/slide show on the topic, how it impacts others and detailing more appropriate behavior; interviewing a community member (health care worker, law enforcement) and writing a paper sharing what was learned; writing an apology letter to affected stakeholders, etc.

When a student is assigned Structured Day/Character Connections, they will lose privileges until the time is served and the Accountability Project is complete. These privileges include but are not limited to access to a personal cell phone while on campus, open campus privileges (if applicable), loss of an opportunity to participate in extra-curricular activities, etc. A Restorative Contract will be created in collaboration with the student and parent.

Student Conduct

Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well-being or rights of other students, staff or visitors.

Grounds for Suspensions, Expulsion or Mandatory Reassignment:

The following conduct has been determined by the Kimball Board of Education or has the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event. At the discretion of the Principal, restorative practices may be used as an alternative to suspension, if there is no threat to the safety of students and staff.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.

6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing, selling, or dispensing, of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency or sexual conduct.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school for school purposes, or at a school-sponsored activity or school-sponsored athletic event.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes, or assigned activities.

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

frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

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

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

Additional Student Conduct Rules

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

Student Appearance Policy

Students at Kimball Public Schools are expected to dress in a way that is appropriate for a school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

1. Clothing or jewelry that is gang related;
2. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants...etc.).
3. Any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing.
4. Clothing or jewelry that advertises, promotes, or makes references to beer, alcohol, tobacco, or illegal drugs;
5. Clothing or jewelry that could be used as a weapon (chains, spiked apparel...etc.) or that would encourage "horse-play" or that would damage property (e.g. cleats).
6. Head wear including hats, caps, sunglasses, bandannas, scarves, and hoods on sweatshirts.
7. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meanings.
8. Coats and backpacks are to be kept in lockers during the day. Sweatshirts including hoodies are acceptable, however, hoods are not allowed on the head during school.
9. Sleepwear including pajamas and slippers.

Health laws require that shoes be worn at all times while in school.

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

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

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be provided with proper apparel. Students will not be allowed to leave campus to change clothes. Continual violations of

the dress code will result in disciplinary actions under the School's Disciplinary Point System. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

Harassment and Bullying Policy

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

1. Step One: The first time school personnel become aware of a possible harassment or bullying situation, the accused student will be informed that such a complaint has been filed. At that time a warning will be given regarding this kind of behavior. The consequences for this kind of behavior in the future will be clearly outlined for the student. If, in the school's opinion, the first occurrence of harassment behavior is severe, the school may move immediately to any of the four steps in the harassment policy. In other words, the policy may or may not be used sequentially. Moreover, at any stage the student may be disciplined under the student code by actions that may include expulsion, in the event the conduct is also a violation of other provisions of the student code.
2. Step Two: The second time school personnel become aware of a harassment incident, the student's parents will be notified. A conference will be requested at that time. If it is determined that the student has harassed another student, consequences will be assigned. A student may stay on the second step as long as school authorities feel the consequences are effectively correcting the harassment behaviors. If it is determined that there is no basis for the harassment accusation, no consequences will be assigned. If the school determines that a student is intentionally making a false accusation against another student, an appropriate response will be made.
3. Step Three: If the school authorities determine that the student continues to harass another student or the student fails to agree to not harass in the future, the school may assign the student to the Harassment Program level set forth below which the school authorities determine to be appropriate.

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

Harassment and Bullying Program—Levels

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

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

- a. The length of the assignment will be for a minimum of two weeks.
- b. The student will report to the office no later than 7:45 a.m. each morning.
- c. The student will eat on campus at an assigned table.
- d. The student will report to an assigned room at the end of the day, and will remain until 4:00 p.m. This will allow all other students to leave the school grounds in safety.

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

- a. The length of the assignment will be for a minimum of two weeks.
- b. The student will report to the office no later than 7:45 a.m. each morning.
- c. The student will eat on campus at an assigned table.
- d. The student will report to an assigned room at the end of the day, and remain until 4:00 p.m.
- e. The student will remain in class at the end of each period. The student will be under direct teacher supervision during passing time. The teacher will dismiss the student at the end of the passing period. The student will then have three minutes to get to his/her next class.

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

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

Inappropriate Public Displays of Affection (IPDA)

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

Academic Integrity

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

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

Definitions: The following definitions provide a guide to the standards of academic integrity:

- (1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:
 - (a) Tests (includes tests, quizzes and other examinations or academic performances):
 - (i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
 - (ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

- (iii) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.
 - (iv) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
 - (v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.
- (b) Papers (includes papers, essays, lab projects, and other similar academic work):
- (i) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
 - (ii) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
 - (iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.
 - (iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

- (v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.
- (c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.
- (2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:
 - (a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
 - (b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
- (3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:

- (1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.

- (2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
- (3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including restorative practices, suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

Electronic Devices

Philosophy and Purpose. The District strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

Definitions. "Electronic devices," include, but are not limited to, cell phones, Mp3 players, ear buds/airpods, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, laptop computers (other than school-approved devices), and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.

Possession and Use of Electronic Devices.

- (1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.
- (2) Students are permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (4)(a). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

- (3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).
- (4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

Violations

- (1) Students shall not use electronic devices at any time or place for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; or (f) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.
- (2) Electronic devices used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way. Consequences are listed in the School's Disciplinary Point System.
- (3) Penalties for Prohibited Use of Electronic Devices: Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:
 - (a) Students found in possession of a "sexting" message shall be subject to a one (1) day suspension from school.

(b) Students who send or encourage another to send a "sexting" message shall be subject to a five (5) day suspension from school.

- (4) Reporting to Law Enforcement: Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

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

Dating Violence

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

For purposes of this policy "dating violence" means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. "Dating partner" means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

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

Specific Rule Items

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

- a. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
- b. Students in the hallway during class time must have a pass with them.

- c. Food, candy, and drinks other than water are not allowed in the classrooms and hallways, except upon administrative approval. In addition, sack lunches are the only "outside" food allowed to be consumed during the day. Bottled water is allowed in the school, however, it is up to individual teachers as to whether it is allowed in his/her classroom.
- d. Students are expected to bring all books and necessary materials to class. This includes study halls.
- e. Assignments for all classes are due as assigned by the teacher.
- f. Students are not to operate the mini-blinds or the windows.
- g. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung and the teacher has dismissed the class.
- h. Students are to be in their seats and ready for class on the tardy bell.
- i. Special classes such as Industrial Technology, Art, P.E., and computers courses will have other safety or clean-up rules that will be explained to you by that teacher which must be followed.
- j. Students are not to bring "nuisance items" to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
- k. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
- l. Snow handling is prohibited.

Law Violations

1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the

decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

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

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

Reporting Student Law Violations

1. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
2. When a Principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the Principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the Principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it shall be the policy of the Kimball

Public Schools to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:

- (a) Knowingly possessing illegal drugs or alcohol.
- (b) Aggravated or felonious assault.
- (c) Vandalism resulting in significant property damage.
- (d) Theft of school or personal property of a significant nature.
- (e) Automobile accident.
- (f) Any other behavior which significantly threatens the health or safety of students, staff or other persons or which is required by law to be reported.

Disciplinary Point System – 100 Point Maximum

The purpose of the disciplinary point system is to:

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

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

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

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

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

DEFINITIONS

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

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

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

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

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

Expulsion - Refer to page 34 of this handbook.

Expulsion for Possessing a Firearm or Dangerous Weapon - Refer to page 48 of this handbook.

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

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

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

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

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

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

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

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

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

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

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

Inappropriate Dress - Refer to Pages 37 & 38 in this handbook.

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

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

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

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

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

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

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

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

Major Theft - Theft of property valued at or over \$20.00.

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

Mandatory Reassignment - Assignment to another educational setting.

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

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

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

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

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

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

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

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

Public Display of Affection - Refer to page 40 of this handbook.

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

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

Sexual Harassment - Refer to Article 10, Section 3 of this handbook.

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

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

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

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

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

Unauthorized Games in School - Gambling, poker, etc.

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

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

Vulgarity - Defined as offensive, lewd, or obscene.

Category O - 0 points (Discipline forms sent to the office)

Teacher discipline for minor offenses - Teacher may issue detentions for the first two offenses

1st Offense - Teacher/Student private conference

2nd Offense - Teacher will contact parent or guardian

3rd Offense - Referred to Counselor

4th Offense - Referred to Principal (Placed in appropriate category)

Category N (Nuisance Items) - 5 points

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

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

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

3rd Offense - Same as 2nd offense and the student will be assigned detention time.

4th Offense - Same as 2nd offense and the student will receive either ISS or OSS

Category I - 5 points

- Public display of affection
- Failure to keep locker clean
- Littering
- Profanity/Vulgarity
- Inappropriate dress
- Other

1st Offense - Conference with the Principal

2nd Offense - Detention

3rd Offense - 1-day in-school suspension/Restorative Contract

4th Offense - 1-day out-of-school suspension/Restorative Contract

Category II - 10 points

- Skipping class*
- Academic dishonesty
- Disorderly conduct
- Inappropriate cafeteria behavior
- Leaving school grounds without permission
- Lying
- Misuse of school material and equipment
- Disorderly conduct on school bus
- Refusal to participate in class
- Other

1st Offense - Detention

*** 1st Offense skipping** - Detention for each class skipped

2nd Offense - 1-day in-school suspension/Restorative Contract

3rd Offense - 1-day out-of-school suspension/Restorative Contract

4th Offense - 2-day out-of-school suspension/Restorative Contract

5th Offense - 3-day out-of-school suspension/Restorative Contract

Category III - 15 points

- Possession of indecent material and/or "sexting message"
- Disruption of school/class
- Disruption of assemblies or programs
- Inappropriate behavioral gestures
- Disruptive objects
- Excessive Profanity/Vulgarity
- Refusal to serve detention and/or skipping detention
- Other

1st Offense - 1-day in-school suspension/Restorative Contract

2nd Offense - 2-day in-school suspension/Restorative Contract

3rd Offense - 2-day out-of-school suspension/Restorative Contract

4th Offense - 3-day out-of-school suspension/Restorative Contract

5th Offense - 5-day out-of-school suspension/Restorative Contract

Category IV - 20 points

- Possession or use of vape products or tobacco (smoking or chewing) on school grounds
- Careless driving/endangerment
- False Calls
- Forgery of notes
- Minor vandalism
- Minor Theft
- Disrespect to staff
- Other

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

2nd Offense - 2-day out-of-school suspension/Restorative Contract

3rd Offense - 3-day out-of-school suspension/Restorative Contract

4th Offense - 5-day out-of-school suspension/Restorative Contract

Category V - 25 points

- Gross misbehavior
- Harassment/Intimidation

- Major Theft
- Verbal Assault
- Insubordination
- Fighting
- Other

1st Offense - 3-day out-of-school suspension/Restorative Contract

2nd Offense - 3-day out-of-school suspension/Restorative Contract

3rd Offense - 5-day out-of-school suspension/Restorative Contract

Category VI - 30 points

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

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

2nd Offense - 5-day out-of-school suspension/Restorative Contract

3rd Offense - 10-day out-of-school suspension/Restorative Contract

Category VII - 50 points

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

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

2nd Offense - Recommended Expulsion

Category VIII - 100 points

- Arson
- Bomb threat
- Physical assault on a staff member
- Possession and/or use of explosives
- Use of any instrument as a weapon
- Excessive vandalism
- Possession of a firearm
- Alcohol/Drug selling
- Physical sexual harassment
- Other

1st Offense - Recommended Expulsion

Due Process Procedure

Procedures for Long-Term Suspension, Expulsion or Mandatory Reassignment: The following procedures shall be followed with regard to any long-term suspension, expulsion or mandatory reassignment longer than 5 days.

1. The Principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his or her designee.
2. If the Principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, the student may be suspended by the Principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the Superintendent.
3. The Principal or his or her designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following:
 - (a) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a

summary of the evidence to be presented against the student as submitted by the Principal.

