



## KIMBALL PUBLIC SCHOOLS

Administration Offices  
901 South Nadine Street  
Kimball, NE 69145

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### AGENDA

The following is the agenda for the meeting of the Board of Education to be held on Monday, June 9, 2025, 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 5, 2025
8. Reading and Approval of Board Bills
9. Treasurer's Report
10. Board Reports
11. Administrator's Reports
12. Superintendent's Report
13. Recognition of Visitors - Public Comment (Policy 202.04)
14. Action Items:
  - 14.A. Discuss, consider, and take all necessary action in regard to Chromebook purchase
  - 14.B. Discuss, consider and take all necessary action with regard to adoption of a Staff Training Resolution for the 2025-26 school year
  - 14.C. Discuss, consider and take all necessary action with regard to approval of 2025-26 fees
  - 14.D. Discuss, consider and take all necessary action with regard to approval of Behavior Support Specialist job description
  - 14.E. Discuss, consider and take all necessary action with regard to review of board policies: 501.07, 503.04, 504.17, 505.07, 602.01, and 603.11.
  - 14.F. Discuss, consider and take all necessary action with regard to review, amend, repeal, consideration and/or adoption of board policies:
    - 14.F.1. 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.
      - 14.F.1.1. Discuss, consider and take all necessary action with regard to altering or reaffirming the Student Fees Policy 501.06
  - 14.G. Discuss, consider and take all necessary action with regard to revision of board policies: 103, 404.03, 404.15, 404.34, 501.01, 501.19, 502.01, 502.02, 502.13, 502.13F, 502.14, 503.07, 504.03, 506.07, 603.14, 701.36, 801.03, 802.04, and 1001.02
  - 14.H. Discuss, consider and take all necessary action with regard to the rescinding of board policies: 602.03 and 702.12

- 14.I. Discuss, consider and take all necessary action with regard to adoption of board policies: 602.06, 603.17, 603.18, and 802.06
15. Discussion Items:
  - 15.A. Discussion Item #1: District Handbooks
16. Next Meeting(s)/Opportunities:
  - 16.A. Regular Board Meeting: Monday, July 14, 2025 at 6:30 p.m. in the Meeting Room at the Kimball County Transit Service, 233 South Chestnut Street, Kimball, Nebraska
17. 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 5, 2025 at 5:00 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.

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 Smith read the mission statement of Kimball Public Schools.

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

**Present:** Taylor Brown, Travis Cook, Jennifer Griebel, Tom O'Brien, Landon Smith, Britni Toth.

Motion was made by Jennifer Griebel, seconded by Landon Smith to approve the agenda. After discussion and upon roll call vote, the Board voted as follows:

Taylor Brown: Aye  
Travis Cook: Aye  
Jennifer Griebel: Aye  
Tom O'Brien: Aye  
Landon Smith: Aye  
Britni Toth: Aye

Motion was made by Tom O'Brien, seconded by Britni Toth to approve the minutes from the Regular Board Meeting April 14, 2025. After discussion and upon roll call vote, the Board voted as follows:

Taylor Brown: Aye  
Travis Cook: Aye  
Jennifer Griebel: Aye  
Tom O'Brien: Aye  
Landon Smith: Aye  
Britni Toth: Aye

Motion was made by Landon Smith, seconded by Britni Toth to approve the current bills. After discussion and upon roll call vote, the Board voted as follows:

Taylor Brown: Aye  
Travis Cook: Aye

Jennifer Griebel: Aye  
Tom O'Brien: Aye  
Landon Smith: Aye  
Britni Toth: Aye

**Kimball Public Schools**  
**BOARD REPORT OF EXPENDITURES**  
**5/2/2025**

|        |                |    |                    |
|--------|----------------|----|--------------------|
| 109431 | CARD SERVICES  | \$ | 11,081.92          |
|        | <b>PREPAID</b> |    |                    |
|        |                |    | <b>\$11,081.92</b> |

**REGULAR MONTHLY EXPENSES**

|        |                                     |           |
|--------|-------------------------------------|-----------|
| 109425 | BERGANKDV,LTD                       | 223.78    |
| 109426 | GRANITE                             | 821.47    |
|        | TELECOMMUNICATIONS                  |           |
| 63087  | BEMIS DRUG                          | 23.97     |
| 63088  | BLACK HILLS ENERGY                  | 5,294.77  |
| 63089  | BORDER STATES INDUSTRIES            | 3,895.00  |
| 63090  | BRANCHING MINDS LLC                 | 7,700.00  |
| 63091  | CAPITAL BUSINESS SYSTEMS,<br>INC.   | 77.06     |
| 63092  | CAPITAL BUSINESS SYSTEMS,<br>INC.   | 1,593.74  |
| 63093  | CDW GOVERNMENT, INC.                | 60.31     |
| 63094  | CENTURY LINK BUSINESS<br>SERVICES   | 296.61    |
| 63095  | CITY OF KIMBALL                     | 10,521.20 |
| 63096  | THE COUNTRY PRINTER                 | 155.00    |
| 63097  | CPS DISTRIBUTORS                    | 251.94    |
| 63098  | CRISIS PREVENTION<br>INSTITUTE, INC | 213.00    |
| 63099  | CULLIGAN                            | 117.75    |
| 63100  | DAS STATE ACCOUNTING -<br>CENTRAL   | 560.50    |
| 63101  | E3 DIAGNOSTICS                      | 1,695.05  |
| 63102  | ECOLAB PEST ELIMINATION<br>DIVISION | 137.91    |

|       |                                        |          |
|-------|----------------------------------------|----------|
| 63103 | ESU COORDINATING COUNCIL               | 319.38   |
| 63104 | FRENCHMAN VALLEY COOP                  | 1,068.06 |
| 63105 | GOPHER                                 | 817.13   |
| 63106 | HERFF JONES, LLC                       | 223.42   |
| 63107 | IDEAL/BLUFFS FACILITY<br>SOLUTIONS     | 1,949.05 |
| 63108 | KIMBALL ACE HARDWARE                   | 926.19   |
| 63109 | KIMBALL AUTO PARTS CO                  | 14.17    |
| 63110 | KIMBALL COUNTY CLERK                   | 880.00   |
| 63111 | LEGACY COOP                            | 2,338.00 |
| 63112 | MADISON NATIONAL LIFE<br>INSURANCE     | 263.09   |
| 63113 | MATHESON TRI-GAS, INC                  | 167.50   |
| 63114 | MCGRAW HILL LLC                        | 3,591.94 |
| 63115 | MCMANIGAL LAWN AND<br>LANDSCAPE        | 700.00   |
| 63116 | MENARDS - SCOTTSBLUFF                  | 3,448.44 |
| 63117 | MONUMENT CLEANING<br>COMPANY           | 5,955.00 |
| 63118 | NEBRASKA AG ED<br>ASSOCIATION          | 275.00   |
| 63119 | NEXTGEN WHOLESALE                      | 1,868.08 |
| 63120 | ONE SOURCE                             | 61.00    |
| 63121 | PANHANDLE AUTOMOTIVE<br>GROUP, LLC     | 102.06   |
| 63122 | PERFECTION LEARNING CORP.              | 1,655.64 |
| 63123 | PERRY, GUTHERY, HAASE &<br>GESSFO      | 864.80   |
| 63124 | PINE BOWL                              | 105.00   |
| 63125 | PINS & NEEDLES EMBROIDERY<br>LLC       | 120.00   |
| 63126 | RIVERSIDE DISCOVERY<br>CENTER & ZOO    | 302.50   |
| 63127 | SCHOOL SPECIALTY INC.                  | 282.72   |
| 63128 | STAPLES BUSINESS<br>ADVANTAGE          | 4,144.80 |
| 63129 | STAPLES CONTRACT &<br>COMMERCIAL, INC. | 367.40   |
| 63130 | STUDENT ASSURANCE<br>SERVICES, INC.    | 675.00   |
| 63131 | VERIZON WIRELESS                       | 53.00    |

|                           |                                 |                   |
|---------------------------|---------------------------------|-------------------|
| 63132                     | VOYAGER FLEET SYSTEMS,<br>INC.  | 1,400.27          |
| 63133                     | WESTERN NEBRASKA<br>OBSERVER    | 174.49            |
| 63134                     | MCNALLY ASPHALT PAVING          | 52,188.69         |
| 63135                     | AMPLIFY                         | 1,470.00          |
| 63136                     | BEST WESTERN WEST HILLS<br>INN  | 356.00            |
| 63137                     | CODEHS INC                      | 2,395.00          |
| 63138                     | ESU 13                          | 20,286.88         |
| 63139                     | INSTRUMENTAL AWARDS LLC         | 168.00            |
| 63140                     | KIMBALL AUTO PARTS CO           | 49.75             |
| 63141                     | MATHESON TRI-GAS, INC           | 81.50             |
| 63142                     | MONUMENT CLEANING<br>COMPANY    | 1,535.00          |
| 63143                     | SOURCEWELL                      | 2,700.00          |
| 63144                     | MCMANIGAL LAWN AND<br>LANDSCAPE | 2,450.00          |
| <b>GENERAL FUND TOTAL</b> |                                 | <b>152,433.01</b> |

|                             |                                    |                     |
|-----------------------------|------------------------------------|---------------------|
| 6397                        | CASH-WA DISTRIBUTING               | 8,672.31            |
| 6398                        | HILAND DAIRY FOODS<br>COMPANY, LLC | 2,314.22            |
| 6399                        | PEPSI-COLA OF WESTERN<br>NEBRASKA  | 1,320.55            |
| 6400                        | SYSCO DENVER                       | 5,331.80            |
| 6401                        | US FOODS - GRAND ISLAND            | 1,518.86            |
| <b>NUTRITION FUND TOTAL</b> |                                    | <b>\$ 19,157.74</b> |

|                                    |                        |                      |
|------------------------------------|------------------------|----------------------|
| 1281                               | MCNALLY ASPHALT PAVING | 186,561.31           |
| <b>DEPRECIATION FUND<br/>TOTAL</b> |                        | <b>\$ 186,561.31</b> |

|                      |  |               |
|----------------------|--|---------------|
| <b>BUILDING FUND</b> |  | <b>\$0.00</b> |
|----------------------|--|---------------|

**TOTAL MONTHLY BILLS****\$358,152.06**

Motion was made by Jennifer Griebel, seconded by Britni Toth to approve the Treasurer's Report. After discussion and upon roll call vote, the Board voted as follows:

Taylor Brown: Aye  
Travis Cook: Aye  
Jennifer Griebel: Aye  
Tom O'Brien: Aye  
Landon Smith: Aye  
Britni Toth: Aye

May 5, 2025

Treasurer's report is as follows:

|                                          |                | Apr-25       | Apr-24       |
|------------------------------------------|----------------|--------------|--------------|
| Amount received from County Treasurer    |                | 148,094.32   | 152,078.14   |
| Bank Balance                             | April 30, 2025 | 224,314.43   | 118,594.17   |
| Savings Account General Funds            | April 30, 2025 | 1,998,863.85 | 1,843,694.79 |
| Depreciation Fund                        | April 30, 2025 | 217,632.29   | 358,369.83   |
| Building Fund                            | April 30, 2025 | 285,262.55   | 345,279.73   |
| Nutrition Fund                           | April 30, 2025 | 38,004.70    | 98,263.78    |
| Activity Fund                            | April 30, 2025 | 33,017.26    | 94,019.91    |
| Total Available Funds                    |                | 2,797,095.08 | 2,858,222.21 |
| <br>                                     |                |              |              |
| Payroll Gross                            |                | 375,303.18   | 408,112.85   |
| Amount of Bills                          |                | 358,152.06   | 326,060.74   |
| Blue Cross Blue Shield/HSA Pmt/UNUM Life |                | 91,132.91    | 91,130.23    |
| Nebraska School Retirement               |                | 34,857.23    | 35,871.16    |
| FirstTier Bank (FICA)                    |                | 27,984.06    | 30,737.97    |
| <br>                                     |                |              |              |
| Total Amount of Expenses                 |                | 887,429.44   | 891,912.95   |
| <br>                                     |                |              |              |
| Balance Remaining after Expenses         |                | 1,909,665.64 | 1,966,309.26 |

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

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

Mr. Darrell Howitt, KPS Activities Director, updated the Board on happenings in the Activities Department.

Motion was made by Tom O'Brien, seconded by Britni Toth to approve overnight/ out-of-state trips as presented. After discussion and upon roll call vote, the Board voted as follows:

Taylor Brown: Aye  
Travis Cook: Aye  
Jennifer Griebel: Aye  
Tom O'Brien: Aye  
Landon Smith: Aye  
Britni Toth: Aye

Motion was made by Tom O'Brien, seconded by Landon Smith to approve the purchase of Chevrolet Suburbans from Panhandle Auto for \$63,349 for each suburban. After discussion and upon roll call vote, the Board voted as follows:

Taylor Brown: Aye  
Travis Cook: Aye  
Jennifer Griebel: Aye  
Tom O'Brien: Aye  
Landon Smith: Aye  
Britni Toth: Aye

Motion was made by Britni Toth, seconded by Jennifer Griebel to approve Board policies: 201.02, 201.03, 202.01, and 202.02 as reviewed. After discussion and upon roll call vote, the Board voted as follows:

Taylor Brown: Aye  
Travis Cook: Aye  
Jennifer Griebel: Aye  
Tom O'Brien: Aye  
Landon Smith: Aye  
Britni Toth: Aye

Motion was made by Britni Toth, seconded by Jennifer Griebel to approve Board policies 201.01 and 202.03 as revised. After discussion and upon roll call vote, the Board voted as follows:

Taylor Brown: Aye  
Travis Cook: Aye  
Jennifer Griebel: Aye  
Tom O'Brien: Aye  
Landon Smith: Aye  
Britni Toth: Aye

Motion was made by Landon Smith, seconded by Tom O'Brien to adjourn the meeting at 5:52 p.m. After discussion and upon roll call vote, the Board voted as follows:

Taylor Brown: Aye

Travis Cook: Aye

Jennifer Griebel: Aye

Tom O'Brien: Aye

Landon Smith: Aye

Britni Toth: Aye

ATTEST:

TRAVIS COOK  
KIMBALL PUBLIC SCHOOLS  
BOARD OF EDUCATION

THOMAS O'BRIEN  
KIMBALL PUBLIC SCHOOLS  
BOARD OF EDUCATION

**Kimball Public Schools  
BOARD REPORT OF EXPENDITURES  
6/9/2025**

|        |                |    |                    |
|--------|----------------|----|--------------------|
| 109438 | CARD SERVICES  | \$ | 26,742.09          |
|        | <b>PREPAID</b> |    |                    |
|        |                |    | <b>\$26,742.09</b> |

**REGULAR MONTHLY EXPENSES**

|       |                                  |  |           |
|-------|----------------------------------|--|-----------|
| 63173 | ACCOBRAND                        |  | 125.68    |
| 63174 | ACT                              |  | 646.00    |
| 63175 | AG PARTS WORLDWIDE               |  | 16.90     |
| 63176 | APPLE INC                        |  | 1,199.00  |
| 63177 | ARBOR SCIENTIFIC                 |  | 1,673.50  |
| 63178 | BLACK HILLS ENERGY               |  | 59.51     |
| 63179 | CAPITAL BUSINESS SYSTEMS, INC.   |  | 242.19    |
| 63180 | CAPITAL BUSINESS SYSTEMS, INC.   |  | 1,859.14  |
| 63181 | CENTURY LINK BUSINESS SERVICES   |  | 296.61    |
| 63182 | CITY OF KIMBALL                  |  | 11,456.57 |
| 63183 | CPS DISTRIBUTORS                 |  | 121.80    |
| 63184 | CULLIGAN                         |  | 69.95     |
| 63185 | DAS STATE ACCOUNTING - CENTRAL   |  | 560.50    |
| 63186 | ECOLAB PEST ELIMINATION DIVISION |  | 133.48    |
| 63187 | ESU #13                          |  | 21,987.32 |
| 63188 | FLOWER HAVEN                     |  | 363.17    |
| 63189 | FLOYD'S TRUCK CENTER, INC        |  | 94.97     |
| 63190 | FOLLETT CONTENT SOLUTIONS, LLC   |  | 90.15     |
| 63191 | FRANK PARTS COMPANY              |  | 23.99     |
| 63192 | FRENCHMAN VALLEY COOP            |  | 1,646.13  |
| 63193 | GUM DROP BOOKS                   |  | 668.63    |
| 63194 | HEINEMANN                        |  | 18,028.36 |
| 63195 | HERFF JONES, LLC                 |  | 279.26    |
| 63196 | IDEAL/BLUFFS FACILITY SOLUTIONS  |  | 967.03    |
| 63197 | ITSAVVY LLC                      |  | 68.05     |
| 63198 | J.W. PEPPER & SON INC.           |  | 63.00     |
| 63199 | JOHNSON CONTROLS                 |  | 2,585.72  |
| 63200 | KIMBALL ACE HARDWARE             |  | 766.14    |
| 63201 | KIMBALL AUTO PARTS CO            |  | 920.77    |
| 63202 | KIMBALL PUBLIC SCHOOLS           |  | 1,274.96  |
| 63203 | KIMBALL PUBLIC SCHOOLS           |  | 37.65     |
| 63204 | LEGACY COOP                      |  | 2,805.76  |
| 63205 | WILLIAM LONG                     |  | 438.90    |
| 63206 | MASTERY PREP                     |  | 1,450.00  |
| 63207 | MATHESON TRI-GAS, INC            |  | 54.06     |

|       |                                     |          |
|-------|-------------------------------------|----------|
| 63208 | MCMANIGAL LAWN AND LANDSCAPE        | 4,245.00 |
| 63209 | MENARDS - SCOTTSBLUFF               | 2,005.76 |
| 63210 | MONUMENT CLEANING COMPANY           | 7,190.00 |
| 63211 | NE COUNCIL OF SCHOOL ADMINISTRATORS | 265.00   |
| 63212 | NEBRASKA STATE FIRE MARSHALL        | 144.00   |
| 63213 | ONE SOURCE                          | 86.00    |
| 63214 | PERFECTION LEARNING CORP.           | 1,839.46 |
| 63215 | PERRY, GUTHERY, HAASE & GESSFO      | 659.00   |
| 63216 | QUILL CORPORATION                   | 59.90    |
| 63217 | RAPIDS WHOLESALE                    | 33.49    |
| 63218 | SANDBERG IMPLEMENT                  | 45.11    |
| 63219 | SCHOOL SPECIALTY INC.               | 160.29   |
| 63220 | SECURLY, INC                        | 1,287.00 |
| 63221 | STAPLES BUSINESS ADVANTAGE          | 79.20    |
| 63222 | STEVE WEISS MUSIC                   | 32.94    |
| 63223 | VERIZON WIRELESS                    | 53.00    |
| 63224 | VOYAGER FLEET SYSTEMS, INC.         | 1,364.40 |
| 63225 | WESTERN NEBRASKA OBSERVER           | 691.43   |
| 63226 | WORTHINGTON DIRECT, INC.            | 5,240.07 |
| 63227 | WPCI                                | 38.00    |

|                           |                  |
|---------------------------|------------------|
| <b>GENERAL FUND TOTAL</b> | <b>98,593.90</b> |
|---------------------------|------------------|

|      |                                 |          |
|------|---------------------------------|----------|
| 6408 | CASH-WA DISTRIBUTING            | 4,998.43 |
| 6409 | HILAND DAIRY FOODS COMPANY, LLC | 1,405.84 |
| 6410 | SYSCO DENVER                    | 3,285.92 |
| 6411 | US FOODS - GRAND ISLAND         | 1,195.06 |

|                                |                  |
|--------------------------------|------------------|
| <b>NUTRITION FUND TOTAL \$</b> | <b>10,885.25</b> |
|--------------------------------|------------------|

|                                   |          |
|-----------------------------------|----------|
| <b>DEPRECIATION FUND TOTAL \$</b> | <b>-</b> |
|-----------------------------------|----------|

|                      |               |
|----------------------|---------------|
| <b>BUILDING FUND</b> | <b>\$0.00</b> |
|----------------------|---------------|

|                            |                     |
|----------------------------|---------------------|
| <b>TOTAL MONTHLY BILLS</b> | <b>\$109,479.15</b> |
|----------------------------|---------------------|

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Detail Check Register

Checking Account: 01

GENERAL FUND 01-101

Check Number: 109438      Check Type: Automatic Payment      Check Date: 05/27/2025      Vendor: CARDSERVI      CARD SERVICES      Check Total: 26,742.09

| <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> |
|-----------------------|---------------------|------------------|------------------------------------------|--------------------------------|----------------------|
| : 114-6880982-494824  | 04/02/2025          | 15126            | Waleaf Big and Tall Office Chair, Brando | 01 2610 610 000 000            | 199.98               |
| : 114-6880982-494824  | 04/02/2025          | 15126            | Waleaf Big and Tall Office Chair, Waylon | 01 2710 610 000 000            | 199.98               |
| : 114-8583080-078020  | 06/05/2025          | 15261            | Stapler                                  | 01 1100 610 003 009            | 6.39                 |
| : 114-8583080-078020  | 06/05/2025          | 15261            | Lego Figures                             | 01 1100 610 003 009            | 26.80                |
| : 114-8583080-078020  | 06/05/2025          | 15261            | legos                                    | 01 1100 610 003 009            | 23.99                |
| : 114-8583080-078020  | 06/05/2025          | 15261            | Magnetic Cars                            | 01 1100 610 003 009            | 18.99                |
| : 114-8583080-078020  | 06/05/2025          | 15261            | Picasso Tiles Support Tracks             | 01 1100 610 003 009            | 15.99                |
| : 114-8583080-078020  | 06/05/2025          | 15261            | Picasso Tiles Track                      | 01 1100 610 003 009            | 19.99                |
| : 114-8583080-078020  | 06/05/2025          | 15261            | Picasso Tiles                            | 01 1100 610 003 009            | 39.99                |
| : 114-8583080-078020  | 06/05/2025          | 15261            | Playdoh                                  | 01 1100 610 003 009            | 28.99                |
| : 114-8583080-078020  | 06/05/2025          | 15261            | Washable Markers                         | 01 1100 610 003 009            | 16.99                |
| : 114-8583080-078020  | 06/05/2025          | 15261            | Twistable colored pencils                | 01 1100 610 003 009            | 13.14                |
| : 114-8583080-078020  | 06/05/2025          | 15261            | Desk Clamp power strip                   | 01 1100 610 003 009            | 39.99                |
| : 114-8583080-078020  | 06/05/2025          | 15261            | Desk                                     | 01 1100 610 003 009            | 59.99                |
| : 114-8583080-078020  | 06/05/2025          | 15261            | Stackable Storage                        | 01 1100 610 003 009            | 45.99                |
| : 114-8583080-078020  | 06/05/2025          | 15261            | Stackable Storage                        | 01 1100 610 003 009            | 45.99                |
| : 114-8583080-078020  | 06/05/2025          | 15261            | Stackable Storage                        | 01 1100 610 003 009            | 26.99                |
| : 114-8583080-078020  | 06/05/2025          | 15261            | stackable Storage                        | 01 1100 610 003 009            | 24.69                |
| : 114-8583080-078020  | 06/05/2025          | 15261            | Stackable Storage                        | 01 1100 610 003 009            | 31.61                |
| : 114-8583080-078020  | 06/05/2025          | 15261            | Stackable Storage                        | 01 1100 610 003 009            | 29.99                |
| : 114-8583080-078020  | 06/05/2025          | 15261            | Stackable Storage                        | 01 1100 610 003 009            | 84.98                |
| : 114-8583080-078020  | 06/05/2025          | 15261            | Math lock and key game                   | 01 1100 610 003 009            | 26.99                |
| : 114-8583080-078020  | 06/05/2025          | 15261            | Rainbow scarves                          | 01 1100 610 003 009            | 12.99                |
| : 114-8583080-078020  | 06/05/2025          | 15261            | Birthday Crowns                          | 01 1100 610 003 009            | 8.99                 |
| : 114-8583080-078020  | 06/05/2025          | 15261            | pencil Grips                             | 01 1100 610 003 009            | 3.99                 |
| : 114-8583080-078020  | 06/05/2025          | 15261            | Tape                                     | 01 1100 610 003 009            | 12.99                |
| : 114-8583080-078020  | 06/05/2025          | 15261            | Magentic blocks                          | 01 1100 610 003 009            | 24.64                |
| : 114-8583080-078020  | 06/05/2025          | 15261            | Laminating Pouches                       | 01 1100 610 003 009            | 27.47                |
| : 114-8583080-078020  | 06/05/2025          | 15261            | Expo Markers                             | 01 1100 610 003 009            | 23.49                |
| : 114-8583080-078020  | 06/05/2025          | 15261            | Pencil Grip                              | 01 1100 610 003 009            | 9.99                 |
| : 114-8583080-078020  | 06/05/2025          | 15261            | Tonies Figure                            | 01 1100 610 003 009            | 59.97                |
| : 114-8583080-078020  | 06/05/2025          | 15261            | Tonies Pigeon                            | 01 1100 610 003 009            | 5.94                 |
| : 114-8583080-078020  | 06/05/2025          | 15261            | Tonies Headphones                        | 01 1100 610 003 009            | 24.99                |
| : 114-8583080-078020  | 06/05/2025          | 15261            | Tonies Audiobox                          | 01 1100 610 003 009            | 154.99               |
| : 114-8583080-078020  | 06/05/2025          | 15261            | Tonies Organizer                         | 01 1100 610 003 009            | 26.99                |
| : 114-8583080-078020  | 06/05/2025          | 15261            | Snowman Craft Kit                        | 01 1100 610 003 009            | 29.99                |
| : 114-8583080-078020  | 06/05/2025          | 15261            | Christmas Ornament Craft                 | 01 1100 610 003 009            | 65.97                |
| : 114-8583080-078020  | 06/05/2025          | 15261            | Cloud Lights                             | 01 1100 610 003 009            | 85.99                |
| : 114-8583080-078020  | 06/05/2025          | 15261            | Timer                                    | 01 1100 610 003 009            | 16.99                |

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| : 114-8583080-078020 | 06/05/2025 | 15261               | glue                                     | 01 1100 610 003 009 | 16.58  |
| : 114-8583080-078020 | 06/05/2025 | 15261               | markers                                  | 01 1100 610 003 009 | 69.23  |
| : 114-8583080-078020 | 06/05/2025 | 15261               | Student Brag Cards                       | 01 1100 610 003 009 | 9.99   |
| : 114-8583080-078020 | 06/05/2025 | 15261               | drying rack                              | 01 1100 610 003 009 | 49.95  |
| : 114-8583080-078020 | 06/05/2025 | 15261               | students lanyards                        | 01 1100 610 003 009 | 13.99  |
| : 114-8583080-078020 | 06/05/2025 | 15261               | badge inserts                            | 01 1100 610 003 009 | 9.99   |
| : 114-8583080-078020 | 06/05/2025 | 15261               | Index cards                              | 01 1100 610 003 009 | 13.90  |
| : 114-8583080-078020 | 06/05/2025 | 15261               | Mother's Day Craft                       | 01 1100 610 003 009 | 17.99  |
| : 114-8583080-078020 | 06/05/2025 | 15261               | mothers day craft                        | 01 1100 610 003 009 | 59.99  |
| : 114-8583080-078020 | 06/05/2025 | 15261               | tonies figures                           | 01 1100 610 003 009 | 35.98  |
| : 114-8583080-078020 | 06/05/2025 | 15261               | tonies figure                            | 01 1100 610 003 009 | 19.99  |
| 111-0275479-959784   | 04/10/2025 | 15168               | 36 Pack of Colored File Folders - Black  | 01 2410 610 003 000 | 13.99  |
| 111-0275479-959784   | 04/10/2025 | 15168               | Plastic Pocket Folders with Prongs       | 01 2410 610 003 000 | 59.94  |
| 111-0275479-959784   | 04/10/2025 | 15168               | Red Plastic Pocket Folders with Prongs   | 01 2410 610 003 000 | 25.99  |
| 111-0275479-959784   | 04/10/2025 | 15168               | Binder                                   | 01 2410 610 003 000 | 7.99   |
| 111-0275479-959784   | 04/10/2025 | 15168               | Binder                                   | 01 2410 610 003 000 | 7.80   |
| 111-0275479-959784   | 04/10/2025 | 15168               | Stickers - Birthday                      | 01 2410 610 003 000 | 7.98   |
| 111-0275479-959784   | 04/10/2025 | 15168               | Birthday Bookmarks                       | 01 2410 610 003 000 | 9.49   |
| 111-0275479-959784   | 04/10/2025 | 15168               | Sharpie Gel Pens                         | 01 2410 610 003 000 | 19.98  |
| 111-0275479-959784   | 04/10/2025 | 15168               | Next Day Perforated Paper - Post Cards   | 01 2410 610 003 000 | 140.16 |
| 111-0275479-959784   | 04/10/2025 | 15168               | Garland - Testing Decorations            | 01 2410 610 003 000 | 16.99  |
| 111-0275479-959784   | 04/10/2025 | 15168               | Balloons - Testing Decorations           | 01 2410 610 003 000 | 15.98  |
| 111-0275479-959784   | 04/10/2025 | 15168               | Red Crepe Paper - Testing Decorations    | 01 2410 610 003 000 | 29.97  |
| 111-0275479-959784   | 04/10/2025 | 15168               | Black Fringe Garland - Testing           | 01 2410 610 003 000 | 41.97  |
| 111-0275479-959784   | 04/10/2025 | 15168               | Red Fringe Garland Testing               | 01 2410 610 003 000 | 23.97  |
| 111-0275479-959784   | 04/10/2025 | 15168               | Silver Fringe Curtains - Testing         | 01 2410 610 003 000 | 16.99  |
| 111-0275479-959784   | 04/10/2025 | 15168               | Shuttle Art Mechanical Pencils           | 01 2410 610 003 000 | 29.99  |
| 111-0275479-959784   | 04/10/2025 | 15168               | chair                                    | 01 2410 610 003 000 | 27.00  |
| 111-0275479-959784   | 04/10/2025 | 15168               | Mini Building Blocks - Awards            | 01 2410 890 003 000 | 1.35   |
| 111-0275479-959784   | 04/10/2025 | 15168               | Scratch Art Notebook - Awards            | 01 2410 890 003 000 | 26.99  |
| 111-0275479-959784   | 04/10/2025 | 15168               | Sports Party Favors - Awards             | 01 2410 890 003 000 | 36.99  |
| 111-0275479-959784   | 04/10/2025 | 15168               | Mini Rubiks Cubes - Awards               | 01 2410 890 003 000 | 12.99  |
| 111-0433264-9749067  | 04/10/2025 | 15168               | VIZ-PRO Large Cork Bulletin Board - 96x4 | 01 1100 733 003 000 | 407.52 |
| 111-1579315-6142601  | 04/10/2025 | 15168               | Viz-Pro Dry Erase Board 96x48 - Mr. Head | 01 1100 733 003 000 | 298.90 |
| 111-5705454-1689026  | 04/10/2025 | 15168               | Furmax Office Chair - Behavior Support S | 01 1100 733 003 000 | 89.98  |
| 111-6256152-4373018  | 06/05/2025 | 15168               | Furmax Office Chair - Behavior Support S | 01 1100 733 003 000 | 9.02   |
| 111-6256152-4373018  | 06/05/2025 | 15168               | Viz-Pro Dry Erase Board 96x48 - Mr. Head | 01 1100 733 003 000 | 1.00   |
| 111-6256152-4373018  | 06/05/2025 | 15168               | VIZ-PRO Large Cork Bulletin Board - 96x4 | 01 1100 733 003 000 | 44.08  |
| 111-6256152-4373018  | 06/05/2025 | 15168               | CORK BOARD                               | 01 1100 733 003 000 | 149.25 |
| 111-6256152-4373018  | 06/05/2025 | 15168               | Wooden Longhorn Blank 3" - Positive Offi | 01 2410 610 003 000 | 0.14   |
| 111-6423835-9615464  | 04/11/2025 | 15168               | Wooden Longhorn Blank 3" - Positive Offi | 01 2410 610 003 000 | 32.86  |

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| 112-0197521-3837868 | 05/20/2025 | 15253               | Keep Calm Bulk Bookmarks for Teens       | 01 2220 610 001 000 | 29.95    |  |
| 112-0197521-3837868 | 05/20/2025 | 15253               | 120 Colors dual tip marker set           | 01 2220 610 001 000 | 19.99    |  |
| 112-0197521-3837868 | 05/20/2025 | 15253               | Reading Rewards Clip over page bookmarks | 01 2220 610 001 000 | 29.95    |  |
| 112-0197521-3837868 | 05/20/2025 | 15253               | Glocusent USB Rechargeable Book light    | 01 2220 610 001 000 | 38.97    |  |
| 112-0197521-3837868 | 05/20/2025 | 15253               | Magnetic Bookmarks                       | 01 2220 610 001 000 | 5.99     |  |
| 112-0197521-3837868 | 05/20/2025 | 15253               | Silicone Bookmarks                       | 01 2220 610 001 000 | 16.99    |  |
| 112-0197521-3837868 | 05/20/2025 | 15253               | The Power of a girl with a bookmark      | 01 2220 610 001 000 | 23.98    |  |
| 112-0197521-3837868 | 05/20/2025 | 15253               | USB Rechargeable book reading light book | 01 2220 610 001 000 | 31.70    |  |
| 112-0197521-3837868 | 05/20/2025 | 15253               | Scented bookmarks magnetic               | 01 2220 610 001 000 | 16.99    |  |
| 112-0197521-3837868 | 05/20/2025 | 15253               | Space Theme bookmarks with charms        | 01 2220 610 001 000 | 17.18    |  |
| 112-0197521-3837868 | 05/20/2025 | 15253               | Clear label protectors 3.14 x 1.18       | 01 2220 610 001 000 | 28.77    |  |
| 112-0197521-3837868 | 05/20/2025 | 15253               | Jam Paper Circle Label Sticker 2.5 inch  | 01 2220 610 001 000 | 107.04   |  |
| 112-0197521-3837868 | 05/20/2025 | 15253               | TLS Premium Spine and Processing labels  | 01 2220 610 001 000 | 30.70    |  |
| 112-0197521-3837868 | 05/20/2025 | 15253               | Scotty Peelers Label Remover             | 01 2220 610 001 000 | 13.99    |  |
| 112-0197521-3837868 | 05/20/2025 | 15253               | Un-do Label remover                      | 01 2220 610 001 000 | 67.15    |  |
| 112-0197521-3837868 | 05/20/2025 | 15253               | Ticonderoga Pencils                      | 01 2220 610 001 000 | 28.98    |  |
| 112-0197521-3837868 | 05/20/2025 | 15253               | Rotating Pen Holder                      | 01 2220 610 001 000 | 16.98    |  |
| 112-0197521-3837868 | 05/20/2025 | 15253               | Clear Plastic Push Pins                  | 01 2220 610 001 000 | 7.98     |  |
| 112-0197521-3837868 | 05/20/2025 | 15253               | 20 Pack Motivational Posters             | 01 2220 610 001 000 | 15.99    |  |
| 112-0197521-3837868 | 05/20/2025 | 15253               | Author Literature Bulletin Board decorat | 01 2220 610 001 000 | 8.99     |  |
| 112-0197521-3837868 | 05/20/2025 | 15253               | Qilery bookshelf bulletin board set      | 01 2220 610 001 000 | 16.99    |  |
| 112-0197521-3837868 | 05/20/2025 | 15253               | Halloween Bulletin Board Decorations     | 01 2220 610 001 000 | 7.99     |  |
| 112-0197521-3837868 | 05/20/2025 | 15253               | Christmas Bulletin Board Decorations     | 01 2220 610 001 000 | 9.99     |  |
| 112-0197521-3837868 | 05/20/2025 | 15253               | 6 motivational posters                   | 01 2220 610 001 000 | 9.59     |  |
| 112-0197521-3837868 | 05/20/2025 | 15253               | Valentine's Day Bulletin Board           | 01 2220 610 001 000 | 14.99    |  |
| 112-0197521-3837868 | 05/20/2025 | 15253               | Easter Bulletin Board                    | 01 2220 610 001 000 | 6.99     |  |
| 112-0197521-3837868 | 05/20/2025 | 15253               | Thanksgiving Bulletin Board              | 01 2220 610 001 000 | 10.99    |  |
| 112-0197521-3837868 | 05/20/2025 | 15253               | Logitech Wireless Combo                  | 01 2220 733 001 000 | 71.42    |  |
| 112-0197521-3837868 | 05/20/2025 | 15253               | 3 Drawer File Cabinet with lock          | 01 2220 733 001 000 | 159.98   |  |
| 112-8196172-180021  | 05/20/2025 | 15225               | Learniture Shapes Series School Chair Se | 01 1100 733 001 000 | 1,116.25 |  |
| 114-0244124-3951439 | 04/01/2025 | 15083               | Nordic Pure 16x20x2                      | 01 2620 610 001 000 | 209.94   |  |
| 114-0244124-3951439 | 04/01/2025 | 15083               | Nordic Pure 16x25x1                      | 01 2620 610 001 000 | 107.98   |  |
| 114-0244124-3951439 | 04/01/2025 | 15083               | Nordic Pure 20x25x5                      | 01 2620 610 001 000 | 170.97   |  |
| 114-0244124-3951439 | 04/01/2025 | 15083               | Nordic Pure 20x20x2                      | 01 2620 610 001 000 | 719.84   |  |
| 114-0244124-3951439 | 04/01/2025 | 15083               | Nordic Pure 20x24x2                      | 01 2620 610 001 000 | 97.98    |  |
| 114-0244124-3951439 | 04/01/2025 | 15083               | Nordic Pure 20x25x2                      | 01 2620 610 001 000 | 193.96   |  |
| 114-0289060-3609070 | 05/07/2025 | 15292               | Akai Professional EWI Solo Standalone EW | 01 1100 733 001 030 | 549.00   |  |
| 114-0289060-3609070 | 05/07/2025 | 15292               | Liquid Stands Keyboard Stand w/ Wheels - | 01 1100 733 003 030 | 79.98    |  |
| 114-0767797-7294643 | 06/05/2025 | 15248               | cell case                                | 01 2710 610 000 000 | 20.44    |  |
| 114-0796455-3133824 | 04/23/2025 | 15214               | EXPO® Low-Odor Dry-Erase Markers, Chisel | 01 1100 610 003 016 | 15.96    |  |
| 114-0945052-9029012 | 04/29/2025 | 15297               | Yaheetech 20 Drawers Rolling Storage Car | 01 1100 610 003 013 | 66.11    |  |