- (b) The penalties to which the student may be subjected and the penalty which the Principal, or his or her designee has recommended in the charge.
 - (c) A statement explaining the student's right to a hearing upon request on the specified charges.
 - (d) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
 - (e) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
 - (f) A form or a request for hearing to be signed by such parties and delivered to the Principal or his or her designee in person or by registered or certified mail.
- 4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
 - 5. In the event that the Principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the Principal, or his or her designee shall automatically go into effect.
 - 6. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.
 - 7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
 - 8. In the event that a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

Hearing Procedure:

1. Hearing Officer. The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.
2. Administrative Representative. The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. Notice of Hearing. If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.
4. Continuance. Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
5. Access to Records. The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the Kimball Public Schools Board of Education at any reasonable time prior to the hearing.
6. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such

statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross-examination nor will any conclusion be drawn there from. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.

7. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.
8. Record. The proceedings of the hearing shall be recorded at the expense of the school district.
9. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
10. Review by Superintendent. The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.
11. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the Superintendent of schools shall be made by certified registered mail or by personal delivery to the student, the

student's parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the determination of the Superintendent shall take immediate effect.

12. Appeal to Board. The student, student's parents or guardian may, within seven school days following the receipt of the Superintendent's decision, submit to the Superintendent of schools a written request for a hearing before the Board of Education.
13. Review by Board of Education. Upon receipt of the request for review of the Superintendent's determination, the Board of Education or a committee of not less than three members shall, within ten school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations that require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The board may alter the Superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.
14. Final Decision of Board of Education. The final decision of board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

EXTRA-CURRICULAR ACTIVITIES - RIGHTS, CONDUCT, RULES AND REGULATIONS

Extra-curricular programs

Extra-curricular programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. The Kimball Public Schools will adhere to the rules and regulations set forth in Title IX guidelines on sex discrimination as well as other pertinent rules and regulations.

Activity Philosophy

Activities are considered an integral part of the school's program of education and provide experiences that will help boys and girls physically, mentally and emotionally. The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. We believe that participation in activities, both as a player and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, to the team, to the student body, to the community and to the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better people and citizens.

Safety

The District's philosophy is also to maintain an activities program that recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, and to exercise common-sense. In addition, the District requires that activity team members travel to and from out-of-town events as a unit. Any exceptions to this rule must be approved by both the parents and the coach/sponsor and should be done in writing prior to the departure to the event or prior to releasing the student with the parent/guardian. The note should be given to the Principal, Activities Director, or their designee. Only those people involved with the activity will be allowed to travel in the school vehicle.

Warning for Participants and Parents

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones,

joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

Activity Code of Conduct

This activity code of conduct is supplemental to the Kimball Public Schools student code of conduct which is in Article 8 of this handbook and any action taken hereunder may be in addition to any action under the student code of conduct said policy.

Grounds for Extracurricular Discipline

The grounds for suspension from practices, participation in interscholastic competition, or other participation in extra-curricular activities and competitions are set forth below. In becoming familiar with the conduct rules for extracurricular activities, participants need to remember that they are not only representing themselves, but also, their school and community in all of their actions. Special conduct rules exist for the reasons that:

Participants in Activities Assume Responsibility for Leadership and are Representatives of Our School: Participants in extra-curricular activities assume a leadership role. The student body, the community and other communities judge our school on the students' conduct and attitudes, and how they contribute to our school spirit and community image. The students' performance and devotion to high ideals make their school and community proud.

Activities are a Privilege: Extra-curricular activities have an important place in the educational program of the Kimball Public School district. It is a privilege for the students who choose to participate. Students who participate and are accepted into the program are expected to demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, sportsmanship, and respect for authority. It is the belief that accepting responsibility for one's actions is a part of that philosophy.

The conduct rules apply to conduct of the student, regardless of whether the conduct occurs on and off school grounds. (If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct). The conduct rules apply to conduct which occurs at any time during the calendar year. Conduct deemed inappropriate includes the following:

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.

2. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
3. Sexual assault or attempting to sexually assault any person.
4. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property.
5. Causing or attempting to cause personal injury to a school employee, to a school volunteer, to any student, or to any other person.
6. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
7. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
8. Engaging in the selling, using, possessing or dispensing of alcoholic beverages, tobacco, narcotics, drugs, controlled substance, inhalant or being under the influence of any of the above; or possession of drug paraphernalia. (Note: The term "under the influence" for school purposes has a less strict meaning than it does under criminal law. For school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant. In addition, "possession" of alcohol or drugs may be considered to have occurred for purposes of school rules if the student is in such close proximity to alcohol or drug (for example, a student being in a car where alcohol is in the back seat and no adults are present in the car) or to others who are consuming alcohol or drugs (for example, being at a student party at which other students are drinking) that school officials may reasonably determine that the student was in "possession" of the items as well). Because of the complexity of this issue, "possession" will be determined on a case-by-case basis.
9. Engaging in the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401, of the Nebraska statutes, or material represented to be alcoholic beverages, narcotics, drugs, controlled substance or inhalant.
10. Truancy or failure to attend assigned classes or assigned activities.
11. Tardiness to school, assigned classes or assigned activities.

12. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
13. Public indecency.
14. Repeated violation of any of the rules adopted by the school district or the school.
15. Engaging in any unlawful activity as determined by the United States or the State of Nebraska.
16. Dressing in a manner wherein such dress is dangerous to the student's health and safety or to the health and safety of others or is distractive or indecent to the extent that it interferes with the learning and educational process.
17. Willfully violating the behavioral expectations for those students riding Kimball Public Schools buses.
18. The knowing and intentional possession, use, or transmission of a firearm or other dangerous weapon in a place where such items are prohibited.
19. The knowing and intentional use of force in causing, or attempting to cause, personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary.
20. Failure to report for the activity at the beginning of each season; reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
21. Failure to participate in regularly scheduled classes on the day of an athletic/activity event.
22. Failure to attend all scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the coach will determine the validity of the reason. Every reasonable effort should be made to notify the coach or supervisor prior to all missed practices or meetings.
23. All other reasonable rules or regulations adopted by the coach or supervisor of a extra-curricular activity shall be followed, provided that participants shall be advised by the coach or supervisor of such rules and regulations by written

handouts or posting on bulletin boards prior to the violation of the rule or regulation.

24. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

25. Any form of Hazing. Under LB710, students can also be prosecuted under a Class II misdemeanor.

Drug (including tobacco), Alcohol, and Weapons Violations

Students who are found to be in violation of sub-paragraphs 8, 9, or 18 of the above conduct rules shall be subject to the following disciplinary action. Consequences will be doubled if the violation occurs on school grounds, at a school function or event, or in a school vehicle.

1. First Violation - Suspension from participating in the extra-curricular program and all school activities (including all organizations and special events such as prom) for 20 (twenty) calendar days and a minimum of two activities. The first day of the suspension will be the day of the conference with the student.
2. Second Violation - Students may select Option A or B. (Only A for Weapons Violations)

Option A: Suspension from participating in the extra-curricular program and all school activities (including all organizations and special events such as prom) for 40 (forty) calendar days and a minimum of four activities. The first day of the suspension will be the day of the conference with the student.

-- OR --

Option B: Suspension from participating in the extra-curricular program and all school activities (including all organizations and special events such as prom) for 20 (twenty) school days and a minimum of two activities. The first day of the suspension will be the day of the conference with the student.

-- AND --

Students and parents agree to participate in a school-approved program for chemical dependency. Said program must be administered by a certified alcohol and drug abuse counselor and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of program must be submitted in writing to school's Activities Director. Failure to participate and successfully complete the approved

chemical dependency program will cause the participating student to be suspended from extra-curricular activities for the full forty days and four activities. All costs associated with the program are to be borne by the students parent or guardian.

3. Subsequent Violations - Upon finding of a subsequent violation, the student will be suspended from participating in the extra-curricular program and all school activities (including organizations and special events such as prom) for 1 (one) calendar year. The first day of the suspension will be the day of the conference with the student.

Procedures for Extracurricular Discipline

Students may be suspended by the Principal or the Principal's designee from practices or participation in interscholastic competition or participation in extra-curricular activities for violation of rules and standards of behavior adopted by the Kimball Public Schools Board of Education or the administrative staff of the school.

The following procedures will be followed with regard to suspension:

1. The school official(s) considering the suspension will make a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with school purpose.
2. Prior to the suspension, the student is to be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the school has, and be given the opportunity to explain the student's version of the facts.
3. If the student is not readily available to meet with the school official for this purpose before the suspension is to begin, then the suspension may be imposed at that time so long as the opportunity for the student to hear the charges and evidence and for the student to tell his or her side of the story occurs as soon as reasonably practicable. An effort to schedule a meeting for this purpose should be made by the student and the student's parent or guardian as well. Given the fact that extracurricular activity suspension actions at times need to be taken outside the regular school day, a telephone conference may be used to give the student the opportunity to provide the student's position.
4. Within two school days or such additional time as is reasonably necessary following the suspension, the Principal or Principal's designee will send a written statement to the student and the student's parents, or guardian describing the

student's conduct, misconduct or violation of the rule or standard and the reason for the action taken and the right to a hearing upon request on the specified charges.

5. An opportunity will be afforded the student, parents, or guardian of the student, at their request, to confer on an informal basis with regard to the school official who has imposed the suspension and to give that school official any further information in the student's defense.
6. If the student or student's parents or guardian are not satisfied with the determination of the school official, an informal hearing may be requested before the Superintendent. A form to request such a hearing must be signed by the parent or guardian will either be provided with the initial notice letter or be made available in the Principal's office. This request must be received by the building principal within five days of receiving the initial written notice of suspension.
7. If a Hearing is requested, it shall be held within ten calendar days of the request. The Superintendent will notify the participants of the time and place of the hearing within five days of receiving the request. There will be no stay of the penalty imposed pending an appeal.
8. Upon conclusion of the hearing, a written decision will be rendered within five school days. The written decision will be mailed or otherwise delivered to the participant, parents or guardian. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the hearing itself) shall be kept by the school.
9. Nothing contained in this regulation shall prevent the participant, parents, guardian or representative from discussing and settling the matter with the appropriate school personnel at any stage.

Attendance and Academics:

Student participants are expected to apply themselves academically by following these expectations:

1. Attend school regularly and show evidence of sincere effort towards scholastic achievement.

2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests he/she should contact the coach or sponsor in advance.
3. Attendance, for at least half a day, the day of a contest is required to be eligible for the contest that day. Arrangements in advance for extenuating circumstances, such as doctor/dentist appointments, funerals or other activities, can be made with the building Principal in writing. Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.
4. Appearance: Participants will dress appropriately for the activity in which they are involved and will at all times maintain a neat, clean and well-groomed appearance.

Random Drug Testing Policy for Students in Grades 7-12

Policy Statement

The Board of Education for Kimball Public Schools values students' participation in extracurricular activities. Such students, as role models for other students, are a key to our goal to provide the best possible educational program for our students. To achieve our goal and to maximize the skills and talents of our students, it is important that each student understands the dangers of drug and alcohol use.

Participation in extracurricular activities is a privilege which can be taken away for failure to comply with this policy. The purpose of this policy is as follows:

- To provide for the health and safety of all students;
- To undermine the effects of peer pressure by providing legitimate reasons for students to refuse use of illegal drugs and/or alcohol;
- To identify students who use illegal drugs and/or alcohol; and
- To encourage students who use illegal drugs and/or alcohol to participate in appropriate treatment programs.

Definitions

TPA: A Third Party Administrator, which shall use a certified laboratory in testing of samples.

Drugs: Any substance considered illegal by state or federal law, including but not limited to the Nebraska Uniform Controlled Substances Act, 28-401 *et seq.*, or which is controlled by the Food and Drug Administration unless prescribed to the student by any licensed

medical practitioner authorized to prescribe controlled substances. For purposes of this policy, drugs shall include the illegal use of alcohol and any "look alike" substances, drugs, or paraphernalia. This policy is intended to cover the maximum amount of substances permitted by law.

Drug Program Coordinator: Designated school officials who help administer the drug testing program and communicate with Third Party Administrator and Parents.

MRO: Medical Review Officer.

School Year: From the first day classes commence in the fall, unless the activity begins prior to the first day of classes, in which case it shall include the first day of practice through and including the last day of classes or the last day of the activity in the school year.

Activity Programs: Any activity that meets the guidelines of an extracurricular activity at Kimball Public Schools, which shall include the following:

Basketball	Cheerleading	Cross Country	Instrumental Music	Vocal Music
Golf	Dance Team	Football	Flag Corps/Drill Team	FFA
Manager	Student Trainer	Honor Society	One Act Play	Marching Band
Quiz Bowl	Musical/Play	Speech	Yearbook/Publications	Wrestling
Track	Volleyball	Student Council	Academic Decathlon	

Participant and Participant Pool: Any student who participates in any extracurricular activity as herein before set forth shall be a participant and his/her name shall be included in the participant pool. A participant shall enter the participant pool upon signing the attached consent form EXHIBIT A and returning said signed consent form to the Activities Director. A participant shall remain in the selection pool for an entire year (365 days) from the date the consent form is returned to the high school Activities Director. A participant may be subject to testing at any time during said 365 day period. Any student who tests positive will continue to be tested through the summer as a "Participant" if that student desires to participate in extracurricular activities in the following school year. A student may be removed from the testing pool if he/she has quit or been cut from an activity and a request form is signed by the student and his/her parents to be dropped. This must occur prior to being selected for testing in order to be removed from the testing pool of students. However, students may volunteer to remain in the pool even though he/she are no longer involved in the activity.

Sample Collection: Samples will be collected as directed by the Drug Program Administrator on the same day the student is selected for testing, or if the student is absent an alternate will be selected, in sequential order, from an alternate list provided by the Drug Program Administrator. If a urine sample is required, all students providing samples will do so alone in an individual bathroom or stall with the door closed.

Drug Program Administrator: The Board will choose a Third Party Administrator (TPA) for the purpose of determining through random selection the student(s)/ participant(s) to be tested. This will be accomplished by the use of a "Student List," compiled by the district. The TPA, by use of a SAMHSA certified laboratory, shall also process sample results and maintain privacy with respect to test results and related matters.

Medical Review Officer "MRO": Kimball Public Schools will utilize an MRO to review all laboratory-reported positive tests. The role of the MRO is critical to protecting the interest of the students. The MRO serves a critical role in determining whether the use of a substance identified by the sample analysis is from illicit use or a legitimate medical use. The MRO will demonstrate his/her knowledge by being certified by an MRO Accreditation body. The parent or the guardian will be contacted by the MRO or his/her assistant. The MRO will report results of verified positives and/or warrant health and safety issues to the student and to the designated school representative through the TPA.

Scope of Tests: The drug screen tests for one or more illegal drugs and/or alcohol. The Drug Program Coordinator shall determine which illegal drugs shall be screened, but in no event shall that determination be made after selection of students for testing. Student samples will not be screened for the presence of any substances other than an illegal drug or for the existence of any physical condition other than drug use.

Non-Punitive Nature of Policy: No student shall be penalized academically for testing positive for illegal drugs or alcohol, unless otherwise permitted by law and the district's student discipline policies, rules, and regulations. The results of drug tests pursuant to this policy will not be documented in any student's academic records, unless otherwise required by law or district policy. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the district shall not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent or legal guardian will be notified as soon as possible by the district.

Drug Screening

General Policy: Practical experience and research have proven that even small quantities of narcotics, abused prescription drugs or alcohol can affect judgment and reflexes which can create unsafe conditions for students, especially those involved in any activity covered in this policy. Even when not readily apparent, the effect can have serious results for

students engaged in activities. Drug-using students participating in extracurricular activities are a threat to co-participants, other students, and themselves, and may make injurious errors. For these reasons, the Board has adopted a policy that all students participating in extracurricular activities must remain substance-free.

Prohibitions: All students participating in extracurricular activities are prohibited from using, possessing, distributing, manufacturing, or having controlled substances, improperly used medications, or any mind/mood altering or intoxicating substances present in their system unless otherwise prescribed by a licensed physician. This includes all "look alike" substances, paraphernalia, and any other such item. The district will not screen items which appear to be in violation of this policy. If a student has a question as to whether a substance, item, or any other thing may be subject to this policy, the student should ask the principal or activities director.

Alcohol Use/Possession: All students participating in extracurricular activities are prohibited from possessing or use of alcohol.

After School Hours Conduct

After-school-hours use of drugs, alcohol, or any other prohibited substances is not permitted. This includes all "look alike" substances or items of any kind. All students participating in extracurricular activities should realize that these regulations prohibit all illicit drug use during and away from school activities.

Procedure

All Current Students Participating in Extracurricular Activities or Students That Have Voluntarily Been Placed in the Pool at the Request of Their Parent/Guardian

Random Testing

The Board authorizes random unannounced screening of all students participating in extracurricular activities. The list of students participating in extracurricular activities contained in the random pool will be updated upon receipt of a signed consent form. Students participating in extracurricular activities who have been selected will be required to report to the designated collection site for testing.

Consent

Each student wishing to participate in any extracurricular activity and the student's custodial parent or legal guardian shall consent in writing to drug testing pursuant to the district's drug testing program. Written consent shall be in the form attached to this policy as EXHIBIT A. No student shall be allowed to participate in any extracurricular activity absent such consent.

Removal from the Random Testing List

Students who quit or are cut from an activity, prior to being selected for random testing, may request their name be dropped from the testing list. A request form must be signed by the student and his/her parents to be dropped. However, students may volunteer to remain in the pool even though he/she are not part of the activity.

Summer Testing

There is an obligation to continue support for students who test positive. Drug testing during the summer will provide another reason for a student to refrain from the use of drugs or alcohol. Any student who has tested positive during a random test will continue to be tested through the summer months under the guidelines established herein. The Drug Program Coordinator will contact the student to establish a location and time for the test to take place.

Testing Procedures

General Guidelines

The Board shall rely, when practical, on the guidance of the Medical Review Officer in developing a consistent collection and testing protocol.

Substances

Substances that students participating in extracurricular activities may be randomly tested for: alcohol, amphetamines, cannabinoids, cocaine, opiates, synthetic opiates and PCP, and other substances, such as but not limited to steroids, barbiturates, and benzodiazepines, without advance notice as part of tests authorized by the Board for safety purposes. Such tests will be coordinated with the Drug Program Coordinator.

Testing Procedure

The Board reserves the right to utilize breath, saliva, urinalysis, and any other testing procedures permitted by law. Urine and oral fluid samples which screen positive will be confirmed by GC/MS.

Collection Sites

The Drug Program Coordinator will designate a collection site(s) at Kimball Public Schools where individuals may provide specimens.

Collection Procedures

The Board and the TPA have developed and will maintain a documented procedure for collecting, shipping and accessing all specimens. The Board and the TPA will utilize a standard Custody and Control Form for all students participating in extracurricular activities testing. A tamper-proof sealing system, identifying numbers, labels, and sealed shipping containers will be used for specimen transportation. Collection sites will maintain instructions and training emphasizing the responsibility of the collection site personnel to protect the integrity of the specimen and maintain as proper a collection procedure that is reasonable.

Return of Results

The TPA will transmit by a secure method the results of all tests to the DPA's MRO. The MRO will be responsible for reviewing test results of students. Prior to making a final decision, the MRO shall give the individual an opportunity to discuss the result either face-to-face or over the telephone. The DPA shall then promptly tell the principal of the high school which student(s) tested positive.

Request for Retest

A split specimen will be collected for all testing methods, with the exception of alcohol testing. A positive alcohol test will be confirmed with an EBT device. Students involved in the program may, upon a non-negative test result, request that the split sample be tested (within 72 hours of being notified of the final testing result) at a second nationally certified laboratory from a list provided by the MRO. The request for the test must be submitted in writing to the MRO. Students participating in extracurricular activities are required to pay the associated costs for an additional test in advance. However, the costs will be reimbursed if the result of the split sample test is negative.

Positive Results: Whenever a student's test results indicate the presence of any of the substances prohibited (positive test), the following will occur: If the sample tests positive, the custodial parent or legal guardian will be notified and a meeting will be scheduled with the Kimball Public School Activities Director (Drug Program Coordinator), the student, and the custodial parent or legal guardian.

First Positive Test upon lab confirmation:

DPC & Principal meeting with parent/s and student;

The Student is notified of suspension from competitions in all extracurricular activities for at least 20 calendar days during the school year. If all activities in which the student participates cease before the end of the suspension, the remainder of the suspension will carry over to the following year's activities so the student completes the required number of days; and

Student must complete an approved drug and alcohol education class at the student's expense during the next available session. A district-administered negative test must be provided before the student may return to the activity; and complete follow up testing as required.

****(Sundays excluded and the student will be expected to attend and participate in all scheduled practices during the suspension)****

Second Positive Test (Grades 7-12):

DPC & Principal meeting with parent/s and the student;

The Student is notified of suspension from competitions in all extracurricular activities for at least 40 calendar days during the school year. If all activities in which the student participates cease before the end of the suspension, the remainder of the suspension will carry over to the following year's activities so the student completes the required number of days; and

Student must complete an approved drug and alcohol education class at the student's expense during the next available session. A district-administered negative test must be provided before the student may return to the activity; and complete follow up testing as required.

Mandatory drug testing, a minimum of once a month, will commence after the first parent meeting for the next 12 months or end upon graduation from Kimball Public Schools.

****(Sundays excluded and the student will be expected to attend and participate in all scheduled practices during the suspension)****

Third Offense (Grades 7-12):

DPC & Principal meeting with parent/s and student;

The Student is notified of suspension from competitions in all extracurricular activities for at least 60 calendar days during the school year. If all activities in which the student participates cease before the end of the suspension, the remainder of the suspension will carry over to the following year's activities so the student completes the required number of days; and

Student must complete an approved drug and alcohol education class at the student's expense during the next available session. A district-administered negative test must be

provided before the student may return to the activity; and complete follow up testing as required.

Mandatory drug testing, a minimum of once a month, will commence after the first parent meeting for the next 12 months or end upon graduation from Kimball Public Schools.

******(Sundays excluded and the student will be expected to attend and participate in all scheduled practices during the suspension)******

Fourth Positive Test (Grades 7-12):

DPC meeting with the parent/s and student;

Suspension of eligibility to participate in activities for the remainder of the student's time as a student at Kimball Public Schools.

SELF-REPORT OPTION:

If a student voluntarily reports, prior to being selected for random testing, to the coach, sponsor, activities director or principal within three (3) school days of the rule violation, the consequences for first and second violations will be reduced. In the case of a first violation, the suspension would be reduced to 10 days and one (1) activity. A second violation would be reduced to 20 days. This applies to first and second offenses only.

Refusal to Submit to Drug Use Test: A participating student who refuses to submit to a drug test authorized under this policy, or fails or refuses to comply with any other provision of this policy (including counseling requirements or recommendations), shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performances and competitions for 12 months from the date of the violation and qualifies as a positive test.

Adulteration/Substitution: A participating student found to adulterate/substitute a sample or with paraphernalia that would be used in an attempt to adulterate/substitute a specimen will be treated as a positive test.

Prescription Drug Error: A student that is determined to have used a prescription drug without a legal prescription in their name will be given a positive test result by the MRO. If in meeting with the Parent/Guardian it is determined that this is the result of a parent/guardian error and not an intended abuse of the substance, the following will occur: The parent will submit, in writing to the designated official, an explanation of the error and recognition of the law in regards to prescription drugs. Upon receipt of this document and recognition as a reasonable explanation by the Designated Official, the suspension from driving and activities will be lifted and no assessment or intervention will be required. The student will undergo a follow-up drug screen at the parent's expense to ensure the

banned substance(s) are gone or in decay. Upon completion of these requirements, this positive test will be removed from the student's record. This rule may only be applied one time in a student's enrollment within the school district.