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| 114-2184872-4529826  | 04/17/2025 | 15215               | Tru-Ray® Construction Paper, 50% Recycle | 01 1100 610 003 010 | 5.64   |  |
| 114-2184872-4529826  | 04/17/2025 | 15215               | Carson Dellosa 42 Colorful Helping Hands | 01 1100 610 003 010 | 6.99   |  |
| 114-2752422-0057024  | 06/04/2025 | 15277               | HP 78A Black Toner Cartridge Works with  | 01 1100 610 003 014 | 101.89 |  |
| 114-3027697-9497038  | 04/23/2025 | 15240               | Greek Mythology Book 13 books            | 01 1100 640 001 024 | 240.37 |  |
| 114-3545764-8953058  | 04/23/2025 | 15170               | Charger for my laptop - Not sure what fu | 01 1100 610 001 000 | 19.59  |  |
| 114-3680762-3397829  | 04/08/2025 | 15155               | frisbees 2pack                           | 01 1100 610 001 034 | 61.41  |  |
| 114-3910653-1796261  | 04/14/2025 | 15178               | Two Pocket Folders 100 Pack, assorted co | 01 1100 610 001 024 | 37.66  |  |
| 114-3910653-1796261  | 04/14/2025 | 15178               | Remooble Chalkboard Cleaner and Cleaning | 01 1100 610 001 024 | 9.99   |  |
| 114-3910653-1796261  | 04/14/2025 | 15178               | Pentel Super Hi-Polymer Lead Refils, 0.  | 01 1100 610 001 024 | 4.71   |  |
| 114-3910653-1796261  | 04/14/2025 | 15178               | Avery Heavy-Duty View 3 Ring Binder, 3"  | 01 1100 610 001 024 | 45.36  |  |
| 114-3910653-1796261  | 04/14/2025 | 15178               | ZEZUT Colored Chalk 100pc. Sticks        | 01 1100 610 001 024 | 13.99  |  |
| 114-3910653-1796261  | 04/14/2025 | 15178               | Zebra Pen Ballpoint, Bulk pack of blue a | 01 1100 610 001 024 | 23.87  |  |
| 114-3910653-1796261  | 04/14/2025 | 15178               | Rosmonde Loose Leaf Paper 900 Sheets, co | 01 1100 610 001 024 | 21.75  |  |
| 114-3910653-1796261  | 04/14/2025 | 15178               | X-ACTO, SchoolPro Electric, Heavy Duty P | 01 1100 610 001 024 | 49.98  |  |
| 114-3910653-1796261  | 04/14/2025 | 15178               | Murder on the Orient Express by Agatha C | 01 1100 640 001 024 | 179.75 |  |
| 114-3910653-1796261  | 04/14/2025 | 15178               | No Fear Shakespeare: Hamlet by William S | 01 1100 640 001 024 | 74.28  |  |
| 114-3910653-1796261  | 04/14/2025 | 15178               | Flowers for Algernon by Daniel Keyes     | 01 1100 640 001 024 | 289.75 |  |
| 114-3910653-1796261  | 04/14/2025 | 15178               | The Westing Game by Ellen Raskin         | 01 1100 640 001 024 | 190.25 |  |
| 114-3910653-1796261  | 04/14/2025 | 15178               | Holes by Louis Sachar (Mass Market Paper | 01 1100 640 001 024 | 253.25 |  |
| 114-4307341-1925051  | 04/23/2025 | 15230               | pcnigled AC 110V 120V LED Strip Lights   | 01 1100 733 001 032 | 106.76 |  |
| 114-4307341-1925051  | 04/23/2025 | 15230               | Yueieoun Rolling Makeup Train Case with  | 01 1100 733 001 032 | 109.99 |  |
| 114-4307341-1925051  | 04/23/2025 | 15230               | Gibraltar SC-GRSMC Road Series Multi Cla | 01 1100 733 001 032 | 95.96  |  |
| 114-4307341-1925051  | 04/23/2025 | 15230               | SNIGJAT 88 Key Keyboard Case Soft (Size: | 01 1100 733 001 032 | 42.49  |  |
| 114-4307341-1925051  | 04/23/2025 | 15230               | Liquid Stands Keyboard Stand w/ Wheels - | 01 1100 733 001 032 | 81.98  |  |
| 114-4307341-1925051  | 04/23/2025 | 15230               | PenyPeal 3 Pedal Unit Compatible for Yam | 01 1100 733 001 032 | 61.20  |  |
| 114-4386878-8313021  | 04/05/2025 | 15088               | 60 pairs sports socks bulk white         | 01 6968 610 003 000 | 34.99  |  |
| 114-4386878-8313021  | 04/05/2025 | 15088               | 10 pack small rolling pin for kids 9 inc | 01 6968 610 003 000 | 47.98  |  |
| 114-4386878-8313021  | 04/05/2025 | 15088               | BagDream paper lunch bags 4lb white 100  | 01 6968 610 003 000 | 9.98   |  |
| 114-4386878-8313021  | 04/05/2025 | 15088               | 100 pack paper gift bag 7lb brown        | 01 6968 610 003 000 | 7.99   |  |
| 114-4386878-8313021  | 04/05/2025 | 15088               | Gift Express 12 assort color duct tape   | 01 6968 610 003 000 | 20.69  |  |
| 114-4386878-8313021  | 04/05/2025 | 15088               | COSIMIXO 6 pack colored duct tape 15yds  | 01 6968 610 003 000 | 16.85  |  |
| 114-4386878-8313021  | 04/05/2025 | 15088               | LED tea lights battery operated 100 pack | 01 6968 610 003 000 | 25.99  |  |
| 114-4386878-8313021  | 04/05/2025 | 15088               | Blue painters tape 1 inch bulk 20 rolls  | 01 6968 610 003 000 | 36.99  |  |
| 114-4386878-8313021  | 04/05/2025 | 15088               | In the swim pool noodles 40 pack         | 01 6968 610 003 000 | 53.96  |  |
| 114-4386878-8313021  | 04/05/2025 | 15088               | Towel and linen mart white salon towels  | 01 6968 610 003 000 | 35.98  |  |
| 114-4386878-8313021  | 04/05/2025 | 15088               | Jumbo floor puzzle construction site     | 01 6968 610 003 000 | 25.99  |  |
| 114-4386878-8313021  | 04/05/2025 | 15088               | 48 piece jumbo floor puzzle bugs and ins | 01 6968 610 003 000 | 18.49  |  |
| 114-4386878-8313021  | 04/05/2025 | 15088               | 48 piece floor puzzle Vehicles           | 01 6968 610 003 000 | 19.99  |  |
| 114-4386878-8313021  | 04/05/2025 | 15088               | Jumbo floor puzzle world map             | 01 6968 610 003 000 | 25.99  |  |
| 114-4386878-8313021  | 04/05/2025 | 15088               | Jumbo floor puzzle USA map               | 01 6968 610 003 000 | 25.99  |  |
| 114-4386878-8313021  | 04/05/2025 | 15088               | Jumbo floor puzzle Solar system          | 01 6968 610 003 000 | 25.99  |  |

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| 114-4386878-8313021  | 04/05/2025 | 15088               | Jumbo floor puzzle Space Earth           | 01 6968 610 003 000 | 16.99    |  |
| 114-4386878-8313021  | 04/05/2025 | 15088               | Sooez clipboards dark green              | 01 6968 610 003 000 | 12.98    |  |
| 114-4386878-8313021  | 04/05/2025 | 15088               | Sooez clipboards light purple            | 01 6968 610 003 000 | 11.99    |  |
| 114-4386878-8313021  | 04/05/2025 | 15088               | Sooez clipboards mint green              | 01 6968 610 003 000 | 8.99     |  |
| 114-4386878-8313021  | 04/05/2025 | 15088               | Sooez clipboards rose red                | 01 6968 610 003 000 | 12.98    |  |
| 114-4396402-4997062  | 04/29/2025 | 15276               | Mavalus Tape 1" Wide X 324" 4-Pack - Yel | 01 1100 610 003 012 | 119.52   |  |
| 114-4698734-2718640  | 04/14/2025 | 15178               | Clorox Disinfecting Wipes, 700/Bucket    | 01 1100 610 001 024 | 100.68   |  |
| 114-4768527-5213008  | 04/01/2025 | 15012               | Ergonomic Office Chair, comfort mesh     | 01 2410 610 001 000 | 149.50   |  |
| 114-4996046-4568239  | 05/20/2025 | 15169               | Mortise Lock ADA                         | 01 2620 720 001 000 | 1,351.89 |  |
| 114-5162872-2512224  | 04/07/2025 | 15145               | Sophia Commercial/residential mortise lo | 01 2620 720 001 000 | 509.97   |  |
| 114-5162872-2512224  | 04/07/2025 | 15145               | Sophia Commercial Heavy Duty mortise loc | 01 2620 720 001 000 | 899.95   |  |
| 114-5162872-2512224  | 04/07/2025 | 15145               | Sophia Commercial/Residential mortise lo | 01 2620 720 001 000 | 17.00    |  |
| 114-5162872-2512224  | 04/07/2025 | 15145               | Promotion Applied                        | 01 2620 720 001 000 | (79.90)  |  |
| 114-5180674-873626   | 04/21/2025 | 15213               | Barks Headphones                         | 01 1100 610 003 015 | 141.94   |  |
| 114-5180674-873626   | 04/21/2025 | 15213               | washable Paint                           | 01 1100 610 003 015 | 48.06    |  |
| 114-5180674-873626   | 04/21/2025 | 15213               | Paint Brushes                            | 01 1100 610 003 015 | 54.82    |  |
| 114-5293277-0893863  | 06/04/2025 | 15155               | Bumper plate set 10/15/25                | 01 1100 610 001 034 | 300.00   |  |
| 114-5293277-0893863  | 06/04/2025 | 15155               | corn hole bag set                        | 01 1100 610 001 034 | 65.97    |  |
| 114-5293277-0893863  | 06/04/2025 | 15155               | Foam Football                            | 01 1100 610 001 034 | 130.86   |  |
| 114-5293277-0893863  | 06/04/2025 | 15155               | dart board set                           | 01 1100 610 001 034 | 16.49    |  |
| 114-5293277-0893863  | 06/04/2025 | 15155               | Double Dutch ropes set of 2              | 01 1100 610 001 034 | 35.98    |  |
| 114-5293277-0893863  | 06/04/2025 | 15155               | tug o war rope                           | 01 1100 610 001 034 | 75.98    |  |
| 114-5293277-0893863  | 06/04/2025 | 15155               | Horseshoe set                            | 01 1100 610 001 034 | 150.08   |  |
| 114-5293277-0893863  | 06/04/2025 | 15155               | mini hurdle set of 10                    | 01 1100 610 001 034 | 79.98    |  |
| 114-5293277-0893863  | 06/04/2025 | 15155               | Bar collars                              | 01 1100 610 001 034 | 191.40   |  |
| 114-5293277-0893863  | 06/04/2025 | 15155               | Disc Golf set                            | 01 1100 610 001 034 | 239.88   |  |
| 114-5293277-0893863  | 06/04/2025 | 15155               | Strike pads / knee pads                  | 01 1100 610 001 034 | 461.93   |  |
| 114-5293277-0893863  | 06/04/2025 | 15155               | Jump rope 2pack                          | 01 1100 610 001 034 | 139.90   |  |
| 114-5293277-0893863  | 06/04/2025 | 15155               | battle rope 1.5" 40'                     | 01 1100 610 001 034 | 99.99    |  |
| 114-5293277-0893863  | 06/04/2025 | 15155               | battle rope 2" 40"                       | 01 1100 610 001 034 | 154.99   |  |
| 114-5293277-0893863  | 06/04/2025 | 15155               | broad jump mat                           | 01 1100 733 001 034 | 169.98   |  |
| 114-5293277-0893863  | 06/04/2025 | 15155               | Golf mat                                 | 01 1100 733 001 034 | 106.36   |  |
| 114-5293277-0893863  | 06/04/2025 | 15155               | Foam Golf balls 24/pack                  | 01 1100 733 001 034 | 39.96    |  |
| 114-5293277-0893863  | 06/04/2025 | 15155               | med ball 15lb / bounce                   | 01 1100 733 001 034 | 258.18   |  |
| 114-5444387-3242669  | 06/04/2025 | 15116               | val/sal trophies                         | 01 2120 610 001 000 | 44.99    |  |
| 114-5548777-7008256- | 04/01/2025 | 15091               | 4- Compartment- Rainbow                  | 01 1100 610 003 011 | 179.96   |  |
| 114-6268356-3656226  | 04/08/2025 | 15151               | Zep Touchless Foaming Car & Truck Deterg | 01 2710 610 000 000 | 72.02    |  |
| 114-6424693-8944266  | 04/17/2025 | 15215               | Renewing Minds Special Events Calendar D | 01 1100 610 003 010 | 13.47    |  |
| 114-6761695-9665041  | 04/17/2025 | 15215               | Pacon 103022 Tru-Ray Construction Paper, | 01 1100 610 003 010 | 5.59     |  |
| 114-6761695-9665041  | 04/17/2025 | 15215               | CraftySticks- 100 Pack, 6 Inch Red Color | 01 1100 610 003 010 | 9.95     |  |
| 114-6761695-9665041  | 04/17/2025 | 15215               | CraftySticks- 100 Pack, 6 Inch Blue Colo | 01 1100 610 003 010 | 9.95     |  |

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| Checking Account: 01 |            | GENERAL FUND 01-101 |                                          |                     |        |
|----------------------|------------|---------------------|------------------------------------------|---------------------|--------|
| 114-6761695-9665041  | 04/17/2025 | 15215               | Teacher Created Resources STEM Basics: M | 01 1100 610 003 010 | 9.49   |
| 114-6761695-9665041  | 04/17/2025 | 15215               | Play-Doh Modeling Compound 36-Pack Case  | 01 1100 610 003 010 | 28.99  |
| 114-6761695-9665041  | 04/17/2025 | 15215               | Handepo 50 Pairs Kids Winter Mittens Glo | 01 1100 610 003 010 | 25.99  |
| 114-6761695-9665041  | 04/17/2025 | 15215               | Paper Mate Arrowhead Pink Pearl Cap Eras | 01 1100 610 003 010 | 19.36  |
| 114-6761695-9665041  | 04/17/2025 | 15215               | Scotch Thermal Laminating Pouches, 200 C | 01 1100 610 003 010 | 54.94  |
| 114-6761695-9665041  | 04/17/2025 | 15215               | Very Large Assorted Pom Poms for DIY Cre | 01 1100 610 003 010 | 15.99  |
| 114-6761695-9665041  | 04/17/2025 | 15215               | Just Play Shrinky Dinks Creative Pack, 2 | 01 1100 610 003 010 | 12.32  |
| 114-6761695-9665041  | 04/17/2025 | 15215               | Paxcoo 100Pcs Split Key Chain Rings with | 01 1100 610 003 010 | 7.99   |
| 114-6761695-9665041  | 04/17/2025 | 15215               | SHOPDAY 12lb Paper Lunch Bags 100 Pack 7 | 01 1100 610 003 010 | 18.49  |
| 114-6761695-9665041  | 04/17/2025 | 15215               | SC Johnson Professional Ziploc Sandwich  | 01 1100 610 003 010 | 21.15  |
| 114-6761695-9665041  | 04/17/2025 | 15215               | IKAYAS 60 Pack Pencil Pouch for 3 Ring B | 01 1100 610 003 010 | 56.89  |
| 114-6761695-9665041  | 04/17/2025 | 15215               | Ticonderoga My First Wood-Cased Pencils, | 01 1100 610 003 010 | 16.91  |
| 114-6761695-9665041  | 04/17/2025 | 15215               | Elmer's Disappearing Purple School Glue  | 01 1100 610 003 010 | 15.71  |
| 114-6761695-9665041  | 04/17/2025 | 15215               | Wehhtbye 24 Pack White and Red Striped P | 01 1100 610 003 010 | 21.99  |
| 114-6761695-9665041  | 04/17/2025 | 15215               | Remuuly Kindergarten Graduation Medals f | 01 1100 610 003 010 | 27.49  |
| 114-6761695-9665041  | 04/17/2025 | 15215               | Carson Dellosa 42 Colorful Helping Hands | 01 1100 610 003 010 | 0.97   |
| 114-6761695-9665041  | 04/17/2025 | 15215               | Caydo 500PCS Red Pom Poms, 1cm Small Pom | 01 1100 610 003 010 | 6.79   |
| 114-6761695-9665041  | 04/17/2025 | 15215               | School Smart Washable Tempera Paint, Tur | 01 1100 610 003 010 | 5.17   |
| 114-6761695-9665041  | 04/17/2025 | 15215               | School Smart Washable Tempera Paint, Gre | 01 1100 610 003 010 | 5.17   |
| 114-6761695-9665041  | 04/17/2025 | 15215               | ALINK 100 Black and White Striped Paper  | 01 1100 610 003 010 | 6.99   |
| 114-6761695-9665041  | 04/17/2025 | 15215               | Presentation Clickers for PowerPoint, Cl | 01 1100 610 003 010 | 14.99  |
| 114-6761695-9665041  | 04/17/2025 | 15215               | Kids Scissors Bulk, Woswel 36 Pack Safet | 01 1100 610 003 010 | 29.99  |
| 114-6761695-9665041  | 04/17/2025 | 15215               | Scotch Heavy Duty Shipping Packing Tape, | 01 1100 610 003 010 | 18.91  |
| 114-6761695-9665041  | 04/17/2025 | 15215               | Mead Envelopes, Self Seal, Self Adhesive | 01 1100 610 003 010 | 18.96  |
| 114-6761695-9665041  | 04/17/2025 | 15215               | Sharpie Tank Highlighters, Fluorescent A | 01 1100 610 003 010 | 21.99  |
| 114-6761695-9665041  | 04/17/2025 | 15215               | Crayola Crayon Classpack - 400ct (8 Colo | 01 1100 610 003 010 | 47.90  |
| 114-6764825-9752200  | 04/23/2025 | 15229               | Gibraltar SC-RC Rack T-Leg Caster        | 01 1100 610 001 032 | 90.52  |
| 114-7562576-2641818  | 06/05/2025 | 15214               | Ticonderoga Sharpened Pencils #2 HB Prem | 01 1100 610 003 016 | 63.52  |
| 114-7566112-3134654  | 04/23/2025 | 15230               | Yamaha P225B, 88-Key Weighted Action Dig | 01 1100 733 001 032 | 630.49 |
| 114-7631305-5657841  | 04/03/2025 | 15124               | milo Canvas Panel Boards for Painting    | 01 1100 610 001 042 | 38.24  |
| 114-7802467-1455421  | 06/05/2025 | 15277               | Dr. Meter Ear Muffs for Noise Reduction  | 01 1100 610 003 014 | 37.88  |
| 114-7802467-1455421  | 06/05/2025 | 15277               | Sony MDRZX110NC Noise Canceling On Ear H | 01 1100 610 003 014 | 94.96  |
| 114-7802467-1455421  | 06/05/2025 | 15277               | Post it Super Sticky Easel Pad 25 x 30   | 01 1100 610 003 014 | 44.99  |
| 114-7802467-1455421  | 06/05/2025 | 15277               | Paper Mate InkJoy Pens, Gel Pens, Medium | 01 1100 610 003 014 | 28.14  |
| 114-7802467-1455421  | 06/05/2025 | 15277               | Expo low odor Dry Erase Markers, Assorte | 01 1100 610 003 014 | 13.17  |
| 114-7802467-1455421  | 06/05/2025 | 15277               | Really Good Stuff Durable Book and Binde | 01 1100 610 003 014 | 60.99  |
| 114-7802467-1455421  | 06/05/2025 | 15277               | Smead Heavy Duty Steel Hanging File Fold | 01 1100 610 003 014 | 33.98  |
| 114-7802467-1455421  | 06/05/2025 | 15277               | Scotch Magic Tape, invisible,            | 01 1100 610 003 014 | 13.22  |
| 114-7802467-1455421  | 06/05/2025 | 15277               | PaperMate Arrowhead Pink Pearl Cap Erase | 01 1100 610 003 014 | 29.07  |
| 114-7802467-1455421  | 06/05/2025 | 15277               | X Acto Electric Pencil Sharpener, Heavy  | 01 1100 610 003 014 | 78.54  |
| 114-7802467-1455421  | 06/05/2025 | 15277               | Rarlan Wood Cased #2 Pencils, Pre Sharpe | 01 1100 610 003 014 | 26.99  |

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|                             |            |                            |                                          |                     |          |
|-----------------------------|------------|----------------------------|------------------------------------------|---------------------|----------|
| <b>Checking Account: 01</b> |            | <b>GENERAL FUND 01-101</b> |                                          |                     |          |
| 114-7802467-1455421         | 06/05/2025 | 15277                      | (16 pack) Sticky notes, Vintage Colors   | 01 1100 610 003 014 | 8.99     |
| 114-7802467-1455421         | 06/05/2025 | 15277                      | Swingline Staples, Stadard Staples for D | 01 1100 610 003 014 | 2.18     |
| 114-8413066-1881856         | 04/21/2025 | 15183                      | Hooks for slatwall                       | 01 1100 610 001 028 | 19.99    |
| 114-8413066-1881856         | 04/21/2025 | 15183                      | Storage Bins                             | 01 1100 610 001 028 | 37.99    |
| 114-8413066-1881856         | 04/21/2025 | 15183                      | Slatwall Cups                            | 01 1100 610 001 028 | 24.99    |
| 114-8440910-8041061         | 06/05/2025 | 15277                      | Swiss Miss Milk Chocolate HOt Cocoa Mix  | 01 1100 610 003 014 | 118.00   |
| 114-8520947-2347439         | 04/23/2025 | 15230                      | Roland PM-100 Compact Electronic V-Drum  | 01 1100 733 001 032 | 299.00   |
| 114-9169999-7177801         | 04/29/2025 | 15300                      | Ticonderoga Pencils                      | 01 1100 610 003 013 | 37.64    |
| 114-9442422-7614620         | 04/08/2025 | 15155                      | Atlas ball 60lb                          | 01 1100 733 001 034 | 98.99    |
| 114-9442422-7614620         | 04/08/2025 | 15155                      | Atlas ball 70lb                          | 01 1100 733 001 034 | 108.99   |
| 114-9442422-7614620         | 04/08/2025 | 15155                      | Atlas ball 80lb                          | 01 1100 733 001 034 | 118.99   |
| 114-9648199-1457012         | 04/30/2025 | 15261                      | Tonies cat in the hat                    | 01 1100 610 003 009 | 18.80    |
| 114-9860584-1267469         | 06/04/2025 | 15176                      | Mavalus Tape                             | 01 1200 610 003 902 | 29.88    |
| 114-9860584-1267469         | 06/04/2025 | 15176                      | Guided Reading Strips                    | 01 1200 610 003 902 | 14.59    |
| 114-9860584-1267469         | 06/04/2025 | 15176                      | Snap it Phonics Game                     | 01 1200 610 003 902 | 9.99     |
| 114-9860584-1267469         | 06/04/2025 | 15176                      | Blah, Blah, Blah Game                    | 01 1200 610 003 902 | 23.27    |
| 114-9860584-1267469         | 06/04/2025 | 15176                      | Pencils                                  | 01 1200 610 003 902 | 29.95    |
| 114-9860584-1267469         | 06/04/2025 | 15176                      | Pencil Top Erasers                       | 01 1200 610 003 902 | 11.88    |
| 114-9860584-1267469         | 06/04/2025 | 15176                      | Sticky Notes                             | 01 1200 610 003 902 | 26.58    |
| 114-9860584-1267469         | 06/04/2025 | 15176                      | Sharpie High lighters                    | 01 1200 610 003 902 | 15.98    |
| 114-9860584-1267469         | 06/04/2025 | 15176                      | Electric Pencil Sharpener                | 01 1200 733 003 902 | 44.31    |
| 114-9974965-6397053         | 04/18/2025 | 15216                      | Miles Morales: Spider-Man                | 01 2220 640 003 000 | 20.80    |
| 114-9974965-6397053         | 04/18/2025 | 15216                      | Grumpy Monkey Who Threw That? (Grumpy Mo | 01 2220 640 003 000 | 9.29     |
| 114-9974965-6397053         | 04/18/2025 | 15216                      | Grumpy Monkey Freshly Squeezed (Grumpy M | 01 2220 640 003 000 | 7.84     |
| 114-9974965-6397053         | 04/18/2025 | 15216                      | Barb the Last Berzerker Collection (Barb | 01 2220 640 003 000 | 36.41    |
| 2025-26 MEMBERSHIP          | 05/01/2025 | 15336                      | NCSA MEMBERSHIP 2025-26                  | 01 2510 810 000 000 | 435.00   |
| 2025-26 MEMBERSHIP-         | 05/01/2025 | 15338                      | Membership                               | 01 1200 890 003 902 | 435.00   |
| 2025-26<br>SUBSCRIPTION     | 04/10/2025 | 15159                      | AbleSpace Subscription                   | 01 1200 640 003 902 | 995.00   |
| 2025-ML REWARDS<br>TRIP     | 05/20/2025 | 15426                      | Jumper Rate                              | 01 2410 890 003 000 | 1,406.00 |
| 2025-ML REWARDS<br>TRIP     | 05/20/2025 | 15426                      | Service Fee/Credit Card Fee              | 01 2410 890 003 000 | 49.21    |
| 2025-STOVE FCS              | 04/29/2025 | 15288                      | Go toAmana® 30" 5.1 cu. ft. White Gas Ra | 01 1100 733 001 042 | 1,058.39 |
| 2025-STOVE FCS              | 04/29/2025 | 15288                      | Amana® 30" 4.8 cu.ft. White Electric Ran | 01 1100 733 001 042 | 575.00   |
| 2025-SUPPLIES               | 05/23/2025 | 15414                      | "Fahrenheit 451" by Ray Bradbury         | 01 1100 640 001 000 | 153.85   |
| 2025-SUPPLIES               | 05/03/2025 | 15319                      | Refurb Artisan Mixer                     | 01 1100 733 001 042 | 553.77   |
| 2025-SUPPLIES               | 05/03/2025 | 15319                      | Refurb Food Processor                    | 01 1100 733 001 042 | 63.89    |
| 2025-SUPPLIES               | 05/03/2025 | 15319                      | Refurb Pasta Roller Set                  | 01 1100 733 001 042 | 170.39   |
| 2025-SUPPLIES               | 04/29/2025 | 15281                      | tape, bandaids, scissors, pill counters  | 01 2130 610 000 000 | 204.97   |
| COOP ORDER                  | 04/03/2025 | 15009                      | Clay Shipping & Handling                 | 01 1100 610 001 020 | 35.28    |
| COOP ORDER                  | 04/03/2025 | 15009                      | EZ Cut Print Block 4x6                   | 01 1100 610 001 020 | 24.72    |

|                                |            |                     |                              |                         |                      |                 |
|--------------------------------|------------|---------------------|------------------------------|-------------------------|----------------------|-----------------|
| Checking Account: 01           |            | GENERAL FUND 01-101 |                              |                         |                      |                 |
| FLOOR MATS                     | 04/07/2025 | 15362               | Entrance Mats for Mary Lynch | 01 2620 720 003 000     | 888.84               |                 |
| FLOOR MATS                     | 04/07/2025 | 15362               | Discount for Entrance Mats   | 01 2620 720 003 000     | (88.88)              |                 |
| FOR SCOR AND TE<br>TURN        | 05/19/2025 | 15391               | forScore app                 | 01 1100 733 001 030     | 24.99                |                 |
| FOR SCOR AND TE<br>TURN        | 05/19/2025 | 15391               | TE tuner app                 | 01 1100 733 001 030     | 5.99                 |                 |
| *Denotes Expensed Invoice Item |            |                     |                              | Checking Account ID: 01 | Total without Voids: | <hr/> 26,742.09 |

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**Checking Account: 01**

**GENERAL FUND 01-101**

|                       |                     |                        |                                          |                                |                      |           |
|-----------------------|---------------------|------------------------|------------------------------------------|--------------------------------|----------------------|-----------|
| Check Number: 63173   | Check Type: Check   | Check Date: 06/09/2025 | Vendor: ACCOBRAND                        | ACCOBRAND                      | Check Total:         | 125.68    |
| <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> |           |
| 4730337127            | 06/02/2025          | 15045                  | Laminating Film 18" x 500' 1" core       | 01 2410 610 003 000            | 125.68               |           |
| Check Number: 63174   | Check Type: Check   | Check Date: 06/09/2025 | Vendor: ACT                              | ACT                            | Check Total:         | 646.00    |
| <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> |           |
| 1000004814            | 05/21/2025          | 15387                  | PreACT scoring                           | 01 1200 610 003 902            | 646.00               |           |
| Check Number: 63175   | Check Type: Check   | Check Date: 06/09/2025 | Vendor: AGPARTSED                        | AG PARTS WORLDWIDE             | Check Total:         | 16.90     |
| <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> |           |
| AR011935              | 05/12/2025          | 15315                  | HP 11 G8-EE (TOUCH & NON) / HP 11A G8-EE | 01 2230 650 000 000            | 6.95                 |           |
| AR011935              | 05/12/2025          | 15315                  | SHIPPING                                 | 01 2230 650 000 000            | 9.95                 |           |
| Check Number: 63176   | Check Type: Check   | Check Date: 06/09/2025 | Vendor: APPLEINC                         | APPLE INC                      | Check Total:         | 1,199.00  |
| <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> |           |
| AAA3841323            | 05/12/2025          | 15287                  | Personalized 13-inch iPad Pro WiFi 256GB | 01 1100 733 001 030            | 1,199.00             |           |
| Check Number: 63177   | Check Type: Check   | Check Date: 06/09/2025 | Vendor: ARBORSCIEN                       | ARBOR SCIENTIFIC               | Check Total:         | 1,673.50  |
| <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> |           |
| 491861                | 06/02/2025          | 15417                  | Light box/optical set                    | 01 1100 610 001 036            | 159.95               |           |
| 491861                | 06/02/2025          | 15417                  | Rotational Inertia Demonstration         | 01 1100 610 001 036            | 269.00               |           |
| 491861                | 06/02/2025          | 15417                  | Rotational Inertia kit                   | 01 1100 610 001 036            | 135.00               |           |
| 491861                | 06/02/2025          | 15417                  | Economy Air TracI                        | 01 1100 610 001 036            | 920.00               |           |
| 491861                | 06/02/2025          | 15417                  | Freight                                  | 01 1100 610 001 036            | 189.55               |           |
| Check Number: 63178   | Check Type: Check   | Check Date: 06/09/2025 | Vendor: BLACKHILLS                       | BLACK HILLS ENERGY             | Check Total:         | 59.51     |
| <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> |           |
| 2025-05-0001          | 06/05/2025          |                        | MAIN BUILDING HS                         | 01 2510 530 000 000            | 59.51                |           |
| Check Number: 63179   | Check Type: Check   | Check Date: 06/09/2025 | Vendor: CAPITALBU2                       | CAPITAL BUSINESS SYSTEMS, INC. | Check Total:         | 242.19    |
| <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> |           |
| 2025-05 CO-0001       | 06/28/2025          |                        | CONTRACT INVOICE-1511711                 | 01 1100 610 000 000            | 59.74                |           |
| 2025-05 CO-0001       | 06/28/2025          |                        | CONTRACT INVOICE--1512667                | 01 1100 610 000 000            | 182.45               |           |
| Check Number: 63180   | Check Type: Check   | Check Date: 06/09/2025 | Vendor: CAPITALBUS                       | CAPITAL BUSINESS SYSTEMS, INC. | Check Total:         | 1,859.14  |
| <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> |           |
| 39272027-0001         | 06/21/2025          |                        | COPIER LEASE                             | 01 1100 610 000 000            | 1,859.14             |           |
| Check Number: 63181   | Check Type: Check   | Check Date: 06/09/2025 | Vendor: CENTURYLI2                       | CENTURY LINK BUSINESS SERVICES | Check Total:         | 296.61    |
| <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> |           |
| 736751007-0001        | 06/19/2025          |                        | OUTBOUND VOIP SERVICE                    | 01 2510 530 000 000            | 296.61               |           |
| Check Number: 63182   | Check Type: Check   | Check Date: 06/09/2025 | Vendor: CITYOFKIMB                       | CITY OF KIMBALL                | Check Total:         | 11,456.57 |
| <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> |           |
| 1653                  | 06/02/2025          | 15400                  | Dump fee                                 | 01 2610 890 001 000            | 73.70                |           |

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|                       |                     |                     |                                       |                                |                                        |                        |
|-----------------------|---------------------|---------------------|---------------------------------------|--------------------------------|----------------------------------------|------------------------|
| Checking Account: 01  |                     | GENERAL FUND 01-101 |                                       |                                |                                        |                        |
| MAY 2025-0001         | 06/20/2025          |                     | AG SHOP SEWER                         | 01 2610 410 001 000            | 42.98                                  |                        |
| MAY 2025-0001         | 06/20/2025          |                     | STADIUM WATER                         | 01 2610 410 001 000            | 863.37                                 |                        |
| MAY 2025-0001         | 06/20/2025          |                     | STADIUM SEWER                         | 01 2610 410 001 000            | 42.98                                  |                        |
| MAY 2025-0001         | 06/20/2025          |                     | MAIN BLD WATER                        | 01 2610 410 001 000            | 334.35                                 |                        |
| MAY 2025-0001         | 06/20/2025          |                     | MAIN BLD SEWER                        | 01 2610 410 001 000            | 92.78                                  |                        |
| MAY 2025-0001         | 06/20/2025          |                     | MAIN BLD COLLECTION/LANDFILL          | 01 2610 410 001 000            | 580.05                                 |                        |
| MAY 2025-0001         | 06/20/2025          |                     | MECHANIC SHOP WATER                   | 01 2610 410 001 000            | 546.81                                 |                        |
| MAY 2025-0001         | 06/20/2025          |                     | MECHANIC SHOP SEWER                   | 01 2610 410 001 000            | 93.90                                  |                        |
| MAY 2025-0001         | 06/20/2025          |                     | AG SHOP COLLECTION-LANDFILL           | 01 2610 410 001 000            | 64.45                                  |                        |
| MAY 2025-0001         | 06/20/2025          |                     | #3 EAST SEWER                         | 01 2610 410 003 000            | 61.22                                  |                        |
| MAY 2025-0001         | 06/20/2025          |                     | ML MODULAR WATER                      | 01 2610 410 003 000            | 47.57                                  |                        |
| MAY 2025-0001         | 06/20/2025          |                     | ML MODULAR SEWER                      | 01 2610 410 003 000            | 41.91                                  |                        |
| MAY 2025-0001         | 06/20/2025          |                     | ML E WARD 3-W WATER                   | 01 2610 410 003 000            | 40.90                                  |                        |
| MAY 2025-0001         | 06/20/2025          |                     | ML E WARD 3-W COLLECTION AND LANDFILL | 01 2610 410 003 000            | 386.70                                 |                        |
| MAY 2025-0001         | 06/20/2025          |                     | ML E WARD 3-W SEWER                   | 01 2610 410 003 000            | 67.91                                  |                        |
| MAY 2025-0001         | 06/20/2025          |                     | SOUTH GYM ELECTRIC                    | 01 2610 621 001 000            | 1,040.33                               |                        |
| MAY 2025-0001         | 06/20/2025          |                     | MAIN BLD ELECTRIC                     | 01 2610 621 001 000            | 4,314.09                               |                        |
| MAY 2025-0001         | 06/20/2025          |                     | STADIUM ELECTRIC                      | 01 2610 621 001 000            | 452.11                                 |                        |
| MAY 2025-0001         | 06/20/2025          |                     | AG SHOP ELECTRIC                      | 01 2610 621 001 000            | 509.97                                 |                        |
| MAY 2025-0001         | 06/20/2025          |                     | ML E WARD 3-W ELECTRIC                | 01 2610 621 003 000            | 1,143.99                               |                        |
| MAY 2025-0001         | 06/20/2025          |                     | ML MODULAR ELECTRIC                   | 01 2610 621 003 000            | 482.85                                 |                        |
| MAY 2025-0001         | 06/20/2025          |                     | #3 EAST WATER                         | 01 2610 621 003 000            | 131.65                                 |                        |
| Check Number: 63183   |                     | Check Type: Check   | Check Date: 06/09/2025                | Vendor: CPSDISTRIB             | CPS DISTRIBUTORS                       | Check Total: 121.80    |
| <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>                   |                        |
| 0020998999-001        | 06/03/2025          | 15401               | 2.5 gal strike 3                      | 01 2620 610 000 000            | 70.35                                  |                        |
| 0020998999-001        | 06/03/2025          | 15401               | 2.5 gal ranger pro                    | 01 2620 610 000 000            | 51.45                                  |                        |
| Check Number: 63184   |                     | Check Type: Check   | Check Date: 06/09/2025                | Vendor: CULLIGAN               | CULLIGAN                               | Check Total: 69.95     |
| <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>                   |                        |
| 2025-05-0001          | 06/01/2025          |                     | SOFTENER RENTAL                       | 01 2610 610 001 000            | 69.95                                  |                        |
| Check Number: 63185   |                     | Check Type: Check   | Check Date: 06/09/2025                | Vendor: DASSTATEAC             | DAS STATE ACCOUNTING - CENTRAL FINANCE | Check Total: 560.50    |
| <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>                   |                        |
| 1446974-0012          | 06/08/2025          |                     | MAR 2025                              | 01 2510 382 000 000            | 267.63                                 |                        |
| 1446974-0012          | 06/08/2025          |                     | APR 2025                              | 01 2510 382 000 000            | 292.87                                 |                        |
| Check Number: 63186   |                     | Check Type: Check   | Check Date: 06/09/2025                | Vendor: ECOLABPEST             | ECOLAB PEST ELIMINATION DIVISION       | Check Total: 133.48    |
| <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>                   |                        |
| 8141533               | 06/02/2025          |                     | PEST ELIMINATION                      | 01 2620 340 003 000            | 133.48                                 |                        |
| Check Number: 63187   |                     | Check Type: Check   | Check Date: 06/09/2025                | Vendor: ESU13                  | ESU #13                                | Check Total: 21,987.32 |
| <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>                   |                        |

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|                       |                     |                                          |                                          |                                |                                |                     |
|-----------------------|---------------------|------------------------------------------|------------------------------------------|--------------------------------|--------------------------------|---------------------|
| Checking Account: 01  |                     | GENERAL FUND 01-101                      |                                          |                                |                                |                     |
| 2025-MAY S-0001       | 05/30/2025          | EMPLOYEE TRAINING/PROF DEVELOPMENT       | 01 1200 330 000 000                      | 77.70                          |                                |                     |
| 2025-MAY S-0001       | 05/30/2025          | MERIDIAN TUITION - ESU                   | 01 1200 561 001 003                      | 4,500.00                       |                                |                     |
| 2025-MAY S-0001       | 05/30/2025          | SUPERVISION OF PROGRAMS - ESU            | 01 1200 591 000 005                      | 681.79                         |                                |                     |
| 2025-MAY S-0001       | 05/30/2025          | ESU - MIPS CLERICAL                      | 01 1200 591 001 902                      | 60.00                          |                                |                     |
| 2025-MAY S-0001       | 05/30/2025          | ESU - MIPS CLERICAL                      | 01 1200 591 003 902                      | 60.00                          |                                |                     |
| 2025-MAY S-0001       | 05/30/2025          | SPED INSTRUCTION AGES 3-5                | 01 1291 591 003 000                      | 3,034.00                       |                                |                     |
| 2025-MAY S-0001       | 05/30/2025          | SPED SUPERVISION AGES 3-5                | 01 1291 591 003 005                      | 242.72                         |                                |                     |
| 2025-MAY S-0001       | 05/30/2025          | SPED INSTRUCTION AGES 0-2                | 01 1292 591 003 000                      | 671.92                         |                                |                     |
| 2025-MAY S-0001       | 05/30/2025          | SPED SUPERVISION AGES 0-2                | 01 1292 591 003 005                      | 53.75                          |                                |                     |
| 2025-MAY S-0001       | 05/30/2025          | PSYCH COUNSELING HS - ESU                | 01 2141 591 001 002                      | 2,232.08                       |                                |                     |
| 2025-MAY S-0001       | 05/30/2025          | PSYCH COUNSELING ML - ESU                | 01 2141 591 003 002                      | 6,212.62                       |                                |                     |
| 2025-MAY S-0001       | 05/30/2025          | SPEECH HS - ESU                          | 01 2151 591 001 003                      | 526.50                         |                                |                     |
| 2025-MAY S-0001       | 05/30/2025          | SUPERVISION - SPEECH HS - ESU            | 01 2151 591 001 005                      | 42.12                          |                                |                     |
| 2025-MAY S-0001       | 05/30/2025          | P/T SCHOOL AGE HS                        | 01 2171 591 001 000                      | 74.70                          |                                |                     |
| 2025-MAY S-0001       | 05/30/2025          | P/T SCHOOL AGE HS SUPERVISION            | 01 2171 591 001 005                      | 5.98                           |                                |                     |
| 2025-MAY S-0001       | 05/30/2025          | VISUALLY IMPAIRED/SERVICES ML - ESU      | 01 2181 591 003 000                      | 269.45                         |                                |                     |
| 2025-MAY S-0001       | 05/30/2025          | VISUALLY IMPAIRED/SERVICES ML - ESU SUPE | 01 2181 591 003 005                      | 21.56                          |                                |                     |
| 2025-MAY S-0001       | 05/30/2025          | VISUALLY IMPAIRED/SERVICES AGES 0-2      | 01 2183 591 003 000                      | 212.50                         |                                |                     |
| 2025-MAY S-0001       | 05/30/2025          | VISUALLY IMPAIRED/SERVICES AGES 0-2 SUPE | 01 2183 591 003 005                      | 17.00                          |                                |                     |
| 2025-MAY S-0001       | 05/30/2025          | PANHANDLE BEGINNINGS DAY SCHOOL          | 01 2190 591 001 000                      | 1,026.60                       |                                |                     |
| 2025-MAY S-0001       | 05/30/2025          | DISTANCE LEARNING CONSORTIUM             | 01 2224 382 000 000                      | 856.00                         |                                |                     |
| 2025-MAY S-0001       | 05/30/2025          | INTERNET E-RATE CONSORTIUM               | 01 2224 382 000 000                      | 400.00                         |                                |                     |
| 2025-MAY S-0001       | 05/30/2025          | NEVA                                     | 01 2224 382 000 000                      | 708.33                         |                                |                     |
| Check Number: 63188   |                     | Check Type: Check                        | Check Date: 06/09/2025                   | Vendor: FLOWERHAVE             | FLOWER HAVEN                   | Check Total: 363.17 |
| <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>           |                     |
| 1117                  | 06/02/2025          |                                          | GRADUATION FLOWERS                       | 01 2310 890 000 000            | 363.17                         |                     |
| Check Number: 63189   |                     | Check Type: Check                        | Check Date: 06/09/2025                   | Vendor: FLOYDSTRUC             | FLOYD'S TRUCK CENTER,INC       | Check Total: 94.97  |
| <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>           |                     |
| X101185207:01         | 06/02/2025          | 15432                                    | Air Brake Hose                           | 01 2710 610 000 000            | 23.62                          |                     |
| X101185207:01         | 06/02/2025          | 15432                                    | ABS Sensor                               | 01 2710 610 000 000            | 58.27                          |                     |
| X101185362:01         | 06/02/2025          | 15433                                    | ABS Cable                                | 01 2710 610 000 000            | 13.08                          |                     |
| Check Number: 63190   |                     | Check Type: Check                        | Check Date: 06/09/2025                   | Vendor: FOLLETTCON             | FOLLETT CONTENT SOLUTIONS, LLC | Check Total: 90.15  |
| <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>           |                     |
| 569723                | 06/03/2025          | 15212                                    | Dog vs Strawberry                        | 01 2220 640 003 000            | 18.67                          |                     |
| 569723                | 06/03/2025          | 15212                                    | Greenwild: The World Behind the Door (Bo | 01 2220 640 003 000            | 18.13                          |                     |
| 569723                | 06/03/2025          | 15212                                    | The Mystery of the Radcliffe Riddle      | 01 2220 640 003 000            | 16.94                          |                     |
| 569723                | 06/03/2025          | 15212                                    | Nothing Else but Miracles                | 01 2220 640 003 000            | 17.74                          |                     |
| 569723                | 06/03/2025          | 15212                                    | Seals are Jerks!                         | 01 2220 640 003 000            | 18.67                          |                     |
| Check Number: 63191   |                     | Check Type: Check                        | Check Date: 06/09/2025                   | Vendor: FRANKPARTS             | FRANK PARTS COMPANY            | Check Total: 23.99  |