Further errors ruled positive by the MRO will constitute the actions listed above.

Appeal: A student participating in extracurricular activities who has been determined by the principal or Drug Program Coordinator to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee(s). Such request for a review must be submitted to the Superintendent in writing within five (5) calendar days of notice of the positive test. A student requesting a review will remain eligible to participate in any extracurricular activities until the review is completed. The Superintendent or his/her designee(s) shall then determine whether the original finding was justified. No further review of the Superintendent's decision will be provided, and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent which shall be final and non-appealable.

Record Keeping and Confidentiality: All records pertaining to participants shall be kept separate from the student records. The record keeping and results of all testing will be held in the strictest confidence. These records will be accessible only to the Drug Program Coordinator or his designee. Records pertaining to a particular student will be destroyed upon his/her graduation from Kimball Public Schools, or one year after his/her class graduation.

SEVERABILITY

Should any sentence, clause, provision, or paragraph of this entire policy be deemed unlawful or unconstitutional, it is intended that, insofar as may be practicable, the remaining portions of this policy shall remain in full force and effect.

"Team Selection" and "Playing Time"

"Team selection" and "playing time" decisions are the responsibility of the individual coach or sponsor of the activity. Consistent, however, with the purposes of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

1. School Representative. Student participants must demonstrate that they can and will represent themselves and their school in a manner that reflects the

development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.

2. Success. Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of this criteria include the student's: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

Academic Grade Standard for Activities Participation

Participation in extra-curricular school activities is encouraged and desirable for all students. At the same time, the principle mission and responsibility for each student is to establish a firm academic foundation. A student participating in extra-curricular school activities must therefore:

1. Maintain passing grades in all classes. Any student having a grade below 70% in two (2) or more classes when grades are checked is ineligible to participate in extra-curricular activities until the student has worked his/her way off the eligibility list. The first time a student is deemed ineligible for a week, they will be placed on probation for that week. Each junior/senior high school student will be placed on probation only once per semester; each time thereafter the student will be ineligible.
2. Eligibility will be run starting the third (3rd) week of each semester and every week after that for the remainder of the semester. The period of ineligibility runs Wednesday through Tuesday. A preliminary grade will be calculated on Monday and a final grade on Tuesday. A student who is deemed ineligible on Tuesday will remain ineligible until the following Tuesday. Also, any student who fails two (2) or more classes during the first or third quarter will automatically be deemed ineligible for the first week of the following quarter.

Students who are academically ineligible cannot travel with any team, suit up for any event, or participate in any special school activity (such as prom.)

3. Eligibility requirements shall not apply to:
 - a. Instructional field trips which are a part of the scheduled course learning experience;
 - b. Activities or events which are a part of the student's grade requirements. Although junior high extracurricular activities are included in the school day and

students receive a grade, this eligibility policy is applicable to junior high activities as well. Junior High student grades are based on participation in practice not attendance outside of the school day.

4. Students and parents will be notified of their preliminary ineligibility via email on Monday of each week and official ineligibility on Tuesday of each week.
5. If a student is failing one (1) or more classes, they will automatically be referred to Longhorn Time prior to attending an activity practice. The student will attend Longhorn Time until they have a passing grade in their class(es). This will provide the student an opportunity to get the help they need to bring their grade back to passing. This time may be used to work on missing assignments, retake quizzes or tests, or work with teachers to help increase understanding. So long as a student is still eligible, as outlined in this policy, he/she may attend contests and events when contest or event times conflict with Longhorn Time.
6. If a student is failing the same class (e.g., English) for more than three consecutive weeks they will also be considered ineligible.

School Dances/Parties (Including Prom)

All school sponsored parties and dances must be scheduled through the Activities Director and/or Principal at least one week in advance of the desired date.

- Proper conduct and behavior will be expected at school sponsored parties and dances. All school policies and discipline procedures will apply.
- Unless approved by the administration, Junior High Students will not be permitted at High School social activities including but not limited to Homecoming, Winter Formal, and Prom. Also, High School Students will not be permitted to attend Junior High Social Activities.
- Out-of-school dates must be registered and approved by the High School Office ahead of time. Individuals 21 years of age and older will not be approved to attend. A student who brings a guest is responsible for their guest's behavior.
- The sponsors for each dance/party will establish a time limit where the doors will be locked and there will be no further admittance to that particular function.
- Once a student arrives at a dance/party and the doors have been closed, he/she may not leave the confines of the building or entrance area and be re-admitted.
- The school eligibility policy will be in effect for all dances/parties.

Student Fees Policy (Board Policy 501.06 and 501.07)

The Board of Education of Kimball Public Schools has adopted this student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The Board realizes some activities may require additional expenditures, which are properly to be borne by students as a separate charge. Such charges may be waived as specified below depending upon the student's eligibility for the free and reduced-price lunch program. *[In other special cases where the parent/guardian requests that the student be exempted from charges, the Superintendent shall determine granting of waivers.]* No fees, specialized or non-specialized attire or equipment shall be required of students outside this policy. This policy does not apply to tuition payments by nonresident students.

For the purposes of this policy, the following definitions shall apply:

1. Extracurricular activities means student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the school district;
2. Postsecondary education costs means tuition and other fees associated with obtaining credit from a postsecondary educational institution.

The district may charge student fees or require students to provide specialized equipment or attire in the following areas:

1. Participation in extracurricular activities, including extracurricular music courses;
2. Admission fees and transportation charges for spectators attending extracurricular activities;
3. Postsecondary education costs, limited to tuition and fees associated with obtaining credits from the postsecondary institution;
4. Transportation fees for option students not qualifying for free lunches and nonresident students as allowed by state statute;
5. Copies of student files or records as allowed by state statute;
6. Reimbursement to the district for property lost or damaged by the student;
7. Before-and-after-school or pre-kindergarten services in accordance with state statute;
8. Summer school or night school;
9. Breakfast and lunch programs.

The district may also require students to furnish musical instruments for participation in optional music courses that are not extracurricular activities. Students qualifying for free or reduced-price lunches shall be provided with a musical instrument of the school's choice. Students may rent school-owned band equipment for \$30 per year if available.

Waivers shall be provided to students who qualify for free or reduced-price lunches for fees, specialized equipment and specialized attire required for participation in extracurricular activities.

The Superintendent shall establish a Student Fee Fund and ensure that funds collected as fees for the following purposes are properly recorded and deposited to it:

- Participation in extracurricular activities;
- Postsecondary education costs;
- Summer school or night school.

The Superintendent shall promulgate regulations outlining the purposes for which fees in these three areas are collected and shall ensure such fees are spent for those purposes.

The Superintendent shall promulgate regulations to be published annually in the student handbook authorizing and governing:

- Any non-specialized clothing required for specified courses and activities;
- Any personal or consumable items a student will be required to furnish for specified activities;
- Any specialized equipment or specialized attire which a student will be required to provide for any extracurricular activity, including extracurricular music courses.

The Superintendent shall also promulgate regulations authorizing and governing the following areas:

- All fees to be collected within the nine numbered areas of the third paragraph of this policy;
- Any other types of specialized equipment or attire to be provided by all students in the nine numbered areas of the third paragraph of this policy;
- Procedures and forms for students or parent/guardians to apply for waivers under this policy;

- Deadlines for waivers for all types of fees;
- Procedures [to avoid the direct handling of fees; for the handling of fees] for students receiving postsecondary education credits;
- Procedures for handling of fees related to summer school or night school;
- Attendance requirements and procedures in connection with evening, weekend or summer use of facilities related to all extracurricular activities to avoid conflict with this policy.

The maximum dollar amount of each fee must be specified as part of the administrative procedures policy.

Public concerns or complaints regarding required fees, attire or equipment shall be addressed under Policy 1001.02, Public Involvement.

This policy will be reviewed and re-adopted annually in August at a regular or special meeting of the board. This shall include a review of the amount of money collected under this policy and the use of waivers as provided by this policy. The policy shall be published in the student handbook provided at no cost to each household.

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

A. Definitions

1. "Students" means students, their parents, guardians or other legal representatives.
2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count

toward graduation or advancement between grades; and (3) are not otherwise required by the district.

3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

B. Listing of Fees Charged by this District

1. Guidelines for Clothing Required for Specified Courses and Activities

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

2. Safety Equipment and Attire

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

3. Personal or Consumable Items

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

4. Materials Required for Course Projects

The district will provide students with the materials necessary to complete all curricular projects. In courses where students produce a project that requires more than minimal cost for materials, the finished product will remain the property

of the district unless the students either furnish or pay for the reasonable cost of materials required for the course project.

The maximum dollar amount charged by the district for course materials shall be:

Industrial Technology Classes	\$30
Art Classes	\$30
Family and Consumer Science Classes	\$30

5. Extracurricular Activities

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

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

Student activity card	\$30.00
<i>Covers admission to all extracurricular events</i>	
National Honor Society	\$30.00
Freshman Class Dues	\$30.00
Sophomore Class Dues	\$30.00

Junior Class Dues	\$30.00
Senior Class Dues	\$30.00
Cheerleading, Drill Team, Flag Corps	Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be \$500.00
Football	Students must provide their own football shoes, undergarments, and mouth guards
Golf	Students must provide their own golf shoes, undergarments and clubs
Softball and Baseball	Students must provide their own shoes, gloves, and undergarments
Track, Volleyball, Wrestling and Basketball	Students must provide their own shoes and undergarments
National FFA Organization	Students must purchase their own jackets and pay dues of \$30.00

6. Post-Secondary Education Costs

Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, students must pay all costs associated with such

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

7. Transportation Costs

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

The maximum dollar amount of the transportation fee charged by this district shall be \$25.00.

8. Copies of Student Files or Records

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

The district may charge a fee of \$.25 per page for reproduction of student records.

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

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

The maximum dollar amount charged by the district for these services shall be \$100.00.

10. Participation in Summer School or Night School

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

The maximum dollar amount charged by the district for summer and night school shall be \$100.00.

11. Charges for Food Consumed by Students

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

The maximum dollar amount charged by the district for the breakfast and lunch programs will be established by the Board of Education.

12. Charges for Musical Extracurricular Activities

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

Band	Students must provide their own instruments and marching band shoes. The maximum dollar amount charged will be \$100.00.
Show Choir	Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be \$200.00

C. Waiver Policy

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

D. Distribution of Policy

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

E. Voluntary Contributions to Defray Costs

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

F. Student Fee Fund

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

SUPPORT SERVICES

Special Education Identification and Placement Procedures

What Does Special Education Mean?

Special education means educational experiences, curriculum and services, including transportation, through the use of staff, facilities, equipment and classrooms that have been adapted to provide special instruction for students with disabilities. In addition, special education provides the support services necessary for evaluation, placement and

instruction for students with disabilities. These services are free to parents, unless they elect to place their child in a program other than one approved by the school district.

How are Students with Disabilities Identified?

The request for permission will include a description of the action to be taken and a description of each evaluation procedure. Written statements showing the results of the evaluation and the reasons for placement in a special education program must be kept on file. Within 30 days after a student has been verified as having a disability, a conference will be held with parents. Advance notice will be given. At the conference, an Individual Education Program (IEP) will be developed.

Students Who May Benefit

A student verified as having autism, behavior disorder, developmental delay, hearing impairment, mental handicap, orthopedic impairment, other health impairment, specific learning disability, speech language impairment, traumatic brain injury, or visual impairment may be placed in regular education with support services or may benefit from a special education classroom or service.