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|-----------------------|---------------------|------------------------|------------------------------------------|--------------------------------|----------------------|-----------|
| 542444                | 06/02/2025          | 14318                  | General supply                           | 01 1100 610 001 044            | 23.99                |           |
| Check Number: 63192   | Check Type: Check   | Check Date: 06/09/2025 | Vendor: FRENCHMANV                       | FRENCHMAN VALLEY COOP          | Check Total:         | 1,646.13  |
| <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> |           |
| 2025-05-0001          | 06/20/2025          |                        | CARDTROL FUEL PURCHASES                  | 01 2710 626 000 000            | 1,646.13             |           |
| Check Number: 63193   | Check Type: Check   | Check Date: 06/09/2025 | Vendor: GUMDROPBOO                       | GUM DROP BOOKS                 | Check Total:         | 668.63    |
| <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> |           |
| PINV147357            | 05/19/2025          | 15211                  | Dump Trucks                              | 01 2220 640 003 000            | 20.97                |           |
| PINV147357            | 05/19/2025          | 15211                  | Fast Fighter Jets                        | 01 2220 640 003 000            | 21.99                |           |
| PINV147357            | 05/19/2025          | 15211                  | Look Inside and Electric Car: How it Wor | 01 2220 640 003 000            | 21.99                |           |
| PINV147357            | 05/19/2025          | 15211                  | Bulldozers                               | 01 2220 640 003 000            | 21.95                |           |
| PINV147357            | 05/19/2025          | 15211                  | Forklifts                                | 01 2220 640 003 000            | 24.95                |           |
| PINV147357            | 05/19/2025          | 15211                  | Mermaids                                 | 01 2220 640 003 000            | 21.67                |           |
| PINV147357            | 05/19/2025          | 15211                  | Mighty Minerals in Rocks                 | 01 2220 640 003 000            | 21.67                |           |
| PINV147357            | 05/19/2025          | 15211                  | American Sign Language Greetings and Phr | 01 2220 640 003 000            | 22.95                |           |
| PINV147357            | 05/19/2025          | 15211                  | Let's Learn American Sign Language Color | 01 2220 640 003 000            | 18.95                |           |
| PINV147357            | 05/19/2025          | 15211                  | Happy Holidays! Halloween                | 01 2220 640 003 000            | 20.97                |           |
| PINV147357            | 05/19/2025          | 15211                  | Holiday Wonders St. Patrick's Day        | 01 2220 640 003 000            | 20.97                |           |
| PINV147357            | 05/19/2025          | 15211                  | Games: Make Minecraft                    | 01 2220 640 003 000            | 18.20                |           |
| PINV147357            | 05/19/2025          | 15211                  | You Can Draw Cretaceous Dinosaurs        | 01 2220 640 003 000            | 18.99                |           |
| PINV147357            | 05/19/2025          | 15211                  | Crafting with Style! Nail Art            | 01 2220 640 003 000            | 20.97                |           |
| PINV147357            | 05/19/2025          | 15211                  | Laugh-Out-Loud Monster Jokes             | 01 2220 640 003 000            | 19.70                |           |
| PINV147357            | 05/19/2025          | 15211                  | Joke Books Riddles                       | 01 2220 640 003 000            | 22.95                |           |
| PINV147357            | 05/19/2025          | 15211                  | Team Roping: Curious about               | 01 2220 640 003 000            | 24.95                |           |
| PINV147357            | 05/19/2025          | 15211                  | Volleyball                               | 01 2220 640 003 000            | 21.99                |           |
| PINV147357            | 05/19/2025          | 15211                  | Pyrotechnician                           | 01 2220 640 003 000            | 21.20                |           |
| PINV147357            | 05/19/2025          | 15211                  | Starter Guide to Mario Kart              | 01 2220 640 003 000            | 21.45                |           |
| PINV147357            | 05/19/2025          | 15211                  | AI at Work                               | 01 2220 640 003 000            | 20.99                |           |
| PINV147357            | 05/19/2025          | 15211                  | Pokemon: Beginner's Guide                | 01 2220 640 003 000            | 22.45                |           |
| PINV147357            | 05/19/2025          | 15211                  | Curious about Hobby Robots               | 01 2220 640 003 000            | 24.95                |           |
| PINV147357            | 05/19/2025          | 15211                  | Volcanic Eruptions: The Worst in History | 01 2220 640 003 000            | 21.20                |           |
| PINV147357            | 05/19/2025          | 15211                  | Wildfires                                | 01 2220 640 003 000            | 23.07                |           |
| PINV147357            | 05/19/2025          | 15211                  | James Webb Space Telescope: A Peek Into  | 01 2220 640 003 000            | 22.99                |           |
| PINV147357            | 05/19/2025          | 15211                  | Chris Stapleton                          | 01 2220 640 003 000            | 20.97                |           |
| PINV147357            | 05/19/2025          | 15211                  | State Profiles: Nebraska                 | 01 2220 640 003 000            | 21.67                |           |
| PINV147357            | 05/19/2025          | 15211                  | Regions of the United States: Midwest    | 01 2220 640 003 000            | 20.97                |           |
| PINV147357            | 05/19/2025          | 15211                  | On the Volleyball Team                   | 01 2220 640 003 000            | 18.95                |           |
| PINV147357            | 05/19/2025          | 15211                  | The Science Behind Volleyball            | 01 2220 640 003 000            | 20.99                |           |
| Check Number: 63194   | Check Type: Check   | Check Date: 06/09/2025 | Vendor: HEINEMANN                        | HEINEMANN                      | Check Total:         | 18,028.36 |
| <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> |           |

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|                      |            |                     |                                          |                        |                     |                                          |
|----------------------|------------|---------------------|------------------------------------------|------------------------|---------------------|------------------------------------------|
| Checking Account: 01 |            | GENERAL FUND 01-101 |                                          |                        |                     |                                          |
| 956267455            | 05/22/2025 | 15158               | Pre-K                                    | 01 1100 640 003 000    | 795.75              |                                          |
| 956267455            | 05/22/2025 | 15158               | Total for Kindergarten (25 student liden | 01 1100 640 003 000    | 5,484.00            |                                          |
| 956267455            | 05/22/2025 | 15158               | Total for Grade 1 (32 student licenses;  | 01 1100 640 003 000    | 6,845.20            |                                          |
| 956267455            | 05/22/2025 | 15158               | Total for Grade 2 (39 student licenses;  | 01 1100 640 003 000    | 1,408.45            |                                          |
| 956267455            | 05/22/2025 | 15158               | shipping and handling                    | 01 1100 640 003 000    | 3,494.96            |                                          |
| Check Number: 63195  |            | Check Type: Check   |                                          | Check Date: 06/09/2025 | Vendor: HERFFJONES  | HERFF JONES, LLC                         |
| Invoice Number       |            | Invoice Date        |                                          | PO Number              |                     | Detail Description                       |
| 1268929              |            | 05/12/2025          |                                          | 15310                  |                     | High School Diplomas cover               |
| 1268929              |            | 05/12/2025          |                                          | 15310                  |                     | cover shipping                           |
|                      |            |                     |                                          |                        |                     | Chart of Account Number                  |
|                      |            |                     |                                          |                        |                     | Detail Amount                            |
|                      |            |                     |                                          |                        |                     | 249.47                                   |
|                      |            |                     |                                          |                        |                     | 29.79                                    |
| Check Number: 63196  |            | Check Type: Check   |                                          | Check Date: 06/09/2025 | Vendor: BLUFFSFACI  | IDEAL/BLUFFS FACILITY SOLUTIONS          |
| Invoice Number       |            | Invoice Date        |                                          | PO Number              |                     | Detail Description                       |
| 497060               |            | 05/12/2025          |                                          | 15291                  |                     | foam hand sanitizer                      |
| 497060               |            | 05/12/2025          |                                          | 15291                  |                     | kutol soap ez foam hand                  |
| 497060               |            | 05/12/2025          |                                          | 15291                  |                     | toilet tissue tork                       |
| 497060               |            | 05/12/2025          |                                          | 15291                  |                     | tissue facial flat livi                  |
| 497060               |            | 05/12/2025          |                                          | 15291                  |                     | husky 800l disinfectant                  |
| 497060               |            | 05/12/2025          |                                          | 15291                  |                     | freight charge                           |
| 497698               |            | 05/15/2025          |                                          | 15372                  |                     | facial tissue                            |
| 497698               |            | 05/15/2025          |                                          | 15372                  |                     | Towel roll Tork                          |
| 497698               |            | 05/15/2025          |                                          | 15372                  |                     | liner 46x50                              |
| 497698               |            | 05/15/2025          |                                          | 15372                  |                     | freight charge                           |
|                      |            |                     |                                          |                        |                     | Chart of Account Number                  |
|                      |            |                     |                                          |                        |                     | Detail Amount                            |
|                      |            |                     |                                          |                        |                     | 171.17                                   |
|                      |            |                     |                                          |                        |                     | 139.94                                   |
|                      |            |                     |                                          |                        |                     | 137.22                                   |
|                      |            |                     |                                          |                        |                     | 35.92                                    |
|                      |            |                     |                                          |                        |                     | 85.39                                    |
|                      |            |                     |                                          |                        |                     | 3.00                                     |
|                      |            |                     |                                          |                        |                     | 40.18                                    |
|                      |            |                     |                                          |                        |                     | 214.32                                   |
|                      |            |                     |                                          |                        |                     | 136.89                                   |
|                      |            |                     |                                          |                        |                     | 3.00                                     |
| Check Number: 63197  |            | Check Type: Check   |                                          | Check Date: 06/09/2025 | Vendor: ITSAVVY     | ITSAVVY LLC                              |
| Invoice Number       |            | Invoice Date        |                                          | PO Number              |                     | Detail Description                       |
| 01566143             |            | 05/07/2025          |                                          | 15284                  |                     | OtterBox Defender Series Protective case |
|                      |            |                     |                                          |                        |                     | Chart of Account Number                  |
|                      |            |                     |                                          |                        |                     | Detail Amount                            |
|                      |            |                     |                                          |                        |                     | 68.05                                    |
| Check Number: 63198  |            | Check Type: Check   |                                          | Check Date: 06/09/2025 | Vendor: JWPEPPERSON | J.W. PEPPER & SON INC.                   |
| Invoice Number       |            | Invoice Date        |                                          | PO Number              |                     | Detail Description                       |
| 367470597            |            | 05/12/2025          |                                          | 14998                  |                     | xylophone solo books for music contests  |
| 367489148            |            | 05/12/2025          |                                          | 15113                  |                     | Music for band concert                   |
|                      |            |                     |                                          |                        |                     | Chart of Account Number                  |
|                      |            |                     |                                          |                        |                     | Detail Amount                            |
|                      |            |                     |                                          |                        |                     | 17.00                                    |
|                      |            |                     |                                          |                        |                     | 46.00                                    |
| Check Number: 63199  |            | Check Type: Check   |                                          | Check Date: 06/09/2025 | Vendor: JOHNSONCON  | JOHNSON CONTROLS                         |
| Invoice Number       |            | Invoice Date        |                                          | PO Number              |                     | Detail Description                       |
| 1-135746602465       |            | 06/05/2025          |                                          | 15447                  |                     | Labor                                    |
| 1-135746602465       |            | 06/05/2025          |                                          | 15447                  |                     | lanor                                    |
| 1-135746602465       |            | 06/05/2025          |                                          | 15447                  |                     | Relay limits                             |
| 1-135746602465       |            | 06/05/2025          |                                          | 15447                  |                     | Capacitor                                |
| 1-135746602465       |            | 06/05/2025          |                                          | 15447                  |                     | Disposal, environmental & usage charge   |
| 1-135746602465       |            | 06/05/2025          |                                          | 15447                  |                     | Fuel surcharge Adjustment                |
| 1-135746602465       |            | 06/05/2025          |                                          | 15447                  |                     | Mileage                                  |
|                      |            |                     |                                          |                        |                     | Chart of Account Number                  |
|                      |            |                     |                                          |                        |                     | Detail Amount                            |
|                      |            |                     |                                          |                        |                     | 660.00                                   |
|                      |            |                     |                                          |                        |                     | 990.00                                   |
|                      |            |                     |                                          |                        |                     | 450.09                                   |
|                      |            |                     |                                          |                        |                     | 17.83                                    |
|                      |            |                     |                                          |                        |                     | 45.00                                    |
|                      |            |                     |                                          |                        |                     | 70.00                                    |
|                      |            |                     |                                          |                        |                     | 352.80                                   |
| Check Number: 63200  |            | Check Type: Check   |                                          | Check Date: 06/09/2025 | Vendor: ACEHARDWAR  | KIMBALL ACE HARDWARE                     |
|                      |            |                     |                                          |                        |                     | Check Total:                             |
|                      |            |                     |                                          |                        |                     | 766.14                                   |

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| <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> |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|------------------|--------------------------------|--------------------------------|----------------------|--|
| 10070                                                                                                                                                 | 06/02/2025          | 14299            | General operating supplies     | 01 1100 610 001 044            | 34.45                |  |
| 10119/                                                                                                                                                | 05/21/2025          | 15357            | ball valve sch40               | 01 2620 610 003 000            | 12.58                |  |
| 10119/                                                                                                                                                | 05/21/2025          | 15357            | adapter sch40 pvc              | 01 2620 610 003 000            | 5.72                 |  |
| 10119/                                                                                                                                                | 05/21/2025          | 15357            | union sch40 fip                | 01 2620 610 003 000            | 21.58                |  |
| 10119/                                                                                                                                                | 05/21/2025          | 15357            | film stretch almst 20x1000     | 01 2620 610 003 000            | 44.99                |  |
| 10119/                                                                                                                                                | 05/21/2025          | 15357            | keykrafter #95 brass           | 01 2620 610 003 000            | 2.99                 |  |
| 10120/3                                                                                                                                               | 05/21/2025          | 15356            | couler 1" sch40                | 01 2620 610 001 000            | 3.75                 |  |
| 10120/3                                                                                                                                               | 05/21/2025          | 15356            | elbow 90 sch40 pvc             | 01 2620 610 001 000            | 1.43                 |  |
| 10120/3                                                                                                                                               | 05/21/2025          | 15356            | adapter sch40 pvc              | 01 2620 610 001 000            | 1.79                 |  |
| 10120/3                                                                                                                                               | 05/21/2025          | 15356            | thread tape                    | 01 2620 610 001 000            | 12.58                |  |
| 10127                                                                                                                                                 | 06/02/2025          | 14299            | General operating supplies     | 01 1100 610 001 044            | 52.17                |  |
| 10130                                                                                                                                                 | 06/02/2025          | 14299            | General operating supplies     | 01 1100 610 001 044            | 9.52                 |  |
| 10134                                                                                                                                                 | 06/02/2025          | 14299            | General operating supplies     | 01 1100 610 001 044            | 41.38                |  |
| 10138                                                                                                                                                 | 05/21/2025          | 15358            | ace leaf rake poly 24"         | 01 2620 610 000 000            | 13.59                |  |
| 10187                                                                                                                                                 | 05/21/2025          | 15383            | 2gal garden sprayer            | 01 2620 610 000 000            | 19.99                |  |
| 10187                                                                                                                                                 | 05/21/2025          | 15383            | banana boat sunscreen          | 01 2620 610 000 000            | 14.39                |  |
| 10209/3                                                                                                                                               | 05/19/2025          | 15388            | 3 keys for stadium press box   | 01 2610 610 001 000            | 10.33                |  |
| 10209/3                                                                                                                                               | 05/19/2025          | 15388            | 3 keys for padlock for stadium | 01 2610 610 001 000            | 10.33                |  |
| 10242                                                                                                                                                 | 06/05/2025          | 15402            | Line Trimmer                   | 01 2620 610 000 000            | 23.99                |  |
| 10279                                                                                                                                                 | 05/21/2025          | 15408            | Grinder                        | 01 1100 610 001 040            | 125.08               |  |
| 10279                                                                                                                                                 | 05/21/2025          | 15408            | Flap Wheels                    | 01 1100 610 001 040            | 152.86               |  |
| 10334                                                                                                                                                 | 06/02/2025          | 15428            | Touchless Voltage Tester       | 01 2710 610 000 000            | 17.59                |  |
| 10365                                                                                                                                                 | 06/05/2025          | 15437            | smartflo max 75ft hose         | 01 2620 610 001 000            | 46.74                |  |
| 10411                                                                                                                                                 | 06/05/2025          | 15449            | CAP PVC SCH40 1" FPT           | 01 2620 610 001 000            | 18.84                |  |
| 10421                                                                                                                                                 | 06/05/2025          | 15448            | Ball Valve BRS FIP 2"          | 01 2620 610 001 000            | 58.49                |  |
| 10445                                                                                                                                                 | 06/03/2025          | 15451            | FLOOR SCRAPER FOR HS BATHROOMS | 01 2620 610 001 000            | 8.99                 |  |
| Check Number: 63201      Check Type: Check      Check Date: 06/09/2025      Vendor: KIMBALLAUT      KIMBALL AUTO PARTS CO      Check Total: 920.77    |                     |                  |                                |                                |                      |  |
| <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> |  |
| 272707                                                                                                                                                | 05/19/2025          | 15373            | Oil Filter                     | 01 2710 610 000 000            | 33.06                |  |
| 272868                                                                                                                                                | 05/19/2025          | 15385            | 0w-20                          | 01 2710 626 000 000            | 478.80               |  |
| 272868                                                                                                                                                | 05/19/2025          | 15385            | 5w-30                          | 01 2710 626 000 000            | 239.40               |  |
| 272978                                                                                                                                                | 05/16/2025          | 15394            | serpentine belt                | 01 2710 610 000 000            | 123.32               |  |
| 514494                                                                                                                                                | 04/30/2025          | 14300            | General operating supplies     | 01 1100 610 001 044            | 46.19                |  |
| Check Number: 63202      Check Type: Check      Check Date: 06/09/2025      Vendor: KIMBALLPUB      KIMBALL PUBLIC SCHOOLS      Check Total: 1,274.96 |                     |                  |                                |                                |                      |  |
| <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> |  |
| 2025-04 LUNCH INVOIC                                                                                                                                  | 05/12/2025          |                  | HS SUPERVISION MEALS           | 01 2570 291 001 000            | 107.10               |  |
| 2025-04 LUNCH INVOIC                                                                                                                                  | 05/12/2025          |                  | ML SUPERVISION MEALS           | 01 2570 291 003 000            | 479.25               |  |
| 2025-04 LUNCH INVOIC                                                                                                                                  | 05/12/2025          |                  | HS SUBSTITUTE MEALS            | 01 2570 293 001 000            | 75.90                |  |
| 2025-04 LUNCH INVOIC                                                                                                                                  | 05/12/2025          |                  | ML SUBSTITUTE MEALS            | 01 2570 293 003 000            | 71.40                |  |

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GENERAL FUND 01-101

|                      |            |                      |                     |        |
|----------------------|------------|----------------------|---------------------|--------|
| 2025-05 LUNCH INVOIC | 06/02/2025 | HS DISTRICT COFFEE   | 01 2570 291 001 000 | 125.61 |
| 2025-05 LUNCH INVOIC | 06/02/2025 | HS SUPERVISION MEALS | 01 2570 291 001 000 | 56.10  |
| 2025-05 LUNCH INVOIC | 06/02/2025 | ML SUPERVISION MEALS | 01 2570 291 003 000 | 212.30 |
| 2025-05 LUNCH INVOIC | 06/02/2025 | ML DISTRICT COFFEE   | 01 2570 291 003 000 | 64.20  |
| 2025-05 LUNCH INVOIC | 06/02/2025 | HS SUBSTITUTE MEALS  | 01 2570 293 001 000 | 47.40  |
| 2025-05 LUNCH INVOIC | 06/02/2025 | ML SUBSTITUTE MEALS  | 01 2570 293 003 000 | 35.70  |

|                       |                     |                        |                           |                                |                      |       |
|-----------------------|---------------------|------------------------|---------------------------|--------------------------------|----------------------|-------|
| Check Number: 63203   | Check Type: Check   | Check Date: 06/09/2025 | Vendor: KIMBALLPUB        | KIMBALL PUBLIC SCHOOLS         | Check Total:         | 37.65 |
| <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> |       |
| PETTY CASH REIMBUR    | 06/02/2025          |                        | PETTY CASH REIMBURSEMENT  | 01 1100 610 003 000            | 37.65                |       |

|                       |                     |                        |                                          |                                |                      |          |
|-----------------------|---------------------|------------------------|------------------------------------------|--------------------------------|----------------------|----------|
| Check Number: 63204   | Check Type: Check   | Check Date: 06/09/2025 | Vendor: PANHANDLEC                       | LEGACY COOP                    | Check Total:         | 2,805.76 |
| <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> |          |
| 249543                | 05/19/2025          | 15384                  | Red Diesel                               | 01 2710 626 000 000            | 482.05               |          |
| 469202                | 05/19/2025          | 14588                  | kerosene 5 gal                           | 01 2710 626 000 000            | 28.90                |          |
| 730556                | 05/19/2025          |                        | FOOD LAB GROCERIES                       | 01 1100 610 001 042            | 18.66                |          |
| 730559                | 05/19/2025          |                        | FOOD LAB GROCERIES                       | 01 1100 610 001 042            | 34.59                |          |
| 730563                | 06/05/2025          | 15359                  | M&M bags for classroom project           | 01 1100 610 001 028            | 41.79                |          |
| 730566                | 05/19/2025          |                        | FOOD LAB GROCERIES                       | 01 1100 610 001 042            | 43.34                |          |
| 730588                | 05/12/2025          | 15368                  | hamburgers, hot dogs, buns, condiments,  | 01 1100 610 001 038            | 437.80               |          |
| 730599                | 05/21/2025          |                        | FOOD LAB GROCERIES                       | 01 1100 610 001 042            | 30.48                |          |
| 730616                | 05/21/2025          |                        | FOOD LAB GROCERIES                       | 01 1100 610 001 042            | 107.00               |          |
| 730629                | 05/21/2025          | 15425                  | Gatorade for Awards Assembly - Life Skil | 01 2410 890 003 000            | 64.95                |          |
| CARDTROL 2025-05      | 06/05/2025          |                        | CARDTROL PURCHASES                       | 01 2710 626 000 000            | 1,516.20             |          |

|                       |                     |                        |                           |                                |                      |        |
|-----------------------|---------------------|------------------------|---------------------------|--------------------------------|----------------------|--------|
| Check Number: 63205   | Check Type: Check   | Check Date: 06/09/2025 | Vendor: LONGWILLIA        | WILLIAM LONG                   | Check Total:         | 438.90 |
| <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> |        |
| 4TH QTR MILEAGE       | 06/02/2025          | 15436                  | William Long              | 01 2710 332 000 000            | 438.90               |        |

|                       |                     |                        |                             |                                |                      |          |
|-----------------------|---------------------|------------------------|-----------------------------|--------------------------------|----------------------|----------|
| Check Number: 63206   | Check Type: Check   | Check Date: 06/09/2025 | Vendor: MASTERYPRE          | MASTERY PREP                   | Check Total:         | 1,450.00 |
| <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> |          |
| Q-01458               | 06/02/2025          | 15430                  | ACT Bellringer Subscription | 01 3535 640 001 000            | 1,450.00             |          |

|                       |                     |                        |                           |                                |                      |       |
|-----------------------|---------------------|------------------------|---------------------------|--------------------------------|----------------------|-------|
| Check Number: 63207   | Check Type: Check   | Check Date: 06/09/2025 | Vendor: MATHESON          | MATHESON TRI-GAS, INC          | Check Total:         | 54.06 |
| <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> |       |
| 52514418              | 06/02/2025          |                        | RENTAL INVOICE            | 01 1100 610 001 040            | 54.06                |       |

|                       |                     |                        |                                             |                                |                      |          |
|-----------------------|---------------------|------------------------|---------------------------------------------|--------------------------------|----------------------|----------|
| Check Number: 63208   | Check Type: Check   | Check Date: 06/09/2025 | Vendor: MCMANIGALL                          | MCMANIGAL LAWN AND LANDSCAPE   | Check Total:         | 4,245.00 |
| <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> |          |
| 2982                  | 06/05/2025          | 15467                  | SUBLIME WEED CONTROL 1ST APPLICATION<br>NON | 01 2620 340 001 000            | 3,375.00             |          |
| 2982                  | 06/05/2025          | 15467                  | GROUND KILLER SPRAY/NON IRRIGATED<br>AREAS  | 01 2620 340 003 000            | 420.00               |          |
| 2982                  | 06/05/2025          | 15467                  | GRAVEL AREAS HIGH SCHOOL                    | 01 2620 610 001 000            | 450.00               |          |

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Check Number: 63209      Check Type: Check      Check Date: 06/09/2025      Vendor: MENARDS      MENARDS - SCOTTSBLUFF      Check Total: 2,005.76

| <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> |
|-----------------------|---------------------|------------------|------------------------------------|--------------------------------|----------------------|
| 23280                 | 05/12/2025          | 15231            | Die Grinder                        | 01 2610 610 003 000            | 29.99                |
| 23280                 | 05/12/2025          | 15231            | 1/4" Coupler male                  | 01 2710 610 000 000            | 5.98                 |
| 23280                 | 05/12/2025          | 15231            | 1/4" coupler female                | 01 2710 610 000 000            | 11.96                |
| 23956                 | 05/21/2025          | 15343            | Nebraska state flag                | 01 2620 610 001 000            | 69.98                |
| 23956                 | 05/21/2025          | 15343            | MF suitcase tool box               | 01 2620 610 001 000            | 39.99                |
| 23956                 | 05/21/2025          | 15343            | Menards Rebate                     | 01 2620 610 001 000            | (1.93)               |
| 23956                 | 05/21/2025          | 15343            | Menards Rebate                     | 01 2620 610 001 000            | (28.82)              |
| 23956                 | 05/21/2025          | 15343            | Menards Rebate                     | 01 2620 610 001 000            | (7.61)               |
| 23956                 | 05/21/2025          | 15343            | Menards Rebate                     | 01 2620 610 001 000            | (4.38)               |
| 24073                 | 05/21/2025          | 15344            | Wax Ring Kit w/bolts               | 01 2620 610 000 000            | 53.91                |
| 24073                 | 05/21/2025          | 15344            | Urinal Flush Valve                 | 01 2620 610 000 000            | 219.98               |
| 24073                 | 05/21/2025          | 15344            | American Standard Sinks (on order) | 01 2620 610 000 000            | 509.94               |
| 24073                 | 05/21/2025          | 15344            | Urinal flush valve ( on order)     | 01 2620 610 000 000            | 219.98               |
| 24073                 | 05/21/2025          | 15344            | Toilet flush valve ( on order)     | 01 2620 610 000 000            | 719.94               |
| 25168                 | 06/05/2025          | 15421            | 1/2" hammer drill 7 amp            | 01 2620 610 000 000            | 119.00               |
| 25168                 | 06/05/2025          | 15421            | 4x10 plastic floor register        | 01 2620 610 001 000            | 11.98                |
| 25719                 | 06/05/2025          | 15438            | mf-rat wrnset 20pc                 | 01 2620 610 001 000            | 59.98                |
| 25719                 | 06/05/2025          | 15438            | menards rebate                     | 01 2620 610 001 000            | (24.11)              |

Check Number: 63210      Check Type: Check      Check Date: 06/09/2025      Vendor: MONUMENTCL      MONUMENT CLEANING COMPANY      Check Total: 7,190.00

| <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> |
|-----------------------|---------------------|------------------|------------------------------------------|--------------------------------|----------------------|
| 658-0001              | 06/05/2025          |                  | DAILY CLEANING                           | 01 2610 420 001 000            | 5,565.00             |
| 658-0001              | 06/05/2025          |                  | COMMUTING                                | 01 2610 420 001 000            | 1,050.00             |
| 658-0001              | 06/05/2025          |                  | GLASS, INACTIVE CLASSROOMS, ADMIN OFFICE | 01 2610 420 001 000            | 300.00               |
| 658-0001              | 06/05/2025          |                  | AUDITORIUM                               | 01 2610 420 001 000            | 125.00               |
| 658-0001              | 06/05/2025          |                  | MAIN GYM                                 | 01 2610 420 001 000            | 150.00               |

Check Number: 63211      Check Type: Check      Check Date: 06/09/2025      Vendor: NCSA      NE COUNCIL OF SCHOOL ADMINISTRATORS      Check Total: 265.00

| <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> |
|-----------------------|---------------------|------------------|------------------------------------------|--------------------------------|----------------------|
| 85343                 | 05/07/2025          | 15149            | Women in Leadership Conference           | 01 2410 610 001 000            | 165.00               |
| E16705-731833         | 05/12/2025          | 15354            | Business Manager Trainging 07/25 Virtual | 01 2510 330 000 000            | 100.00               |

Check Number: 63212      Check Type: Check      Check Date: 06/09/2025      Vendor: NESTFIREMA      NEBRASKA STATE FIRE MARSHALL      Check Total: 144.00

| <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> |
|-----------------------|---------------------|------------------|---------------------------|--------------------------------|----------------------|
| 134569                | 06/05/2025          | 15450            | NE06426 boiler cert       | 01 2620 340 001 000            | 36.00                |
| 134569                | 06/05/2025          | 15450            | NE15748 boiler cert       | 01 2620 340 001 000            | 36.00                |
| 134569                | 06/05/2025          | 15450            | NE31916 boiler cert       | 01 2620 340 001 000            | 36.00                |
| 134569                | 06/05/2025          | 15450            | NE15749 boiler cert       | 01 2620 340 001 000            | 36.00                |

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|                       |                     |                        |                                         |                                |                      |          |
|-----------------------|---------------------|------------------------|-----------------------------------------|--------------------------------|----------------------|----------|
| Check Number: 63213   | Check Type: Check   | Check Date: 06/09/2025 | Vendor: ONESOURCE                       | ONE SOURCE                     | Check Total:         | 86.00    |
| <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> |          |
| 2022180849            | 06/02/2025          |                        | PRE-EMPLOYMENT BACKGROUND CHECKS        | 01 2320 890 000 000            | 86.00                |          |
| Check Number: 63214   | Check Type: Check   | Check Date: 06/09/2025 | Vendor: PERFECTION                      | PERFECTION LEARNING CORP.      | Check Total:         | 1,839.46 |
| <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> |          |
| INV1069275            | 06/02/2025          | 15390                  | 7th Answer Key                          | 01 1100 640 001 000            | 9.95                 |          |
| INV1069275            | 06/02/2025          | 15390                  | 8th Answer Key                          | 01 1100 640 001 000            | 9.95                 |          |
| INV1069275            | 06/02/2025          | 15390                  | 9th Answer Key                          | 01 1100 640 001 000            | 9.95                 |          |
| INV1069275            | 06/02/2025          | 15390                  | 10th Answer Key                         | 01 1100 640 001 000            | 9.95                 |          |
| INV1069275            | 06/02/2025          | 15390                  | 11th Answer Key                         | 01 1100 640 001 000            | 9.95                 |          |
| INV1069275            | 06/02/2025          | 15390                  | 12th Answer Key                         | 01 1100 640 001 000            | 9.95                 |          |
| INV1069275            | 06/02/2025          | 15390                  | Services from Sales Rep                 | 01 1100 640 001 000            | 7.16                 |          |
| INV1069430            | 06/02/2025          | 15390                  | Student Edition soft cover              | 01 1100 640 001 000            | 359.70               |          |
| INV1069430            | 06/02/2025          | 15390                  | Student Edition soft cover              | 01 1100 640 001 000            | 299.75               |          |
| INV1069430            | 06/02/2025          | 15390                  | Student Edition, soft cover             | 01 1100 640 001 000            | 239.80               |          |
| INV1069430            | 06/02/2025          | 15390                  | Student Edition, soft cover             | 01 1100 640 001 000            | 155.87               |          |
| INV1069430            | 06/02/2025          | 15390                  | Student Edition, soft cover             | 01 1100 640 001 000            | 263.78               |          |
| INV1069430            | 06/02/2025          | 15390                  | Student Edition, soft cover             | 01 1100 640 001 000            | 263.78               |          |
| INV1069430            | 06/02/2025          | 15390                  | Shipping                                | 01 1100 640 001 000            | 189.92               |          |
| Check Number: 63215   | Check Type: Check   | Check Date: 06/09/2025 | Vendor: PERRYGUTHE                      | PERRY, GUTHERY, HAASE & GESSFO | Check Total:         | 659.00   |
| <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> |          |
| 269-0001              | 05/23/2025          |                        | LEGAL SERVICES                          | 01 2330 317 000 000            | 659.00               |          |
| Check Number: 63216   | Check Type: Check   | Check Date: 06/09/2025 | Vendor: QUILLCORPO                      | QUILL CORPORATION              | Check Total:         | 59.90    |
| <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> |          |
| 43379098-0002         | 05/20/2025          | 15020                  | Post-It Sticky Notes                    | 01 1100 610 001 036            | 10.98                |          |
| 43379098-0002         | 05/20/2025          | 15020                  | Office Mate Heavy Duty 3-hole punch     | 01 1100 610 001 036            | 30.59                |          |
| 43379098-0002         | 05/20/2025          | 15020                  | Scotch Magic tape 3/4 x 1000            | 01 1100 610 001 036            | 18.33                |          |
| Check Number: 63217   | Check Type: Check   | Check Date: 06/09/2025 | Vendor: RAPIDSWHOL                      | RAPIDS WHOLESALE               | Check Total:         | 33.49    |
| <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> |          |
| I2030521              | 06/03/2025          | 15063                  | Kitchen Timer                           | 01 1100 733 001 042            | 29.25                |          |
| I2030521              | 06/03/2025          | 15063                  | Dredge Shaker                           | 01 1100 733 001 042            | 4.24                 |          |
| Check Number: 63218   | Check Type: Check   | Check Date: 06/09/2025 | Vendor: SANDBERGIM                      | SANDBERG IMPLEMENT             | Check Total:         | 45.11    |
| <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> |          |
| IV50179               | 05/19/2025          | 15395                  | Thermostat + Gasket                     | 01 2620 610 000 000            | 45.11                |          |
| Check Number: 63219   | Check Type: Check   | Check Date: 06/09/2025 | Vendor: SCHOOLSPEC                      | SCHOOL SPECIALTY INC.          | Check Total:         | 160.29   |
| <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> |          |
| 308104694805          | 05/19/2025          | 15037                  | Flat Bottom paper bags - 6 x 11 - white | 01 2410 610 003 000            | 19.04                |          |
| 308104694805          | 05/19/2025          | 15037                  | Book Planner Teacher Daily Record 6 x 9 | 01 2410 610 003 000            | 141.25               |          |

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|-----------------------|---------------------|------------------------|------------------------------------------|--------------------------------|----------------------|----------|
| Check Number: 63220   | Check Type: Check   | Check Date: 06/09/2025 | Vendor: SECURLYINC                       | SECURLY, INC                   | Check Total:         | 1,287.00 |
| <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> |          |
| 139158                | 06/03/2025          | 15393                  | Ehall pass renewal                       | 01 2230 735 000 000            | 1,287.00             |          |
| Check Number: 63221   | Check Type: Check   | Check Date: 06/09/2025 | Vendor: STAPLES                          | STAPLES BUSINESS ADVANTAGE     | Check Total:         | 79.20    |
| <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> |          |
| 6027194061-0002       | 05/21/2025          | 15020                  | Swingline Standard staples               | 01 1100 610 001 036            | 6.05                 |          |
| 6027194061-0002       | 05/21/2025          | 15020                  | Avery page size heavy weight non-glare c | 01 1100 610 001 036            | 11.70                |          |
| 6027194061-0002       | 05/21/2025          | 15020                  | Expo Dry Erase markers                   | 01 1100 610 001 036            | 21.85                |          |
| 6027194061-0003       | 06/21/2025          | 15020                  | Swingline Standard staples               | 01 1100 610 001 036            | 6.05                 |          |
| 6027194061-0003       | 06/21/2025          | 15020                  | Avery page size heavy weight non-glare c | 01 1100 610 001 036            | 11.70                |          |
| 6027194061-0003       | 06/21/2025          | 15020                  | Expo Dry Erase markers                   | 01 1100 610 001 036            | 21.85                |          |
| Check Number: 63222   | Check Type: Check   | Check Date: 06/09/2025 | Vendor: STEVEWEISS                       | STEVE WEISS MUSIC              | Check Total:         | 32.94    |
| <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> |          |
| INV1371092.1          | 05/15/2025          | 15293                  | Schlagwerk SK50 Double Shaker 9.44" x 1. | 01 1100 733 001 030            | 24.99                |          |
| INV1371092.1          | 05/15/2025          | 15293                  | SHIPPING                                 | 01 1100 733 001 030            | 7.95                 |          |
| Check Number: 63223   | Check Type: Check   | Check Date: 06/09/2025 | Vendor: VERIZON                          | VERIZON WIRELESS               | Check Total:         | 53.00    |
| <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> |          |
| 6114003170-0001       | 06/20/2025          |                        | cell phones                              | 01 2510 530 000 000            | 53.00                |          |
| Check Number: 63224   | Check Type: Check   | Check Date: 06/09/2025 | Vendor: VOYAGER                          | VOYAGER FLEET SYSTEMS, INC.    | Check Total:         | 1,364.40 |
| <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> |          |
| 8691497732-0035       | 06/01/2025          |                        | CARDTROL PURCHASES                       | 01 2710 626 000 000            | 1,441.17             |          |
| 8691497732-0035       | 06/01/2025          |                        | TAX ADJUSTMENT                           | 01 2710 626 000 000            | (76.77)              |          |
| Check Number: 63225   | Check Type: Check   | Check Date: 06/09/2025 | Vendor: WESTERNNEO                       | WESTERN NEBRASKA OBSERVER      | Check Total:         | 691.43   |
| <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> |          |
| 105072                | 05/12/2025          |                        | NOTICE OF BOARD MEETING                  | 01 2310 540 000 000            | 9.61                 |          |
| 105116                | 05/12/2025          |                        | BOARD WORK SESSION                       | 01 2310 540 000 000            | 35.33                |          |
| 105117                | 05/12/2025          |                        | BOARD MINUTES                            | 01 2310 540 000 000            | 150.45               |          |
| 105437                | 05/19/2025          |                        | NOTICE OF MEETING                        | 01 2310 540 000 000            | 33.34                |          |
| 105439                | 05/19/2025          |                        | PUBLIC NOTICE OF BOARD MEETING           | 01 2310 540 000 000            | 9.61                 |          |
| 105440                | 05/19/2025          |                        | MEETING MINUTES                          | 01 2310 540 000 000            | 175.89               |          |
| 105455                | 06/02/2025          |                        | MINUTES                                  | 01 2310 540 000 000            | 105.11               |          |
| 1508083               | 05/12/2025          |                        | MINUTES BOARD OF EDUCATION               | 01 2310 540 000 000            | 172.09               |          |
| Check Number: 63226   | Check Type: Check   | Check Date: 06/09/2025 | Vendor: WORTHINGTO                       | WORTHINGTON DIRECT, INC.       | Check Total:         | 5,240.07 |
| <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> |          |
| INV422021-KIM004      | 06/03/2025          | 15244                  | Avid Instructor Teacher's Desk by Moorec | 01 1100 733 003 000            | 990.95               |          |
| INV422021-KIM004      | 06/03/2025          | 15244                  | Sonik Dry Erase Round Table & Curve Soft | 01 1100 733 003 000            | 3,473.95             |          |
| INV422021-KIM004      | 06/03/2025          | 15244                  | Shipping                                 | 01 1100 733 003 000            | 775.17               |          |

Detail Check Register

|                                |                     |                     |                           |                                |                                |              |                    |
|--------------------------------|---------------------|---------------------|---------------------------|--------------------------------|--------------------------------|--------------|--------------------|
| Checking Account: 01           |                     | GENERAL FUND 01-101 |                           |                                |                                |              |                    |
| Check Number: 63227            |                     | Check Type: Check   |                           | Check Date: 06/09/2025         |                                | Vendor: WPCI | WPCI               |
|                                |                     |                     |                           |                                |                                |              | Check Total: 38.00 |
| <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>           |              |                    |
| S169048                        | 05/12/2025          |                     | RANDOM SCREEN             | 01 2710 890 000 000            | 38.00                          |              |                    |
| *Denotes Expensed Invoice Item |                     |                     |                           | Checking Account ID: 01        | Total without Voids: 98,593.90 |              |                    |