Independent Evaluation

If a parent disagrees with an evaluation completed by the school district, the parent has a right to request an independent educational evaluation at public expense. Parents should direct inquiries to school officials to determine if the school district will arrange for further evaluation at public expense. If school district officials feel the original evaluation was appropriate and the parents disagree, a due process hearing may be initiated. If it is determined that the original evaluation was appropriate, parents still have the right to an independent educational evaluation at their own expense.

Reevaluation

Students identified for special education will be reevaluated at least every three years by the IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, are needed. The school district shall obtain parental consent prior to conducting any reevaluation of a student with a disability.

Individual Education Program (IEP)

Each student with a disability must have a written IEP prepared by the staff in cooperation with parents specifying programs and services that will be provided by the schools. If necessary, the district will arrange for interpreters or other assistants to help parents in preparing and understanding the IEP. Once in place, the program is reviewed on a regular basis with the parent.

An IEP is developed in a conference setting. Parents will be notified of the persons who will be in attendance. The IEP conference shall include at least the following:

1. A representative of the school district;
2. An individual who can interpret the instructional implications of evaluation results;
3. One or both parents;
4. The child (when appropriate);
5. At least one regular education teacher if the child is, or may be participating in the regular education environment;
6. At least one special education teacher;
7. A representative of the nonpublic school if the child is attending a nonpublic school;
8. A representative of a service agency if the child is receiving services from an approved service agency; and
9. Other individuals, at the discretion of the parent or school district.

It is permissible for parents to bring other persons to the IEP meeting, but it is a good idea to inform the school before the scheduled meeting. The school district will provide parents with a copy of the IEP.

Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). The school district must assure that students with disabilities are educated with students who do not have disabilities, to the maximum extent possible. Students are entitled to have supplementary aids and services to help them in a regular educational setting. Students with disabilities may be placed in special classes, separate schools or other situations

outside the regular educational environment when the nature of the child's needs require specialized educational techniques which are not available in current settings. Determination of a student's educational placement will be made by a team of persons who knows the student and who understands the tests and procedures that assess the student's learning abilities. Team members know the available programs and services that might help the student. Parents are asked for written consent to determine whether or not they approve the educational placement recommended for their child. If the parent does not speak English or is hearing impaired, an interpreter may be requested. Written notice shall be given to parents a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

Alternative Programs

Parents have a right to know about available private and public programs, other than those offered by the schools. The school district staff will provide information about those programs on request. If parents place the student in one of those programs, however, the school district is not required to pay for the student's education.

Transportation of Students Receiving Special Education

The district special education staff will make arrangements for transportation for eligible students to the extent such is required by the student's IEP. Students assigned to special education programs requiring attendance at schools outside their regular attendance area will be transported. Special conditions may warrant that special education students receive transportation to their assigned schools. If parents are dissatisfied with a transportation decision, they may contact the Superintendent for a review.

Access to Student Records

Parents have the right to inspect and review any education records relating to their child that are collected, maintained or used by the school district in providing educational services.

Nonpublic School Students

Students in state-approved nonpublic schools may participate in special education programs in the same manner as public school students.

Parental Review of Programs

Parents who want to review their child's placement for any reason should request an IEP team meeting. If parents are not satisfied with the results of the conference, they may appeal to the Nebraska Department of Education for a formal hearing to be conducted by a state hearing officer. Parents dissatisfied by the findings and decisions made in a state level hearing have the right to bring civil action.

Plans and Budget

With the exception of personally identifiable student records, district special education plans and budgets are available for public inspection.

This is a summary of the Kimball Public School district plan for special education students. Anyone interested in obtaining a copy of the complete district policy (Board Policy 602.3) or a copy of the Nebraska Department of Education Rule 51 (complaint procedures) or Rule 55 (appeal procedures) may contact the Superintendent at the Kimball Public School District Offices.

Guidance Services

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

Health Services

Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. When students are sent home for a fever greater than 100°F they are to remain out of school for a minimum of 24 hours without fever reducing medication. Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

Guidelines for Administering Medication

Whenever possible your child should be provided medications by you outside of school hours. In the event it is necessary that the child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school office.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school. The school nurse may limit medications to those set forth in the Physician's Desk Reference (PDR).

For non-prescription medication that must be given on a routine basis by school personnel, parents must complete form Med-B. School personnel can occasionally give non-prescription drugs, such as non-aspirin and antacid. Parents must have signed the Authorization form indicating what type of non-prescription medication can or cannot be administered to their student.

Students should not dispense any type of medication to another student.

School Health Screening

Children in seventh and tenth grade are screened for vision, hearing, dental defects, height and weight. The screening program also incorporates a BMI calculation at the seventh and tenth grades. Students entering the Student Assistance Process at any grade level, and those about whom health concerns are identified to the school nurse, may also be screened. Parents are notified of any health concerns as they are identified. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school health office where their child attends at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

Physical Examination and Visual Examination

Evidence of a physical examination and vision examination by a qualified physician is required within 30 days of enrollment of the child into any Early Childhood Special Education classes, kindergarten and the seventh grade, or in the case of transfer from out of state to any other grade. A parent or guardian who objects may submit a written statement of refusal for his or her child. The statement will be kept in the student's file. Waiver forms are available in the school office.

Immunizations

Immunizations against the following diseases are required for every child:

• measles • mumps • rubella • poliomyelitis • diphtheria • pertussis • tetanus

All students in all grades will be required to present evidence of:

- 3 doses of DTP, DTaP, DT, or Td vaccine with one dose given on or after the 4th birthday.
- 3 doses of Polio vaccine.
- 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age.
- 2 doses of MMR or MMRV vaccine given on or after 12 months of age and separated by one month or more.
- 2 doses of Varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had the varicella disease, they do not need any varicella shots.

Ages 2 through 5 years enrolled in a school-based program not licensed as a child care provider (i.e., Head Start and Early Childhood Special Education) will be required to present evidence of:

- 4 doses of DTaP, DTP, or DT vaccine
- 3 doses of Polio vaccine
- 1 dose of MMR or MMRV vaccine given on or after 12 months of age
- 3 doses of Hepatitis B vaccine
- 3 doses of HiB vaccine or 1 dose of HiB vaccine given at or after 15 months of age.
- 1 dose of varicella(chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.
- 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age.

Students must show proof of immunization upon enrollment in Kimball Public Schools. Any student who does not comply with the immunization requirements will not be permitted to continue in school.

Students with medical conditions or sincerely held religious beliefs which do not allow immunizations may complete a waiver statement that is available in school health offices.

Students with a signed waiver statement may be excluded from school in the event of a disease outbreak.

Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be used when enrolling a new student in school. If your child is registering with Kimball Public Schools for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

Guidelines for Head Lice

The following guidelines are in place to: better control a nuisance condition; reduce absenteeism due to head lice; and involve parents as partners with the school in control efforts:

1. Children will be sent home from school for live head lice. In the event the child has TWO cases of live lice in a semester, he or she will be sent home until free of both live lice and nits (eggs).
2. Health office staff will provide written treatment information and instructions, including how to check and identify head lice*.
3. A child who is sent home from school for head lice should miss no more than two school days.
4. A child who has been sent from school due to head lice must come to the health office for inspection before returning to class.
5. A child who returns to class with nits (eggs) will be checked again in 7-10 days.
6. Families are encouraged to report head lice to the school health office.
7. Individual buildings will perform classroom-wide or school-wide head checks as needed in order to control the condition at school.

*Nit removal will be emphasized for effective management of the condition.

For more information call the school nurse.

DRUGS, ALCOHOL AND TABACCO

Drug-Free Schools

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

Education and Prevention:

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

Drug and Alcohol Use and Prevention.

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

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

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

abuse, so that its economic, social, educational, and physiological consequences may be made known to the students of the District.

It shall further be the policy of the District, through the instruction earlier herein referred to, as well as by information and consistent enforcement of the Board's policy pertaining to student conduct as it relates to the use of illicit drugs and the unlawful possession and use of alcohol, that drug and alcohol abuse is wrong and is harmful both to the student and the District, and its educational programs.

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

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

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

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

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

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

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.

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

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

Drugs and Alcohol Prohibited - Standards of Conduct for Students:

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

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

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

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

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

Authorized Use:

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

Disciplinary Sanctions:

1. Violation of this policy may result in suspension or expulsion. Prohibited substances will be confiscated and could be turned over to law enforcement authorities. The student may be referred for counseling or treatment. Parents or legal guardian will be notified.
2. If the student is observed to be violating this policy, the student will be escorted to the Principal/Superintendent's office immediately, or if not feasible, the Principal/ Superintendent will be notified. The student's parents or legal guardian will be requested to pick up the student. If it appears there is imminent danger to other students, school personnel, or students involved, the Principal/Superintendent, or such other personnel as authorized by the Principal/Superintendent, may have the student removed by authorized medical or law enforcement personnel.
3. Parents and students shall be given a copy of the standards of conduct and disciplinary sanctions required and shall be notified that compliance with the standards of conduct is mandatory.

Intervention:

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

Administration:

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

Safe and Drug-Free Schools-- Parental Notice

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

STATE AND FEDERAL PROGRAMS

Notice of Nondiscrimination

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

Designation of Coordinator(s)

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

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

Anti-discrimination & Harassment Policy

Elimination of Discrimination. The Kimball Public School District hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

Preventing Harassment and Discrimination of Students.

Purpose: Kimball Public Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, the Kimball Public Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, religion, national origin, sex, disability or age is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

Sexual harassment may exist when:

- Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;
- Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time.
- The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, classroom or educational environment.
- Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

Complaint and Grievance Procedures:

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of Kimball Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent of Kimball Public Schools, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent of Kimball Public Schools will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

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

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

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.

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

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as

requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

NOTICE CONCERNING DIRECTORY INFORMATION

The district may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent previous educational agency or institution attended. A parent or eligible student has the right to refuse to let the district designate any or all of those types of information about the student as directory

information. The period of time within which a parent or eligible student has to notify the district in writing that he or she does not want any or all of those types of information about the student designated as directory information is as follows: two weeks from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION

The district's policy is for education records to be kept confidential except as permitted by the FERPA law, and the district does not approve any practice that involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The district does not either approve or disapprove such teaching practices, and designates such student work as directory information and as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the district in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

Notice Concerning Disclosure of Student Recruiting Information

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

Notice Concerning Staff Qualifications

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

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

2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, Kimball Public Schools will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the Act.

Student Privacy Protection Policy

It is the policy of Kimball Public Schools to develop and implement policies that protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student).

For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Right of Parents to Inspect Instructional Materials: Parents shall have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the

building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" for purposes of this policy means individually identifiable information about a student including: (1) a student or parent's first and last name, (2) home address, (3) telephone number, and (4) social security number. The term "personal information," for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and

assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program that has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy: The District shall provide parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District shall directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be "sensitive" for purposes of this policy:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student's parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Breakfast and Lunch Programs (Board Policy 801.01)

The Kimball Public Schools shall offer a Food Service Program in each of its buildings that may include both a breakfast and a lunch program.

The Food Service program is intended to offer wholesome, well-balanced meals that are within the guidelines set forth by the Food and Nutrition program under the Department of Education.

The Board of Education shall set the cost for meals offered in the program, and shall annually review the lunch prices set for the program. The program's goal is to be a self-sufficient program. However, general fund support will be provided to the program when in the determination of the Board such support is needed to sustain the program, and the amount determined shall be set into the annual school district budget.

The program shall have a Food Service Director recruited and hired by the Superintendent of Schools, and will work directly under the Superintendent of Schools. The director of the program shall have the responsibility to hire personnel and oversee the total operation of the program to make certain that all guidelines are met as set forth by the Food and Nutrition program under the Department of Education.

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

Free and Reduced Priced Meals

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

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

FREE OR REDUCED PRICE BREAKFAST AND LUNCH MEALS FOR NEEDY CHILDREN (Board Policy 801.02)

National School Lunch Program regulations require that lunches be provided for needy pupils when family income is insufficient to provide the basic necessities, including food of the proper quality and amount for good nutrition.