**Detail Check Register**

**Checking Account: 05**

**ACTIVITY FUND 05-101**

|                       |                     |                        |                                          |                                |                      |          |
|-----------------------|---------------------|------------------------|------------------------------------------|--------------------------------|----------------------|----------|
| Check Number: 19762   | Check Type: Check   | Check Date: 06/09/2025 | Vendor: FLOWERHAVE                       | FLOWER HAVEN                   | Check Total:         | 287.00   |
| <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> |          |
| 1116                  | 06/02/2025          |                        | GRADUATION                               | 05 2900 610 001 325            | 287.00               |          |
| Check Number: 19763   | Check Type: Check   | Check Date: 06/09/2025 | Vendor: HENRYSCHEI                       | HENRY SCHEIN                   | Check Total:         | 1,521.81 |
| <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> |          |
| 44444873              | 05/05/2025          | 15128                  | flex light / case                        | 05 2900 610 001 100            | 59.52                |          |
| 44444873              | 05/05/2025          | 15128                  | coach tape / case                        | 05 2900 610 001 100            | 129.88               |          |
| 44444873              | 05/05/2025          | 15128                  | M tape 2" / case                         | 05 2900 610 001 100            | 54.12                |          |
| 44444873              | 05/05/2025          | 15128                  | M tape 3" / case                         | 05 2900 610 001 100            | 55.27                |          |
| 44444873              | 05/05/2025          | 15128                  | K tape 30 m / bulk roll                  | 05 2900 610 001 100            | 178.56               |          |
| 44444873              | 05/05/2025          | 15128                  | pre wrap / case                          | 05 2900 610 001 100            | 64.78                |          |
| 44444873              | 05/05/2025          | 15128                  | 4oz tuff skin                            | 05 2900 610 001 100            | 20.43                |          |
| 44444873              | 05/05/2025          | 15128                  | ace wrap 6"X10'                          | 05 2900 610 001 100            | 12.84                |          |
| 44444873              | 05/05/2025          | 15128                  | ace wrap 4"x5 / case                     | 05 2900 610 001 100            | 32.60                |          |
| 44444873              | 05/05/2025          | 15128                  | tape scissor hd                          | 05 2900 610 001 100            | 21.82                |          |
| 44444873              | 05/05/2025          | 15128                  | tape shark                               | 05 2900 610 001 100            | 21.10                |          |
| 44444873              | 05/05/2025          | 15128                  | ankle brace 1 sm / 2md / 2lg / 2xl       | 05 2900 610 001 100            | 165.69               |          |
| 44444873              | 05/05/2025          | 15128                  | nasal plugs / box                        | 05 2900 610 001 100            | 12.54                |          |
| 44444873              | 05/05/2025          | 15128                  | 2nd skin squares 1"                      | 05 2900 610 001 100            | 61.02                |          |
| 44444873              | 05/05/2025          | 15128                  | 2nd skin circles 3"                      | 05 2900 610 001 100            | 28.87                |          |
| 44444873              | 05/05/2025          | 15128                  | sam finger splints / bx                  | 05 2900 610 001 100            | 13.87                |          |
| 44444873              | 05/05/2025          | 15128                  | Mouth guards                             | 05 2900 610 001 100            | 95.00                |          |
| 44444873              | 05/05/2025          | 15128                  | Sam splint xl                            | 05 2900 610 001 100            | 82.10                |          |
| 44444873              | 05/05/2025          | 15128                  | Med kit                                  | 05 2900 610 001 100            | 411.80               |          |
| Check Number: 19764   | Check Type: Check   | Check Date: 06/09/2025 | Vendor: JOSTENS                          | JOSTENS                        | Check Total:         | 168.68   |
| <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> |          |
| 790703                | 06/02/2025          |                        | HONORS, SAL AND VAL MEDALS               | 05 2900 610 001 325            | 168.68               |          |
| Check Number: 19765   | Check Type: Check   | Check Date: 06/09/2025 | Vendor: ACEHARDWAR                       | KIMBALL ACE HARDWARE           | Check Total:         | 300.00   |
| <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> |          |
| 10318                 | 06/05/2025          |                        | PIG FEED                                 | 05 2900 610 001 701            | 300.00               |          |
| Check Number: 19766   | Check Type: Check   | Check Date: 06/09/2025 | Vendor: KIMBALLHEA                       | KIMBALL HEALTH SERVICES        | Check Total:         | 231.55   |
| <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> |          |
| 2025-04 STATEMENT     | 05/22/2025          |                        | 5 STUDENT RANDOM DRUG SCREEN             | 05 2900 810 001 198            | 231.55               |          |
| Check Number: 19767   | Check Type: Check   | Check Date: 06/09/2025 | Vendor: PANHANDLEC                       | LEGACY COOP                    | Check Total:         | 101.83   |
| <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> |          |
| 730510                | 06/05/2025          | 15330                  | Hot chocolate for JH track meet for conc | 05 2900 610 001 100            | 17.34                |          |
| 730575                | 05/19/2025          | 15374                  | Coffee for hospitality at Boys golf invi | 05 2900 610 001 100            | 15.69                |          |
| 730621                | 06/05/2025          |                        | CARNIVAL                                 | 05 2900 610 001 100            | 27.85                |          |

Detail Check Register

|                                |                     |                      |                                         |                                |                    |                        |                     |
|--------------------------------|---------------------|----------------------|-----------------------------------------|--------------------------------|--------------------|------------------------|---------------------|
| Checking Account: 05           |                     | ACTIVITY FUND 05-101 |                                         |                                |                    |                        |                     |
| 730626                         | 05/22/2025          | 15409                | Ice Cream                               | 05 2900 610 001 731            |                    | 40.95                  |                     |
| Check Number: 19768            |                     | Check Type: Check    |                                         | Check Date: 06/09/2025         | Vendor: REALLYGOOD | REALLY GOOD STUFF, LLC | Check Total: 365.98 |
| <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>   |                     |
| 8750011                        | 05/19/2025          | 14667                | Really Good Stuff® 12-Pack Single-Color | 05 2900 610 003 212            |                    | 365.98                 |                     |
| *Denotes Expensed Invoice Item |                     |                      |                                         | Checking Account ID: 05        |                    | Total without Voids:   | 2,976.85            |

Detail Check Register

|                             |                     |                                      |                           |                                 |                      |          |  |  |
|-----------------------------|---------------------|--------------------------------------|---------------------------|---------------------------------|----------------------|----------|--|--|
| <b>Checking Account: 06</b> |                     | <b>SCHOOL NUTRITUION FUND 06-101</b> |                           |                                 |                      |          |  |  |
| Check Number: 6408          | Check Type: Check   | Check Date: 06/09/2025               | Vendor: CASHWADIST        | CASH-WA DISTRIBUTING            | Check Total:         | 4,998.43 |  |  |
| <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> |          |  |  |
| 14607508                    | 06/02/2025          |                                      | ML SUPPLIES               | 06 3100 610 003 000             | 35.50                |          |  |  |
| 14607508                    | 06/02/2025          |                                      | DISTRICT                  | 06 3100 630 000 000             | 64.20                |          |  |  |
| 14607508                    | 06/02/2025          |                                      | ML FOOD                   | 06 3100 630 003 000             | 1,107.80             |          |  |  |
| 14607520                    | 06/02/2025          |                                      | HS FOOD                   | 06 3100 630 001 000             | 946.05               |          |  |  |
| 14615771                    | 06/02/2025          |                                      | ML SUPPLIES               | 06 3100 610 003 000             | 44.95                |          |  |  |
| 14615771                    | 06/02/2025          |                                      | ML FOOD                   | 06 3100 630 003 000             | 1,735.48             |          |  |  |
| 14615785                    | 06/02/2025          |                                      | HS SUPPLIES               | 06 3100 610 001 000             | 31.90                |          |  |  |
| 14615785                    | 06/02/2025          |                                      | HS FOOD                   | 06 3100 630 001 000             | 767.00               |          |  |  |
| 14623968                    | 05/19/2025          |                                      | ML FOOD                   | 06 3100 630 003 000             | 265.55               |          |  |  |
| Check Number: 6409          | Check Type: Check   | Check Date: 06/09/2025               | Vendor: HILANDDAIR        | HILAND DAIRY FOODS COMPANY, LLC | Check Total:         | 1,405.84 |  |  |
| <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> |          |  |  |
| 2025-MAY HS                 | 06/02/2025          |                                      | 1718677                   | 06 3100 630 001 000             | 117.22               |          |  |  |
| 2025-MAY HS                 | 06/02/2025          |                                      | 1718811                   | 06 3100 630 001 000             | 93.70                |          |  |  |
| 2025-MAY HS                 | 06/02/2025          |                                      | 1718952                   | 06 3100 630 001 000             | 70.56                |          |  |  |
| 2025-MAY HS                 | 06/02/2025          |                                      | 1719085                   | 06 3100 630 001 000             | (93.70)              |          |  |  |
| 2025-MAY ML                 | 06/02/2025          |                                      | 1718676                   | 06 3100 630 003 000             | 374.80               |          |  |  |
| 2025-MAY ML                 | 06/02/2025          |                                      | 1718810                   | 06 3100 630 003 000             | 351.66               |          |  |  |
| 2025-MAY ML                 | 06/02/2025          |                                      | 1718609                   | 06 3100 630 003 000             | 46.66                |          |  |  |
| 2025-MAY ML                 | 06/02/2025          |                                      | 1718741                   | 06 3100 630 003 000             | 46.66                |          |  |  |
| 2025-MAY ML                 | 06/02/2025          |                                      | 1718950                   | 06 3100 630 003 000             | 94.80                |          |  |  |
| 2025-MAY ML                 | 06/02/2025          |                                      | 1719148                   | 06 3100 630 003 000             | 163.50               |          |  |  |
| 2025-MAY ML                 | 06/02/2025          |                                      | 1718878                   | 06 3100 630 003 000             | 139.98               |          |  |  |
| Check Number: 6410          | Check Type: Check   | Check Date: 06/09/2025               | Vendor: SYSCODENVE        | SYSCO DENVER                    | Check Total:         | 3,285.92 |  |  |
| <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> |          |  |  |
| 659922154                   | 06/02/2025          |                                      | ML SUPPLIES               | 06 3100 610 003 000             | 86.15                |          |  |  |
| 659922154                   | 06/02/2025          |                                      | ML FOOD                   | 06 3100 630 003 000             | 1,357.98             |          |  |  |
| 659936340                   | 06/02/2025          |                                      | HS SUPPLIES               | 06 3100 610 001 000             | 0.00                 |          |  |  |
| 659936340                   | 06/02/2025          |                                      | DISTRICT                  | 06 3100 630 000 000             | 125.61               |          |  |  |
| 659936340                   | 06/02/2025          |                                      | HS FOOD                   | 06 3100 630 001 000             | 778.77               |          |  |  |
| 659936351                   | 06/02/2025          |                                      | ML FOOD                   | 06 3100 630 003 000             | 937.41               |          |  |  |
| Check Number: 6411          | Check Type: Check   | Check Date: 06/09/2025               | Vendor: USFOODSGRA        | US FOODS - GRAND ISLAND         | Check Total:         | 1,195.06 |  |  |
| <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> |          |  |  |
| 4708454-                    | 06/02/2025          |                                      | CREDIT/DEBIT MEMO         | 06 3100 630 001 000             | (43.47)              |          |  |  |
| 4708454-                    | 06/02/2025          |                                      | DEBIT                     | 06 3100 630 001 000             | 86.72                |          |  |  |
| 5474821                     | 06/02/2025          |                                      | HS FOOD                   | 06 3100 630 001 000             | 1,151.81             |          |  |  |

\*Denotes Expensed Invoice Item

Checking Account ID: 06

Total without Voids: 10,885.25



## 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 9, 2025

Treasurer's report is as follows:

|                                          |              | May-25       | May-24       |
|------------------------------------------|--------------|--------------|--------------|
| Amount received from County Treasurer    |              | 2,337,528.94 | 1,937,796.25 |
| Bank Balance                             | May 30, 2025 | 147,780.78   | 372,831.39   |
| Savings Account General Funds            | May 30, 2025 | 3,886,849.00 | 3,173,901.26 |
| Depreciation Fund                        | May 30, 2025 | 218,294.13   | 343,522.96   |
| Building Fund                            | May 30, 2025 | 493,393.44   | 519,727.15   |
| Nutrition Fund                           | May 30, 2025 | 35,375.88    | 71,185.39    |
| Activity Fund                            | May 30, 2025 | 21,241.73    | 83,869.09    |
| Total Available Funds                    |              | 4,802,934.96 | 4,565,037.24 |
| Payroll Gross                            |              | 339,924.31   | 333,168.65   |
| Amount of Bills                          |              | 109,479.15   | 111,103.29   |
| Blue Cross Blue Shield/HSA Pmt/UNUM Life |              | 88,908.53    | 88,281.51    |
| Nebraska School Retirement               |              | 32,525.85    | 31,235.54    |
| FirsTier Bank (FICA)                     |              | 25,261.83    | 25,009.65    |
| Total Amount of Expenses                 |              | 596,099.67   | 588,798.64   |
| Balance Remaining after Expenses         |              | 4,206,835.29 | 3,976,238.60 |

# Monthly Finance Report to the Board

Jun-25

| **Reconciled Balances as of MAY 30, 2025 |                        |                        |
|------------------------------------------|------------------------|------------------------|
| (Balance on Books)                       |                        |                        |
|                                          | 2023-2024              | 2024-2025              |
| General - Checking                       | \$ 372,831.39          | \$ 147,780.78          |
| General - Savings                        | \$ 3,173,901.26        | \$ 3,886,849.00        |
| Depreciation                             | \$ 343,522.96          | \$ 218,294.13          |
| Activity                                 | \$ 83,869.09           | \$ 21,241.73           |
| Nutrition                                | \$ 71,185.39           | \$ 35,375.88           |
| Spec Building                            | \$ 519,727.15          | \$ 493,393.44          |
| <b>FUNDS TOTAL</b>                       | <b>\$ 4,565,037.24</b> | <b>\$ 4,802,934.96</b> |

| JUNEGF EXPENDITURES          |                        |                        |
|------------------------------|------------------------|------------------------|
|                              | 2023-2024              | 2024-2025              |
| GF Bills Payable             | \$ 91,556.01           | \$ 98,593.90           |
| GF Payroll                   | \$ 466,962.54          | \$ 474,911.33          |
| (including Ins, RET & Tax)   | <b>\$ 558,518.55</b>   | <b>\$ 573,505.23</b>   |
| <b>MAYL REVENUE</b>          |                        |                        |
| Beginning Cash               | \$ 118,594.17          | \$ 224,314.43          |
| GF Transfer                  | \$ 620,000.00          | \$ 500,000.00          |
| State Aid                    | \$ 216,580.00          | \$ 75,369.34           |
| Kimball County               | \$ 1,937,796.25        | \$ 2,377,528.94        |
| Interest                     | \$ 12,410.22           | \$ 10,456.21           |
| <b>Total Month Available</b> | <b>\$ 2,905,380.64</b> | <b>\$ 3,187,668.92</b> |

| Three Year Comparison      |                        |                        |                        |
|----------------------------|------------------------|------------------------|------------------------|
| GF Revenue                 |                        |                        |                        |
|                            | 2022-2023              | 2023-2024              | 2024-2025              |
| September                  | \$ 1,742,904.71        | \$ 1,755,327.15        | \$ 1,318,416.39        |
| October                    | \$ 174,086.98          | \$ 276,514.37          | \$ 626,365.47          |
| November                   | \$ 119,263.73          | \$ 174,307.86          | \$ 123,758.98          |
| December                   | \$ 134,113.69          | \$ 274,775.16          | \$ 533,987.38          |
| January                    | \$ 980,978.07          | \$ 899,830.06          | \$ 617,834.84          |
| February                   | \$ 697,558.26          | \$ 445,468.50          | \$ 377,684.61          |
| March                      | \$ 371,544.17          | \$ 687,522.47          | \$ 1,204,802.90        |
| April                      | \$ 361,418.71          | \$ 221,548.69          | \$ 303,486.60          |
| May                        | \$ 1,679,707.69        | \$ 2,167,515.47        | \$ 2,464,293.22        |
| June                       | \$ 651,665.08          | \$ 518,146.54          |                        |
| July                       | \$ 97,061.37           | \$ 108,354.02          |                        |
| August                     | \$ 117,420.86          | \$ 157,456.04          |                        |
| <b>Running Total (YTD)</b> | <b>\$ 6,261,576.01</b> | <b>\$ 6,902,809.73</b> | <b>\$ 7,570,630.39</b> |
| <b>Total Revenue</b>       | <b>\$ 7,127,723.32</b> | <b>\$ 7,686,766.33</b> | <b>\$ 7,570,630.39</b> |
| <b>% OF BUD (YTD)</b>      | <b>86.76%</b>          | <b>89.86%</b>          | <b>95.23%</b>          |
| Annual Budget              | \$ 7,217,500.00        | \$ 7,682,000.00        | \$ 7,950,000.00        |
| % of Bud Rec               | 98.76%                 | 100.06%                | 95.23%                 |

| Three Year Comparison       |                        |                        |                        |
|-----------------------------|------------------------|------------------------|------------------------|
| GF Expenditures             |                        |                        |                        |
|                             | 2022-2023              | 2023-2024              | 2024-2025              |
| September                   | \$ 620,981.51          | \$ 652,805.22          | \$ 766,940.65          |
| October                     | \$ 533,968.42          | \$ 565,759.67          | \$ 609,461.64          |
| November                    | \$ 577,418.34          | \$ 641,328.85          | \$ 585,270.11          |
| December                    | \$ 548,958.90          | \$ 574,717.65          | \$ 614,396.22          |
| January                     | \$ 515,206.81          | \$ 521,289.42          | \$ 566,103.66          |
| February                    | \$ 571,713.07          | \$ 617,541.81          | \$ 565,275.15          |
| March                       | \$ 544,625.81          | \$ 600,409.42          | \$ 577,412.67          |
| April                       | \$ 559,954.31          | \$ 570,373.82          | \$ 630,309.08          |
| May                         | \$ 608,072.01          | \$ 691,531.68          | \$ 670,331.87          |
| June                        | \$ 560,529.78          | \$ 577,800.87          |                        |
| July                        | \$ 476,687.88          | \$ 550,748.19          |                        |
| August                      | \$ 649,809.34          | \$ 567,897.35          |                        |
| <b>Running Total (YTD)</b>  | <b>\$ 5,080,899.18</b> | <b>\$ 5,435,757.54</b> | <b>\$ 5,585,501.05</b> |
| <b>Total Expenditures</b>   | <b>\$ 6,767,926.18</b> | <b>\$ 7,132,203.95</b> | <b>\$ 5,585,501.05</b> |
| <b>% of Bud Spent (YTD)</b> | <b>52.76%</b>          | <b>54.75%</b>          | <b>56.22%</b>          |
| Annual Budget               | \$ 9,629,521.00        | \$ 9,928,634.00        | \$ 9,935,895.00        |
| <b>% of Bud Spent</b>       | <b>70.28%</b>          | <b>71.83%</b>          | <b>56.22%</b>          |

| JUNE NUTRITION FUND   |                      |                     |
|-----------------------|----------------------|---------------------|
|                       | 2023-2024            | 2024-2025           |
| NF Bills Payable      | \$ 6,868.76          | \$ 10,885.25        |
| NF Payroll            | \$ 10,732.81         | \$ 11,709.19        |
|                       | <b>\$ 17,601.57</b>  | <b>\$ 22,594.44</b> |
| <b>MAY REVENUE</b>    |                      |                     |
| Beginning Cash        | \$ 98,263.78         | \$ 38,004.70        |
| LUNCH INFINITE CAMPUS | \$ 5,648.86          | \$ 1,547.66         |
| SFSP Lunch Claim      | \$ 20,675.93         | \$ 22,675.69        |
| Checks                | \$ 4,091.40          | \$ 4,086.05         |
| INTEREST              | \$ 315.55            | \$ 105.56           |
|                       | <b>\$ 128,995.52</b> | <b>\$ 66,419.66</b> |

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                                                              | 1,390,173.55 | 3,894,325.91 | 5,355,000.00 | 72.72       | 1,642,502.66 | 4,507,957.98 | 5,250,000.00 | 85.87            |
| 01 1115 | CARLINE TAXES                                                               | 16,472.89    | 18,716.46    | 20,000.00    | 93.58       | 18,501.18    | 23,119.16    | 25,000.00    | 92.48            |
| 01 1125 | MOTOR VEHICLE TAXES                                                         | 23,359.50    | 194,484.72   | 240,000.00   | 81.04       | 20,371.33    | 194,021.01   | 240,000.00   | 80.84            |
| 01 1140 | PROP TAX PENALTIES & INTEREST                                               | 94.87        | 20,193.72    | 20,000.00    | 100.97      | 188.09       | 17,235.79    | 20,000.00    | 86.18            |
| 01 1311 | DRIVER EDUCATION FEES                                                       | 0.00         | 0.00         | 0.00         | 0.00        | 0.00         | 0.00         | 0.00         | 0.00             |
| 01 1421 | TRANS FROM OTHER OTHER DIST-GEN ED                                          | 0.00         | 0.00         | 0.00         | 0.00        | 0.00         | 0.00         | 0.00         | 0.00             |
| 01 1423 | TRANS FROM OTHER DIST-SP ED                                                 | 0.00         | 3,050.00     | 0.00         | 0.00        | 0.00         | 0.00         | 0.00         | 0.00             |
| 01 1510 | INTEREST                                                                    | 10,456.21    | 66,465.61    | 90,000.00    | 73.85       | 12,410.22    | 83,288.37    | 90,000.00    | 92.54            |
| 01 1911 | LOCAL LICENSE FEES AND COURT FINES                                          | 5,096.98     | 55,054.62    | 50,000.00    | 110.11      | 9,440.60     | 34,385.42    | 50,000.00    | 68.77            |
| 01 1920 | CONTRIBUTIONS/DONATIONS PRIVATE                                             | 0.00         | 20,897.44    | 0.00         | 0.00        | 0.00         | 21,223.00    | 0.00         | 0.00             |
| 01 1921 | POLICE COURT FINES                                                          | 0.00         | 0.00         | 10,000.00    | 0.00        | 250.00       | 500.00       | 1,000.00     | 50.00            |
| 01 1951 | MISC REVENUE OTHER SCHOOL DIST                                              | 0.00         | 0.00         | 10,000.00    | 0.00        | 0.00         | 59,432.00    | 50,000.00    | 118.86           |
| 01 1960 | ABSORB UNUSED BUDGET AUTHORITY                                              | 0.00         | 0.00         | 0.00         | 0.00        | 0.00         | 0.00         | 0.00         | 0.00             |
| 01 1990 | OTHER LOCAL REVENUE                                                         | 938.73       | 9,498.50     | 50,000.00    | 19.00       | 729.00       | 40,250.48    | 20,000.00    | 201.25           |
| 01 2110 | COUNTY FINES & LICENSE FEES                                                 | 0.00         | 8,802.21     | 40,000.00    | 22.01       | 0.00         | 47,731.18    | 10,000.00    | 477.31           |
| 01 2210 | ESU RECEIPTS                                                                | 0.00         | 0.00         | 0.00         | 0.00        | 0.00         | 0.00         | 0.00         | 0.00             |
| 01 3110 | STATE AID EDUCATION                                                         | 62,548.00    | 563,549.32   | 625,000.00   | 90.17       | 61,562.00    | 559,123.68   | 615,000.00   | 90.91            |
| 01 3120 | STATE AID - SPED                                                            | 0.00         | 414,797.00   | 600,000.00   | 69.13       | 155,018.00   | 473,730.00   | 500,000.00   | 94.75            |
| 01 3125 | SPED SCHOOL AGE TRANSPORTATION                                              | 12,763.00    | 12,763.00    | 10,000.00    | 127.63      | 0.00         | 0.00         | 0.00         | 0.00             |
| 01 3130 | HOMESTEAD ALLOCATION                                                        | 18,445.06    | 55,335.18    | 90,000.00    | 61.48       | 17,901.29    | 53,703.87    | 80,000.00    | 67.13            |
| 01 3131 | PROPERTY TAX CREDIT                                                         | 863,303.03   | 1,726,606.06 | 300,000.00   | 575.54      | 169,083.06   | 338,166.12   | 300,000.00   | 112.72           |
| 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                                                      | 56,068.82    | 56,068.82    | 60,000.00    | 93.45       | 54,990.30    | 84,900.74    | 40,000.00    | 212.25           |
| 01 3180 | PRO RATA MOTOR VEHICLE                                                      | 4,514.24     | 8,448.60     | 10,000.00    | 84.49       | 4,567.74     | 8,664.14     | 10,000.00    | 86.64            |
| 01 3400 | STATE APPORTIONMENT                                                         | 0.00         | 140,032.38   | 60,000.00    | 233.39      | 0.00         | 60,192.20    | 50,000.00    | 120.38           |
| 01 3512 | DISTRICT ED INCENTIVE                                                       | 0.00         | 21,837.35    | 2,500.00     | 873.49      | 0.00         | 12,000.00    | 0.00         | 0.00             |
| 01 3535 | HIGH ABILITY LEARNERS                                                       | 0.00         | 2,780.00     | 5,000.00     | 55.60       | 0.00         | 0.00         | 5,000.00     | 0.00             |
| 01 3551 | CAREER EDUCATION                                                            | 0.00         | 7,500.00     | 7,500.00     | 100.00      | 0.00         | 7,500.00     | 0.00         | 0.00             |
| 01 3570 | STATE GRANT: TEACHER EVALUATION 2017                                        | 0.00         | 0.00         | 0.00         | 0.00        | 0.00         | 0.00         | 0.00         | 0.00             |
| 01 3990 | OTHER STATE RECEIPTS                                                        | 58.34        | 457.13       | 0.00         | 0.00        | 0.00         | 38.41        | 0.00         | 0.00             |
| 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         | 0.00         | 20,000.00    | 0.00        | 0.00         | 0.00         | 35,000.00    | 0.00             |
| 01 4421 | IDEA PART B (ARP) BASE & ENROLLMENT POVERTY ALLOCATION BIRTH THROUGH AGE 21 | 0.00         | 0.00         | 0.00         | 0.00        | 0.00         | 667.00       | 0.00         | 0.00             |
| 01 4422 | IDEA PART B (ARP) BASE & ENROLLMENT POVERTY ALLOCATION BIRTH THROUGH AGE 21 | 0.00         | 0.00         | 0.00         | 0.00        | 0.00         | 1,385.00     | 0.00         | 0.00             |
| 01 4505 | TITLE I                                                                     | 0.00         | 84,123.00    | 85,000.00    | 98.97       | 0.00         | 83,125.00    | 85,000.00    | 97.79            |
| 01 4506 | TITLE I ACCOUNTABILITY                                                      | 0.00         | 0.00         | 0.00         | 0.00        | 0.00         | 0.00         | 0.00         | 0.00             |
| 01 4509 | TITLE II, PART A                                                            | 0.00         | 13,972.00    | 20,000.00    | 69.86       | 0.00         | 19,054.00    | 20,000.00    | 95.27            |
| 01 4512 | IDEA PART B BASE ALLOCATION                                                 | 0.00         | 0.00         | 0.00         | 0.00        | 0.00         | 0.00         | 0.00         | 0.00             |
| 01 4516 | IDEA BASE 3-5                                                               | 0.00         | 6,029.00     | 5,000.00     | 120.58      | 0.00         | 5,988.00     | 6,000.00     | 99.80            |
| 01 4518 | IDEA PART B BASE & ENROLLMENT POVERTY                                       | 0.00         | 108,829.00   | 0.00         | 0.00        | 0.00         | 105,997.00   | 0.00         | 0.00             |
| 01 4519 | IDEA PART B                                                                 | 0.00         | 0.00         | 105,000.00   | 0.00        | 0.00         | 0.00         | 110,000.00   | 0.00             |
| 01 4521 | IDEA PART B PROPORTIONATE SHARE                                             | 0.00         | 1,746.00     | 0.00         | 0.00        | 0.00         | 4,665.00     | 0.00         | 0.00             |
| 01 4530 | PBIS - OTHER FEDERAL REVENUES                                               | 0.00         | 0.00         | 0.00         | 0.00        | 0.00         | 0.00         | 0.00         | 0.00             |
| 01 4531 | AFTERSCHOOL-TITLE IV, PART B                                                | 0.00         | 50,000.00    | 50,000.00    | 100.00      | 0.00         | 50,000.00    | 60,000.00    | 83.33            |
| 01 4708 | MEDICAID RECEIPTS/M.I.P.S                                                   | 0.00         | 2,562.38     | 10,000.00    | 25.62       | 0.00         | 4,365.18     | 10,000.00    | 43.65            |
| 01 4709 | MECCA TECH MONIES                                                           | 0.00         | 1,704.98     | 0.00         | 0.00        | 0.00         | 0.00         | 0.00         | 0.00             |
| 01 4900 | OTHER FEDERAL SOURCE                                                        | 0.00         | 0.00         | 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         | 0.00         | 0.00             |
| 01 5301 | INSURANCE REFUNDS                                                           | 0.00         | 0.00         | 0.00         | 0.00        | 0.00         | 0.00         | 0.00         | 0.00             |
| 01 5320 | SALE OF SCHOOL PROPERTY                                                     | 0.00         | 0.00         | 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         | 400.00       | 0.00         | 0.00             |
|         |                                                                             | 2,464,293.22 | 7,570,630.39 | 7,950,000.00 | 95.23       | 2,167,515.47 | 6,902,809.73 | 7,682,000.00 | 89.86            |
| 01      | GENERAL FUND                                                                | 2,464,293.22 | 7,570,630.39 | 7,950,000.00 | 95.23       | 2,167,515.47 | 6,902,809.73 | 7,682,000.00 | 89.86            |
| 02      | DEPRECIATION FUND                                                           |              |              |              |             |              |              |              |                  |

BOARD BUDGET REPORT OF REVENUES

| Acct #       | Acct Description               | Current Mo | YTD       | Budget     | % of Budget | Prev Yr Mo | Prev YTD   | Prev Budget | Prev % of Budget |
|--------------|--------------------------------|------------|-----------|------------|-------------|------------|------------|-------------|------------------|
| 02 1510      | INTEREST ON LOCAL REV RECEIPTS | 661.84     | 11,596.10 | 10,000.00  | 115.96      | 1,405.63   | 15,921.92  | 15,000.00   | 106.15           |
| 02 5200      | TRANSFERS FROM OTHER FUNDS     | 0.00       | 0.00      | 400,000.00 | 0.00        | 0.00       | 0.00       | 200,000.00  | 0.00             |
| 02 5301      | INSURANCE ADJUSTMENTS          | 0.00       | 0.00      | 0.00       | 0.00        | 0.00       | 0.00       | 0.00        | 0.00             |
| 02 5690      | OTHER LOCAL REVENUE            | 0.00       | 0.00      | 0.00       | 0.00        | 0.00       | 0.00       | 0.00        | 0.00             |
|              |                                | 661.84     | 11,596.10 | 410,000.00 | 2.83        | 1,405.63   | 15,921.92  | 215,000.00  | 7.41             |
| 02           | DEPRECIATION FUND              | 661.84     | 11,596.10 | 410,000.00 | 2.83        | 1,405.63   | 15,921.92  | 215,000.00  | 7.41             |
| 05           | ACTIVITIES                     |            |           |            |             |            |            |             |                  |
| 05 1510 0500 | HS MISCELLANEOUS FUND          | 0.00       | 220.70    | 0.00       | 0.00        | 0.00       | 1,110.00   | 0.00        | 0.00             |
| 05 1510 0502 | HS INTEREST EARNED ON ACCOUNT  | 78.58      | 1,813.22  | 3,000.00   | 60.44       | 355.84     | 3,216.04   | 2,000.00    | 160.80           |
| 05 1710 0100 | ATHLETIC FUND                  | 170.35     | 320.84    | 0.00       | 0.00        | (2,240.00) | (1,654.32) | 5,000.00    | (33.09)          |
| 05 1710 0101 | ACTIVITY TICKETS               | 0.00       | 849.56    | 2,000.00   | 42.48       | 0.00       | 1,685.00   | 5,000.00    | 33.70            |
| 05 1710 0110 | FB GATE RECEIPTS               | 0.00       | 2,489.50  | 3,000.00   | 82.98       | 0.00       | 2,432.75   | 3,000.00    | 81.09            |
| 05 1710 0120 | VB GATE RECEIPTS               | 0.00       | 1,179.48  | 2,000.00   | 58.97       | 0.00       | 1,791.75   | 2,000.00    | 89.59            |
| 05 1710 0140 | BBB/GBB GATE RECEIPTS          | 0.00       | 6,578.23  | 5,000.00   | 131.56      | 0.00       | 3,688.67   | 5,000.00    | 73.77            |
| 05 1710 0150 | WR GATE RECEIPTS               | 0.00       | 126.31    | 0.00       | 0.00        | 0.00       | 0.00       | 0.00        | 0.00             |
| 05 1710 0160 | TR GATE RECEIPTS               | 802.00     | 802.00    | 1,000.00   | 80.20       | 303.00     | 303.00     | 2,000.00    | 15.15            |
| 05 1710 0180 | JH FOOTBALL ADMISSIONS         | 0.00       | 839.00    | 1,000.00   | 83.90       | 0.00       | 109.00     | 1,000.00    | 10.90            |
| 05 1710 0181 | JH VOLLEYBALL ADMISSIONS       | 0.00       | 750.00    | 500.00     | 150.00      | 0.00       | 323.00     | 500.00      | 64.60            |
| 05 1710 0182 | JH BASKETBALL ADMISSIONS       | 0.00       | 1,565.00  | 1,000.00   | 156.50      | 0.00       | 1,208.00   | 1,000.00    | 120.80           |
| 05 1710 0183 | JH WRESTLING ADMISSIONS        | 0.00       | 497.00    | 1,000.00   | 49.70       | 0.00       | 310.00     | 1,000.00    | 31.00            |
| 05 1710 0184 | JH TRACK FEES                  | 0.00       | 0.00      | 1,000.00   | 0.00        | 1,075.00   | 1,820.00   | 0.00        | 0.00             |
| 05 1740 0701 | FEES                           | 0.00       | 0.00      | 0.00       | 0.00        | 1,212.00   | 1,212.00   | 0.00        | 0.00             |
| 05 1790 0100 | ATHLETIC FUND                  | 1,255.69   | 1,755.69  | 0.00       | 0.00        | 0.00       | 0.00       | 0.00        | 0.00             |
| 05 1790 0130 | XC ENTRY FEES                  | 0.00       | 560.00    | 1,000.00   | 56.00       | 0.00       | 720.00     | 1,000.00    | 72.00            |
| 05 1790 0154 | WR DUES AND FEES               | 0.00       | 32.29     | 0.00       | 0.00        | 0.00       | 19.83      | 0.00        | 0.00             |
| 05 1790 0170 | BOYS GOLF ENTRY FEES           | 775.00     | 775.00    | 500.00     | 155.00      | 300.00     | 450.00     | 0.00        | 0.00             |
| 05 1790 0176 | GIRLS GOLF ENTRY FEES          | 0.00       | 100.00    | 500.00     | 20.00       | 0.00       | 50.00      | 500.00      | 10.00            |
| 05 1790 0183 | JH WRESTLING FEES              | 0.00       | 525.00    | 0.00       | 0.00        | 0.00       | 675.00     | 0.00        | 0.00             |
| 05 1790 0184 | JH TRACK FEES                  | 1,458.75   | 1,708.75  | 0.00       | 0.00        | 0.00       | 750.00     | 500.00      | 150.00           |
| 05 1790 0210 | PADLOCK DEPOSITS               | 0.00       | 21.00     | 100.00     | 21.00       | 0.00       | 71.00      | 250.00      | 28.40            |
| 05 1790 0211 | BOOK FINES/FEES                | 0.00       | 0.00      | 0.00       | 0.00        | 5.00       | 5.00       | 0.00        | 0.00             |
| 05 1790 0215 | SPEECH ENTRY FEES              | 0.00       | 1,714.00  | 0.00       | 0.00        | 0.00       | 0.00       | 0.00        | 0.00             |
| 05 1790 0265 | JH QUIZ BOWL                   | 0.00       | 0.00      | 500.00     | 0.00        | 0.00       | 25.00      | 0.00        | 0.00             |
| 05 1790 0701 | FFA FUND                       | 403.00     | 555.00    | 0.00       | 0.00        | 93.80      | 113.80     | 30,000.00   | 0.38             |
| 05 1920 000  | DONATIONS & SPONSORSHIPS       | 0.00       | 0.00      | 0.00       | 0.00        | 0.00       | 9.00       | 0.00        | 0.00             |
| 05 1920 0205 | FFA PLASMAMACAM FUND           | 300.00     | 300.00    | 100.00     | 300.00      | 0.00       | 0.00       | 500.00      | 0.00             |
| 05 1920 0216 | WASHINGTON DC TRIP             | 0.00       | 455.00    | 0.00       | 0.00        | 0.00       | 0.00       | 0.00        | 0.00             |
| 05 1920 0218 | HS STUDENT COUNCIL             | 0.00       | 394.00    | 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 |
|--------------|--------------------------------|------------|------------|-----------|-------------|------------|-----------|-------------|------------------|
| 05 1920 0260 | HS QUIZ BOWL                   | 0.00       | 0.00       | 0.00      | 0.00        | 0.00       | 0.00      | 500.00      | 0.00             |
| 05 1920 0265 | JH QUIZ BOWL                   | 0.00       | 0.00       | 0.00      | 0.00        | 0.00       | 150.00    | 500.00      | 30.00            |
| 05 1920 0266 | ACTIVITIES SPONSOR             | 1,000.00   | 15,250.00  | 30,000.00 | 50.83       | 10,000.00  | 13,510.00 | 30,000.00   | 45.03            |
| 05 1920 0324 | CLASS OF 2024                  | 0.00       | 0.00       | 0.00      | 0.00        | 35.00      | 34.25     | 0.00        | 0.00             |
| 05 1920 0325 | CLASS OF 2025                  | 0.00       | 344.41     | 0.00      | 0.00        | 0.00       | 11,312.89 | 0.00        | 0.00             |
| 05 1920 0326 | CLASS OF 2026                  | 866.29     | 29,139.92  | 0.00      | 0.00        | 0.00       | 3,611.43  | 0.00        | 0.00             |
| 05 1920 0327 | CLASS OF 2027                  | 0.00       | 700.00     | 0.00      | 0.00        | 0.00       | 877.00    | 0.00        | 0.00             |
| 05 1920 0328 | CLASS OF 2028                  | 0.00       | 915.00     | 0.00      | 0.00        | 0.00       | 0.00      | 0.00        | 0.00             |
| 05 1920 0701 | FFA FUND                       | 44.67      | 15,521.66  | 0.00      | 0.00        | 4,776.23   | 40,310.42 | 0.00        | 0.00             |
| 05 1920 0738 | ESPORTS FUNDRAISER             | 40.00      | (110.00)   | 0.00      | 0.00        | 225.00     | 425.00    | 500.00      | 85.00            |
| 05 1990 0100 | OTHER LOCAL REVENUE            | 0.00       | 0.00       | 2,000.00  | 0.00        | 0.00       | 0.00      | 0.00        | 0.00             |
| 05 1990 0109 | UNIFORMS                       | 0.00       | 240.00     | 0.00      | 0.00        | 190.00     | 190.00    | 0.00        | 0.00             |
| 05 1990 0113 | FB SUPPLIES/EQUIP/MISC         | 115.00     | 115.00     | 0.00      | 0.00        | 0.00       | 0.00      | 0.00        | 0.00             |
| 05 1990 0142 | BBB TRAVEL                     | 0.00       | 112.17     | 0.00      | 0.00        | 0.00       | 0.00      | 0.00        | 0.00             |
| 05 1990 0157 | GIRLS WRESTLING FUNDRAISING    | 400.00     | 900.00     | 0.00      | 0.00        | 0.00       | 0.00      | 0.00        | 0.00             |
| 05 1990 0180 | JH FOOTBALL FUNRAISER          | 0.00       | 0.00       | 500.00    | 0.00        | 0.00       | 200.00    | 0.00        | 0.00             |
| 05 1990 0199 | STATE/NATIONAL EXPENSES        | 41.97      | 1,043.20   | 0.00      | 0.00        | 0.00       | 0.00      | 0.00        | 0.00             |
| 05 1990 0202 | YEARBOOK                       | 0.00       | 0.00       | 100.00    | 0.00        | 0.00       | 65.00     | 500.00      | 13.00            |
| 05 1990 0208 | FACILITY USE                   | 60.00      | 618.00     | 500.00    | 123.60      | 25.00      | 135.00    | 500.00      | 27.00            |
| 05 1990 0212 | READ-A-THON                    | 0.00       | 8,835.09   | 0.00      | 0.00        | 0.00       | 0.00      | 0.00        | 0.00             |
| 05 1990 0220 | WOODSHOP PROJECTS              | 0.00       | 1,401.45   | 6,000.00  | 23.36       | 0.00       | 5,718.40  | 5,000.00    | 114.37           |
| 05 1990 0235 | THE RANCH                      | 0.00       | 319.92     | 0.00      | 0.00        | 0.00       | 0.00      | 0.00        | 0.00             |
| 05 1990 0260 | HS QUIZ BOWL                   | 0.00       | 197.00     | 0.00      | 0.00        | 0.00       | 0.00      | 0.00        | 0.00             |
| 05 1990 0265 | JH QUIZ BOWL                   | 0.00       | 197.00     | 0.00      | 0.00        | 0.00       | 0.00      | 0.00        | 0.00             |
| 05 1990 0313 | CLASS OF 2013                  | 0.00       | 0.00       | 0.00      | 0.00        | 0.00       | 0.00      | 5,000.00    | 0.00             |
| 05 1990 0323 | CLASS OF 2023                  | 0.00       | 0.00       | 0.00      | 0.00        | 0.00       | 74.45     | 0.00        | 0.00             |
| 05 1990 0324 | CLASS OF 2024                  | 0.00       | 0.00       | 0.00      | 0.00        | 0.00       | 0.00      | 1,000.00    | 0.00             |
| 05 1990 0325 | CLASS OF 2025                  | 0.00       | 0.00       | 500.00    | 0.00        | 0.00       | 11,168.65 | 20,000.00   | 55.84            |
| 05 1990 0326 | CLASS OF 2026                  | 0.00       | 66.31      | 20,000.00 | 0.33        | 0.00       | 1,142.80  | 0.00        | 0.00             |
| 05 1990 0327 | CLASS OF 2027                  | 0.00       | 0.00       | 5,000.00  | 0.00        | 0.00       | 0.00      | 0.00        | 0.00             |
| 05 1990 0400 | GRADE ACTIVITY MISCELLANEOUS   | 510.00     | (1,494.00) | 1,000.00  | (149.40)    | 0.00       | 7,308.19  | 500.00      | 1,461.64         |
| 05 1990 0410 | GRADE ACTIVITY LEADERSHIP FUND | 0.00       | 2,243.37   | 1,000.00  | 224.34      | 0.00       | 606.78    | 0.00        | 0.00             |
| 05 1990 0500 | HS MISCELLANEOUS FUND          | 228.00     | 338.42     | 1,000.00  | 33.84       | 382.00     | 2,292.94  | 500.00      | 458.59           |
| 05 1990 0501 | HS HONOR ROLL CERTIFICATES     | 0.00       | 0.00       | 0.00      | 0.00        | 0.00       | (74.45)   | 0.00        | 0.00             |
| 05 1990 0601 | BAND ACTIVITY                  | 200.00     | 1,544.93   | 1,500.00  | 103.00      | 780.00     | 1,340.00  | 1,500.00    | 89.33            |
| 05 1990 0606 | SHOW CHOIR UNIFORMS            | 0.00       | 3,198.73   | 4,000.00  | 79.97       | 0.00       | 3,905.00  | 5,500.00    | 71.00            |
| 05 1990      | ELEM SHOW CHOIR                | 0.00       | 418.00     | 500.00    | 83.60       | 0.00       | 337.00    | 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 |
|--------------|----------------------------------------|------------|------------|------------|-------------|------------|------------|-------------|------------------|
| 0607         |                                        |            |            |            |             |            |            |             |                  |
| 05 1990 0701 | FFA FUND                               | 359.64     | 2,055.01   | 30,000.00  | 6.85        | 0.00       | 300.00     | 0.00        | 0.00             |
| 05 1990 0705 | CHEERLEADING FUNDRAISING               | 0.00       | 7,315.00   | 30,000.00  | 24.38       | 6,425.00   | 23,105.85  | 25,000.00   | 92.42            |
| 05 1990 0709 | JH STUDENT COUNCIL                     | 0.00       | 0.00       | 500.00     | 0.00        | 0.00       | 0.00       | 100.00      | 0.00             |
| 05 1990 0711 | HS STUCO FUNDRAISER                    | 0.00       | 0.00       | 500.00     | 0.00        | 0.00       | 0.00       | 500.00      | 0.00             |
| 05 1990 0713 | NATIONAL HONOR SOCIETY FUNDRAISER      | 0.00       | 428.00     | 500.00     | 85.60       | 0.00       | 411.00     | 500.00      | 82.20            |
| 05 1990 0715 | XC FUNDRAISING                         | 200.00     | 2,348.00   | 1,500.00   | 156.53      | 0.00       | 1,092.00   | 1,500.00    | 72.80            |
| 05 1990 0717 | BOYS GOLF FUNDRAISING                  | 200.00     | 2,500.00   | 1,500.00   | 166.67      | 0.00       | 500.00     | 1,500.00    | 33.33            |
| 05 1990 0719 | GIRLS GOLF FUNDRAISING                 | 200.00     | 600.00     | 1,500.00   | 40.00       | 0.00       | 190.00     | 1,500.00    | 12.67            |
| 05 1990 0721 | FB FUNDRAISING                         | 400.00     | 5,786.00   | 5,000.00   | 115.72      | 1,583.53   | 3,325.82   | 10,000.00   | 33.26            |
| 05 1990 0723 | VOLLEYBALL FUNDRAISER                  | 400.00     | 6,618.41   | 4,000.00   | 165.46      | 985.00     | 1,550.00   | 10,000.00   | 15.50            |
| 05 1990 0724 | JH VOLLEYBALL FUNDRAISER               | 0.00       | 0.00       | 0.00       | 0.00        | 0.00       | 0.00       | 0.00        | 0.00             |
| 05 1990 0725 | BBB FUNDRAISING                        | 400.00     | 3,000.00   | 5,000.00   | 60.00       | 640.00     | 705.00     | 7,000.00    | 10.07            |
| 05 1990 0727 | GBB FUNDRAISING                        | 400.00     | 4,760.00   | 5,000.00   | 95.20       | 0.00       | 1,351.50   | 7,000.00    | 19.31            |
| 05 1990 0729 | WRESTLING FUNDRAISING                  | 400.00     | 1,200.00   | 4,000.00   | 30.00       | 0.00       | 0.00       | 3,000.00    | 0.00             |
| 05 1990 0731 | TRACK FUNDRAISING                      | 1,080.00   | 6,677.00   | 4,000.00   | 166.93      | 0.00       | 150.00     | 3,000.00    | 5.00             |
| 05 1990 0735 | WEIGHT LIFTING CLUB                    | 0.00       | 0.00       | 1,000.00   | 0.00        | 0.00       | (800.00)   | 7,000.00    | (11.43)          |
| 05 1990 0738 | ESPORTS OTHER LOCAL REVENUE FUNDRAISER | 0.00       | 0.00       | 500.00     | 0.00        | 0.00       | 0.00       | 0.00        | 0.00             |
| 05 1990 0741 | ART CLASS PROJECTS                     | 0.00       | 184.00     | 0.00       | 0.00        | 0.00       | 0.00       | 100.00      | 0.00             |
| 05 1990 0751 | 7-12 RESOURCE RM FUNDRAISING           | 0.00       | 77.29      | 0.00       | 0.00        | 0.00       | 780.30     | 0.00        | 0.00             |
| 05 1990 0753 | SPEECH FUNDRAISING                     | 0.00       | 197.00     | 1,000.00   | 19.70       | 0.00       | 0.00       | 1,000.00    | 0.00             |
| 05 1990 0755 | ONE ACT FUNDRAISING                    | 0.00       | 989.00     | 1,000.00   | 98.90       | 0.00       | 0.00       | 1,000.00    | 0.00             |
| 05 1990 0757 | LONGHORNS COMMITTED                    | 0.00       | 965.25     | 1,000.00   | 96.53       | 0.00       | 1,358.00   | 1,000.00    | 135.80           |
| 05 1990 0759 | CIVICS FUNDRAISER                      | 1,311.73   | 1,331.73   | 2,500.00   | 53.27       | 3,010.78   | 3,010.78   | 2,500.00    | 120.43           |
| 05 1990 0762 | EDUCATION QUEST                        | 0.00       | 3,288.08   | 2,500.00   | 131.52      | 0.00       | 5,000.00   | 2,500.00    | 200.00           |
| 05 1990 0764 | LONGHORN APPAREL                       | 0.00       | 0.00       | 1,000.00   | 0.00        | 0.00       | 168.00     | 1,000.00    | 16.80            |
| 05 5200      | TRANSFERS FROM OTHER FUNDS             | 0.00       | 0.00       | 50,000.00  | 0.00        | 0.00       | 0.00       | 0.00        | 0.00             |
| 05 5200 0201 | TRANSFER ACCOUNT                       | 0.00       | 0.00       | 0.00       | 0.00        | 0.00       | 0.00       | 0.00        | 0.00             |
|              |                                        | 14,100.67  | 159,301.92 | 250,300.00 | 63.64       | 30,162.18  | 167,282.52 | 218,450.00  | 76.58            |
| 05           | ACTIVITIES                             | 14,100.67  | 159,301.92 | 250,300.00 | 63.64       | 30,162.18  | 167,282.52 | 218,450.00  | 76.58            |
| 06           | SCHOOL NUTRITION                       |            |            |            |             |            |            |             |                  |
| 06 1510      | INTEREST ON LOCAL REV RECEIPTS         | 105.56     | 2,133.54   | 5,000.00   | 42.67       | 313.55     | 3,088.98   | 4,000.00    | 77.22            |
| 06 1611      | STUDENT LUNCHES                        | 5,633.71   | 53,452.79  | 20,000.00  | 267.26      | 9,740.26   | 118,766.95 | 110,000.00  | 107.97           |
| 06 1612      | STUDENT BREAKFASTS                     | 0.00       | 0.00       | 0.00       | 0.00        | 0.00       | 0.00       | 0.00        | 0.00             |
| 06 1613      | SPECIAL MILK PROGRAM                   | 0.00       | 0.00       | 0.00       | 0.00        | 0.00       | 0.00       | 0.00        | 0.00             |
| 06 1620      | FOOD PROGRAM ADULT RECEIPTS            | 0.00       | 0.00       | 0.00       | 0.00        | 0.00       | 0.00       | 0.00        | 0.00             |
| 06 1990      | OTHER LOCAL RECEIPTS                   | 0.00       | 0.00       | 0.00       | 0.00        | 0.00       | 0.00       | 0.00        | 0.00             |
| 06 3150      | SCHOOL LUNCH-STATE SHARE               | 0.00       | 0.00       | 100,000.00 | 0.00        | 0.00       | 9,816.77   | 210,000.00  | 4.67             |
| 06 3990      | OTHER STATE RECEIPTS                   | 0.00       | 0.00       | 0.00       | 0.00        | 0.00       | 0.00       | 0.00        | 0.00             |
| 06 4210      | SCHOOL LUNCH (FED ONLY)                | 22,675.69  | 169,053.99 | 200,000.00 | 84.53       | 20,675.93  | 168,873.95 | 0.00        | 0.00             |
| 06 5200      | TRANSFERS FROM OTHER FUNDS             | 0.00       | 0.00       | 0.00       | 0.00        | 0.00       | 0.00       | 0.00        | 0.00             |
|              |                                        | 28,414.96  | 224,640.32 | 325,000.00 | 69.12       | 30,729.74  | 300,546.65 | 324,000.00  | 92.76            |