Parents shall be informed of the school district policy concerning "Meals for Needy Children." A letter and application form will be distributed to all parents during the first few weeks of school. The letter will contain information on the eligibility standards, procedures for applying for free "Meals for Needy Children" and how an appeal may be filed for an adjustment in the decision with respect to their application. This information and an application form will be provided whenever a new pupil is enrolled.

A public news release containing this same information will be made available to local news representatives early in the school year. Copies of this **public release will be made available** upon request to any interested party. Subsequent changes in the district eligibility standards during the school year, which are approved by the state agency, will also be publicly announced.

1. Free or reduced price breakfasts and/or lunches will be provided for all pupils who qualify on the basis of financial need.
2. There shall be no discrimination in the furnishing of meals to students (because of race, religion, source of income, etc.).
3. The anonymity of pupils receiving assistance under this policy shall be protected. The names of these pupils will be treated in a confidential manner. They will use the same tickets for milk and meals and will obtain these in the same manner and place as do all other children.
4. Requests for free meals, reduced price meals, which have been denied may be appealed to the superintendent.
5. Records of pupils receiving assistance will be kept in each school. A monthly report will be submitted to the district office where records for audit purposes will be maintained.
6. Eligibility for the "Meals for Needy Children" program will be based on the following:

A. Emergency Situations

A child's statement of need is sufficient for providing assistance on a temporary basis. A family contact should be made immediately to determine extent and probable duration of need. In cases of family emergency such as sudden

unemployment, illness, death, desertion, etc., assistance will be provided as needed.

B. Objective Standards of Need

Eligibility for assistance, other than that for emergency situations, will be determined on the basis of income and family size as indicated on the scale provided by the district.

C. Priority to Neediest Families

If it is not possible for the district to meet all requests for free or reduced price meals, priority shall be given to those children from families whose income is lowest on the scale regardless of source of income.

7. If school authorities feel that a family's financial situation has changed, and the pupils are no longer eligible for free/reduced meals, a hearing procedure will be used by the Superintendent to challenge the continued eligibility. In the event of such a challenge, the family will be given a reasonable period of time in advance of the hearing to review the information on which the challenge is based. Children will continue to receive free/reduced meals until the conclusion of the hearing procedure.

Collections of Meal Funds (Board Policy 801.03)

The Administration of the Kimball Public Schools shall make every effort to collect the funds due to the district for individual student expenditures or charges for breakfast, lunch or other foods sold to the student from the Food Service Program.

School personnel are directed to withhold student report cards when the student's meal account is in the negative at least \$5.

The Superintendent is directed to develop procedures to implement this policy.

Collections of Meal Funds—Administrative Procedures (Board Policy 801.04)

Annually all parents will be provided with a copy of the Free and Reduced Lunch Application and encouraged to complete the application and submit it to the Food Service Director if they believe that they qualify under the guidelines provided.

At the end of the first week of school, the Food Service Director will review the list of family meal accounts and cross-reference it with last year's list of families who qualified for Free or Reduced meals. Another application will be sent to all families who qualified last year but have not yet submitted a new application. The application form will be

accompanied by a letter requesting that the parent complete and submit the application. A copy of that letter will be placed in a file, thereby demonstrating the district's efforts.

To keep families or individuals up-to-date on meal account balances a monthly mailing will be done to inform them of the account balance. School personnel will contact the parent by phone when a family meal account reaches a negative balance of \$100 to inform them that their student(s) will not be allowed to charge on the family account. The parent must send daily funds to pay for school lunch or send a lunch to school with their child until the negative account balance has been cleared. In situations where parents fail to respond to payment requests, the district will file a claim for payment in Small Claims Court or turn those accounts over to a collection agency for processing.

Parental Involvement Policy (Board Policy 1001.02)

Pursuant to LB 1161, it shall be the policy of the Kimball Public Schools to involve parents in the schools while acknowledging the rights of parents to have access to the schools, and information about testing, curriculum, programs, and their own child.

The Kimball Schools shall seek to involve and inform parents in ways, such as but not limited to, the following:

- Scheduled parent-teacher conferences.
- Serving on strategic planning committees.
- Serving on classroom or other topical committees.
- Sponsoring and inviting parents to special educational seminars/presentations.
- Encouraging parental visits in school.
- Opening our school to parents to attend school activities and having special recognition nights for parents.
- Using parents to help sponsor on class trips or activities.
- Continuing to promote our teacher evaluation component, which has provisions for making and logging parent contacts by the teacher.
- Publish annually a report to parents & patrons.

In addition, the district acknowledges certain rights parents/guardians shall have relative to accessing information regarding the school, its materials, its curriculum, testing data, and the parent/guardian's individual child's performance and records. These rights shall be as follows:

1. As provided by federal law, parents may access all records pertaining to their children who are under the age of 18. For children who are over the age of 18, access may be with the agreement of the student.

2. Parents may check out for a period of 14 days copies of available textbooks used in the curriculum of the Kimball Public Schools. Such books must be returned in substantially the same condition as when they were borrowed. If books are damaged beyond use, the cost for new replacement shall be assessed.
3. Parents may review curriculum documents, media materials, and other such materials during the regular working hours. Notice of five working days to provide such materials for review shall be required. Board of Education Policy shall govern complaints relative to the appropriateness of instructional materials, and procedures and forms for parents to request the reconsideration of instructional or media materials will be provided.
4. Upon written request, within three days, submitted to the building principal by the parent/guardian, children shall be excused from specific surveys, standardized testing, instructional sessions, or other school experiences which the parent or guardian finds as objectionable. The request shall include the reason or reasons the parent or guardian finds the material to be objectionable. An alternative lesson or assignment may be provided in appropriate situations where a child would be excused from a specific instructional session, or survey, or standardized test.
5. Parents may upon any reasonable advanced written request, upon a school provided form, attend and monitor courses, assemblies, counseling sessions, and other instructional activities, unless such attendance would substantially interfere with a legitimate school interest.
6. A standardized testing program to meet requirements of state standards and assessments is established for the district. School wide results of the standardized testing programs are part of the annual report to parents and patrons. In addition, a parent report is provided to the student's parent/guardian which provides the individual student profile and data as to the student's test performance. Test data is also recorded in the student's cumulative record. Upon request by the parent/guardian, the district will provide a time and date upon which a parent may review a sample of the test.
7. This policy shall be adopted following a formal public hearing and reviewed on an annual basis and either altered or reaffirmed by the board following a public hearing.

Homeless Students Policy (Board Policy 502.08)

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

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

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

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

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

ADDITIONAL POLICIES AND PROCEDURES

Multicultural Policy (Board Policy 602.01)

It shall be the policy of the Kimball Public Schools, in compliance with such legal authority by way of the following policy:

1. Statement of the philosophy or mission of the district Multi-Cultural Education Program.

It is the philosophy of the district as well as the mission of the district to provide learning experiences for students to obtain knowledge about and respect for the diversity and commonalities of the cultures, histories, and contributions of African Americans, Hispanic Americans, Native Americans, and Asian Americans and to adequately stress the contributions of all ethnic groups.

2. Development of district program goals.

It shall be the duty of the Superintendent of Schools or his or her designee to develop program goals reflecting multi-cultural education at the local level. Generally such goals shall include, but not be limited to, infusing into all subject areas of the core curriculum in grades K-12, appropriate informational items and activities which will provide learning experiences for students in accordance with

the statement of philosophy and mission of the district's Multi-Cultural Education Program Policy.

It shall further be the policy of the district to include informational items in the core curriculum when educationally appropriate and when such inclusion would not cause an inappropriate deviation from the particular discipline being taught, studies relative to the culture, history, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans, and all ethnic groups. Such inclusion shall place special emphasis on human relations and sensitivity toward all races as it relates to language arts, social science, science, mathematics, vocational education, foreign language, visual and performing arts, and personal health and physical fitness.

It shall further be the policy of the Board to direct the administrator to use such methodologies and personnel as the administrator or his designee deems appropriate to develop a district program at the local level with due regard for the need to present knowledge about cultures, histories, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans, and all ethnic groups to the local district as well as to the State of Nebraska and the various disciplines of the core curriculum.

On or before November 1, 1995 and annually thereafter, the Superintendent of Schools shall further present evidence in a form prescribed by the Nebraska Department of Education that multi-cultural education is being taught to students in accordance with this policy. A copy of this report shall be presented to the Board of Education as evidence the district is teaching multi-cultural education as provided by this policy.

The Superintendent of Schools shall periodically, as deemed appropriate by the Superintendent of Schools, provide staff development for the administrative staff, the teaching staff and the support staff of the district. Such staff development shall be consistent and congruent with this policy and shall have as its objective enabling such staff to develop an effective multi-cultural education program in the district.

The Superintendent of Schools shall designate a staff committee on terms as the Superintendent may determine for selecting appropriate materials for meeting the purpose of this policy. The process for selecting appropriate materials shall be as deemed appropriate by the staff committee, which shall be charged by the Superintendent of Schools with rendering to the Superintendent of School's periodic reports as to the selection of such materials as well as a periodic assessment of the district's Multi-Cultural Education Program as defined by this policy.

It shall be the policy of the district to further designate local community members to work in concert with the staff committee and the administration in the development, implementation, and assessment phases of the multi-cultural education plan of the district as described in this policy. Staff and community representatives in this process shall include such cultural diversity of the district as may exist, if any. It shall not be the policy of the district concerning the local development, implementation, and assessment of the multi-cultural education plan to be obliged to rely on any representatives from outside of the district. However, nothing in this policy shall prohibit the Superintendent of Schools from seeking out such representatives, if in his sole discretion, such representatives would be of benefit to the district in the development, implementation, and periodic assessment of the multi-cultural education plan of the district.

The incorporation of multi-cultural education into the core curriculum of the district in grades K-12 shall have taken place on or before the last day of the 1994-95 school year and shall continue thereafter.

Complaint Procedures (Board Policy 401.18)

Definition:

A complaint shall mean a claim based upon an event(s), action(s), or condition(s), which causes grief, pain, or resentment for an individual against school personnel or the district.

Procedure:

An individual having a complaint against school personnel or the district shall follow the following outlined procedure in an effort to resolve the complaint. The procedures outlined here and the forms used shall be the district's standard procedures/forms in all matters of district/employee jurisdiction with the exception of challenges of instructional/media materials, which uses another procedure.

Timelines:

Any formal complaint procedures, which begin at Level II, must be initiated within 60 calendar days of when the alleged incident(s) or event(s) occurred. The administrator in an unusual circumstance may waive this.

Level I

The initial step of the complaint procedure shall be for the complainant to meet informally with the school employee involved. The school employee's immediate supervisor shall

arrange such informal meeting, though the supervisor may or may not be present at this meeting.

Level II

If the complaint is not resolved at the Level I informal step, the complainant may initiate formal complaint procedures which begin at Level II. The complainant shall complete the School Complaint Form -- Level II and return it to the employee's direct supervisor or designated school official as in the case of an ADA, Title IX, etc. situation. The receiving school official for the specified complaint shall initiate a complaint file. Within five (5) school days of receipt of this form, the supervisor/designated person shall meet privately with the school employee and provide him/her a copy of the complaint, discuss it, and also provide a Response Form to the employee. The employee shall within five (5) days return the Response Form to his/her supervisor. A copy of the complaint and response shall be placed in the file.

Level III

At Level III, the employee's supervisor shall, upon receipt of the response form, determine the next appropriate action. Further investigation may be needed. Further investigation may include third parties as in the case of possible violation of statutes or case laws. If turned over to a third party for investigation by either the complainant or the school district, further actions will be delayed until the third party investigation is completed, though there could be exceptions to this depending on the nature of the complaint.

If a third party is not involved in the investigative process, the school district's employee supervisor shall study, analyze, and respond to the formal complaint. This response shall be in writing on an Action Form, a copy of which shall be forwarded to both the complainant and the employee, referred to as the respondent. A copy of the Action Form shall be placed in the complaint file.

Level IV

The complainant upon receipt of the Action Form will have these options available. He/She may agree with the supervisor's determination and sign and return the form within five (5) days of receipt of the form. He/She may disagree with the response and indicate disagreement but with no further action requested. The complainant may request the response be appealed to the Superintendent of Schools. Such Appeal Form will be given to

the complainant or respondent upon request, and returned to the Superintendent's office by the complainant.

The Superintendent, upon receipt of the "Appeal Form" shall within ten (10) days respond to the complainant or respondent with Action Form II. In making his/her decision, the superintendent shall request the Complaint File established for the given complaint, and shall conduct his/her investigation, as he/she deems necessary.

Level V

When the complainant or respondent has received the Superintendent's response on Action Form II, the complaint procedure is concluded except that the complainant or respondent for placement on the Board agenda at a regularly scheduled meeting can make a formal request. If this complaint involves school personnel, the Board shall hear the parties to this complaint in a closed session of the board. Any action the Board might deem necessary to take would only be taken within the parameters of board policy and due process proceedings that might be applicable.

Copyright and Fair Use Policy

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

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

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

- the effect of the use upon the potential market for or value of the copyrighted work.

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

Network, E-Mail, Internet and Other Computer Use Rules (Board Policy 603.08)

The Kimball Public Schools Board of Education recognizes that the use of electronic media, telecommunication and technology access is an important aspect of education. Therefore they authorize the Superintendent of Schools or his designees to direct, establish, and enforce regulations, forms, procedures, guidelines, and standards for the use of the school's resources in these and related areas.

These include, without limitation, computers and related technology equipment, all forms of E-mail or electronic communication, and the Internet. Neither staff nor students shall use school technology resources for school-provided access to the Internet for material that is obscene, violent in nature, or is pornography.

It is the intent of the Board to meet all the criteria relating to the Children's Internet Protection Act, and all other applicable laws.

STUDENT ACCESS TO NETWORKED INFORMATION RESOURCES

In order to match electronic resources as closely as possible to the approved district curriculum, district personnel will review and evaluate networked information resources order to offer material, which complies with Board guidelines listed in Board Policy 603.1 governing the selection of instructional materials. In this manner, staff will provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the district curriculum. All students will be informed by staff of their rights and responsibilities as users of the district network prior to gaining access to that network, either as an individual user or as a member of a class or group.

As much as possible, access to district information resources will be designed in ways, which point students to those which have been reviewed and evaluated prior to use. While students may be able to move beyond those resources to others that have not been evaluated by staff, they shall be provided with guidelines and lists of resources particularly suited to the learning objectives. In addition, Kimball Public Schools utilizes software on all computers with access to the Internet as a means for monitoring access by minors as well as restricting Internet access to inappropriate websites. Students may pursue electronic research independent of staff supervision only if they have been

granted parental permission and have submitted all required forms. Permission is not transferable and may not be shared.

I. INTERNET RULES

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Parent permission is required for minors. Access is a privilege, not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers would always be private.

During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear responsibility for such guidance as they must also exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

The following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks Violating copyright laws
- Using others' passwords
- Trespassing in others' folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Accessing information that is obscene or inappropriate in content
- Using school resources to engage in "hacking", "cracking", or attempts to otherwise compromise any system and or its security
- Engaging in any illegal activities using school resources

- Using electronic mail, chat rooms, and other forms of direct electronic communications for personal purposes
- Providing personal information, such as full name, school, address, and telephone number outside the school network
- Using personal disks, CDs, USB drives, and other storage devices in school computers

II. SANCTIONS

1. Violations will result in a loss of access.
2. Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior.
3. When applicable, law enforcement agencies may be involved.

Kimball Public Schools Electronic Mobile Device Policy and Procedures

The purpose of this policy is to provide understanding and define expectations for the care and use of Mobile Devices by all users.

The focus of the mobile device program at Kimball Public Schools is to provide tools and resources to the 21st Century Learner. The use of Mobile Devices in the classroom and at home enhances the development of personal skills related to collaboration, communication, creativity, critical thinking, organization and work ethic. Therefore, the integration of a variety of technological devices throughout the educational program is essential to the growth and preparation of students for college and the workplace.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. The immersion of Mobile Devices does not diminish the vital role of the teacher as the greatest resource for our students. Mobile Devices are a tool, no different than a calculator, book or notebook, to be utilized for the improvement of the learning environment. The devices will allow the teachers to facilitate learning by increasing available resources and strategies used in the classroom.

The mission of Kimball Public Schools is assist students in developing the academic and social skills necessary to be successful citizens of our global community. The use of

Mobile Devices facilitates this mission by providing additional resources and increasing the awareness of safety in an online environment. Digital citizenship and internet safety are primary concerns and are addressed in all disciplines.

The policies, procedures and information within this document apply to all Mobile Devices used in the Kimball Public School District, including all other devices considered by administration to fall under this policy. Teachers may set additional requirements for the use of such devices in their classroom.

1. MOBILE DEVICE SPECIFICATIONS

Chromebook Lenovo N23

Chromebook - Lenovo 100e

Restriction: No personal machines will be allowed in Kimball Public Schools without permission from building administration.

2. RECEIVING AND CHECKING OF YOUR MOBILE DEVICE

2.1 Receiving Your Mobile Device

Mobile Devices will be distributed each fall during Kimball Mobile Device

Orientation. Parents and students must sign and return the Mobile Device Acceptable Use and Student Pledge document before the Mobile Device can be issued to their child.

2.2 Mobile Device Check-in

Mobile device will be returned during the final week of school so they can be checked for serviceability. If a student transfers out of the Kimball Public School District during the school year, the Mobile Device will be returned at the time of check out.

2.3 Check-in Fines

Individual school Mobile Devices and accessories must be returned to the KPS designated check-in site at the end of each school year.

Students who withdraw, are suspended or expelled, graduate early, or terminate enrollment for any other reason must return their individual school Mobile Device upon the date of termination. If a student fails to return the Mobile Device at the end of the school year or upon termination of enrollment at KPS, that student will be subject to criminal prosecution or

civil liability. The student will also pay the replacement cost of the Mobile Device, or, if applicable, any fees that are deemed necessary. Failure to return the Mobile Device will result in a theft report filed with local law enforcement.

Furthermore, the student will be responsible for any damage to the Mobile Device, consistent with the District's Mobile Device Policy and must return the device and accessories to the designated check-in site in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the Mobile Device.

3. CARE OF YOUR MOBILE DEVICE

Students are responsible for the general care of the mobile device that has been issued to them by the school. Mobile Devices that are broken or fail to work properly must be taken to the Technology Director for an evaluation of the device.

3.1 General Precautions

- Follow the Mobile Device and Kimball Public Schools Acceptable Use Agreements.
- Carefully insert/remove cords, cables and cards to avoid damage.
- It is the student's responsibility to keep the device charged for school each day.
- Students must keep the device and its case free of damage, while not in use.
- Stickers, or labels that are not the property of Kimball Public Schools shall never be attached to the mobile device.
- Kimball Public Schools labels should never be removed or tampered with.
- Food/drink is not recommended while using the Mobile Device.

3.2 Storing Your Mobile Device

Secure your Mobile Device at all times. Never leave the Mobile Device in an area that is unsupervised or unlocked, any vehicle (at home or at school), or with an untrusted individual.

Unsupervised areas: (include but are not limited to)

- School grounds and campus.
- Lunchroom, computer lab, media center, locker rooms, unlocked classrooms, gymnasium, lockers, and hallways.

Any Mobile Device left in these areas is in danger of being **stolen**. A mobile device found in an unsupervised area will be turned in to the office or Technology Director. The student responsible for the device will attend a retraining session on the care and use of the device.

- When not using the Mobile Device, students should store the device in a locker or other secure location. Do not place items on top of the device.
- Students in athletics and activities must take care to ensure their Mobile Device is secured if they bring the device to practice or events.
- Secure locations for temporary storage include checking the device in with a teacher, media director, or office.

3.3 Transporting or Carrying Your Mobile Device

Care must be taken when placing the Mobile Device into backpacks, lockers, folders and/or workbooks to avoid placing pressure and weight on the Mobile Device screen.

3.4 Screen Care

The screens are particularly sensitive to excessive pressure placed on the screen and can be damaged if subjected to rough treatment.

- **No Cleansers** of any type should be used to clean the screen.
- Do not lean on the Mobile Device.
- Do not place anything near the Mobile Device that may press against the screen.
- Avoid dropping or "bumping" the Mobile Device against lockers, walls, car doors, floors, etc. as it will eventually break the screen and/or other components.

4. USING YOUR MOBILE DEVICE AT SCHOOL

Mobile Devices are intended for use at school each day. In addition to teacher expectations for Mobile Device use, school messages, announcements, calendars and schedules may be accessed using the Mobile Device. Students must be responsible for bringing their Mobile Device to all classes, unless specifically instructed not to do so by their teacher.

4.1 Mobile Devices Left at Home

If students leave their Mobile Device at home, they are responsible for getting the course work completed as if they had their Mobile Device present. If a student repeatedly (3 or more times as determined by

Teacher/Administrator) leaves their Mobile Device at home, they will be required to "check out" their Mobile Device from the Media Center for a specified period of time.

4.2 Mobile Device Undergoing Repair

Loaner Mobile Devices (if available) may be issued to students during the time that their device is under repair. Loaner devices will be issued on a first come first served basis.

4.3 Charging Your Mobile Device's Battery

Students are responsible for bringing their fully charged device to school each day; therefore, the Mobile Devices need to be charged each evening. The Power Adapter that has been checked out with the device should remain at home and stored in a safe place where it will not be damaged or lost. The same charger that was issued to the student at checkout will be checked in with the device at the end of the year.

4.4 Screensavers/Background Photos

- Inappropriate or copyrighted media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary action (including but not limited to loss of use of the device).

4.5 Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Educational games may be allowed at teacher discretion. Gaming for the sake of personal amusement is prohibited.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary action (including but not limited to loss of use of the device).
- The Mobile Device is owned by the Kimball Public School District; therefore, the Acceptable Use Policy governs the use of the device at all times.

4.6 Printing

Printing will be allowed on select printers at Kimball Jr/Sr High School.

4.7 Home Internet Access

Students are allowed to set up wireless networks on their Mobile Devices. This will assist them with Mobile Device use while at home. The Chromebooks have to be connected to a Wi-Fi connection in order to function.

5. MANAGING CONTENT AND SAVING WORK

5.1 Saving to the Mobile Device

Kimball Public Schools will not back up information. It is the student's responsibility to ensure that the work is not lost due to mechanical failure or accidental deletion. Mobile Device malfunctions are not an acceptable excuse for not submitting work.

It is the student's responsibility to manage the allotted Mobile Device storage space. If the Mobile Device storage space becomes full, the student will need to delete any personal item or App(s) to make room for school required items or App(s). Remember that photos, video and music use a high amount of storage space.

5.2 Network Connectivity

The Kimball Public School District makes no guarantee that their wireless network will be up and running 100% of the time. In the rare case that the wireless network is down, the District will not be responsible for lost or missing data.

While connected to the District wireless internet, content will be filtered as it is for all devices connected on the District network. Parents will need to monitor content when students are working and connected offsite. Inappropriate content downloaded or browse/viewed on or offsite is unacceptable and subject to disciplinary action of the student. This would include noneducational games, presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures.

6. APPS AND DIGITAL BOOKS

6.1 Kimball Public Schools Installed Apps

- The applications installed by Kimball Public Schools must remain on the Mobile Device in usable condition and be easily accessible at all times
- Kimball Public Schools personnel will determine adoption or discontinued use of Apps and reserve the right to remove apps and bear no responsibility for lost data when apps are removed.