**BOARD BUDGET REPORT OF REVENUES**

| Acct #       | Acct Description                         | Current Mo   | YTD          | Budget       | % of Budget | Prev Yr Mo   | Prev YTD     | Prev Budget  | Prev % of Budget |
|--------------|------------------------------------------|--------------|--------------|--------------|-------------|--------------|--------------|--------------|------------------|
| 06           | SCHOOL NUTRITION                         | 28,414.96    | 224,640.32   | 325,000.00   | 69.12       | 30,729.74    | 300,546.65   | 324,000.00   | 92.76            |
| 08           | SPECIAL BUILDING FUND                    |              |              |              |             |              |              |              |                  |
| 08 1100      | PROPERTY TAX COMMISSION                  | 122,373.48   | 347,812.49   | 475,000.00   | 73.22       | 150,296.87   | 375,048.44   | 420,000.00   | 89.30            |
| 08 1115      | CARLINE TAXES                            | 1,450.03     | 1,655.37     | 2,000.00     | 82.77       | 1,693.33     | 2,027.91     | 2,000.00     | 101.40           |
| 08 1140      | PROP TAXES PENALTIES & INTEREST          | 8.68         | 1,776.92     | 2,000.00     | 88.85       | 13.62        | 1,057.26     | 2,000.00     | 52.86            |
| 08 1510      | INTEREST ON LOCAL REV RECEIPTS           | 1,349.62     | 10,682.92    | 20,000.00    | 53.41       | 1,959.51     | 17,197.53    | 15,000.00    | 114.65           |
| 08 1920      | CONTRIBUTIONS/DONATIONS PRIVATE          | 0.00         | 0.00         | 0.00         | 0.00        | 0.00         | 0.00         | 0.00         | 0.00             |
| 08 3130      | HOMESTEAD ALLOCATION                     | 1,623.64     | 4,870.92     | 10,000.00    | 48.71       | 1,638.42     | 4,915.26     | 10,000.00    | 49.15            |
| 08 3131      | PROPERTY TAX CREDIT                      | 75,992.59    | 151,985.18   | 30,000.00    | 506.62      | 15,475.43    | 30,950.86    | 30,000.00    | 103.17           |
| 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                   | 4,935.48     | 4,935.48     | 5,000.00     | 98.71       | 5,033.02     | 7,200.10     | 5,000.00     | 144.00           |
| 08 3180      | PRO-RATA MOTOR VEHICLE                   | 397.37       | 757.46       | 1,000.00     | 75.75       | 418.07       | 761.44       | 1,551.00     | 49.09            |
| 08 5400      | LOAN PROCEEDS                            | 0.00         | 0.00         | 0.00         | 0.00        | 0.00         | 0.00         | 0.00         | 0.00             |
|              |                                          | 208,130.89   | 524,476.74   | 545,000.00   | 96.23       | 176,528.27   | 439,158.80   | 485,551.00   | 90.45            |
| 08           | SPECIAL BUILDING FUND                    | 208,130.89   | 524,476.74   | 545,000.00   | 96.23       | 176,528.27   | 439,158.80   | 485,551.00   | 90.45            |
| Grand Total: |                                          | 2,715,601.58 | 8,490,645.47 | 9,480,300.00 | 89.56       | 2,406,341.29 | 7,825,719.62 | 8,925,001.00 | 87.68            |

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         | 1,905,895.00 | 0.00        | 0.00       | 0.00         | 2,091,934.00 | 0.00             |
| 105      | EXECUTIVE ADMINISTRATION SALARIES        | 11,775.00  | 105,975.00   | 145,000.00   | 73.09       | 10,650.00  | 95,850.00    | 130,000.00   | 73.73            |
| 110      | SALARIES NON-INSTRUCTIONAL               | 29,149.81  | 276,675.31   | 348,000.00   | 79.50       | 34,485.52  | 290,001.06   | 409,000.00   | 70.90            |
| 111      | SALARIES TEACHERS/PROF STAFF             | 223,755.91 | 2,047,639.92 | 3,073,500.00 | 66.62       | 222,660.47 | 2,006,106.74 | 2,863,500.00 | 70.06            |
| 112      | SALARIES PARAS                           | 27,931.49  | 241,523.63   | 260,500.00   | 92.72       | 31,608.66  | 206,602.69   | 272,000.00   | 75.96            |
| 114      | SALARIES DIRECTOR                        | 2,671.67   | 25,895.30    | 35,000.00    | 73.99       | 3,228.16   | 25,488.90    | 35,000.00    | 72.83            |
| 116      | SALARIES PROFESSIONAL NON-CERTIFIED      | 15,204.08  | 136,836.72   | 183,000.00   | 74.77       | 14,680.33  | 132,122.97   | 180,000.00   | 73.40            |
| 120      | SUBSTITUTE NON-INSTRUCTIONAL             | 0.00       | 0.00         | 2,000.00     | 0.00        | 403.75     | 1,504.66     | 2,000.00     | 75.23            |
| 122      | SUBSTITUTES PARAS                        | 0.00       | 3,400.00     | 0.00         | 0.00        | 2,860.00   | 21,385.00    | 0.00         | 0.00             |
| 123      | SUBSTITUTES SALARIES - TEACHERS          | 13,497.50  | 105,707.50   | 110,000.00   | 96.10       | 22,262.10  | 97,540.65    | 110,000.00   | 88.67            |
| 126      | SUBSTITUTES SALARIES - PROFESSIONAL      | 0.00       | 0.00         | 0.00         | 0.00        | 0.00       | 0.00         | 0.00         | 0.00             |
| 130      | OVERTIME NON-INSTRUCTIONAL               | 1.09       | 394.23       | 0.00         | 0.00        | 18.31      | 254.07       | 0.00         | 0.00             |
| 132      | OVERTIME PARAS                           | 0.00       | 358.46       | 1,000.00     | 35.85       | 116.92     | 668.45       | 0.00         | 0.00             |
| 150      | ADDITIONAL COMP NON-INSTRUCTIONAL        | 6,462.28   | 47,296.27    | 50,000.00    | 94.59       | 8,245.89   | 39,423.79    | 30,000.00    | 131.41           |
| 151      | ADDITIONAL COMP TEACHERS/PROF STAFF      | 35,895.51  | 137,949.62   | 175,000.00   | 78.83       | 47,610.13  | 139,386.72   | 170,000.00   | 81.99            |
| 152      | ADDITIONAL COMP PARAS                    | 405.30     | 3,647.70     | 5,000.00     | 72.95       | 319.60     | 2,876.40     | 5,000.00     | 57.53            |
| 210      | GROUP INSURANCE NON-INSTRUCTIONAL        | 4,439.91   | 41,935.98    | 52,100.00    | 80.49       | 2,286.29   | 29,671.69    | 54,600.00    | 54.34            |
| 211      | GROUP INSURANCE TEACHERS/PROF STAFF      | 72,146.74  | 638,500.30   | 947,300.00   | 67.40       | 74,502.62  | 649,575.59   | 846,300.00   | 76.75            |
| 212      | GROUP INSURANCE PARAS                    | 22.33      | 877.50       | 750.00       | 117.00      | 47.50      | 376.24       | 600.00       | 62.71            |
| 213      | GROUP INSURANCE LONG TERM SUB            | 959.28     | 6,971.59     | 10,000.00    | 69.72       | 672.74     | 5,971.18     | 9,500.00     | 62.85            |
| 214      | GROUP INSURANCE DIRECTOR                 | 0.00       | 0.00         | 0.00         | 0.00        | 0.00       | 0.00         | 0.00         | 0.00             |
| 215      | GROUP INSURANCE SUPERINTENDENT           | 2,224.38   | 19,941.93    | 27,000.00    | 73.86       | 2,294.12   | 20,354.34    | 26,000.00    | 78.29            |
| 216      | GROUP INSURANCE PROFESSIONAL NONCERTIFIE | 6,622.09   | 59,646.58    | 80,500.00    | 74.10       | 6,742.27   | 61,096.88    | 77,000.00    | 79.35            |
| 220      | SOCIAL SECURITY NON-INSTRUCTIONAL        | 2,520.77   | 22,825.94    | 30,800.00    | 74.11       | 3,270.72   | 23,207.49    | 27,500.00    | 84.39            |
| 221      | SOCIAL SECURITY TEACHERS/PROF STAFF      | 19,389.11  | 162,970.49   | 288,500.00   | 56.49       | 20,263.08  | 160,615.50   | 248,200.00   | 64.71            |
| 222      | SOCIAL SECURITY PARAS                    | 2,165.35   | 18,948.85    | 22,100.00    | 85.74       | 2,670.22   | 17,712.25    | 20,600.00    | 85.98            |
| 223      | SOCIAL SECURITY SUB TEACHERS             | 1,026.03   | 8,052.38     | 9,500.00     | 84.76       | 1,703.09   | 7,462.06     | 8,100.00     | 92.12            |
| 224      | SOCIAL SECURITY DIRECTOR                 | 199.90     | 1,940.69     | 3,000.00     | 64.69       | 242.48     | 1,909.67     | 3,000.00     | 63.66            |
| 225      | SOCIAL SECURITY SUPERINTENDENT           | 896.59     | 8,069.46     | 11,000.00    | 73.36       | 810.62     | 7,296.09     | 10,500.00    | 69.49            |
| 226      | SOCIAL SECURITY PROFESSIONAL/NONCERTIFIE | 1,142.05   | 10,278.61    | 15,000.00    | 68.52       | 1,102.16   | 9,919.44     | 15,000.00    | 66.13            |
| 229      | SOCIAL SECURITY EARLY RETIREMENT         | 0.00       | 0.00         | 0.00         | 0.00        | 0.00       | 0.00         | 0.00         | 0.00             |
| 230      | RETIREMENT NON-INSTRUCTIONAL             | 2,767.53   | 26,774.35    | 35,500.00    | 75.42       | 3,717.15   | 27,574.78    | 32,000.00    | 86.17            |
| 231      | RETIREMENT TEACHERS/PROF STAFF           | 25,244.45  | 213,782.00   | 349,500.00   | 61.17       | 25,532.22  | 210,515.12   | 308,500.00   | 68.24            |
| 232      | RETIREMENT PARAS                         | 2,799.06   | 23,876.19    | 26,600.00    | 89.76       | 3,072.25   | 20,617.26    | 25,600.00    | 80.54            |
| 233      | tax expense                              | 558.84     | 4,640.33     | 4,500.00     | 103.12      | 464.25     | 3,460.66     | 0.00         | 0.00             |
| 234      | RETIREMENT DIRECTOR                      | 0.00       | 7.04         | 100.00       | 7.04        | 0.00       | 4.29         | 100.00       | 4.29             |
| 235      | RETIREMENT SUPERINTENDENT                | 1,163.11   | 10,467.99    | 14,000.00    | 74.77       | 1,051.98   | 9,467.85     | 13,000.00    | 72.83            |
| 236      | RETIREMENT PROFESSIONAL NONCERTIFIED     | 1,501.83   | 13,516.47    | 18,500.00    | 73.06       | 1,450.09   | 13,050.81    | 18,500.00    | 70.54            |
| 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       | 0.00         | 0.00         | 0.00             |
| 261      | UNEMPLOYMENT TEACHER/PROF STAFF          | 0.00       | 0.00         | 0.00         | 0.00        | 0.00       | 0.00         | 2,000.00     | 0.00             |
| 270      | WORKERS COMP NON-INSTRUCTIONAL           | 0.00       | 4,619.62     | 18,500.00    | 24.97       | 0.00       | 4,966.00     | 11,000.00    | 45.15            |
| 271      | WORKMEN'S COMP TEACHERS/PROF STAFF       | 0.00       | 19,415.38    | 14,000.00    | 138.68      | 0.00       | 16,227.00    | 22,000.00    | 73.76            |
| 280      | HEALTH BENEFIT PAID NON-INSTRUCTIONAL    | 258.81     | 2,364.91     | 3,000.00     | 78.83       | 267.01     | 3,136.54     | 5,000.00     | 62.73            |
| 281      | HEALTH BENEFIT PAID TEACHERS/PROF STAFF  | 2,978.44   | 28,172.13    | 76,750.00    | 36.71       | 2,840.77   | 32,333.89    | 49,000.00    | 65.99            |
| 282      | HEALTH BENEFIT PAID PARAS                | 0.00       | 0.00         | 0.00         | 0.00        | 0.00       | 0.07         | 0.00         | 0.00             |
| 283      | HSA                                      | 122.62     | 894.96       | 0.00         | 0.00        | 107.57     | 964.21       | 0.00         | 0.00             |
| 286      | HEALTH BENEFIT PAID PROF NON-CERTIFIED   | 0.00       | 0.00         | 0.00         | 0.00        | 0.00       | 0.00         | 0.00         | 0.00             |
| 291      | OTHER BENEFITS TEACHERS/PROF STAFF       | 0.00       | 4,923.11     | 3,000.00     | 164.10      | 578.60     | 6,620.33     | 5,500.00     | 120.37           |
| 293      | OTHER BENEFITS SUBSTITUTES               | 0.00       | 1,579.36     | 1,000.00     | 157.94      | 254.40     | 643.20       | 1,000.00     | 64.32            |
| 315      | AUDIT                                    | 0.00       | 19,334.74    | 30,000.00    | 64.45       | 0.00       | 16,745.41    | 30,000.00    | 55.82            |
| 317      | LEGAL SERVICES                           | 864.80     | 12,680.15    | 25,000.00    | 50.72       | 1,411.75   | 5,626.65     | 25,000.00    | 22.51            |
| 320      | PROFESSIONAL SERVICES                    | 0.00       | 0.00         | 0.00         | 0.00        | 0.00       | 0.00         | 0.00         | 0.00             |
| 330      | EMPLOYEE TRAINING/PROF DEVELOPMENT       | 77.70      | 24,338.54    | 12,500.00    | 195.56      | 2,081.90   | 6,709.20     | 17,500.00    | 38.34            |
| 332      | MILEAGE TO PARENTS                       | 0.00       | 975.41       | 3,000.00     | 32.51       | 343.71     | 1,656.34     | 4,000.00     | 41.41            |
| 334      | MILEAGE PAID TO OTHERS                   | 0.00       | 0.00         | 2,000.00     | 0.00        | 478.50     | 737.60       | 8,000.00     | 9.22             |

| Object # |                                        | Current Mo | YTD          | Budget       | % of Budget | Prev Yr Mo | Prev YTD     | Prev Budget  | Prev % of Budget |
|----------|----------------------------------------|------------|--------------|--------------|-------------|------------|--------------|--------------|------------------|
| 340      | OTHER PROFESSIONAL SERVICES            | 3,287.91   | 30,717.47    | 45,500.00    | 82.14       | 1,263.45   | 10,709.49    | 55,000.00    | 19.47            |
| 350      | Technical services                     | 0.00       | 0.00         | 20,000.00    | 0.00        | 0.00       | 8,258.00     | 0.00         | 0.00             |
| 352      | other technical services               | 0.00       | 0.00         | 0.00         | 0.00        | 0.00       | 0.00         | 0.00         | 0.00             |
| 382      | REIMBURSIBLE DISTANCE LEARNING         | 2,524.83   | 20,945.78    | 29,000.00    | 72.23       | 2,251.96   | 20,190.28    | 29,000.00    | 69.62            |
| 410      | WATER AND SEWER                        | 1,729.23   | 25,977.87    | 40,000.00    | 64.94       | 1,747.22   | 23,505.00    | 40,000.00    | 58.76            |
| 420      | CLEANING SERVICES                      | 7,490.00   | 66,163.46    | 70,000.00    | 94.52       | 8,065.00   | 51,155.00    | 0.00         | 0.00             |
| 442      | RENTALS OF EQUIPMENT AND VEHICLES      | 0.00       | 0.00         | 0.00         | 0.00        | 0.00       | 0.00         | 0.00         | 0.00             |
| 443      | RENTALS OF COMP AND RELATED EQUIPMENT  | 0.00       | 84.65        | 0.00         | 0.00        | 0.00       | 107.70       | 0.00         | 0.00             |
| 450      | CONSTRUCTION SERVICES                  | 52,188.69  | 52,188.69    | 0.00         | 0.00        | 0.00       | 0.00         | 0.00         | 0.00             |
| 490      | ASBESTOS ABATEMENT                     | 0.00       | 0.00         | 0.00         | 0.00        | 0.00       | 0.00         | 1,000.00     | 0.00             |
| 520      | INSURANCE OTHER THAN EMPLOYEE BENEFITS | 0.00       | 157,079.00   | 147,500.00   | 106.49      | 0.00       | 141,368.00   | 130,000.00   | 108.74           |
| 521      | FIDELITY BOND PREMIUMS                 | 0.00       | 0.00         | 0.00         | 0.00        | 0.00       | 0.00         | 500.00       | 0.00             |
| 530      | TELEPHONE                              | 5,413.00   | 35,915.58    | 20,000.00    | 179.58      | 1,237.01   | 13,206.86    | 20,000.00    | 66.03            |
| 531      | POSTAGE                                | 0.00       | 1,138.16     | 3,000.00     | 40.49       | 20.62      | 368.96       | 2,500.00     | 14.76            |
| 540      | ADVERTISING AND PRINTING               | 143.58     | 3,028.35     | 5,000.00     | 60.57       | 790.74     | 2,615.15     | 5,000.00     | 52.30            |
| 561      | TUITION PAID TO OTHER DISTRICTS        | 4,500.00   | 56,940.88    | 104,000.00   | 54.75       | 7,623.60   | 60,988.80    | 87,000.00    | 70.10            |
| 569      | TUITION OTHER (OUT OF STATE)           | 0.00       | 0.00         | 0.00         | 0.00        | 0.00       | 0.00         | 1,000.00     | 0.00             |
| 580      | TRAVEL EXPENSE AND MILEAGE             | 658.50     | 9,530.07     | 38,500.00    | 32.57       | 3,877.59   | 19,907.60    | 49,600.00    | 40.14            |
| 591      | ESU - MIPS CLERICAL                    | 13,744.85  | 131,665.83   | 190,000.00   | 69.30       | 11,528.38  | 121,156.88   | 239,500.00   | 50.59            |
| 610      | SUPPLIES                               | 14,202.95  | 136,788.03   | 238,500.00   | 74.02       | 16,071.15  | 120,000.00   | 240,000.00   | 50.00            |
| 621      | NATURAL GAS                            | 9,844.82   | 103,172.96   | 130,000.00   | 79.36       | 12,354.43  | 101,938.29   | 105,000.00   | 97.08            |
| 626      | GAS AND OIL                            | 4,414.00   | 38,365.57    | 50,000.00    | 81.46       | 5,245.40   | 42,344.56    | 60,000.00    | 70.57            |
| 640      | TEXTBOOKS                              | 11,826.53  | 29,633.85    | 94,000.00    | 105.48      | 27,757.78  | 41,666.59    | 95,000.00    | 43.86            |
| 641      | AUDIO VISUAL MATERIALS                 | 0.00       | 239.20       | 0.00         | 0.00        | 0.00       | 0.00         | 0.00         | 0.00             |
| 642      | AUDIO-VISUAL MATERIALS                 | 0.00       | 0.00         | 0.00         | 0.00        | 0.00       | 0.00         | 0.00         | 0.00             |
| 643      | WEB/CLOUD BASED SOFTWARE               | 0.00       | 0.00         | 0.00         | 0.00        | 0.00       | 0.00         | 30,000.00    | 0.00             |
| 650      | SUPPLIES-TECHNOLOGY RELATED            | 7,700.00   | 20,176.96    | 43,500.00    | 67.18       | 16,597.95  | 23,208.16    | 43,000.00    | 53.97            |
| 720      | BUILDINGS AND IMPROVEMENTS             | 4,614.96   | 24,589.70    | 31,000.00    | 100.67      | 118.00     | 38,435.77    | 31,000.00    | 123.99           |
| 732      | VEHICLE ACQUISITION                    | 0.00       | 0.00         | 0.00         | 0.00        | 0.00       | 0.00         | 200,000.00   | 0.00             |
| 733      | FURNITURE AND EQUIPMENT                | 4,380.26   | 45,161.15    | 97,000.00    | 68.24       | 12,559.29  | 108,772.66   | 93,000.00    | 116.96           |
| 734      | COMPUTER EQUIPMENT (HARDWARE)          | 0.00       | 0.00         | 7,500.00     | 0.00        | 0.00       | 410.41       | 7,500.00     | 5.47             |
| 735      | COMPUTER SOFTWARE                      | 0.00       | 23,490.60    | 30,000.00    | 141.97      | 2.29       | 17,810.23    | 30,000.00    | 59.37            |
| 739      | OTHER EQUIPMENT                        | 0.00       | 0.00         | 0.00         | 0.00        | 0.00       | 1,500.00     | 0.00         | 0.00             |
| 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                          | 1,368.00   | 10,786.75    | 17,000.00    | 71.13       | 1,050.00   | 11,478.26    | 27,500.00    | 41.74            |
| 890      | OTHER MISC OBJECTS                     | 1,458.40   | 15,097.85    | 56,000.00    | 32.81       | 1,959.92   | 19,217.16    | 83,500.00    | 23.01            |
| 912      | TRANSFERS TO LUNCH FROM GEN FD         | 0.00       | 0.00         | 0.00         | 0.00        | 0.00       | 0.00         | 0.00         | 0.00             |
| 913      | TRANSFERS TO ACTIVITY ACCOUNTS         | 0.00       | 0.00         | 0.00         | 0.00        | 0.00       | 0.00         | 0.00         | 0.00             |
| 915      | OTHER TRANSFERS (DEPR FUND)            | 0.00       | 0.00         | 0.00         | 0.00        | 0.00       | 0.00         | 0.00         | 0.00             |
| 01       | GENERAL FUND                           | 670,331.87 | 5,585,501.05 | 9,935,895.00 | 58.05       | 691,531.68 | 5,435,757.54 | 9,928,634.00 | 54.75            |
| 02       | DEPRECIATION FUND                      |            |              |              |             |            |              |              |                  |
| 442      | RENTALS OF EQUIPMENT AND VEHICLES      | 0.00       | 25,782.00    | 0.00         | 0.00        | 0.00       | 0.00         | 0.00         | 0.00             |
| 450      | CONSTRUCTION SERVICES                  | 186,561.31 | 190,970.71   | 420,000.00   | 45.47       | 181,625.00 | 255,172.00   | 482,512.00   | 52.88            |
| 610      | SUPPLIES                               | 0.00       | 0.00         | 108,657.00   | 0.00        | 937.50     | 937.50       | 0.00         | 0.00             |
| 732      | VEHICLE ACQUISITION                    | 0.00       | 203,410.00   | 200,000.00   | 101.71      | 0.00       | 187,430.43   | 200,000.00   | 93.72            |
| 733      | FURNITURE AND EQUIPMENT                | 0.00       | 4,285.00     | 100,000.00   | 6.35        | 690.00     | 3,244.23     | 100,000.00   | 3.24             |
| 739      | OTHER EQUIPMENT                        | 0.00       | 0.00         | 0.00         | 0.00        | 0.00       | 1,272.00     | 0.00         | 0.00             |
| 02       | DEPRECIATION FUND                      | 186,561.31 | 424,447.71   | 828,657.00   | 51.47       | 183,252.50 | 448,056.16   | 782,512.00   | 57.26            |
| 05       | ACTIVITIES                             |            |              |              |             |            |              |              |                  |
| 352      | other technical services               | 56.96      | 23,591.96    | 21,500.00    | 112.06      | 382.12     | 18,046.19    | 17,500.00    | 103.12           |
| 580      | TRAVEL EXPENSE AND MILEAGE             | 887.89     | 30,086.03    | 41,000.00    | 88.94       | 6,587.95   | 29,950.69    | 26,500.00    | 113.02           |
| 610      | SUPPLIES                               | 3,120.59   | 137,756.12   | 317,000.00   | 56.36       | 46,374.58  | 201,453.54   | 298,000.00   | 67.60            |
| 733      | FURNITURE AND EQUIPMENT                | 0.00       | 0.00         | 0.00         | 0.00        | 0.00       | 5,236.40     | 0.00         | 0.00             |
| 735      | COMPUTER SOFTWARE                      | 0.00       | 437.01       | 0.00         | 0.00        | 282.30     | 2,419.55     | 0.00         | 0.00             |
| 739      | OTHER EQUIPMENT                        | 0.00       | 0.00         | 0.00         | 0.00        | 0.00       | 0.00         | 0.00         | 0.00             |
| 810      | DUES AND FEES                          | 927.86     | 20,755.27    | 20,000.00    | 123.77      | 675.10     | 14,745.75    | 8,000.00     | 184.32           |
| 890      | OTHER MISC OBJECTS                     | 0.00       | 100.00       | 500.00       | 20.00       | 0.00       | 1,131.82     | 0.00         | 0.00             |
| 05       | ACTIVITIES                             | 4,993.30   | 212,726.39   | 400,000.00   | 66.12       | 54,302.05  | 272,983.94   | 350,000.00   | 78.00            |
| 06       | SCHOOL NUTRITION                       |            |              |              |             |            |              |              |                  |
| 110      | SALARIES NON-INSTRUCTIONAL             | 9,292.45   | 84,318.29    | 115,000.00   | 73.32       | 9,977.62   | 79,830.50    | 119,000.00   | 67.08            |
| 120      | SUBSTITUTE NON-INSTRUCTIONAL           | 0.00       | 0.00         | 0.00         | 0.00        | 0.00       | 0.00         | 0.00         | 0.00             |
| 130      | OVERTIME NON-INSTRUCTIONAL             | 0.00       | 0.00         | 0.00         | 0.00        | 0.00       | 0.00         | 0.00         | 0.00             |

BOARD BUDGET REPORT OF EXPENSES

| Object #     |                                     | Current Mo | YTD          | Budget        | % of Budget | Prev Yr Mo | Prev YTD     | Prev Budget   | Prev % of Budget |
|--------------|-------------------------------------|------------|--------------|---------------|-------------|------------|--------------|---------------|------------------|
| 210          | GROUP INSURANCE NON-INSTRUCTIONAL   | 858.31     | 7,724.79     | 11,000.00     | 70.23       | 839.26     | 7,561.34     | 10,500.00     | 72.01            |
| 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   | 700.78     | 6,359.63     | 9,000.00      | 70.66       | 753.22     | 6,013.72     | 10,500.00     | 57.27            |
| 221          | SOCIAL SECURITY TEACHERS/PROF STAFF | 0.00       | 783.06       | 0.00          | 0.00        | 0.00       | 0.00         | 0.00          | 0.00             |
| 230          | RETIREMENT NON-INSTRUCTIONAL        | 874.27     | 7,964.67     | 12,000.00     | 66.37       | 985.57     | 8,203.82     | 11,500.00     | 71.34            |
| 231          | RETIREMENT TEACHERS/PROF STAFF      | 0.00       | 0.00         | 0.00          | 0.00        | 0.00       | 0.00         | 0.00          | 0.00             |
| 261          | UNEMPLOYMENT TEACHER/PROF STAFF     | 0.00       | 0.00         | 28,000.00     | 0.00        | 0.00       | 0.00         | 2,000.00      | 0.00             |
| 270          | WORKERS COMP NON-INSTRUCTIONAL      | 0.00       | 0.00         | 25,000.00     | 0.00        | 0.00       | 0.00         | 15,000.00     | 0.00             |
| 340          | OTHER PROFESSIONAL SERVICES         | 0.00       | 1,529.80     | 4,000.00      | 38.25       | 0.00       | 1,131.20     | 545.00        | 207.56           |
| 610          | SUPPLIES                            | 423.33     | 6,787.35     | 13,000.00     | 52.21       | 1,393.28   | 11,470.82    | 11,000.00     | 104.28           |
| 630          | FOOD                                | 18,734.41  | 182,735.95   | 210,000.00    | 87.02       | 27,164.72  | 191,977.15   | 210,000.00    | 91.42            |
| 733          | FURNITURE AND EQUIPMENT             | 0.00       | 13,089.57    | 10,000.00     | 132.59      | 16,944.73  | 40,325.90    | 5,000.00      | 806.52           |
| 739          | OTHER EQUIPMENT                     | 0.00       | 0.00         | 0.00          | 0.00        | 0.00       | 0.00         | 0.00          | 0.00             |
| 890          | OTHER MISC OBJECTS                  | 0.00       | 60.00        | 3,000.00      | 2.00        | 0.00       | 653.50       | 1,000.00      | 65.35            |
| 06           | SCHOOL NUTRITION                    | 30,883.55  | 311,353.11   | 440,000.00    | 70.80       | 58,058.40  | 347,167.95   | 396,045.00    | 87.66            |
| 08           | SPECIAL BUILDING FUND               |            |              |               |             |            |              |               |                  |
| 450          | CONSTRUCTION SERVICES               | 0.00       | 19,639.42    | 175,000.00    | 11.22       | 0.00       | 24,066.16    | 0.00          | 0.00             |
| 720          | BUILDINGS AND IMPROVEMENTS          | 0.00       | 2,260.86     | 234,347.00    | 1.18        | 0.00       | 6,355.74     | 600,000.00    | 1.06             |
| 733          | FURNITURE AND EQUIPMENT             | 0.00       | 0.00         | 160,000.00    | 0.00        | 2,080.85   | 23,417.81    | 250,293.00    | 9.36             |
| 830          | 830                                 | 0.00       | 0.00         | 0.00          | 0.00        | 0.00       | 0.00         | 0.00          | 0.00             |
| 831          | REDEMPTION OF PRINCIPAL             | 0.00       | 245,250.00   | 260,000.00    | 94.33       | 0.00       | 250,958.75   | 0.00          | 0.00             |
| 832          | INTEREST                            | 0.00       | 9,328.75     | 10,000.00     | 93.29       | 0.00       | 0.00         | 0.00          | 0.00             |
| 08           | SPECIAL BUILDING FUND               | 0.00       | 276,479.03   | 839,347.00    | 33.00       | 2,080.85   | 304,798.46   | 850,293.00    | 35.85            |
| Grand Total: |                                     | 892,770.03 | 6,810,507.29 | 12,443,899.00 | 56.63       | 989,225.48 | 6,808,764.05 | 12,307,484.00 | 55.32            |

| <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                        | (72,163.53)              | 0.00            | 0.00            | 0.00                  | (72,163.53)    |
| 05 704 0100                    | ATHLETIC FUND                       | (125,828.95)             | 3,255.97        | 1,426.04        | 0.00                  | (127,658.88)   |
| 05 704 0101                    | ACTIVITY TICKETS                    | 2,859.56                 | 0.00            | 0.00            | 0.00                  | 2,859.56       |
| 05 704 0107                    | WT ROOM SUPPLIES/EQUIP/MISC         | (6,879.16)               | 0.00            | 0.00            | 0.00                  | (6,879.16)     |
| 05 704 0109                    | UNIFORMS                            | (28,142.49)              | 0.00            | 0.00            | 0.00                  | (28,142.49)    |
| 05 704 0110                    | FB GATE RECEIPTS                    | 14,079.50                | 0.00            | 0.00            | 0.00                  | 14,079.50      |
| 05 704 0111                    | FB OFFICIALS                        | (25,806.69)              | 56.96           | 0.00            | 0.00                  | (25,863.65)    |
| 05 704 0112                    | FB TRAVEL                           | (974.23)                 | 0.00            | 0.00            | 0.00                  | (974.23)       |
| 05 704 0113                    | FB SUPPLIES/EQUIP/MISC              | (37,879.19)              | 850.47          | 115.00          | 0.00                  | (38,614.66)    |
| 05 704 0116                    | VB TRAVEL                           | (870.07)                 | 0.00            | 0.00            | 0.00                  | (870.07)       |
| 05 704 0120                    | VB GATE RECEIPTS                    | 10,935.74                | 0.00            | 0.00            | 0.00                  | 10,935.74      |
| 05 704 0121                    | VB OFFICIALS                        | (10,541.00)              | 0.00            | 0.00            | 0.00                  | (10,541.00)    |
| 05 704 0123                    | VB SUPPLIES/EQUIP/MISC              | (2,076.59)               | 149.98          | 0.00            | 0.00                  | (2,226.57)     |
| 05 704 0130                    | XC ENTRY FEES                       | 1,133.00                 | 0.00            | 0.00            | 0.00                  | 1,133.00       |
| 05 704 0133                    | XC SUPPLIES/EQUIP/MISC              | (17,840.84)              | 0.00            | 0.00            | 0.00                  | (17,840.84)    |
| 05 704 0134                    | MOCK TRIAL                          | 0.00                     | 75.00           | 0.00            | 0.00                  | (75.00)        |
| 05 704 0137                    | CHEERLEADING TRAVEL                 | (7,116.40)               | 0.00            | 0.00            | 0.00                  | (7,116.40)     |
| 05 704 0138                    | CHEERLEADING SUPPLIES/EQUIP/MISC    | (1,779.95)               | 0.00            | 0.00            | 0.00                  | (1,779.95)     |
| 05 704 0140                    | BBB/GBB GATE RECEIPTS               | 28,067.77                | 0.00            | 0.00            | 0.00                  | 28,067.77      |
| 05 704 0141                    | BBB/GBB OFFICIALS                   | (35,393.98)              | 0.00            | 0.00            | 0.00                  | (35,393.98)    |
| 05 704 0142                    | BBB TRAVEL                          | (2,452.83)               | 0.00            | 0.00            | 0.00                  | (2,452.83)     |
| 05 704 0143                    | BBB SUPPLIES/EQUIP/MISC             | (1,152.30)               | 539.94          | 0.00            | 0.00                  | (1,692.24)     |
| 05 704 0144                    | BASKETBALL DUES AND FEES            | (2,918.33)               | 0.00            | 0.00            | 0.00                  | (2,918.33)     |
| 05 704 0145                    | BBALL BIG EQUIP/TECHNOLOGY/HUDL     | (282.30)                 | 0.00            | 0.00            | 0.00                  | (282.30)       |
| 05 704 0148                    | GBB SUPPLIES/EQUIP/MISC             | 0.00                     | 1,239.94        | 0.00            | 0.00                  | (1,239.94)     |
| 05 704 0150                    | WR GATE RECEIPTS                    | 1,257.41                 | 0.00            | 0.00            | 0.00                  | 1,257.41       |
| 05 704 0151                    | WR OFFICIALS                        | (3,662.00)               | 0.00            | 0.00            | 0.00                  | (3,662.00)     |
| 05 704 0152                    | WR TRAVEL                           | (2,969.86)               | 0.00            | 0.00            | 0.00                  | (2,969.86)     |
| 05 704 0153                    | WR SUPPLIES/EQUIP/MISC              | (2,143.59)               | 0.00            | 0.00            | 0.00                  | (2,143.59)     |
| 05 704 0154                    | WR DUES AND FEES                    | (5,105.94)               | 0.00            | 0.00            | 0.00                  | (5,105.94)     |
| 05 704 0155                    | GWR DUES AND FEES                   | (100.00)                 | 0.00            | 0.00            | 0.00                  | (100.00)       |
| 05 704 0157                    | GWR FUNDRAISING                     | 360.00                   | 0.00            | 400.00          | 0.00                  | 760.00         |
| 05 704 0160                    | TR GATE RECEIPTS                    | 3,183.95                 | 0.00            | 802.00          | 0.00                  | 3,985.95       |
| 05 704 0161                    | TR OFFICIALS                        | (622.50)                 | 0.00            | 0.00            | 0.00                  | (622.50)       |
| 05 704 0162                    | TR TRAVEL                           | (11,792.37)              | 0.00            | 0.00            | 0.00                  | (11,792.37)    |
| 05 704 0163                    | TR SUPPLIES/EQUIP/MISC              | (23,168.94)              | (108.86)        | 0.00            | 0.00                  | (23,060.08)    |
| 05 704 0164                    | TRACK DUES AND FEES                 | (2,871.67)               | 900.00          | 0.00            | 0.00                  | (3,771.67)     |
| 05 704 0165                    | JH TRACK DUES AND FEES              | (2,624.50)               | 457.00          | 0.00            | 0.00                  | (3,081.50)     |

| <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 0170                    | BOYS GOLF ENTRY FEES                | (3,302.12)               | 617.00          | 775.00          | 0.00                  | (3,144.12)     |
| 05 704 0172                    | BOYS GOLF TRAVEL                    | (1,022.01)               | 0.00            | 0.00            | 0.00                  | (1,022.01)     |
| 05 704 0173                    | BOYS GOLF SUPPLIES/EQUIP/MISC       | (6,789.65)               | 0.00            | 0.00            | 0.00                  | (6,789.65)     |
| 05 704 0176                    | GIRLS GOLF ENTRY FEES               | (2,941.82)               | 0.00            | 0.00            | 0.00                  | (2,941.82)     |
| 05 704 0177                    | GIRLS GOLF TRAVEL                   | (271.34)                 | 0.00            | 0.00            | 0.00                  | (271.34)       |
| 05 704 0178                    | GIRLS GOLF SUPPLIES/EQUIP/MISC      | (3,822.27)               | 0.00            | 0.00            | 0.00                  | (3,822.27)     |
| 05 704 0180                    | JH FOOTBALL                         | 1,179.27                 | 239.94          | 0.00            | 0.00                  | 939.33         |
| 05 704 0181                    | JH VOLLEYBALL                       | 2,803.05                 | 975.00          | 0.00            | 0.00                  | 1,828.05       |
| 05 704 0182                    | JH BASKETBALL                       | 98.25                    | 0.00            | 0.00            | 0.00                  | 98.25          |
| 05 704 0183                    | JH WRESTLING                        | 1,501.64                 | 0.00            | 0.00            | 0.00                  | 1,501.64       |
| 05 704 0184                    | JH TRACK                            | 1,297.19                 | 140.00          | 1,458.75        | 0.00                  | 2,615.94       |
| 05 704 0198                    | RANDOM DRUG TESTING                 | (7,399.25)               | 277.86          | 0.00            | 0.00                  | (7,677.11)     |
| 05 704 0199                    | STATE/NATIONAL EXPENSES             | (64,930.73)              | 812.08          | 41.97           | 0.00                  | (65,700.84)    |
| 05 704 0201                    | TRANSFER ACCOUNT                    | 125,054.90               | 0.00            | 0.00            | 0.00                  | 125,054.90     |
| 05 704 0202                    | YEARBOOK                            | (14,626.55)              | 0.00            | 0.00            | 0.00                  | (14,626.55)    |
| 05 704 0203                    | VO AG PROJECT MATERIALS             | (637.48)                 | 0.00            | 0.00            | 0.00                  | (637.48)       |
| 05 704 0204                    | AG EQUIPMENT FUND                   | 500.00                   | 0.00            | 0.00            | 0.00                  | 500.00         |
| 05 704 0205                    | FFA PLASMACAM FUND                  | (483.21)                 | 0.00            | 300.00          | 0.00                  | (183.21)       |
| 05 704 0206                    | SPECIAL EDUCATION                   | 38.61                    | 0.00            | 0.00            | 0.00                  | 38.61          |
| 05 704 0207                    | JR CLASS CONCESSION EQUIP FUND      | 933.46                   | 0.00            | 0.00            | 0.00                  | 933.46         |
| 05 704 0208                    | FACILITY USE                        | 1,743.00                 | 0.00            | 60.00           | 0.00                  | 1,803.00       |
| 05 704 0210                    | PADLOCK DEPOSITS                    | 997.45                   | 0.00            | 0.00            | 0.00                  | 997.45         |
| 05 704 0211                    | BOOK FINES/FEES                     | 2,010.01                 | 0.00            | 0.00            | 0.00                  | 2,010.01       |
| 05 704 0212                    | READ-A-THON                         | 3,848.12                 | 0.00            | 0.00            | 0.00                  | 3,848.12       |
| 05 704 0215                    | SPEECH                              | (3,226.16)               | 411.50          | 0.00            | 0.00                  | (3,637.66)     |
| 05 704 0216                    | WORLD STRIDES TRIP FUND             | 467.38                   | 135.00          | 0.00            | 0.00                  | 332.38         |
| 05 704 0218                    | HS STUDENT COUNCIL                  | (3,284.13)               | 0.00            | 0.00            | 0.00                  | (3,284.13)     |
| 05 704 0219                    | NATIONAL HONOR SOCIETY              | (1,747.69)               | 32.00           | 0.00            | 0.00                  | (1,779.69)     |
| 05 704 0220                    | WOODSHOP PROJECTS                   | (9,332.34)               | 392.58          | 0.00            | 0.00                  | (9,724.92)     |
| 05 704 0222                    | BACKPACK FOOD PROGRAM               | 2,979.00                 | 0.00            | 0.00            | 0.00                  | 2,979.00       |
| 05 704 0225                    | ONE ACTS                            | (4,841.78)               | 0.00            | 0.00            | 0.00                  | (4,841.78)     |
| 05 704 0230                    | MILK BREAK                          | 559.90                   | 0.00            | 0.00            | 0.00                  | 559.90         |
| 05 704 0235                    | THE RANCH                           | (2,902.09)               | 0.00            | 0.00            | 0.00                  | (2,902.09)     |
| 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                        | 295.10                   | 0.00            | 0.00            | 0.00                  | 295.10         |

| <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 0265                    | JH QUIZ BOWL                        | 1,011.56                 | 0.00            | 0.00            | 0.00                  | 1,011.56       |
| 05 704 0266                    | ACTIVITIES SPONSORS                 | 19,196.00                | 0.00            | 1,000.00        | 0.00                  | 20,196.00      |
| 05 704 0270                    | O'BRIEN READING CABINET             | 678.13                   | 0.00            | 0.00            | 0.00                  | 678.13         |
| 05 704 0323                    | CLASS OF 2023                       | 112.49                   | 0.00            | 0.00            | 0.00                  | 112.49         |
| 05 704 0324                    | CLASS OF 2024                       | (1,013.38)               | 0.00            | 0.00            | 0.00                  | (1,013.38)     |
| 05 704 0325                    | CLASS OF 2025                       | 4,226.13                 | 366.50          | 0.00            | 0.00                  | 3,859.63       |
| 05 704 0326                    | CLASS OF 2026                       | 7,711.42                 | 194.77          | 866.29          | 0.00                  | 8,382.94       |
| 05 704 0327                    | CLASS OF 2027                       | 1,577.00                 | 0.00            | 0.00            | 0.00                  | 1,577.00       |
| 05 704 0328                    | CLASS OF 2028                       | 915.00                   | 0.00            | 0.00            | 0.00                  | 915.00         |
| 05 704 0400                    | GRADE ACTIVITY MISCELLANEOUS        | 15,116.33                | 0.00            | 510.00          | 0.00                  | 15,626.33      |
| 05 704 0410                    | GRADE ACTIVITY LEADERSHIP FUND      | 2,056.19                 | 0.00            | 0.00            | 0.00                  | 2,056.19       |
| 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               | (35,660.47)              | 0.00            | 228.00          | 0.00                  | (35,432.47)    |
| 05 704 0501                    | HS HONOR ROLL CERTIFICATES          | (1,162.33)               | 0.00            | 0.00            | 0.00                  | (1,162.33)     |
| 05 704 0502                    | HS INTEREST EARNED ON ACCOUNT       | 23,465.33                | 0.00            | 78.58           | 0.00                  | 23,543.91      |
| 05 704 0601                    | BAND ACTIVITY                       | 4,357.71                 | 0.00            | 200.00          | 0.00                  | 4,557.71       |
| 05 704 0602                    | SCHOOL INSTRUMENT & REPAIRS         | 927.46                   | 0.00            | 0.00            | 0.00                  | 927.46         |
| 05 704 0603                    | CHORUS                              | 568.14                   | 0.00            | 0.00            | 0.00                  | 568.14         |
| 05 704 0605                    | MUSICAL PRODUCTIONS                 | 2,195.15                 | 0.00            | 0.00            | 0.00                  | 2,195.15       |
| 05 704 0606                    | SHOW CHOIR UNIFORMS                 | (1,337.99)               | 650.00          | 0.00            | 0.00                  | (1,987.99)     |
| 05 704 0607                    | ELEM SHOW CHOIR                     | 359.15                   | 0.00            | 0.00            | 0.00                  | 359.15         |
| 05 704 0701                    | FFA FUND                            | 49,670.00                | 4,392.88        | 807.31          | 0.00                  | 46,084.43      |
| 05 704 0703                    | JH CONCESSIONS                      | 200.00                   | 0.00            | 0.00            | 0.00                  | 200.00         |
| 05 704 0705                    | CHEERLEADING FUNDRAISING            | 19,007.56                | 0.00            | 0.00            | 0.00                  | 19,007.56      |
| 05 704 0707                    | INTERACT CLUB                       | 467.92                   | 0.00            | 0.00            | 0.00                  | 467.92         |
| 05 704 0709                    | JH STUDENT COUNCIL                  | (893.29)                 | 0.00            | 0.00            | 0.00                  | (893.29)       |
| 05 704 0711                    | HS STUCO FUNDRAISER                 | 1,736.74                 | 0.00            | 0.00            | 0.00                  | 1,736.74       |
| 05 704 0713                    | NATIONAL HONOR SOCIETY FUNDRAISER   | 1,420.35                 | 0.00            | 0.00            | 0.00                  | 1,420.35       |
| 05 704 0715                    | XC FUNDRAISING                      | 1,880.18                 | 0.00            | 200.00          | 0.00                  | 2,080.18       |
| 05 704 0717                    | BOYS GOLF FUNDRAISING               | 4,432.34                 | 0.00            | 200.00          | 0.00                  | 4,632.34       |
| 05 704 0719                    | GIRLS GOLF FUNDRAISING              | 1,374.64                 | 0.00            | 200.00          | 0.00                  | 1,574.64       |
| 05 704 0721                    | FB FUNDRAISING                      | 2,378.44                 | 0.00            | 400.00          | 0.00                  | 2,778.44       |
| 05 704 0723                    | VOLLEYBALL FUNDRAISING              | 6,476.19                 | 0.00            | 400.00          | 0.00                  | 6,876.19       |
| 05 704 0725                    | BBB FUNDRAISING                     | (1,871.60)               | 0.00            | 400.00          | 0.00                  | (1,471.60)     |
| 05 704 0727                    | GBB FUNDRAISING                     | 1,142.05                 | 0.00            | 400.00          | 0.00                  | 1,542.05       |
| 05 704 0729                    | WRESTLING FUNDRAISING               | 244.81                   | 0.00            | 400.00          | 0.00                  | 644.81         |
| 05 704 0731                    | TRACK FUNDRAISING                   | 1,106.90                 | 907.00          | 1,080.00        | 0.00                  | 1,279.90       |

## Activity Fund Balance Report - Summary - Exclude Encumbrances

05/2025 - 05/2025

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 0735                    | WEIGHT LIFTING CLUB                 | 171.26                   | 0.00            | 0.00            | 0.00                  | 171.26         |
| 05 704 0737                    | SPORTSMANSHIP FUND                  | 202.73                   | 0.00            | 0.00            | 0.00                  | 202.73         |
| 05 704 0738                    | ESPORTS FUNDRAISER                  | 475.00                   | 0.00            | 40.00           | 0.00                  | 515.00         |
| 05 704 0739                    | STAND                               | 1,216.54                 | 0.00            | 0.00            | 0.00                  | 1,216.54       |
| 05 704 0740                    | ESPORTS                             | (843.40)                 | 0.00            | 0.00            | 0.00                  | (843.40)       |
| 05 704 0741                    | ART CLASS PROJECTS                  | 906.08                   | 0.00            | 0.00            | 0.00                  | 906.08         |
| 05 704 0743                    | MATH CLUB                           | (589.18)                 | 0.00            | 0.00            | 0.00                  | (589.18)       |
| 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        | 758.13                   | 499.90          | 0.00            | 0.00                  | 258.23         |
| 05 704 0753                    | SPEECH FUNDRAISING                  | 1,955.62                 | 0.00            | 0.00            | 0.00                  | 1,955.62       |
| 05 704 0755                    | ONE ACT FUNDRAISING                 | 5,443.95                 | 0.00            | 0.00            | 0.00                  | 5,443.95       |
| 05 704 0757                    | LONGHORNS COMMITTED                 | 4,779.65                 | 0.00            | 0.00            | 0.00                  | 4,779.65       |
| 05 704 0759                    | CIVICS FUNDRAISER                   | 3,518.10                 | 1,311.73        | 1,311.73        | 0.00                  | 3,518.10       |
| 05 704 0762                    | EDUCATION QUEST                     | (2,854.43)               | 0.00            | 0.00            | 0.00                  | (2,854.43)     |
| 05 704 0763                    | TOM SOUTHARD MEMORIAL               | 3,429.00                 | 0.00            | 0.00            | 0.00                  | 3,429.00       |
| 05 704 0764                    | LONGHORN APPAREL                    | (1,083.83)               | 0.00            | 0.00            | 0.00                  | (1,083.83)     |
| 05 704 0999                    | SCHOLARSHIP FUND                    | 216,734.98               | 0.00            | 0.00            | 0.00                  | 216,734.98     |
| Fund Total: 05                 |                                     | 24,099.11                | 19,772.14       | 14,100.67       | 0.00                  | 18,427.64      |



# Mary Lynch Elementary School

June 2025 - Board of Education Report  
Amanda Culek  
Elementary Principal / Special Education Director

## Recognition

May Students of the Month: Daisy Riley and Seldon Behrend

May Staff Members of the Month: Mark Head

## Longhorn Challenge Update

Challenge Cards Completed to Date for Quarter 4: 298 Completed (51 since last board report)

## Disciplinary Data

May 2024

Total Reported Incidents: 14

Classroom Managed Behaviors: 4 incidents, not following expectations

Office Referrals: 4 incidents, primarily physical aggression

Observations:

There was an **55% decrease** in total incidents from April to May and a **12.5% decrease** compared to May 2024.

## Impact of 4-Day School Week

### Attendance Impact of the 4-Day School Week (Cohort Comparison)

The 2024-2025 school year was the district's first year implementing a 4-day school week. Overall attendance at Mary Lynch Elementary improved slightly from 94.02% in 2023-2024 to 94.76% in 2024-2025. When analyzed by student cohorts (e.g., last year's kindergarten is now this year's 1st grade), attendance trends suggest that most cohorts either improved or maintained their attendance rates.

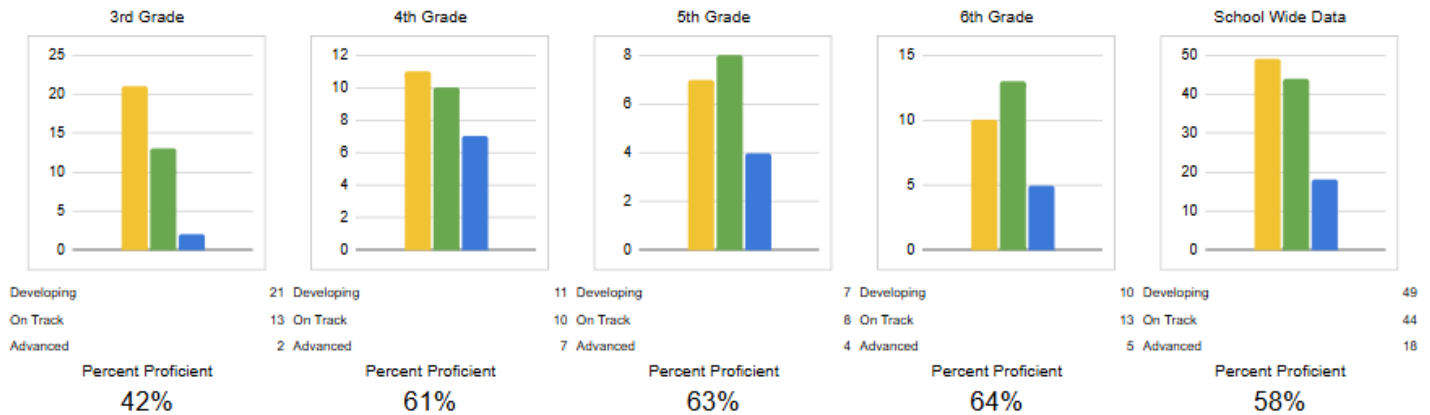
Grade-Level Cohort Attendance Rates:

| Cohort (2023-2024 → 2024-2025) | 2023-2024 Attendance | 2024-2025 Attendance | Change |
|--------------------------------|----------------------|----------------------|--------|
| Kindergarten → 1st Grade       | 93.78%               | 96.53%               | +2.75% |
| 1st Grade → 2nd Grade          | 93.37%               | 93.64%               | +0.27% |
| 2nd Grade → 3rd Grade          | 94.65%               | 94.54%               | -0.11% |
| 3rd Grade → 4th Grade          | 93.69%               | 94.84%               | +1.15% |
| 4th Grade → 5th Grade          | 94.21%               | 95.32%               | +1.11% |
| 5th Grade → 6th Grade          | 94.69%               | 94.60%               | -0.09% |

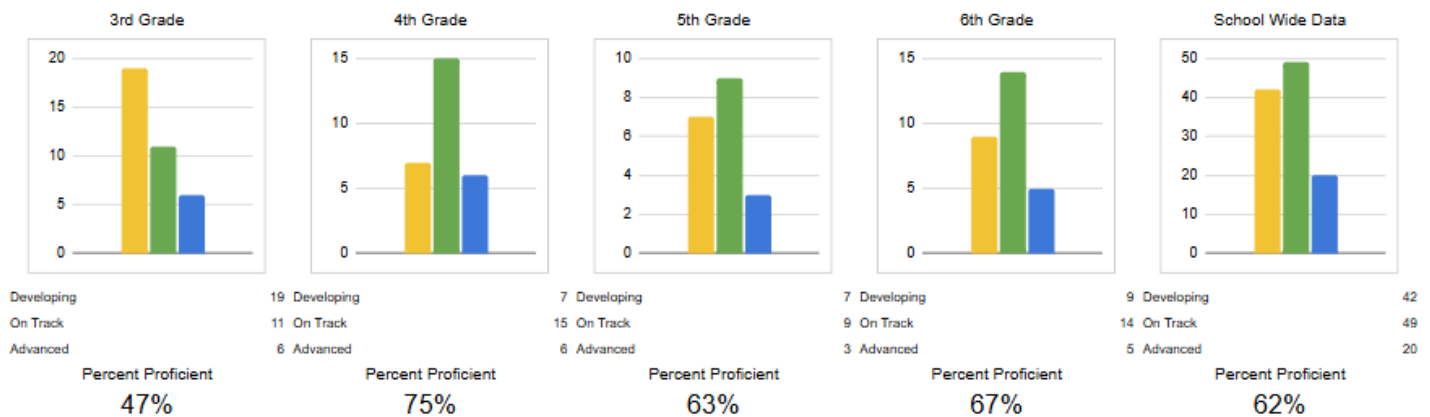
# Preliminary Results of Spring Testing

## 2024-2025 Mary Lynch End of Year Data

### Reading



### Math



### 2024-2025 Reading Performance Overview

We're seeing a positive trend as students progress through the grades, indicating that our literacy supports are having a cumulative effect. Over the past three years, we've focused heavily on foundational reading skills, resulting in strong gains on DIBELS assessments—important progress not shown in this graph but essential to reading success. With this foundation in place, we're now working toward a more comprehensive literacy approach by incorporating vocabulary, comprehension, and expanded intervention strategies across all grade levels.

### 2024-2025 Math Performance Overview

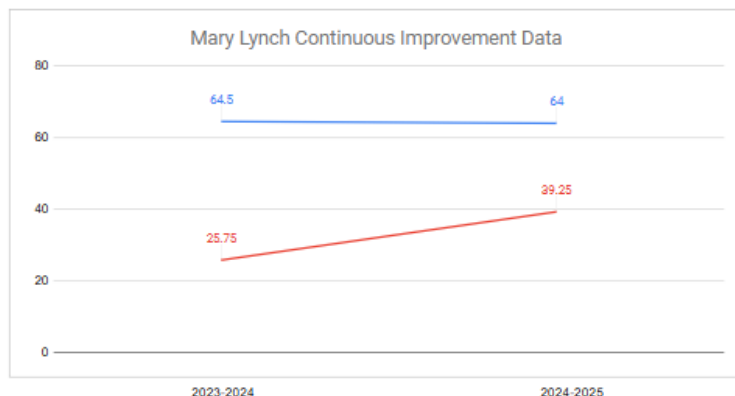
We're seeing strong results in upper elementary, especially in 4th and 6th grade, where nearly three-quarters of students are at or above grade level. While these graphs don't reflect the full year's growth, especially the progress made from fall to spring, that growth points to a solid foundation we've built. As we transition to a new math program, it will be exciting to see how our focus and instructional practices continue to evolve.

# Continuous Improvement

## Kimball Public School Continuous Improvement: 2023-2028

Goal:

By 2028, 70% of 3rd-11th grade KPS students in Tier 2 or Tier 3 will show average growth in ELA scores, per cohort, as measured by ELA NSCAS, PreACT, and ACT testing.



|                     | Percentage of Students receiving Tier 2 or Tier 3 Supports |           |           |           |           |
|---------------------|------------------------------------------------------------|-----------|-----------|-----------|-----------|
|                     | 2023-2024                                                  | 2024-2025 | 2025-2026 | 2026-2027 | 2027-2028 |
| Class of 2030       | 63                                                         |           |           |           |           |
| Class of 2031       | 57                                                         | 71        |           |           |           |
| Class of 2032       | 72                                                         | 68        |           |           |           |
| Class of 2033       | 66                                                         | 46        |           |           |           |
| Class of 2034       |                                                            | 71        |           |           |           |
| School Wide Average | 64.5                                                       | 64        |           |           |           |

|                     | Percentage of Students receiving Tier 2 or Tier 3 Supports making average growth |           |           |           |           |
|---------------------|----------------------------------------------------------------------------------|-----------|-----------|-----------|-----------|
|                     | 2023-2024                                                                        | 2024-2025 | 2025-2026 | 2026-2027 | 2027-2028 |
| Class of 2030       | 25                                                                               |           |           |           |           |
| Class of 2031       | 31                                                                               | 25        |           |           |           |
| Class of 2032       | 23                                                                               | 38        |           |           |           |
| Class of 2033       | 24                                                                               | 62        |           |           |           |
| Class of 2034       |                                                                                  | 32        |           |           |           |
| School Wide Average | 25.75                                                                            | 39.25     |           |           |           |

### Continuous Improvement Progress:

To analyze student growth for our Continuous Improvement Plan (CIP), we reviewed individual NWEA profiles. Students scoring below the 61st percentile were classified as needing Tier 2 or Tier 3 support. From this group, we also tracked which students made “average growth,” defined as reaching the 50th percentile or higher. This helps us measure both need and progress.

Our goals are to reduce the number of students needing extra support and to increase the number of those students who are making expected or better-than-expected growth.

### Here’s what we saw:

- The percentage of students receiving Tier 2 or 3 support dropped slightly, from 64.5% in 2023–2024 to 64% in 2024–2025. The Class of 2033 stood out with a 20% reduction in students needing support.
- Among students in Tier 2 or 3, those making average or better growth rose significantly—from 25.75% last year to 39.25% this year.
  - The Class of 2032 improved by 15%.
  - The Class of 2033 improved by 38%.

These results show that our interventions are having a stronger impact and that more students are making meaningful progress—key indicators of our CIP goals in action.



Kimball Jr/Sr High School  
Principal Board Report  
June 2025

- The Parent/Student Handbook has been updated for the 25-26 school year. Our building theme for the new school year is "Level UP." Any new policies adopted by the board in the June meeting will be incorporated following the meeting and presented for approval at the July board meeting.
- The only major change to the handbook for next year is the elimination of WIN Time. Additional time has been added back to each period as well as a 10 minute break after 3rd period.

## **June 2025 Superintendent Report**

### **- Financial Update –**

- 56.63% of the budget spent; 75% of fiscal year completed. 25% of year remaining and 43.37% of budget unspent.
- Through May 2025, we have spent 56.63% at this point in 2024 57.49%, and in 2023 57.19% had been spent.
- Actual Year-To-Date Expenditures are \$6,810,507.29
- Compared to \$6,720,993.26 last year, \$7,144,699.20 two years ago and \$6,005,136.23 three years ago.
- The current cash balance in the General Fund is \$4,034,629.78.
- In 2024 at this time the balance was \$3,546,732.65, in 2023 the balance was at \$3,295,260.52.

## RESOLUTION APPROVING STAFF TRAININGS

**WHEREAS**, the School District is required by various state and federal laws to train staff on numerous topics; and,

**WHEREAS**, during the 2024 legislative session, the Legislature enacted LB 1329; and,

**WHEREAS**, LB 1329 defers to each Board of Education to determine the reasonable length of time for certain staff training requirements; and

**WHEREAS**, to ensure that the District's planned training requirements for the 2025-2026 school year comply with LB 1329's requirements, and to ensure the Board of Education is aware of and approves of other required staff trainings during the 2025-2026 school year, the Board of Education adopts this Resolution to find and determine that the following training requirements are reasonable in scope and length.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Education hereby determines as follows:

1. The following trainings are reasonable in both length and scope and the Superintendent or designee shall identify the District staff who shall be trained as follows:

| Subject                    | Required by                                                                                                                                                            | Approximate Length of Training |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| Behavioral Awareness       | Neb. Rev. Stat. § 79-3603                                                                                                                                              | 60 MINUTES                     |
| Dating Violence Prevention | Neb. Rev. Stat. § 79-2,141                                                                                                                                             | 30 MINUTES                     |
| Suicide Prevention         | Neb. Rev. Stat. § 79-2,146                                                                                                                                             | 60 MINUTES                     |
| Concussion Awareness       | Neb. Rev. Stat. § 71-9104                                                                                                                                              | 30 MINUTES                     |
| Fire Drills                | Neb. Rev. Stat. § 81-527;<br>( <a href="https://sfm.nebraska.gov/fire-prevention/school-fire-drills">https://sfm.nebraska.gov/fire-prevention/school-fire-drills</a> ) | 15 MINUTES<br>EACH DRILL       |
| Tornado Drills             | Neb. Rev. Stat. § 2,144(8)                                                                                                                                             | 15 MINUTES<br>EACH DRILL       |
| Intruder Drills            | Neb. Rev. Stat. § 79-2,144(5); NDE Rule 10.011.01B                                                                                                                     | 15 MINUTES<br>EACH DRILL       |
| Anti-Bullying              | Neb. Rev. Stat. § 79-2,137; NDE Rule 10.011.01F; NDE Guidance<br>( <a href="https://www.education.ne.gov/">https://www.education.ne.gov/</a> )                         | 30 MINUTES                     |

|                                                                                   |                                                                                                                                                                                                                                             |                |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
|                                                                                   | <a href="#"><u>safety/staff-development-and-resources-for-teachers/</u></a>                                                                                                                                                                 |                |
| Pupil Transportation Drivers                                                      | NDE Rule 91.003.02                                                                                                                                                                                                                          | 2 HOURS        |
| Anti-Harassment and Discrimination Requirements for Designated Title IX Positions | Title IX, 20 U.S. Code § 1681                                                                                                                                                                                                               | 60 MINUTES     |
| Safe Seizure Schools                                                              | Neb. Rev. Stat. § 79-3204                                                                                                                                                                                                                   | 60 MINUTES     |
| School Resource Officers and Building Administrators                              | Neb. Rev. Stat. § 79-2704                                                                                                                                                                                                                   | NOT APPLICABLE |
| District Assessment Contact - State Assessments                                   | NDE Guidance<br>( <a href="https://www.education.ne.gov/assessment/district-assessment-contact-dac/#1661275806368-95d87496-3109">https://www.education.ne.gov/assessment/district-assessment-contact-dac/#1661275806368-95d87496-3109</a> ) | 30 MINUTES     |
| Blood Borne Pathogens                                                             | State of Nebraska                                                                                                                                                                                                                           | 30 MINUTES     |
| ASHTMA/ EPIPEN                                                                    | State of Nebraska                                                                                                                                                                                                                           | 30 MINUTES     |

2. The Superintendent or designee is authorized to implement additional training requirements for staff if the Superintendent or designee determines that additional training would be in the best interest of the District and/or is otherwise required by law.

3. The Superintendent or designee is further authorized to deviate from the source of these training requirements if any unexpected circumstances arise and the Superintendent or designee determines that it is in the best interests of the District to require a different training(s).

4. All District staff who are directed to attend or participate in any training requirement(s) must complete such training(s) in good faith and in accordance with this Resolution and the directives of the Superintendent or designee.

This Resolution shall continue until or unless modified by a vote of the majority of a quorum of the Board of Education.

**DATED** this \_\_\_\_ day of \_\_\_\_\_, 2025.

**KIMBALL PUBLIC SCHOOLS**

**BY:**

\_\_\_\_\_  
President

**ATTEST:**

\_\_\_\_\_  
Secretary

# Kimball Public Schools

## 2025-2026 Fees Schedule

### MEAL FEES \*If participating in CEP, all student meals are free (excluding extras) \*

|                      |            |         |
|----------------------|------------|---------|
| Breakfast            | K-6        | \$ 2.50 |
|                      | 7-12       | \$ 2.75 |
|                      | Reduced    | \$ .30  |
|                      | Adult      | \$ 3.25 |
| Lunch                | K-6        | \$ 3.50 |
|                      | 7-12       | \$ 3.75 |
|                      | Reduced    | \$ .40  |
|                      | Adult      | \$ 5.10 |
| Summer Breakfast     | 18 & under | FREE    |
|                      | Adult      | \$ 3.25 |
| Summer Lunch         | 18 & under | FREE    |
|                      | Adult      | \$ 5.50 |
| After School Program | K-12       | FREE    |

### ATHLETIC PASSES

|                                                                   |          |
|-------------------------------------------------------------------|----------|
| KPS Student (K-12) (KPS students will be admitted free with pass) | \$ FREE  |
| One Adult                                                         | \$ 50.00 |
| Two Adults                                                        | \$ 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 |

# Kimball Public Schools

## Kimball Public Schools

### Behavior Support Specialist Job Description

It is the policy of Kimball Public Schools to not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Superintendent.

- A. **Job Title:** Behavior Support Specialist
- B. **Department:** Special Education
- C. **Education Level and Certification:** A Bachelor's Degree is required. Must at all times of employment possess a Nebraska Teaching Certificate with special education endorsement appropriate for the position (PreK-12) assigned to the specialist as required by NDE Rule 24 and 51, in addition to all other required or assigned certification and training.
- D. **Reports to:** Special Education Director
- E. **Qualifications:** Effective time management and ability to work alone at times or with other personnel. Ability to be patient and kind to other staff and students in the district as well as maintain good personal hygiene. Exhibit ability to work with staff, students, parents, and general public in a positive, friendly, and personable manner. Must be able to follow instructions, demonstrate personal initiative, and keep matters confidential as needed. Ability to develop effective rapport with students, motivate students to develop skills, attitudes and knowledge, and continuously check the student's progress with the behavior plan and/ or IEP.
- F. **Essential Job Functions:** The primary responsibility of the behavior support specialist is to provide support to staff and special education students per his/her behavior plan and/ or IEP and to assist and be the case manager for all Behavior Plans in the district. Other responsibilities are as follows (Additional duties as directed by the Special Education Director):
  - 1. Observes, models, trains, and coaches staff on the implementation of all Behavior Intervention Plans serving individuals with intellectual or other developmental disabilities
  - 2. Provides consultation to classroom teachers, parents, and principals
  - 3. Conducts Functional Behavior Assessment/analysis
  - 4. Collects assessment data and uses it effectively to plan academic and behavioral programming
  - 5. Knowledge of use a behavior management system and ability to monitor for implementation fidelity

## **Kimball Public Schools**

6. Manages/Conducts Debriefing of behavioral incidents.
7. Enable students who are behaviorally disabled to derive the best possible educational experience from school through appropriate remediation, curriculum modification, direct special education instruction, and behavioral and social skill development
8. Maintain a dual role of working with individual or small groups of students and collaborating with the classroom teacher to provide a coordinated program that best fits the individual needs of each student.
9. Coordinates with other building personnel to ensure that adequate communication is maintained with each student's parents/guardians to keep them informed
10. Review IEPs to ensure compliance per Rule 51.
11. Active member on the MDT team
12. Teach and reinforce academic and behavioral skills to foster success in the regular classroom
13. Lead sessions to enhance social development
14. Observe and monitor control of students' behavior in the classroom, playground, field trips, lunchroom, library, school buses, and other areas
15. Knowledge in Special Education and practice with autism, emotional disturbance, moderate/severe disabilities, as well as general education and special education settings.
16. Knowledge of use a behavior management system
17. Ability to respond fully to quickly escalating behavioral situations
18. Performs any other duties assigned by the Special Education Director

**G. Terms of Employment:** Salary and work year to be determined annually.

## **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<br><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"><li>▪ Band</li></ul>        | 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"><li>▪ Swing Choir</li></ul> | 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.

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 Policy 501.07  
 Student Fees  
 Please complete the following:

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

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:

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Policy 501.07

Student Fees

Adopted: December 19, 2005

Reviewed: June 12, 2017

June 11, 2018

Amended: June 10, 2019

Reviewed: June 08, 2020

June 14, 2021

June 13, 2022

June 12, 2023

June 10, 2024

StudentsStudent AttendanceAttendance Policy and Excessive Absenteeism

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The District will maintain an accurate record of student attendance.

**A. Attendance and Absences.**

1. Circumstances of Absences – Definitions. The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.
  - a. School Excused. Any of the following circumstances that lead to an absence will be identified as a *School Excused* absence, provided the required attendance procedures have been followed:
    - (1) Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness (including physical or mental illness), court, death of a family member, or suspension.
    - (2) Other absences as determined by the principal or the principal's designee.
  - b. Not School Excused. Absences that are not school excused may result in a report to the county attorney and may be classified as follows:
    - (1) Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments.
    - (2) Other absences are those in which the parent has not communicated a reason for the student's absence.

2. Absence Procedure. In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances.

A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, is issued by the Principal's office.

District student/ parent handbooks will outline procedures governing make up work from an absence at each district facility.

3. Mandatory Ages of Attendance. A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

Exceptions for Younger Students. Attendance is not mandatory for a child who has reached 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.

Exceptions for Older Students. Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or (3) has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

Early Withdrawal for Students Enrolled in Accredited or Approved Schools. A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed.

Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in Kimball Public Schools or resides in the

Kimball Public School District and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- the person who has legal or actual charge or control of the child who requested the exit interview;
- the Superintendent or Superintendent's designee;
- the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and
- any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school.

At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:

- financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
- an illness of the child making attendance impossible or impracticable.

The Superintendent or Superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child OR may rescind the written request for the withdrawal.

Withdrawal Form. Any withdrawal form signed by the person making the written request shall be valid only if:

- the child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and
- the Superintendent or Superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the Superintendent or Superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the

child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

Early Withdrawal for Students Enrolled in an Exempt School (Home Schools). A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.

4. Reporting and Responding to Excessive Absenteeism. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the superintendent or such person(s) who the superintendent designates to be the attendance officer (hereafter, "attendance officer"). The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. 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 address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed below under "Excessive Absenteeism" and "Reporting Excessive Absenteeism."
5. Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter which are Not School Excused shall be deemed to have "excessive absences." Such absences shall be determined on a per day (or hourly equivalent) basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, school officials will have verbal or written communication with the person or persons who have legal or actual charge or control of any child.

When a student continues thereafter to have absences of at least twenty days which are Not School Excused, one or more meetings will be held between the school, the child's parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall include, if agreed to by the person who is responsible for making educational decisions on behalf of the child, an educational evaluation to determine whether any intellectual, academic, physical, or social-emotional barriers

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are contributing factors to the lack of attendance. The plan shall also consider, but not be limited to:

- (i) The physical, mental, or behavioral health of the child.
- (ii) Educational counseling;
- (iii) Referral to community agencies for economic services;
- (iv) Family or individual counseling; and
- (v) Assisting the family in working with other community services.

If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child's attendance records.

6. Reporting Excessive Absenteeism to the County Attorney.

The school may report to the county attorney of the county in which the person having control of the student resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per school year. The school shall notify the child's family in writing prior to making the referral to the county attorney. Illness (including physical or mental illness) that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

Legal Reference: Neb. Rev. Stat. §§ 79-201 and 79-209

Adopted: February 11, 2002  
Revised: July 14, 2014  
Amended: October 12, 2020  
Revised: June 14, 2021  
July 12, 2021  
Reviewed: June 12, 2023  
Revised: June 10, 2024

**Student Discipline****Anti-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  
                  06-13-2022  
                  06-12-2023  
                  06-10-2024

**School Wellness Policy**

A philosophy of Kimball Public Schools (“District”) is to provide curriculum, instruction, and experiences in a health-promoting school environment to instill habits of lifelong learning and health. Therefore, the Board adopts the following School Wellness Policy.