6.2 Student Installation of Apps

- Students are not allowed to load Apps on their Mobile Devices.
- Students are responsible for managing their allocated storage availability on their Mobile Devices. Personal pictures, music, and/or movies may need to be removed to allow for needed storage on Mobile Devices.

6.3 Inspection

Students may be selected at random to provide their Mobile Device for inspection by administrators or members of the Technology Committee. Inspection of the device includes the physical condition of the device and content loaded onto the device. If requested, the student must provide the username and password to access their data. Damage, tampering, or inappropriate content will result in discipline or fines to the student.

6.4 Procedure for Reloading Apps

If technical difficulties occur, unauthorized or inappropriate apps are identified, the Mobile Device will be restored to original settings and Apps. The school does not accept responsibility for the loss of any applications or documents deleted due to a restoration.

6.5 App Upgrades

- Students are **NOT** allowed to update any of the Kimball Public Schools core Apps. Kimball Public Schools personnel will periodically update those core Apps.
- Students can update any of their personal Apps.

6.6 Digital Books

- Only school approved material (books, etc.) will be allowed on Mobile Devices.

- Presence of noneducational games, pornographic materials, inappropriate language, alcohol, drug, and gang related material or pictures will result in disciplinary actions.

7. ACCEPTABLE USE

These guidelines are provided here so that students and parents are aware of the responsibilities students and adults accept when they use Kimball Public School District owned Mobile Devices.

The use of the Kimball Public School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Kimball Public School District is not transferable or extendible, by students, to people or groups outside the district and terminates when a student is no longer enrolled in the Kimball Public School District. If a person violates any of the User Terms and Conditions named in this policy or the Acceptable Use policy of the Student/Parent Handbook, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied.

Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

7.1 Parent/Guardian Responsibilities and Terms

- Will read the Acceptable Use Policy and discuss it with my child.
- Will supervise my child's use of the Mobile Device at home.
- Will make sure my child charges the Mobile Device nightly and begins the school day with a fully charged battery (Once per day unless the battery is near or fully discharged).
- Will make sure my child brings the Mobile Device to school each day.
- Will discuss appropriate use of the Internet and supervise my child's use of the Internet. Consider the use of Internet filters for home online networks.
- Will **NOT** attempt to repair the Mobile Device.
- Will report any problems or damage to the Mobile Device to the building administrator, teacher, and/or school technology director.
- Will report loss/theft of Mobile Device to school and proper authorities (police) within 24 hours if occurrence happens outside of school.
- Will **NOT** change or attempt to change the configuration of software or hardware.

- Will **NOT** remove any Apps or certificates on the Mobile Device except for personal Apps.
- Will **NOT** alter or remove the school device management certificates at any time.
- I agree to allow the school administration, teacher, or technology department to examine the device, Apps, and content at any time.
- I agree to make sure that the Mobile Device is returned to the school when requested and upon my child's withdrawal from Kimball Public Schools.
- Signing this agreement gives permission to the student to create online accounts under the Kimball Public Schools staff direction and guidance only for educational purposes.
- Should you want your student to opt out of having a Mobile Device, you will need to sign a form indicating this and understand that your student is still responsible for meeting the course requirements (may take longer).

7.2 School Responsibilities

- Provide Internet and email access to its students during the school day.
- Utilize an Internet filter to block inappropriate materials as able on and off campus.
- Provide staff guidance to aid students in doing research and help assure student compliance to the Kimball Public Schools Acceptable Use policy, copyright adherence and digital citizenship training.

7.3 Student Responsibilities

- Read the Acceptable Use policy and discuss it with my parent/guardian.
- Use computers/devices in a responsible and ethical manner.
- Charge the Mobile Device nightly and begin the school day with a fully charged battery (Once per day unless the battery is near or fully discharged).
- Bring the Mobile Device to school every day.
- Make the Mobile Device available for inspection by an administrator, teacher or technology personnel upon request and provide the username and password.
- Obey general school rules concerning behavior and communication that apply to technology use. This means use of appropriate language in all communications.

- Use all technology resources in an appropriate manner so as to not damage school equipment. This "damage" includes, but is not limited to, loss of data resulting from delays, nondeliveries, missed deliveries or service interruptions caused by the student's own negligence, errors or omissions.
- Assist the Kimball Public School District in protecting our computer system/device by contacting an administrator about any security problems they may encounter.
- Monitor all activity student accounts (Teacher Coursework).
- Follow all the timelines for collection of Mobile Devices at the end of the school year and as requested by District personnel.
- Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Kimball Public Schools for any other reason must return their individual school Mobile Device on the date of termination.
- Report to teachers or technology personnel any malfunctioning Mobile Device or damaged device.

7.4 Student Activities Strictly Prohibited

- Illegal installation use of or transmission of copyrighted materials. If you are unsure, ask a teacher.
- Any actions that violate existing Kimball Public Schools policies or public law.
- Accessing, uploading, downloading or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Using external devices with the Mobile Device without prior approval from the administration.
- Accessing other student's accounts, files, and/or data.
- Use of the school's Internet/email for financial or commercial gain or for any illegal activity.
- Giving out personal information (name, address, photo or any other identifying information), for any reason, over the Internet, including, but not limited to, setting up Internet accounts for personal use (chat rooms, EBay, email).
- Participating in credit card fraud, electronic forgery or other forms of illegal behavior.
- Attempting to alter harm or destroy hardware, Apps or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage components of school equipment.

- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the Kimball Public Schools web filter through a web proxy or any other means.
- If a student receives any communication containing inappropriate or abusive language or media, it is necessary to:
 1. Show a teacher or administrator immediately.
 2. Save a copy for the teacher/administrator.
 3. Delete the material from the device and/or storage **IN THE PRESENCE** of the teacher/administrator.
 4. Students are prohibited from sharing/forwarding any inappropriate material via email or through any other means of communication.
- Students will report loss/theft of device to parents, school and proper authorities (police) within 24 hours.
- Students **WILL NOT**:
 - Change or attempt to change the configuration or settings of managed devices. Any attempt will result in disciplinary action.
 - Attempt to repair, alter, or make additions to the Mobile Device.
 - Remove or attempt to remove Kimball Public Schools identification tags on Mobile Devices.
 - Deface device with any type of stickers or markings.
- Mobile Devices are **STRICTLY FORBIDDEN** to be used or powered on in bathrooms, dressing rooms, or locker rooms.

Violations of these prohibited activities will result in consequences as shown in

Article 8 of the Kimball Jr/Sr High School Parent and Student Handbook.

7.5 Student Discipline

The discipline procedures in the Kimball Public Schools handbooks address serious and major offenses such as stealing and destruction of school or personal property, which apply to the Mobile Device. Depending on the seriousness of the offense, students may lose Mobile Device and/or network privileges as well as being held for detention, suspension, retraining, or in extreme cases, expulsion.

Consequences in no particular order:

- Retraining of acceptable and responsible use.
- Conference with teacher and teacher documentation.
- Written or verbal warning and/or detention.
- Written or verbal contact with parents.
- Parent Conference with student.
- Suspension from Mobile Device use for 13 days or more due to repeat offenses.
- In School Suspension.
- Suspension from School.
- Expulsion
- Notification of outside agency and/or police with filing of charges where appropriate.
- Permanent loss of Mobile Device.

8. REPAIRS AND REPLACEMENTS: RELATED COSTS

8.1 Repairs or Replacement Costs

Students will be held responsible for **ALL** damage to their devices resulting from misuse, neglect, or accidental damage including but not limited to: broken screens, cracked plastic pieces, inoperability, etc.

Any damage to a mobile device due to vandalism, horseplay, etc. will result in disciplinary action and repair or replacement costs accrued by the person responsible for such damage.

Claim	
Lost Device	Full Replacement Cost Up to: \$350.00
Destroyed Device (Total Loss)	Full Replacement Cost Up to: \$350.00
Stolen Device due to Negligence	Full Replacement Cost Up to: \$350.00
Repairs	Full Repair Cost

The Superintendent, Building Principal and/or Technology Director will determine if negligence was involved in the incident and will review each case. Fees may possibly be waived and/or payment plans will be accepted on merits of each case.

The school district will contact the designated vendor to send in devices that malfunction or receive damage.

9. OTHER MOBILE DEVICES THAT REMAIN IN SCHOOL

There are Mobile Devices owned by Kimball Public School District that will remain in the school at all times. These devices will be used as loaners during repair time and Kimball Public Schools will manage these devices in regards to restrictions and installation of apps and content.

- No student will be allowed to install apps or digital books on a loaned device.
- Students will follow all the guidelines in this Policy while devices are loaned out to the individual or classroom.
- Internet access may or may not be provided to these devices.
- Screen savers - no changes allowed.

10. BYOD (Bring Your Own Device)

Kimball Public Schools does not support a Bring Your Own Device program. Personal devices will not be supported, maintained, or repaired by the District or given access to the school wireless network.

1. I will take good care of my Mobile Device.
2. I will never leave the Mobile Device unattended.
3. I will never loan out my Mobile Device to other individuals.
4. I will know where my Mobile Device is at all times.
5. I will charge my Mobile Device daily.
6. I will keep food and beverages away from my Mobile Device since they may cause damage to the device.
7. I will not disassemble any part of my Mobile Device or attempt any repairs.
8. I will protect my Mobile Device by only carrying it while in the case provided.
9. I will not place decorations (such as stickers, markers, etc.) on the Mobile Device.

10. I will not deface the serial number or District tags on any Mobile Device.
11. I understand that my Mobile Device is subject to inspection at any time without notice and remains the property of Kimball Public Schools.
12. I will follow the policies outlined in the Acceptable Use Agreement while in school and outside of the District grounds.
13. I will be responsible for all damage or loss of the Mobile Device that is caused by neglect or abuse.
14. I agree to return the Mobile Device and accessories in good working condition.
15. I will use appropriate measures to secure the Mobile Device when not in use.
16. I will use my Mobile Device in ways that are appropriate and acceptable to meet Kimball Public Schools educational expectations.

I agree to the rules and guidelines presented in the above document and promise to abide by these stipulations.

Student Name (Print)	
Student Signature	
Date	

Parent Name (Print)	
Parent Signature	
Date	

All students must return their Mobile Device and accessories at the end of each school year. If a student transfers, is suspended or expelled, or terminates enrollment at KPS the Mobile Device and accessories must be turned in by the date of termination.

Kimball Public Schools

Mobile Device Agreement Form 2022-2023

Please print the following information:

Student Name	
Grade Level	
Parent/Guardian Name	

I agree that my student and I have read and will comply with all policies and procedures with the Kimball Public School District Mobile Device Policy. I understand that this policy covers one Chromebook device and accessories that are property of Kimball Public Schools for this student named on this form.

Student Signature

Parent/Guardian Signature

Date

Kimball Public Schools

Mobile Device "Option Out" Agreement

I DO NOT wish to allow my child to take the Mobile Device and accessories off school grounds. I do understand that students are held responsible for ALL school assignments, projects, assessments, etc. that may require technology use outside of the regular school day. I choose to provide this additional technology opportunity for my student with my personal home technology.

Student Signature	
Parent/Guardian Signature	

Student Signature

Parent/Guardian Signature

Date

Notice of Nondiscrimination

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

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

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

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

Parent/Student Handbook Substantive Changes 2022-23

Staff Information update

New School Calendar

Updated Bell Schedule

P. 22 - Allow Parent to excuse student and count as excused if 5 days prior notice is given and student maintains an A or B in the class

P. 27 - Changed students able to leave classroom first and last 10 minutes of class to first 10 minutes of class.

P. 27 - Added no office referrals to attendance incentive program (also 3 tardies counts as one absence)

P. 29 - Study Hall - modified to include 9th period plan for high school students

P. 33-34 - changed Principal's Honor Roll and Honor Roll criteria to semester from quarter

P. 40 - changed ranch trip to quarterly from annual

P. 45 - Restorative Practices