**1. District Wellness Committee**

***Committee Role and Membership***

The District will convene a representative District Wellness Committee (“DWC”) or work within an existing school health committee that meets at least annually to establish goals for and oversee school health and safety policies and programs, including development, implementation and periodic review and update of this District wellness policy.

The DWC membership will represent all school levels and include (to the extent possible), but not be limited to: parents and caregivers; students; representatives of the school nutrition program; physical education teachers; health education teachers; school health professionals or staff; mental health and social services staff; school administrators; school board members; and the general public. When possible, membership will also include Supplemental Nutrition Assistance Program Education coordinators. To the extent possible, the DWC will include representatives from each school building and reflect the diversity of the community.

***Leadership***

The Superintendent or designee(s) will convene the DWC and facilitate development of and updates to the wellness policy, and will ensure each school’s compliance with the policy.

Each school will designate a school wellness policy coordinator, who will ensure compliance with the policy.

**2. Wellness Policy Implementation, Monitoring, Accountability and Community Engagement**

***Implementation Plan***

The District will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions and timelines specific to each school; and includes information about who will be responsible to make what change, by how much, where and when; as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness. It is recommended that the school use the Healthy Schools Program online tools to complete a school-level assessment based on the Centers for Disease Control and Prevention’s School Health Index, create an action plan that fosters implementation and generate an annual progress report.

This wellness policy and the progress reports can be found at the District’s website.

## **Policy 505.07**

### **STUDENT HEALTH**

**505.07**

#### ***Recordkeeping***

The District will retain records to document compliance with the requirements of the wellness policy at the Superintendent's office and/or on the District's computer network. Documentation maintained in this location will include but will not be limited to:

- The written wellness policy;
- Documentation demonstrating that the policy has been made available to the public;
- Documentation of efforts to review and update the Local Schools Wellness Policy; including an indication of who is involved in the update and methods the district uses to make stakeholders aware of their ability to participate on the DWC;
- Documentation to demonstrate compliance with the annual public notification requirements;
- The most recent assessment on the implementation of the local school wellness policy;
- Documentation demonstrating the most recent assessment on the implementation of the Local School Wellness Policy has been made available to the public.

#### ***Annual Notification of Policy***

The District will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. The District will make this information available via the District website and/or district-wide communications. The District will provide as much information as possible about the school nutrition environment. This will include a summary of the District's events or activities related to wellness policy implementation. Annually, the District will also publicize the name and contact information of the District officials leading and coordinating the committee, as well as information on how the public can get involved with the school wellness committee.

#### ***Triennial Progress Assessments***

At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- The extent to which the District's schools are in compliance with the wellness policy;
- The extent to which the District's wellness policy compares to the Alliance for a Healthier Generation's model wellness policy; and
- A description of the progress made in attaining the goals of the District's wellness policy.

The position/person responsible for managing the triennial assessment and contact information is the Superintendent or the Superintendent's designee.

The DWC, in collaboration with individual schools, will monitor schools' compliance with this wellness policy.

The District will actively notify households/families of the availability of the triennial progress report.

***Revisions and Updating the Policy***

The DWC will update or modify the wellness policy based on the results of the annual School Health Index and triennial assessments and/or as District priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.

***Community Involvement, Outreach and Communications***

The District is committed to being responsive to community input, which begins with awareness of the wellness policy. The District will actively communicate ways in which representatives of DWC and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means appropriate for that district. The District will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. The District will use electronic mechanisms, such as email or displaying notices on the District's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy. The District will ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the District and individual schools are communicating important school information with parents.

The District will actively notify the public about the content of or any updates to the wellness policy annually, at a minimum. The District will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

**3. Nutrition**

***School Meals***

All schools within the District that participate in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), and any additional Federal child nutrition programs will meet the nutrition requirements of such programs.

***Competitive Foods and Beverages***

The foods and beverages sold and served outside of the school meal programs (e.g., "competitive" foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum. To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed the USDA Smart Snacks nutrition standards or, if the state policy is stronger, will meet or exceed state nutrition standards. These standards will apply in all locations and through all services where foods and

## **Policy 505.07**

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beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores and snack or food carts.

#### ***Celebrations and Rewards***

The District will strive to promote foods offered on the school campus that meet or exceed the USDA Smart Snacks in School nutrition standards or, if the state policy is stronger, meet or exceed state nutrition standards, for purposes including:

1. Celebrations and parties.
2. Classroom snacks brought by parents.
3. Rewards and incentives.

#### ***Fundraising***

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day.

#### ***Nutrition Promotion***

The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will occur through:

#### ***Nutrition Education***

The District will teach, model, encourage and support healthy eating by all students. Schools will provide nutrition education and engage in nutrition promotion is designed to provide students with the knowledge and skills necessary to promote and protect their health.

#### ***Food and Beverage Marketing in Schools***

Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA Smart Snacks in School nutrition standards or, if stronger, state nutrition standards, such that only those foods that comply with or exceed those nutrition standards are permitted to be marketed or promoted to students.

Food and beverage marketing is defined as advertising and other promotions in schools. This term includes, but is not limited to the following:

- Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.
- Displays, such as on vending machine exteriors
- Corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards (Note: immediate replacement of these items are not required; however, districts will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that it is financially possible over time so that items are in compliance with the marketing policy.)
- Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book

covers, pupil assignment books or school supplies displayed, distributed, offered or sold by the District.

- Advertisements in school publications or school mailings.
- Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

As the District/school nutrition services/Athletics Department/PTA/PTO reviews existing contracts and considers new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by the District wellness policy.

**4. Physical Activity**

Children and adolescents should participate in at least 60 minutes of physical activity every day. A substantial percentage of students' physical activity can be provided through a comprehensive school physical activity program (CSPAP). A CSPAP reflects strong coordination and synergy across all of the components: quality physical education as the foundation; physical activity before, during and after school; staff involvement and family and community engagement and the District is committed to providing these opportunities. Schools will ensure that these varied physical activity opportunities are in addition to, and not as a substitute for, physical education.

**5. Other Activities that Promote Student Wellness**

The District will integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues and physical activity facilities. The District will coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development and strong educational outcomes.

Schools in the District are encouraged to coordinate content across curricular areas that promote student health, such as teaching nutrition concepts in mathematics, with consultation provided by either the school or the District's curriculum experts.

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**505.07**

#### ***Glossary***

**School Campus:** areas that are owned or leased by the school and used at any time for school-related activities, including on the outside of the school building, school buses or other vehicles used to transport students, athletic fields and stadiums (e.g., on scoreboards, coolers, cups, and water bottles), or parking lots.

**School Day:** the time between midnight the night before to 30 minutes after the end of the instructional day.

**Triennial** – recurring every three years.

**Legal Reference:**     **Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. section 1758b; 7 CFR sections 210.11 and 210.30; National School Lunch Program, 42 U.S.C sections 1751-1760, 1770; Regulations and Procedures for Accreditation of Schools, NDE Rule 10**

Adopted:     June 12, 2006

Revised:     July 10, 2017

Reviewed:    August 8, 2022

## **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.

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

- Teacher Signature \_\_\_\_\_

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Date of Report

Adopted: November 8, 2004

Reviewed: June 12, 2017  
June 11, 2018  
June 10, 2019  
June 08, 2020  
June 14, 2021  
June 13, 2022

June 12, 2023

June 10, 2024

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  
Reviewed: June 13, 2022  
June 12, 2023  
June 10, 2024

## Multi-Cultural Report 2024-2025

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

## **STUDENT ACTIVITIES**

### **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      |
|           | June 13, 2022      |
|           | June 12, 2023      |
|           | June 10, 2024      |

## Complaint Form Discrimination, Harassment or Retaliation

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, **military** or 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. This complaint form is to be used when a person has a complaint related to discrimination, harassment or retaliation on such bases in regard to employment or the programs and activities of the school district.

Refer to Board Policy 404.03 and/or 502.13 for the particulars of the complaint and grievance process. You may attach additional materials to this form if needed.

The applicable coordinator may be contacted if you have questions about filling out this complaint form:

Students: Jaclyn Burks, Title IX Coordinator, 901 South Nadine St., Kimball, NE 69145 (308) 235-4861 (ksmith@kpslonghorns.org).

Employees and Others: Jaclyn Burks, Title IX Coordinator, 901 South Nadine St., Kimball, NE 69145 (308) 235-4861 (ksmith@kpslonghorns.org).

Name: \_\_\_\_\_ Date: \_\_\_\_\_

(1) Description of the complaint: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_.

(2) Names of any witnesses to the matter being complained about: \_\_\_\_\_  
 \_\_\_\_\_.

(3) Identify and attach any document supporting the complaint: \_\_\_\_\_  
 \_\_\_\_\_.

(4) Confidentiality: I \_\_\_ do \_\_\_ do not give consent to my identity being shared with the person(s) against whom I am complaining. If I do not give consent, I understand that the investigation may be hindered, but that the District will nonetheless investigate and take prompt and effective action to remediate the concerns I have raised, if appropriate.

\_\_\_\_\_  
 \_\_\_\_\_.

(5) Relief requested (what I want done in response to this complaint):

\_\_\_\_\_  
 \_\_\_\_\_.

The undersigned states: The facts in this complaint are true to the best of my knowledge, information and belief. I give permission for an investigation to be made into this complaint. I understand that the District will take steps to prevent me being retaliated against for filing this complaint, that I am to notify the District if any such retaliation occurs, and that the District will take prompt and strong responsive action if retaliation occurs.

Signature: \_\_\_\_\_

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

DRAFT

# INSTRUCTION

## Instruction

### Equal Opportunity: Instruction Program

The school district pledges itself to avoid discriminatory actions, and seeks to foster good human and educational relations which help to attain:

1. Equal rights and opportunities for students and employees in the school community.
2. Equal opportunity for all students to participate in the instructional program of the schools.
3. Continual study and development of curricula toward improving human relations and understanding and appreciating cultural differences.
4. Frequent training opportunities for improving staff responsiveness to educational and social needs.
5. Opportunities in educational programs which are broadly available to pupils which are not solely based upon sex, disability, race, color, religion, **military or** veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status.

Date of Adoption: August 10, 2020  
Reviewed: August 14, 2023

**EQUAL OPPORTUNITIES FOR STUDENTS**

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 sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, **military or** veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status. 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.

If you feel you have been discriminated against, please contact the superintendent. Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office.

Legal References:                      Sect. 504 of the Rehabilitation Act of 1973  
                                                 Title IX of the Educational Amendments of 1972  
                                                 Neb. Statue 79-2,114 et seq. (Neb Equal Opportunity in Education Act).

This policy does not require the school district to employ an applicant because of his sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, **military or** veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status or to grant preferential treatment.

Adopted: 12-10-2001  
Revised: 11-12-2007  
Reviewed: 02-11-2013  
Reviewed: 03-12-2018  
Revised: 04-14-2025

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

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

The Kimball Public Schools does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, **military or** 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. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Jaclyn Burks, Title IX Coordinator, 901 South Nadine St., Kimball, NE 69145 (308) 235-4861 (ksmith@kpslonghorns.org).

Employees and Others: Jaclyn Burks, Title IX Coordinator, 901 South Nadine St., Kimball, NE 69145 (308) 235-4861 (ksmith@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 Office of Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at One Petticoat Lane, 1010 Walnut Street, 3<sup>rd</sup> Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

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

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

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race (including skin color, hair

texture and protective hairstyles), color, religion, **military or** veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

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

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

Discriminatory harassment because of a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, **military or** veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, may include, but is not limited to:

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

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

- a. Unwelcome sexual advances or propositions,
- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,

- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or
- g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

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

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

**2. Anti-retaliation:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The District ~~may, when appropriate or when legally required, will~~ send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within **one (1) working day week** after the investigation is completed. 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.

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

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

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

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

**4. Confidentiality:**

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

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

**5. Training:**

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

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

**6. Designated Compliance Coordinators:**

Designated compliance coordinators will be responsible for:

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

**7. Preventive Measures:**

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

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

Legal Reference: Title VI, 42 U.S.C. Sec. 2000d, Title VII, 42 U.S.C. Sec. 2000e, Title IX; 20 U.S.C. Sec. 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. Sec. 48-1101 et seq.  
Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. Sec. 621 et seq., and the Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. Sec. 48-1001 et seq.;  
Americans with Disabilities Act (ADA), 42 U.S.C. Sec. 12101 et seq.  
Section 504 of the Rehabilitation Act of 1973 (Section 504)  
Pregnancy Discrimination Act, 42 U.S.C. Sec. 2000e(k)  
Uniform Service Employment and Reemployment Rights Act (USERRA), 38 U.S.C. Sec. 4301 et seq.  
Neb. Rev. Stat. Sec. 79-2,115, et seq

Date of Adoption: August 8, 2011

Revised: July 10, 2017

Revised: May 13, 2019

Revised: August 10, 2020

Revised: June 14, 2021

Personnel - All EmployeesEqual Opportunity Employment

It is the policy of Kimball Public Schools to employ the best qualified applicant for each position without regard to sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, **military or** veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, and to not fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment, because of such individual's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, **military or** veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status.

There shall be no discrimination by school officials against any employee because of membership or activity in an employee organization or because of protected free speech activities.

Date of Adoption: August 10, 2020  
Amended: October 11, 2021

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

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

The Kimball Public School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, **military or** 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: Jaclyn Burks, Title IX Coordinator, 901 South Nadine St., Kimball, NE 69145 (308) 235-4861 (ksmith@kpslonghorns.org).

Employees and Others: Jaclyn Burks, Title IX Coordinator, 901 South Nadine St., Kimball, NE 69145 (308) 235-4861 (ksmith@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 Office for Civil Rights in the U.S. Department of Education (OCR), please contact OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

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

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

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, **military or** veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, that is sufficiently serious

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

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

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

Discriminatory harassment because of a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, **military or** veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, may include, but is not limited to:

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

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

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

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

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

## **2. Anti-retaliation:**

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

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

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

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

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

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

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

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

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

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

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

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

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more

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

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

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

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

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

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

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

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

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

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

#### **4. Confidentiality:**

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

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

#### **5. Training:**

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

#### **6. Designated Compliance Coordinators:**

Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.

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

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

#### **7. Preventive Measures:**

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

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

harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Date of Adoption: August 8, 2011  
Revised: July 10, 2017  
Revised: May 13, 2019  
Revised: August 10, 2020  
Revised: June 14, 2021

DRAFT

## 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 align 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 cybersecurity and other 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 to ensure safeguards for preventing property loss, damage, or theft;
- 4) Implement adequate maintenance procedures for the equipment and;
- 5) Implement sales and disposition procedures for the equipment to ensure the highest possible return

All equipment, whether acquired in whole or in part under a federal award, with a current fair market value of \$10,000 or less (per unit) may be retained, sold, or otherwise disposed of in accordance with the Board's Sale and Disposal of Property Policy.

All equipment, whether acquired in whole or in part under a federal award, with a current fair market value in excess of \$10,000 (per unit), may only be sold or otherwise disposed of in accordance with the provisions of 2 C.F.R. § 200.313(e)(2)-(3).

Legal Reference: 2 C.F.R. §§ 200.313 & 200.303.

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~~ simplified acquisition thresholds (between \$10,000 to \$250,000);
- 3) A procedure for sealed bids (over \$250,000);
- 4) A procedure for competitive proposals (with an explanation for why sealed bids were not accepted if over \$250,000); and
- 5) A procedure for noncompetitive bids.

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

Cross-Reference: Policies 3130 & 3131.

Contract Terms: All contracts funded (in whole or in part) by federal funds and/or federal awards must contain the following terms or, via this Policy, the following terms are required and incorporated into any such contracts:

- 1) An assurance that minority business enterprises and labor surplus area firms are used, when possible;
- 2) An Anti-Lobbying clause for all contracts, including an Anti-Lobbying Certification, for contracts exceeding \$100,000;
- 3) A Suspension and Debarment clause;
- 4) A provision for termination for cause and for convenience, including the manner by which it will be affected and the basis for settlement;
- 5) A clause that addresses administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and a provision for sanctions and penalties;

- 6) For contracts in excess of \$150,000, a clause addressing the Clean Air Act and the Federal Water Pollution Control Act;
- 7) A provision maintaining contract oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders;
- 8) A provision addressing the District's conflict of interest policies; and
- 9) A requirement that the contractor maintains records related to the contracted work.

Legal Reference: 2 CFR § 200.319(d); 2 CFR § 200.321; 2 CFR § 200, Appendix II(I); 2 CFR § 200, Appendix II(H); 2 CFR § 200, Appendix II(B); 2 CFR § 200, Appendix II(A); 2 CFR § 200, Appendix II(G); 2 CFR § 200.318(b); 2 CFR § 200.318(c)(1); 2 CFR § 200.318(i); 2 CFR § 200.324(a); 2 CFR § 200.324(b).

Federal Interest Reporting: The District will follow the required federal interest reporting and recording requirements, if applicable, for any real property or improvement interest financed, in whole or in part, with federal funds.

Legal Reference: 2 CFR §§ 200.310-200.313.

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-, or as otherwise specified by the federal award or federal law.

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, 2 C.F.R. § 200.34 & 34 C.F.R. § 81.31.

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 either: (1) verify that a vendor has not been debarred, suspended or otherwise excluded via SAM.gov, (2) collect a verification from that vendor; or (3) add a clause to the contract with the ,and the vendor. The District will maintain a copy of said verification or documentation.

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) Maintaining records and documentation that sufficiently identify the amount, source and expenditure of funds for federally-funded activities;
- 4) Ensuring effective controls over accountability and safeguards 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.

Any leave and/or fringe benefits charged to a federal award must satisfy all criteria set forth in 2 C.F.R. § 200.431(b) and/or (c).

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:

If the District is granted the authority to use federal funds for a construction project, the District will follow the Davis-Bacon and Related Acts, including the payment of "prevailing wages" to those who work on the job site, as well as the contractor bonding requirements.

Legal Reference: 40 U.S. Code § 3141, et seq; 2 C.F.R. § 200.326.

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 \$10,000 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: No District employee, agent, or Board Member with a real or apparent conflict of interest may participate in the selection, award, or administration of a contract supported by or with federal funds. A “conflict of interest” includes, but is not limited to, a financial or other interest in or a tangible personal benefit from federal funds that would directly or indirectly benefit either (1) the employee, agent, or board member; (2) any member of their immediate family; or their spouse or partner, or (3) an organization that employs or is about to employ those individuals. District employees, agents, and Board Members may only accept gratuities, favors, or anything of monetary value from federally funded contractors in accordance with the District’s Conflict of Interest Policy. Any District employee, agent, or Board Member who knowingly violates these terms may be subject to discipline, up to and including termination of employment and/or referral for possible criminal prosecution.

Legal Reference: 2 C.F.R. §§ 200.112 & 200.318.

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  
Revised: June 13, 2022  
December 9, 2024

Business Operations

Procurement Plan – School Food Authorities

The following procurement policy statement shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. This statement is meant to provide guidance to our personnel and vendors on acceptable and/or required procurement practices. Our goal is to fully implement all required and recommended procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the State Agency.

**Procurement Policy**

The purchasing procedure to be followed shall be determined by the anticipated total annual expenditure on items related to the food service program:

- When the annual total for food service program related items is less than \$250,000 (~~small purchase simplified acquisition~~ threshold) per procurement event or in aggregate purchases this organization will follow the informal ~~Small-Purchase simplified acquisition threshold~~ Procedures.
- When the annual total for food service program related items is greater than \$250,000 (~~small purchase-simplified acquisition~~ threshold) per year per procurement event or in aggregate purchases this organization will follow the Formal Competitive Solicitation Procedures.

Micro-Purchase Procedures

Micro-Purchases may be used for single purchases under \$10,000 made with a vendor [2 CFR 200.320(a)].

Prices will be reviewed for reasonableness [2 CFR 200.320(a)].

Purchases will be spread equitably among all qualified sources [2 CFR 200.320(a)].

~~Small-Purchase Simplified Acquisition Threshold~~ Procedures

For purchases made below the ~~small-purchase simplified acquisition~~ threshold, ~~Small-Purchase Simplified Acquisition Threshold~~ Procedures will be utilized to purchase necessary goods and services. When ~~Small-Purchase simplified acquisition threshold~~ Procedures are used, this organization will take the following steps:

1. Contact a reasonable number of qualified vendors.
2. Write specifications for goods and services.
3. Document each vendor's quoted price. (ex. log sheet)
4. Select the company that provides the lowest, most responsive, and responsible bid
5. Document supplier who was awarded the quote.
6. Manage orders by confirming product and prices math quotes.

Formal Competitive Solicitation Procedures

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For purchases made in excess of the ~~small-purchase simplified acquisition~~ threshold, a Formal Competitive Solicitation will be conducted. When Formal Competitive Solicitation Procedures are used, this organization will take the following steps:

1. Prepare an Invitation for Bid (“IFB”) or Request for Proposal (“RFP”) document specifically addressing the items to be procured
  - a. Include detailed specifications
  - b. Ensure price will be most heavily weighted
2. Publicly announce and advertise the bid/proposal at least 21 calendar days prior to bid opening
  - a. Announcements will include the date, time and location in which bids will be opened
3. Determine the most responsive and responsible bid/proposal by using the selection criteria set forth in the bid/proposal document
  - a. Responsible bidders will be those whose bid/proposal conform to all of the terms, conditions and requirements of the IFB/RFP
  - b. Responsible bidders will be those who are capable of performing successfully under the terms and conditions of the contract.
4. Award the contract
  - a. To the most responsive and responsible bidder based on the criteria set forth in the IFB/RFP
  - b. At least two weeks before program operations begin
  - c. If a protest is received, it must be handled in accordance with 7 CFR 210.21
5. Retain all records pertaining to the formal competitive bid process for a period of five years plus the current year

(Note: If the ~~small-purchase-simplified acquisition~~ threshold established in the sponsor’s procurement policy statement is less than \$150,000, the smaller bid threshold will govern.)

**Procurement Summary**

This organization incorporates the following elements into the Procurement Policy Statement, as required by 2 CFR 200 and 7 CFR parts 210, 3016 and 3019.

- A. Competition: We shall demonstrate our goods and services are procured in an openly competitive manner. Competition will not be unreasonably restricted. [7 CFR 210.21(c)(1)] [2 CFR Part 200.319(a)(1-7)]
- B. Comparability: We recognize for true competition to take place, we must maintain reasonable product specifications to adequately describe the products to be purchased and the volume of planned purchases based upon pre-planned menu cycles. 2 CFR 200.319(a)(6)
- C. Documentation: We shall maintain for the current year and the preceding three years all significant materials that will serve to document our policies and procedures. [2 CFR 200.318(i)]
- D. Code of Conduct: This program shall be governed by the attached Code of Conduct and it shall apply to all personnel, employees, directors, agents, officers, volunteers or any

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person(s) acting in any capacity concerning the food service procurement program. [2 CFR 200.318(c)(1)]

- E. Contract Administration: Purchases shall be checked or verified by designated staff to assure that all goods and services are received and prices verified. All invoices and receipts shall be signed, dated, and maintained in the documentation file. [2 CFR Part 200.318(b)]
- F. General Requirements:
1. Small, minority, **veteran-owned**, and women's businesses enterprises and labor surplus firms are used when possible. [2 CFR 200.321]
  2. Ensure compliance with the Buy American Provision when purchasing food. [7 CFR 210.21 (d)]
  3. A cost or price analysis in connection with every procurement action in excess of the **Small Purchase simplified acquisition** Threshold including contract modifications. [2 CFR 200.323(a)]
  4. Documented Procurement Procedures and activities will be maintained. [2 CFR 200.318(a)]
- G. Duties of Food Service Director:
1. Plan the goods or services needed for the school food service program for the school year based on planned menus through needs assessment, forecasting and budgeting.
  2. Develop written specifications for food/supplies needed. Include details such as descriptions and product requirements (e.g. packaging, weight, pack size, etc.) for needed goods or services.
  3. Compare product specifications among all vendors/contractors. Information for prices obtained from grocery stores, farmer's markets, etc.
  4. Make procurement awards based on the lowest and best vendor's response as determined by quality, availability, service and price.
  5. Place and confirm orders with vendors or make plans to purchase the required items.
  6. To make procurement awards based on the lowest and best vendor's response as determined by quality, availability, service and price.
  7. To work with vendors on a fair and equal basis.
  8. To conduct an in-house procurement review once per year.

Adopted: August 14, 2017  
Amended: February 11, 2019  
October 14, 2019  
Reviewed: November 11, 2024

## Policy 802.04

### VEHICLE DRIVER REQUIREMENTS

802.04

School bus drivers must pass physical examinations and meet other criteria as established by state and federal law and by the Nebraska Department of Education. Bus drivers must have a valid transportation vehicle operator's permit and shall have it in their possession when transporting students. This does not apply to the operator of a small vehicle being used only for extracurricular activities.

The school district shall obtain a record of satisfactory driving as determined by board policy. It is required that a copy of the individual's driving record be on file with the district before employment as a pupil transportation vehicle operator as defined in NDE rules. The school district shall obtain and keep on file a criminal history record of driver applicants who are not certificated Nebraska teachers or administrators through the Nebraska State Patrol and local law enforcement agency before employment as a pupil transportation vehicle operator.

School bus driver selection procedures will be developed by the superintendent to ensure acceptance of drivers whose capabilities are commensurate with job responsibilities, including minimum requirements for a satisfactory driving record.

Substitute pupil transportation vehicle operators shall meet the same driver requirements and qualifications as a regular pupil transportation vehicle operator. A pupil transportation vehicle operator shall not have the authority to assign a substitute without the prior approval of the transportation director.

All school bus drivers are required to inform the transportation director immediately of any change in their driving or criminal records that could affect their eligibility to maintain the student transportation vehicle operator's permit.

Pupil transportation vehicle operators shall document and *report* to the transportation director the occurrence of any events covered by the Safe Pupil Transportation Plan that involved the pupil transportation vehicle operated by the driver, or any pupils transported in it. The superintendent shall develop such reporting procedures.

### **Safe Driving Record Standard for Drivers**

Standard for Pupil Transportation Vehicle Drivers: Each person who is required to have a permit to operate a pupil transportation vehicle for this School District shall meet all requirements to hold and continue to hold a pupil transportation operator's permit, **including the successful completion of a physical assessment and a Medical Examiner's Certificate.** One of the requirements for obtaining such a permit is that the person have a record of

satisfactory driving as determined by Board policy. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 2 years; or,
3. Reckless driving or willful reckless, within the immediate prior 2 years; or
4. Accumulation of 6 or more points under the motor vehicle operators' license point system within the immediate prior 4 years. In the event the person has accumulated 6 points within the immediate prior 4 years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

Standard for Drivers of Small Vehicles for Activity Trips: Each person who drives a small vehicle (car, SUV, or van) other than a pupil transportation vehicle for school activities and who is not required to have a permit to operate a pupil transportation vehicle is subject to an annual license check and shall be precluded from driving in the event it is discovered that the person does not have a record of satisfactory driving. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 2 years; or,
3. Reckless driving or willful reckless, within the immediate prior 2 years; or
4. Accumulation of 6 or more points under the motor vehicle operators' license point system, within the immediate prior 4 years. In the event the person has accumulated 6 points within the immediate prior 4 years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

Drivers who exclusively drive small vehicles for activity trips are not required to obtain a Medical Examiner's Certificate.

Standard for Drivers of Other School Vehicles: Each person who drives a school vehicle other than a pupil transportation vehicle and does not transport students in the vehicle is subject to an annual license check and shall be precluded from driving in the event it is discovered that the person does not have a record of satisfactory driving. In the event the person's employment position requires driving vehicles as a function of the person's employment, the employment may be terminated in the absence of a record of satisfactory driving. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 2 years; or,
3. Reckless driving or willful reckless, within the immediate prior 2 years; or
4. Accumulation of 6 or more points under the motor vehicle operators' license point system within the immediate prior 4 years. In the event the person has accumulated 6 points within the immediate prior 4 years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

The record of satisfactory driving standards shall apply to all new employees from and after adoption of this policy. Existing employees shall be subject to the same standards, provided that the Superintendent or Superintendent's designee may determine to permit an exception based on the existing employee's record of satisfactory driving while employed with the District and the nature and proximity of prior driving offenses as such offenses relate to safe transportation.

**Legal Reference:**      Neb. Rev. Stat. Sections 79-318, 79-602, 79-607 and 79-608  
                                 Neb. Rev. Stat. Sec. 60-4,182 (point system)  
                                 Title 92, Nebraska Administrative Code, Chapters 91 & 92

Approved:      June 21, 2004  
Revised:        January 9, 2017  
Reviewed:      November 11, 2024

**DRIVER CERTIFICATION  
FOR USE OF DISTRICT VEHICLES OR TRANSPORTATION OF STUDENTS**

*This certification is required for all persons who: (1) drive District-owned or leased vehicles or (2) drive students as part of their employment or (3) provide a pupil transportation service which is sponsored or approved by the District.*

Name \_\_\_\_\_ Operator's License No: \_\_\_\_\_ License Class: \_\_\_\_\_

I certify that the following information is true and accurate:

\_\_\_\_\_ I have a current and valid Nebraska motor vehicle license, current proof of insurance, and the physical and mental ability to properly operate a motor vehicle.

\_\_\_\_\_ My driver's license is subject to the following restrictions (check the applicable restrictions) and I will comply with all such restrictions:

|                          |                             |
|--------------------------|-----------------------------|
| _____ Corrective Lenses  | _____ Outside Mirrors       |
| _____ Automatic Signals  | _____ Maximum Speed Rest.   |
| _____ Mechanical Aids    | _____ Daylight Only         |
| _____ Restricted Area    | _____ 2 Lane, 2 Way Only    |
| _____ Automatic Trans.   | _____ No Interstate Driving |
| _____ No One Way Streets | _____ Other: _____          |

\_\_\_\_\_ I will abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems will be utilized by all occupants. Cell phones and other handheld wireless communication devices will not be used while the vehicle is in motion.

\_\_\_\_\_ I have been given instruction and/or information on emergency procedures, generally applicable to student transportation according to policy 802.

\_\_\_\_\_ I certify that I am of good moral character and I will not engage in conduct or use language inappropriate for children.

\_\_\_\_\_ I certify that I have a satisfactory driving record. I agree to immediately notify my supervisor or the Superintendent upon the occurrence of any of the following events:

- Suspension, revocation, withdrawal or expiration of my driver's license;
- Any ticket or accident while in a District-owned vehicle or while engaged in school business;
- Any ticket or accident which could result in the suspension, revocation, or withdrawal of my driver's license while in any vehicle at any time;
- Any circumstance which may result in any of the responses on this Driver Certification not

Vehicle Driver Requirements

continuing to be completely accurate or which may indicate that I should not be driving a school vehicle or transporting students.

\_\_\_\_\_ I understand my license will be checked annually for satisfactory driving record according to Board Policy 802.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Driver

BUS    ACTIVITY    NON-STUDENT    approved on \_\_\_\_\_ by Director of Transportation \_\_\_\_\_

DRAFT

StudentsAdmission RequirementsMinimum Age:

A child shall be eligible for admission into kindergarten at the beginning of the school year if the child is five years of age or will be five years of age on or before July 31 of the calendar year in which the school year for which the child is seeking admission begins. The School Board shall admit a child who will reach the age of five years on or after August 1 and on or before October 15 of such school year if the parent or guardian requests such entrance and provides an affidavit stating that (i) the child attended kindergarten in another jurisdiction in the current school year; (ii) the family anticipates a relocation to another jurisdiction that would allow admission within the current year; or (iii) the child is capable of carrying the work of kindergarten which can be demonstrated through a recognized assessment procedure approved by the Board.

Early Admission to Kindergarten:

The following assessment procedure for determining if a child is capable of carrying the work of kindergarten is approved and shall be made available to interested persons:

Early kindergarten enrollment exceptions may be made for younger children who are intellectually advanced. At a minimum, eligibility for the admission shall be based upon an analysis of the child's: (1) mental ability, (2) emotional/social development, (3) pre academic skills, and (4) fine motor skills.

The kindergarten early entrance assessment procedures are designed to identify and place in kindergarten those children who:

- a. will turn 5 years of age between August 1 and October 15;
- b. are deemed by parents or guardians as being intellectually advanced and likely to benefit from advanced grade placement; and
- c. are selected on the basis of testing by professionals trained and certified to administer the assessments that will produce evidence of strength in:
  1. mental ability defined as scoring 84th percentile or above on a standardized assessment of cognitive ability such as the Wechsler Pre Primary Scale of Intelligence III, or the Stanford-Binet V;
  2. a test of emotional/social development such as the Behavior Assessment System for Children, Second Edition (BASC-2);
  3. 75th percentile or greater on a test of pre academic skills such as the Woodcock Johnson III; and
  4. a test of fine motor ability, scoring 75th percentile or above on a standardized measurement such as the Beery VMI.

In the discretion of the Superintendent or designee, the assessments may be administered by the School District's professional staff, or the parents or guardians may be required, at their own expense, to have all or some of the required assessments completed by

reputable professionals and to submit the results of such assessments to the School District.

The decision regarding early entrance to kindergarten requires careful consideration of all factors that affect kindergarten success with final determination to be made based on the recommendation of the District Evaluation Team, to be composed of such individuals as the Superintendent or designee determine appropriate. The academic, social, and emotional readiness, as well as the student's physical development and well-being, must be weighed with institutional factors also considered. Sound decision making in the area of early entrance to kindergarten is dependent upon reliable information regarding a student's readiness and a thoughtful balancing of the myriad of factors implicated by the decision. Parents will be notified in writing of the results of the Early Kindergarten Entrance assessment and the determination of the District Evaluation Team in a timely fashion; not to exceed three weeks after the assessments are completed.

Families who seek early admission of their child into kindergarten must obtain an *Early Entrance to Kindergarten Packet* from the School District Administration.

Parents must fill out the early entrance application forms, which include a parent questionnaire and obtain and attach a reference letter from someone who is well acquainted with the child but not a relative of the child. The person providing this reference should know the child well enough that they can speak with some expertise about the child's attributes and abilities. The reference letter should indicate whether this person recommends the child be schooled with children who will be a year older than the child and, if so, the evidence this person has concerning the child's mental ability, fine and gross motor ability, visual and auditory discrimination, emotional/social development, and communication skills. Suggestions for this reference letter are a preschool teacher, a Sunday school teacher, a day-care provider, or a physician.

The assessment request, reference letter and parent questionnaire must be completed and returned to the District no later than May 25th of the spring before fall enrollment to allow summer assessment to be completed.

Decisions regarding early kindergarten entrance must include consideration of the above and shall not be made based on sex, disability, race, 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 of the child or the child's parents or guardians. Institutional factors, such as capacity, may also be considered.

#### Admission to First Grade:

A child may be eligible to enter first grade, even if the child has not attended kindergarten, if the child is six years of age or will be six years of age on or before October 15 of the current school year and school officials determine that first grade is the appropriate placement for the child.

Graduates:

A student who has received a high school diploma or received a General Equivalency Diploma shall not be eligible for admission or continued enrollment.

Age 21:

A student shall not be admitted or continued in enrollment after the end of the school year in which the student reaches the age of 21. The school year for this purpose ends at the last day of instruction for graduating seniors.

Birth Certificate, Physical, Visual Evaluation and Immunization:

The parents or legal guardian shall furnish:

- (1) A certified copy of the student's birth certificate issued by the state in which the child was born, upon admission of a child for the first time, shall be provided within 30 days of enrollment. Other reliable proof of the child's identity and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, may be used in lieu of a birth certificate. An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced. (Failure to provide the birth certificate does not result in non-enrollment or disenrollment, but does result in a referral to local law enforcement for investigation).
- (2) Evidence of a physical examination by a physician, physician assistant, or nurse practitioner, within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a physical examination.
- (3) Evidence of a visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, within six months prior to the entrance of the child into the beginner grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a visual evaluation. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity.
- (4) Evidence of protection against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, Hepatitis B, Varicella (chicken pox), Haemophilus Influenzae type b (Hib), invasive pneumococcal disease and other diseases as required by applicable law, by immunization, prior to enrollment, unless the parent or legal guardian submits a written statement that establishes that an exception to the immunization requirements are met.
- (5) Every student entering the seventh grade shall have a booster immunization containing diphtheria and tetanus toxoids and an acellular pertussis vaccine which

meets the standards approved by the United States Public Health Service for such biological products, as such standards existed on January 1, 2009.

The Superintendent or Superintendent's designee shall notify the parent or guardian in writing of the foregoing requirements and of the right to submit affidavits or statements to object to the requirements, as applicable. The Superintendent or Superintendent's designee shall also provide a telephone number or other contact information to assist the parent or guardian in receiving information regarding free or reduced-cost visual evaluations for low-income families who qualify.

A student who fails to meet the foregoing requirements shall not be permitted to enroll or to enter school, or if provisionally enrolled or enrolled without compliance, shall not be permitted to continue in school until evidence of compliance or an exemption from compliance is given.

#### Enrollment of Expelled Students

If a student has been expelled from any public school district in any state, or from a private, denominational, or parochial school in any state, and the student has not completed the terms or time period of the expulsion, the student shall not be permitted to enroll in this school district until the expulsion period from such other school has expired, unless the School Board of this school district in its sole and absolute discretion upon a proper application approves by a majority vote the enrollment of such student prior to expiration of the expulsion period. As a condition of enrollment, the School Board may require attendance in an alternative school, class or educational program pursuant to Nebraska law until the terms or time period of the original underlying expulsion are completed. A student expelled from a private, denominational, or parochial school or from any public school in another state, will not be prohibited from enrolling in the public school district in which the student resides or in which the student has been accepted pursuant to the enrollment option program for any period of time beyond the time limits placed on expulsion, pursuant to the Student Discipline Act, or for any expulsion for an offense for which expulsion is not authorized for a public school student under such Act. For purposes of this policy, the term expulsion or expelled includes any removal from any school for a period in excess of twenty (20) school days.

#### Military Families

If a parent presents evidence to the District of military orders that **the** military family will be stationed in the State of Nebraska during the current or following school year, **and the parent resides in or is stationed on federally owned property within the boundaries of the District**, the District will enroll preliminarily the parent's students, **including any such student that has an Individualized Education Plan, a 504 Plan, or otherwise receives special education services.**

Legal Reference:     Neb. Rev. Stat. Sections 43-2001 to 43-2012  
                             Neb. Rev. Stat. Sec. 79-214  
                             Neb. Rev. Stat. Sections 79-217 to 79-223  
                             Neb. Rev. Stat. Sec. 79-266.01  
                             173 NAC Chapters 3 and 4 (HHS Regulations)

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DRAFT

StudentsStudent Discipline

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

The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- c. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, 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. The principal shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.

- e. A student who is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.
2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.
3. Expulsion:
- a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.
  - b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect 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. If the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the

period of suspension. During this period, the student will not be required to attend the alternative programs for expelled students in order to complete classwork or homework.

- 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 offered an alternative education program that will enable the student to continue academic work for credit toward graduation. A student will not be required to attend the alternative education program in order to complete classwork and homework. 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.
- g. Returning from Expulsion. At the conclusion of an expulsion, the District

will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.

- h. **Exception for Pre-Kindergarten through Second Grade Students.**  
Notwithstanding the foregoing, no pre-kindergarten through second grade student may be suspended from school, unless the student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity. Instead, the Principal or Principal's designee may implement alternative disciplinary measures on a case-by-case basis if a pre-kindergarten through second grade student engages in misconduct that would otherwise result in a short-term suspension. If a pre-kindergarten through second grade student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity, then the student may be suspended or expelled in accordance with this Policy's disciplinary procedures.
  - i. **Religious Freedom.** The District will not substantially burden a student's right to religious exercise unless the student's religious exercise is disruptive to the school environment, not permitted by staff, may pose a safety risk, or would otherwise interfere with the school day.
4. **Emergency Exclusion:** A student may be excluded from school in the following circumstances:
- a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
  - b. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

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

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

5. **Other Forms of Student Discipline:** Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from

school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

- B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.
- C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.
1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
  2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
  3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
  4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
  5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.

6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, 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. This includes "deep fakes" or other computer-generated images of other students or staff intended to bully, harass, intimidate, or humiliate another student or staff member.
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, including (but not limited to) a violation of the District's dress code and electronic communication device rules.
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.

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.

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.

For purposes of this policy, the term “dangerous weapon” includes any personal safety or security device (such as tasers, mace and pepper spray). If a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device on school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student’s locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

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

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that ~~is dangerous to the health and safety of anyone or is reasonably forecast to~~ interfere 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).~~

A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any location where the student is authorized to be on such school grounds or at any school function, as long as the tribal regalia does not interfere with the educational process and does not endanger another person, as determined by the administration. Further, students will also be permitted to wear attire, including religious attire, natural and protective hairstyles, adornments or other characteristics associated with race, national origin, or religion, as long as the attire does not interfere with the educational process and does not endanger another person, as determined by the administration.

No student shall be disproportionately affected by a dress code or grooming policy enforcement because of the student's gender, race, color, religion, disability, or national origin.

No school staff shall permanently or temporarily alter or cut a student's hair.

~~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.

A student dress code violation will be treated as a minor rule violation and may not require the student to miss substantial classroom time, instructional time, or school activities. However, a repeated violation of school rules may subject the student to further discipline, as outlined in this Policy.

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

2. Academic Integrity.

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

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

- b. Definitions: The following definitions provide a guide to the standards of academic integrity:

- (1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:

- (a) Tests (includes tests, quizzes and other examinations or academic performances):

- (i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.

- (ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

- (iii) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.

- (iv) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
- (v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.
- (b) Papers (includes papers, essays, lab projects, and other similar academic work):
  - i) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
  - (ii) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
  - (iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.
  - (iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.
  - (v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.
- (c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's

grade book or the school records is a serious form of cheating.

- (2) “Plagiarism” means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:
    - (a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
    - (b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
  - (3) “Contributing” to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.
- c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:
- (1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.
  - (2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
  - (3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy,

such as for offenses involving altering assigned grades or contributing to academic integrity violations.

3. Electronic Devices

- a. Philosophy and Purpose. The District strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices. By bringing their cell phones and other electronic devices to school, students consent to the search of said devices by school staff when the staff determines that such a search is reasonable in scope and appropriate in light of the student's suspected rules violation.
- b. Definitions.
- (1) "Electronic devices" include, but are not limited to, cell phones, smart watches, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.
  - (2) "Sexting" means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:
    - (i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
    - (ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or
    - (iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.
- c. Possession and Use of Electronic Devices.
- (1) Students are not permitted to possess or use any electronic devices while at school except as otherwise provided by this policy. Cellular phones and other electronic devices for all students are to

be powered off and stored in either the student's locker or vehicle during school hours. Students may not have cell phones or electronic devices while they are in locker rooms, classrooms, restrooms, or other areas in which others have a reasonable expectation of privacy.

- (2) Students are permitted to possess and use electronic devices before and after school hours on school sidewalks and in the commons area, provided that the student not commit any abusive use of the device (see paragraph (d)(1). Students may not bring their cellular phones or other electronic devices out of their lockers or otherwise use them during the lunch break while in district facilities. Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.
- (3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).
- (4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

d. Violations

- (1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) or otherwise transmitting images and/or sounds of another person or persons without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed,

including, but not limited to, suspension and expulsion from school.

- (2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time as outlined in this policy. 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 during school hours.
  - (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 during school hours.
- (3) Penalties for Prohibited Use of Electronic Devices: Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any

“sexting” message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:

- (i) Students found in possession of a “sexting” message shall be subject to a one (1) day suspension from school.
- (ii) Students who send or encourage another to send a “sexting” message shall be subject to a five (5) day suspension from school.

- (4) Reporting to Law Enforcement: Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

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

- E. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

1. 1st Offense: Student will be confronted and directed to cease.
2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
3. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.

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

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

1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
2. Students in the hallway during class time must have a pass with them.

3. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be drunk outside.
4. Students are expected to bring all books and necessary materials to class. This includes study halls.
5. Assignments for all classes are due as assigned by the teacher.
6. Students are not to operate the mini-blinds or the windows.
7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
8. Students are to be in their seats and ready for class on the tardy bell.
9. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
10. Students are not to bring “nuisance items” to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
11. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
12. Snow handling is prohibited.

G. Law Violations

1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student’s maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student’s parent of the fact that the referral to legal authorities has been or will be made.  
The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.
2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent,

guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

Legal Reference: Neb. Rev. Stat. Sections 79-254 to 79-296  
**Neb. Rev. Stat. Section 79-2,160 ~~LB-43 (2024)~~**

Date of Adoption: January 11, 2002  
Reviewed: August 11, 2014  
Revised & Replaced: June 10, 2019  
Revised: August 10, 2020  
Reviewed: May 9, 2022  
Revised: June 12, 2023  
June 10, 2024

StudentsFull-Time and Part-Time EnrollmentFull Time Enrollment

Students must be enrolled in Kimball Public Schools on a full-time basis. Full-time basis is defined as attending classes for the full instructional day within the public school system.

Exceptions are permitted only for:

1. enrolled students attending another state accredited institution such as a vocational-technical school or a college or university for school credit;
2. enrolled students taking the limited number of credits needed to graduate in the school year;
3. enrolled students in need of modified school attendance as an accommodation for a disability or similar unique circumstance;
4. enrolled students receiving special education services where the student's IEP requires a modified schedule, or non-enrolled students receiving special education services or other legally mandated services required to be provided to eligible resident children under state and federal laws and regulations;
5. students from other school districts participating in programs offered by the District pursuant to an interlocal agreement or other arrangement approved by the School Board; and
6. non-public school students in accordance with the policies and procedures set forth in this policy.

Part-Time Enrollment of Non-Public School Students

The School Board shall allow the part-time enrollment of students who are residents of the school district and who are also enrolled in a private, denominational, or parochial school or in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements. Such students are referred to herein as "non-public school students."

The School Board establishes the following guiding principles for enrollment of non-public school students:

- (1) The primary school for a non-public school student is the student's private, denominational, parochial or home school.
- (2) Enrollment of a non-public school student in Kimball Public Schools is allowed for the purpose of providing enhanced educational opportunities not otherwise available to the non-public school student. It is not to supplant programming of the student's primary school.
- (3) Non-public school students are not to be given priority over full-time students.
- (4) Non-public school students are to be enrolled only in programs or courses that are educationally appropriate for the student.
- (5) Enrollment of non-public school students is not to negatively affect the educational services to be provided to full-time students.

The School Board establishes the following specific policies and procedures for enrollment of non-public school students. In the event the specific policies and procedures require interpretation or do not fully resolve an issue, the above established guiding principles are to be considered.

A. Non-Public School Student Enrollment Application Procedures.

1. Application. Parent or guardian must submit an Application of Non-Public School Student for Part-Time Enrollment to the principal of the school the student desires to attend.
2. Deadline for Applications. The application must be received by August 1<sup>st</sup> preceding the school year the student wishes to enroll.
  - a. Change of Residence Exception: The application deadline for a student who becomes a resident of the District after the school year has commenced is: 20 calendar days after the student becomes a resident of the District. The principal may delay enrollment until the next following quarter or semester starts, or at such other time as determined to be educationally appropriate.
  - b. High School Course Exception: The application deadline for a student who desires to enroll in a second semester high school course is December 1<sup>st</sup>.
3. Action on Applications. The principal will review the application and will notify the parent of the approval or denial of the application within 2 weeks of receipt of the application or 2 weeks prior to the start of school or 2 weeks prior to the start of the next semester, whichever is later.
4. Appeals. The parent or guardian may appeal the principal's action to deny their application. Any such appeal must be submitted to the Superintendent within 14 calendar days from the date of the principal's action. The appeal shall be in writing and shall be decided on the basis of the written submission. The Superintendent may request the parent or guardian to provide further explanation or information and the appeal may be denied in the event the parent or guardian fails to fully respond on a timely basis. The Superintendent shall decide the appeal within 10 calendar days of the submission of the appeal. The Superintendent may make a decision later than the 10 days in the event good reason for delay exists. Good reason includes but is not limited to the Superintendent being unable to gather the information the Superintendent determines necessary to make the decision within the decision period.
5. Annual Applications. Part-time enrollment is determined annually. Application must be made each school year. There will be no guarantee that enrollment will be continued from one year to the next.

**B. Non-Public School Student Admission**

1. Admission Requirements. Students must meet the normal admission requirements. This include the requirements that the student: be a resident of the District, be of school attendance age and not have graduated or have received a GED.
2. Admission Process. Students must complete the normal enrollment process and forms required by the District and/or the building for enrollment of all children. This includes the requirements relating to: birth certificates, immunizations, physical examinations, and visual evaluations.

**C. Non-Public School Student Enrollment Standards**

1. Maximum Enrollment. Students may not enroll in more than 2 middle school or high school courses during any one semester. Elementary students may not enroll in programming of greater than 90 minutes of instruction each day.
2. Capacity Limits. Enrollment will ordinarily be subject to capacity limits. Any grade level, program, or course which has been determined to be at capacity for option enrollment purposes will not ordinarily not be available for non-public school students.
3. Integrated Courses. Students must meet prerequisite requirements to be enrolled in a course by appropriate credits earned through an accredited program. The principal may on a discretionary basis allow prerequisite requirements to be satisfied where the student provides reasonable indications that the academic criteria have been met, such as results from achievement tests or other indications of adequate preparation.
4. Educationally Appropriate Programs and Courses. Students will not be allowed to enroll in programs or courses which the school administration determine to not be educationally appropriate for the student. Determination of whether a program or course is educationally appropriate will be made based on the standards the District uses for making academic placement decisions.
5. Selection of Courses. Subject to Paragraphs 1 through 4 of this Paragraph C, and all other applicable provisions of the Policy, non-public school students may select their courses.

**D. Non-Public School Student Policies**

1. General Standard. Non-public school students who are enrolled part-time are to be subject to the same standards as full-time enrolled students except where appropriate to reflect their part-time status.

2. Building assignment. Students must enroll in the attendance center that serves the student's residence, provided that the administration reserves the authority to make a different attendance center assignment. A student may request assignment to an attendance center other than that of the student's residence under the intra-district transfer procedures.
3. No Partial Part-Time Enrollment. Students must apply for enrollment and attend the entire school year for which enrollment is made or, for high school courses, for the full length of the course. Once enrolled, part-time students will be required to participate in all activities, programs, and tests related to the program or course for which the student is enrolled, including as applicable State or District-wide assessments, as full-time students.
4. Student Conduct Policies. Students enrolled on a part-time basis shall be required to follow all school policies that apply to other students at any time the part-time student is present on school grounds or at a school-sponsored activity or athletic event. This includes the District's student conduct policies. Students enrolled on a part-time basis shall be subject to discipline, including suspension or expulsion, for violation of student conduct rules.
5. Attendance. Students enrolled on a part-time basis are not exempt from the compulsory attendance laws or from the District's attendance policies. Students who engage in excessive absenteeism as defined in Board policy are to be reported under the truancy laws.
6. Presence on School Grounds. Students enrolled on a part-time basis are to be present on school grounds during the school day only at the times required for their attendance in the program or course in which they are enrolled. Exceptions may be made in the discretion of the principal or the principal's designee. Students must sign in and out of the school by following the building level procedure. Students are responsible for being aware of any changes in the school schedule during inclement weather or for other reasons.
7. Transportation. Students enrolled on a part-time basis are not entitled to transportation or transportation reimbursement, unless otherwise required by law. Full-time students will be given first consideration for parking on the high school campus.
8. Academic Honors. Students enrolled on a part-time basis will not be eligible to graduate or receive a diploma from the District or receive academic honors (for example, class rank and honor roll) except to the extent the student meets all requirements of the District's policies for such, including attainment of minimum credits and semesters of attendance.
9. Extracurricular Activities. Any student who is a resident of the District and who is enrolled in a school which elects pursuant to section 79-

1601 not to meet accreditation or approval requirements may participate in any of the District's extracurricular activity programs to the same extent and subject to the same requirements, conditions, and procedures as a full-time student in the District. Non-resident students may only be admitted on a part-time basis or permitted to participate in a school-sponsored extracurricular activity when required by law. The District's Activities Director will coordinate with the student's parent or guardian to secure assurances of compliance with these exceptions. Any student covered by this subsection must enroll in five credit hours through the District in any the semester in which the student participates in an extracurricular activity. There shall be no preference given to any student participating in any extracurricular activity based off their status as a full-time or part-time student. Part-time students will be expected to comply with the same or similar expectations as full-time students to participate in any activity, including team rules. Participation in activities that are subject to the bylaws of the Nebraska School Activities Association (NSAA) will be limited to those students who meet the NSAA bylaws.

Legal Source: Laws 2006, LB 821; Neb. Rev. Stat. Section 79-2,136 and 79-526;  
LB 705 § 75  
Title 92, Nebraska Administrative Code, Chapter 10

Adopted: August 14, 2006  
Revised: July 10, 2017  
Reviewed: April 11, 2022  
Revised: June 12, 2023

### APPLICATION OF NON-PUBLIC SCHOOL STUDENT FOR PART-TIME ENROLLMENT

**Application Process:**

- Step 1: Complete Parts I, II and III of this Application.
- Step 2: Complete the attached “Statement of Person in Legal or Actual Charge or Control of a Child” form.
- Step 3: Complete Part IV of this Application, **if** you checked item (2) (b) (c) or (d) of the “Statement of Person in Legal or Actual Charge or Control of a Child” form.
- Step 4: Sign this Application in the presence of a notary

Note: You may also need to provide the following documents:

- (1) birth certificate
- (2) proof of immunization, proof of physical examination, and proof of visual evaluation, or written objections signed by parent or legal guardian
- (3) durable power of attorney (delegation of parental powers)
- (4) student records from school currently attending and school last attended & release of student records form

**PART I–Student Information**

|                                                                                                                        |                                              |                                                          |
|------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|----------------------------------------------------------|
| Student’s Name:                                                                                                        | DOB:                                         | Grade Level:                                             |
| Parent/Guardian’s Name(s):                                                                                             | Address:                                     | Telephone:                                               |
| School Currently Attending:                                                                                            | School Address:                              | Telephone:                                               |
| School Last Attended:                                                                                                  | School Address:                              | Telephone:                                               |
| Special Needs/Concerns (e.g. health concerns) (information is requested for accommodation planning purposes):<br>_____ | Special Education Needs:<br>____ Yes ____ No | If “yes” describe needs: ____<br>_____<br>_____<br>_____ |

**PART II–Part-Time Enrollment Request**

|                                                                                                                                 |  |
|---------------------------------------------------------------------------------------------------------------------------------|--|
| Semester Child seeks to begin attending:                                                                                        |  |
| Course(s) or Program(s) in which Child seeks to enroll:                                                                         |  |
| If the Course is an Integrated Course (e.g. Algebra II), provide description of courses Child has passed to meet prerequisites: |  |
| State whether the Course or Program is offered in the Child’s School:                                                           |  |
| State whether Child is seeking to participate in extracurricular activities; and if so, list the activities:                    |  |

**PART III–Expulsion Status**

Has the child been expelled from school (either public or private, and in any state)? \_\_\_ Yes \_\_\_ No

Has the term (time period) of the expulsion been completed? \_\_\_ Yes \_\_\_ No

If “no,” state the reason for the expulsion and the term (time period) of the expulsion: \_\_\_\_\_

**PART IV– Residency Information.** If you checked item (2) (b) (c) or (d) of the “Statement of Person in Legal or Actual Charge or Control of a Child” form, provide the following supplemental information:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>A. Child living with adult who is exercising parental responsibility for the child</b><br/>Name of adults(s) with whom child resides: _____</p> <p>Child's relationship to those adults: _____</p> <p>How long has child lived with you? _____</p> <p>Why is the child residing in the District? (Explain thoroughly) _____</p> <p>Who is legally responsible for the child? _____</p> <p>Are you assuming parental responsibilities for this child? _____</p> <p>Have you given the District a signed Power of Attorney? _____</p> | <p><b>B. Child living on own</b><br/>Do the parents/guardians supply any necessities of life (e.g., food, rent or shelter, health care, etc.) for this child (if "yes", explain)? _____</p> <p>Do the parents/guardians claim the child as a dependent for tax purposes? _____</p> <p>Do the parents/guardians provide health insurance coverage? _____</p> <p>Do the parents/guardians provide an allowance or other monetary benefits? (Explain thoroughly) _____</p> <p>Why is the child residing in the District? (Explain thoroughly) _____</p> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**STATE OF NEBRASKA** )

**COUNTY OF** )

ss.

The applicants affirm that the above information is full, true and complete to the best of the applicant(s)' knowledge and belief, that the applicants are not aware of any facts which may make the child ineligible for admission to this public school district, and understand and agree that an exclusion from school and criminal complaint may result from the giving of false information. In the circumstance where the child is living with a person other than a parent or legal guardian, the applicant(s) assumes the legal responsibility of a parent for the student for education purposes, and the legal responsibility of a parent in matters concerning liability for disciplinary action, damages to school property, damages to private property at school, and injuries, etc. which may be caused by this child.

It is understood that admission for part-time enrollment is subject to annual application and approval. If admitted the building assignment is to be determined by District policy, the child will be subject to the student conduct and attendance policies of the District, the child must apply for enrollment and attend the entire school year unless an exception exists, and the child is not permitted on school grounds except during times required for attendance in the courses or programs for which part-time enrollment is approved, subject to the discretion of the building principal. It is further understood that the child is not eligible for transportation or transportation reimbursement.

Applicant(s) \_\_\_\_\_

Applicant(s) \_\_\_\_\_

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

**STATEMENT OF PERSON IN LEGAL OR ACTUAL CHARGE OR CONTROL OF A CHILD  
SUBMITTED TO KIMBALL PUBLIC SCHOOLS FOR PURPOSES OF SCHOOL ENROLLMENT**

The undersigned state that I am an adult in legal or actual charge or control of (*Child's Name*):  
, a child who resides in this school district at (*Child's Address*)

- 1) ☐ I state that I am the child's parent, or
- 2) ☐ I state that I have been entrusted with, or assumed, day-to-day care and full-time supervision of, and responsibility for, the child and have been given the authority to act as parent or guardian in educational matters as established by (check *all* that apply):
- a) ☐ a court or testamentary appointment as a legal guardian (*attach copy*) and/or
  - b) ☐ a power of attorney delegating such parental powers (*attach copy*) and/or
  - c) ☐ through an in loco parentis designation by a parent in which I have been authorized to stand in the place of the parent in caring for and raising the child (*attach any written documentation of such designation*), and/or
  - d) ☐ through some other set of circumstances (*please explain on a separate sheet*).

I understand that I may be requested to provide additional information regarding this child. The names and current or last known address of the child's parents are:

Mother: \_\_\_\_\_ Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Father: \_\_\_\_\_ Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

I understand that I will be responsible for, and will be expected to make, decisions regarding education (including, but not limited to, records, discipline, and special education unless otherwise provided under special education laws and regulations), emergency medical care, and other matters for this child while in legal or actual charge or control of this child and I state that I have the authority to take such responsibility and to make such decisions and to so act. I also understand that I will have responsibilities under the state truancy laws to cause this child to attend school.

\_\_\_\_\_  
Signature of Adult in Legal or Actual Charge or Control

Dated: \_\_\_\_\_

\_\_\_\_\_  
Home Address of Adult in Legal or Actual Charge or Control

Home Phone: \_\_\_\_\_

\_\_\_\_\_  
Daytime Work Address

Daytime Work Phone: \_\_\_\_\_

**NOTE:** SECTION 79-215 R.R.S. PROVIDES THAT IF THE STUDENT IS HOMELESS OR IF THE ADULT DOES NOT HAVE A PHONE NUMBER AND ADDRESS WHERE HE OR SHE MAY GENERALLY BE REACHED DURING THE SCHOOL DAY, THOSE PARTS OF THE FORM MAY BE LEFT BLANK AND A BOX MAY BE MARKED ACKNOWLEDGING THAT THESE ARE THE REASONS THESE PARTS OF THE FORM WERE LEFT BLANK. THE ADULT WITH LEGAL OR ACTUAL CHARGE OR CONTROL OF THIS STUDENT SHALL ALSO SIGN THE FORM.

\_\_\_\_\_ This child is homeless, which is the reason items were left blank.

\_\_\_\_\_ This adult does not have a phone number or address where they may generally be reached during the school day.

-----  
**(FOR SCHOOL'S USE)**

**APPLICATION STATUS**

|                  |              |     |                                                                                                                 |
|------------------|--------------|-----|-----------------------------------------------------------------------------------------------------------------|
| <b>Decision:</b> | Not Admitted | ( ) | Child a Non-resident                                                                                            |
|                  | Not Admitted | ( ) | Board of Education Approval Required (Expelled Student)                                                         |
|                  | Not Admitted | ( ) | Other _____                                                                                                     |
|                  | Admitted     | ( ) | Residency based on ____ Natural parent is a resident of District ____ In Loco Parenti ____ Child is Emancipated |
|                  | Admitted     | ( ) | Courses or Programs of part-time enrollment:                                                                    |

\_\_\_\_\_

\_\_\_\_\_

(Admission is subject to receipt of birth certificate, proof of immunization, physical and visual evaluation, and other required documentation)

**Notes:**

\_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

## Students

### Extracurricular Activity

#### **Section 1 Extracurricular Activity Philosophy**

Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provide experiences that will help students 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. Participation in activities, both as a competitor 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, team, student body, community and 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 individuals and citizens.

#### Safety

The District's philosophy is to maintain an activities program which 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, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common-sense.

#### 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.

## Section 2      Extracurricular Activity Code of Conduct

Purpose of the Code of Conduct. Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures and rules.

### Scope of the Code of Conduct.

Activities Subject to the Code of Conduct: The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Extracurricular activities include but are not limited to: all sports, Esports, cheerleading, dance team, Pep Band, vocal, band, speech and drama, One-Act, FFA, Student Council, Student Advisory Board, National Honor Society, and other school sponsored organizations and activities. The Code of Conduct also applies to participation in school sponsored activities such as school dances and royalty for such activities.

A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

When: The Code of Conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

The rules also apply when a student is participating or scheduled to participate in an extracurricular activity that is held outside the school year or the NSAA season. For example, if an FFA student plans to participate in a conference in July and commits a Code of Conduct infraction in June, the student may be suspended from participating in the conference. Conduct during the summer months may also affect a student's participation under the team selection and playing time guidelines.

Where: The Code of Conduct rules apply regardless of whether the conduct occurs on or 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. A student who is suspended or expelled from school

shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

**Grounds for Extracurricular Activity Discipline.** Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self respect, self-discipline, teamwork, sportsmanship, and respect for authority. The following conduct rules have been determined by the Board of Education to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation:

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, bullying, harassment or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person 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, 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 a 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 another person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a 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 (including personal safety or security devices, such as tasers, mace and pepper spray, unless a District administrator gives prior approval) or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in a manner that is unlawful or contrary to school activity rules.
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), electronic nicotine delivery systems, 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.
9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
10. Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
11. Repeated violation of any of the school rules.
12. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
13. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. 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.
- ~~14. 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 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 or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.~~
15. Willfully violating the behavioral expectations for those students riding [Name] Public Schools buses or vehicles used for activity purposes.
16. Failure to report for the activity at the beginning of the 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.
17. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
18. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.
19. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations in writing.
20. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

All terms used in the Code of Conduct have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials.

### **Drug and Alcohol Violations.**

#### **Meaning of Terms.**

Use or consume includes any level of consumption or use. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation.

Under the influence means any level of impairment and includes even the odor of alcohol on the breath or person of a student, or the odor of an illicit drug on the student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant.

Possession includes having control of the substance and also includes being in the same area where the substance is present and no responsible adult present and responsible for the substance. Possession includes situations where, for example:

- (1) Alcohol is in a vehicle in which the student is present. The student is considered to be in possession if the student is aware that the alcohol is in the vehicle, even though the student has not touched or consumed the alcohol; and
- (2) Alcohol is present at a party attended by the student. The student is considered to be in possession if the student is aware that alcohol is at the party and fails to immediately leave the party, even though the student has not touched or consumed the alcohol.

In these situations, a violation would not exist if the alcohol is in the control of a parent or guardian or other responsible adult (age 21 or older) such that students are not allowed to access the alcohol. A violation would also not exist if the student did not know or have a reasonable basis to know that alcohol would be present, and the student leaves the location where the alcohol is present as soon the student could safely do so. (Students are expected to leave immediately, but are not to do so in a manner that would endanger them. For example, you are not to leave in a car being driven by a person who has been drinking just to get away from the alcohol party immediately when there is no other way to get home. Instead, you should call for a safe ride home and, while waiting, clearly distance yourself from the alcohol).

### **Consequences.**

Students may be suspended from practices or participation in interscholastic competition or participation in co-curricular activities for violations of the Code of Conduct. The period of suspension or other discipline for such offenses shall be determined by the school administration.

The disciplinary consequence will be determined based on consideration of the seriousness of the offense, any prior violations, the student's compliance with the self-reporting obligations, the student's level of cooperation and willingness to resolve the matter, and the student's demonstration of a commitment to not commit future violations.

Because of the significance of drug and alcohol violations on the student participants, other students and the school, the following consequences are established for such violations:

**Drugs (including tobacco), Alcohol, and Weapons Violations.**

An activity participant who violates the drug, alcohol, or weapons rules (other than steroids) shall be prohibited from participating in any extracurricular activity for the following minimum periods. 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: First Violation: Suspension from participating in the extra-curricular program and all school activities (including all organizations and special events such as prom) for 15 school days and a minimum of two activities. The first day of the suspension will be the day of the conference with the student. The 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.
2. Second Violations:  
Suspension from participating in the extra-curricular program and all school activities (including all organizations and special events such as prom) for thirty school days and a minimum of four activities. The first day of the suspension will be the day of the conference with the student. The 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.
3. Third and 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. The 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.

More Serious Violations: In the event of more serious drug or alcohol violations, such as students engaging in use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not limited by the foregoing, and may be established in the good discretion of the administration.

**When Suspensions Begin.** All suspensions begin with the next scheduled activity in which the student is a participant, after the determination by school officials of the sanction to be imposed; provided that the school officials shall have the discretion to establish a time period for the suspension that makes the suspension have a real consequence for the student. During a suspension, participants may be required or permitted to practice at the sole discretion of the coach or activity sponsor. Suspensions in the Spring will be carried over to the Fall when the suspension has not been fully served or when determined appropriate for the suspension to have a real consequence for the student.

**Letters and Post-Season Honors.** A student who commits a Code of Conduct violation is:

1. Eligible to letter, provided the student meets the criteria of the coach or sponsor.
2. Not eligible to receive honors during the sport or activity in which they are participating at the time of the offense and/or in sports or activities in which they have been suspended due to a code violation. The coach/sponsor, with the Athletic Director's approval, may make an exception where the student has self-reported or otherwise demonstrated excellence in character allowing for such honors.

**Self-Reporting.**

All students are expected to be honest and forthright with school officials. In the event the coach or activity sponsor or any school administrator asks a student participant for information pertaining to compliance (or lack of compliance) by the student or other student participants with the Code of Conduct or eligibility conditions for participation in activities, the student is expected to fully, completely, and honestly provide the information. Students may be disciplined for a failure to be honest and forthright.

**Determining a Violation Has Occurred.** A violation of the Code of Conduct will be determined to have occurred based on any of the following criteria:

1. When a student is cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist.
2. When a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.
3. When a student admits to violating one of the standards of the Code of Conduct.
4. When a student is accused by another person of violating one of the standards of the Code of Conduct and school officials determine that such information is reliable.
5. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

**Procedures for Extracurricular Discipline.** The following procedures are established for suspensions from participation in extracurricular activities:

1. Investigation. The school official(s) considering the suspension will conduct 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 a school purpose.
2. Meeting. Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference.
  - a. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.
  - b. The suspension may be imposed prior to the meeting if the meeting can not reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.
3. Notice Letter. Within two school days (two business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Athletic Director or the Athletic Director's designee will send a written statement to the student and the student's parents or guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.
4. Informal Hearing Before Superintendent. The student or student's parent/guardian may request an informal hearing before the Superintendent. The Superintendent may designate the Athletic Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.
  - a. A form to request such a hearing must be signed by the parent or guardian. A form will be provided with the notice letter or otherwise be made available by request from the Principal's office.
  - b. The request for a hearing must be received by the Superintendent's office within five days of receipt of the notice letter.
  - c. If a hearing is requested:
    - i. The hearing will be held within ten calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.
    - ii. The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.
    - iii. Upon conclusion of the hearing, a written decision will be rendered within five school days (ten calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parents or guardian.

- iv. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.
5. No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures
6. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

### **Section 3      Attendance**

Student participants are expected to meet the following attendance 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 the participant should contact the coach or sponsor in advance.
3. On the day of a contest, performance or other activity, be in attendance for at least half a day. A student who is not in attendance at least half a day is ineligible for the contest, performance, or activity.

Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the Principal or Athletic Director.

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.

### **Section 4      Academic Standards**

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities must show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities, students must:

1. Be enrolled in at least 20 credit hours in the semester of participation.
2. Maintain passing grades in all courses. 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.

3. If a student is failing the same class (e.g., English) for more than three consecutive weeks they will also be considered ineligible.
4. Academic requirements do not apply to:
  - (A) If an outside activity or event is a graded assignment, the student will be provided an alternate assignment. 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.

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

Date of Adoption: August 10, 2020

Revised: July 26, 2021  
June 12, 2023  
July 10, 2023

Placement of Students

The building administrators, with the assistance of the professional staff, shall have the final authority in the placing of students at grade levels, rooms, and classes in the Kimball Public Schools.

Parental/guardian input, student performance, test scores, and other relevant data will always be considered, but the final determination of placement shall rest with the building administrator.

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 Principal, in consultation with the student's teachers and counselor, to be appropriate for the educational interests of the student and the school's educational program.

If a parent or guardian would like their student to retake a grade level, the parent or guardian must meet with the Superintendent or designee to discuss the student repeating a grade. At that meeting, the parent or guardian must provide evidence of academic needs, illness, or excessive absenteeism that would warrant the student to repeat the grade. A student in kindergarten through fourth grade may be retained due to academic needs, illness, or excessive absenteeism. A student in grades fifth through twelfth grade may be retained due to excessive absenteeism. At such meeting, the Superintendent or designee shall identify any alternative educational opportunities, including remedial instruction, if applicable, and verify any special education supports available to such student. If the student's parent or guardian still intends for their student to repeat a grade, such parent or guardian shall then complete the required form and return such form to the District. Upon completion of the form and if all requirements pursuant to this policy and law are met, the District shall permit the student to repeat the student's grade for the next school year.

Refer to Policy 704 regarding the placement of Rule 13 (Home Schooled Students).

Legal Reference: Neb. Rev. Stat. Sec. 79-526 & [79-2,161](#)

Adopted: July 10, 2000  
Reviewed: May 12, 2014  
February 15, 2022  
Revised: June 10, 2024

Request to Repeat a Grade  
August 2024

Nebraska Revised Statute 79-2,161 establishes a procedure whereby a parent or guardian can request their child to repeat a grade for the following reasons:

- a) Academic needs (*Student in grades Kindergarten thru fourth*) – Academic needs means that a child is at least one year below grade level and behind the child's typically developing peers in reading, English, and language arts such that the child does not possess the necessary academic skills required to succeed in reading, English, and language arts at grade level for the next grade the student would otherwise advance to
- b) Excessive Absenteeism (*Student in grades K-12*) – Excessive absenteeism means that the child was absent fifty percent or more of the school year and includes excused absences, unexcused absences, and absences due to suspension or expulsion. Absences due to approved school-related activities, such as field trips, competitions, athletic events, and testing, are not included; and
- c) Illness (*Student in grades Kindergarten thru fourth*) - Illness means that the child experienced a severe mental or physical illness resulting in hospitalization of two or more weeks during the school year.

A parent or guardian intending to have their child repeat a grade shall request a meeting with school district superintendent or their designee to discuss the decision. The meeting should identify any alternative educational opportunities. If after meeting with the superintendent or their designee, the parent still wishes to retain their child, they must complete this form.

**Parent/Guardian**

**Name:**

**Name of Child:**

**Grade Level to be Repeated:**

**Current**

**School**

**District:**

**Date of Meeting with District:**

**Reason and Description for Requesting Repeating of Grade:**

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☐ Academic Needs (K-4)

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Excessive Absenteeism (K-12)

☐ Illness (K-4)

**Summary of Meeting with Superintendent or their Designee:**

Please submit this form to the superintendent or their designee with whom you met initially about the request for retention. Upon completion of the form, and if all requirements are met, the school district shall honor the request to repeat a grade for the next school year.

Signature of Parent/Guardian

Date

**To be completed by district:**

School of Attendance Name: \_\_\_\_\_

School of Attendance Code: \_\_\_\_\_

Student State ID (To be Provided by District): \_\_\_\_\_

Signature of Superintendent/Designee

Date

Districts, please retain a copy of this form, and email [nde.form@nebraska.gov](mailto:nde.form@nebraska.gov) for instructions on how to securely submit this form.

Notification of Rights Under FERPA

**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 at the time the record was created.

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 or otherwise allowed by law. 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:

~~Kathleen Styles~~, Office of the Chief Privacy Officer  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202

### **Notice Concerning Directory Information**

The District may disclose directory information. The primary purpose of directory information is to allow the District to include information from your child's education records in certain school publications. Examples may include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Under FERPA, "directory information" is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone listing number, and the name, address, telephone listings (if not unlisted) number, e-mail address and ~~work or~~ other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. ~~Student's date of birth and place of birth;~~
6. Student's extra-curricular participation;
7. Student's achievement awards or honors;

8. Student's weight and height if a member of an athletic team; and
9. Student's photograph; ~~and.~~
- ~~10. School or school district the student attended before he or she enrolled in [Name] Public Schools.~~

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student, or would otherwise not be in a student's best interests.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. Parents or guardians may refuse to allow their student's information to be designated as "directory information" at any time during the school year, so long as the parent or guardian notifies the Superintendent in writing. ~~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 information about the student designated as directory information is as follows: two weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information. The District may disclose information about former students without meeting the conditions in this section.~~

~~In addition, notice is further given that FERPA permits the disclosure of personally identifiable information from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the District to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. The District may disclose personally identifiable information from the education records of a student without obtaining prior written consent of the parents or the eligible student—~~

- ~~• To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the District has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1)–(a)(1)(i)(B)(2) are met. (§99.31(a)(1))~~
- ~~• To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))~~
- ~~• To authorized representatives of the U.S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the Nebraska Department of Education. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal or State-supported education programs, or for the enforcement of or compliance~~

~~with Federal legal requirements that relate to those programs. These entities may make further disclosures of personally identifiable information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§99.31(a)(3) and 99.35)~~

- ~~• In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))~~
- ~~• To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))~~
- ~~• To organizations conducting studies for, or on behalf of, the District, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))~~
- ~~• To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))~~
- ~~• To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))~~
- ~~• To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))~~
- ~~• To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))~~
- ~~• Information the District has designated as "directory information" under §99.37. (§99.31(a)(11))~~

~~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 which 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/or 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 Designation of Law Enforcement Unit:**

The District designates the Kimball Police Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

Adopted: August 14, 2017  
Amended: May 13, 2019  
Reviewed: February 13, 2023

Extracurricular Activities

The Board of Education believes in the value of extracurricular activities in the school experiences of students. To this extent, the Kimball Public Schools shall strive to provide for a balanced activity program that responds to the wide variety of needs and interests of the students.

The Kimball Public Schools shall adhere to all regulations of the Nebraska School Activities Association that apply to activities governed by them that the Kimball Public Schools participate in.

Likewise, all students shall adhere to these same regulations. In addition, local policies shall be formulated that shall apply to students participating in the district's activities programs. The Superintendent or designee shall, as required by law, designate each school-sponsored interscholastic athletic team or sport as either: (1) boys; (2) girls; or (3) mixed.

Any new overnight trip that is not part of district and state competition shall have the expressed approval of the Board.

Legal Reference: LB 89 (2025)

Adopted: 07-10-2000

Revised: 07-09-2007

01-14-2008

Reviewed: 03-10-2014

10-11-2021

## Students

### Preschool Enrollment

The District's preschool program shall be operated in accordance with this policy.

### Eligibility

The Superintendent or designee will develop and maintain eligibility guidelines for children to enroll in the District's preschool program.

If the Superintendent or designee determines that the preschool program is at capacity, then children will be admitted to the preschool program in the following order of priority:

1. Those students that are required by law to participate or be given a preference in the preschool program;
2. Resident students who are or will turn four-years by July 31<sup>st</sup> prior to the start of the school year;
3. Resident students with special needs who require additional support services or are considered part of a vulnerable population. Vulnerable population is defined as low-income or English Language Learner.
4. Resident students who are eligible to enroll in kindergarten;

The Superintendent or designee shall have the authority to implement and interpret capacity and enrollment decisions to ensure the best interests of the District and its preschool program, and there shall be no appeal process to the Board of Education related to the Superintendent or designee's decision.

### Enrollment Process

Enrollment for the preschool program will be conducted on an annual basis. Parents or legal guardians must complete and submit a preschool enrollment application form by the specified deadline. Applications will be reviewed, and enrollment decisions will be based on available space, eligibility criteria, and other factors deemed appropriate by District staff. Parents will be notified of their child's enrollment status within a reasonable timeframe after the application deadline.

### Waitlist

In the event that the number of applicants exceeds the preschool program's capacity, a waitlist may be established. Priority on the waitlist may be given to eligible children based on the priorities listed in this policy. Parents will be notified if their child is placed on the waitlist and will receive updates regarding their status if openings become available.

### Compliance

All aspects of this policy shall be implemented in accordance with applicable state and federal laws, regulations, and guidelines related to preschool education and enrollment.

### Early Admission to Pre-Kindergarten

The following assessment procedure for determining if a child is capable of benefiting from early entrance to pre-kindergarten:

Early pre-kindergarten enrollment exceptions may be made for younger children who are socially and emotionally advanced. At a minimum, eligibility for admission shall be based upon an analysis of the child's:

- (1) social/emotional development,
- (2) mental ability,
- (3) pre-academic readiness

The early entrance assessment procedures are designed to identify and place in pre-kindergarten those children who:

- a. will turn 4 years of age between August 1 and October 15;
- b. are deemed by parents or guardians as being socially/emotionally advanced and likely to benefit from early placement; and
- c. are selected on the basis of testing by professionals trained and certified to administer the following assessments that will produce evidence of strength in:
  1. Mental ability – defined as scoring at the 84th percentile or above on a standardized assessment of cognitive ability such as the Wechsler Preschool and Primary Scale of Intelligence (WPPSI) or the Stanford-Binet V;
  2. Social/emotional development – using a standardized assessment such as the Behavior Assessment System for Children, Second Edition (BASC-2);
  3. Pre-academic readiness – scoring at the 75th percentile or above on an appropriate measure such as the Woodcock Johnson IV – ECAD;

In addition to the assessment requirements:

Parents/guardians must complete and submit the Early Entrance Application Packet, which includes a Parent Questionnaire.

A reference letter must be obtained and submitted from an individual well acquainted with the child (not a relative).

Applications for early entrance must be submitted by March 31st or prior to the district's Pre-K registration date, whichever comes first, to allow sufficient time for testing arrangements and to determine classroom availability.

Please note: Early admission into Pre-Kindergarten does not guarantee early admission into Kindergarten. Admission to Kindergarten prior to age eligibility must follow the established board policy and procedures for Early Entrance to Kindergarten.

Date of Adoption: August 12, 2024

## **Policy 404.15**

### **TERMS OF EMPLOYMENT**

**404.15**

#### Policy for Drug-Free Schools and Communities Act - Employees

Kimball School District No. 1 is committed to providing an employment environment that is safe and provides appropriate motivation to ensure a creative and productive work force. To this end, the District unequivocally endorses the philosophy that the workplace should be free from the detrimental effects of illicit drugs and alcohol.

It is unlawful and, therefore, absolutely prohibited for any employee of the District to engage in the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school activities.

#### Definitions

As used in this policy, 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 shall mean, but not be limited to the following:

1. The possession, use, or distribution of any substance which is declared by the State of Nebraska or any other applicable law to be an illicit substance.
2. The possession, use, or distribution of alcohol on school premises or as a part of any of the school's activities.

As used herein, the term "school premises" shall mean any property whether owned, leased, or in other manner under the control of the Board of Education of the District.

As used herein, the phrase "as a part of any of the school's activities" shall mean any activity or enterprise carried out in whole or in part under the auspices of the District.

#### Procedures

1. All employees and each new employee will receive a copy of this policy.
2. Each employee will acknowledge receipt of this policy and will sign such form acknowledging receipt and acknowledging the District's policy of absolutely prohibiting conduct as set forth in this policy (Policy No. 207), and further

acknowledging that serious sanctions can and will be taken against an employee, including termination of employment and referral for prosecution for any failure to comply with the above stated standards of conduct and further acknowledging that such compliance is mandatory, and further acknowledging that this policy is adopted pursuant to P.L. 101-226, 34 C.F.R., Part 86, and other applicable statutes, and will further acknowledge that failure to comply with such federal requirements may put the District's receipt of federal funds in jeopardy.

3. In the event the employee does not understand the terms and conditions of this policy, it shall be the duty of the employee to ask for such points of clarification to the Superintendent of Schools or his designee at the time this policy is distributed to the employee.
4. In the event of any non-compliance by an employee with this policy, it shall be the duty of the Superintendent of Schools or his designee to inform any employee not in compliance about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to employees within fifty (50) miles of the administrative offices of the district. If no such programs are available within 50 miles, then such other programs as may exist in the State of Nebraska shall be made known to such employee. The Superintendent or his designee shall maintain a list of such available services and shall from time to time update such a list.
5. Sanctions which may be taken against an employee for non-compliance with this policy may be any one or more of the following:
  - a. An oral reprimand.
  - b. A written reprimand.
  - c. Suspension with pay.
  - d. Suspension without pay.
  - e. Termination of employment.
  - f. Cancellation of employment.
  - g. Non-renewal of employment.
  - h. Referral to appropriate authorities for criminal prosecution.
  - i. Mandatory enrollment in in-patient care or otherwise as a term and condition to any continuing employment by the District.
  - j. Mandatory enrollment in any training programs that are or may be provided by the District or others relating to any of the activities prohibited by this policy.

#### Clarifications

Nebraska Statute 79-12.110 designates reasons for which the contract of a tenured teacher may be terminated. The list of reasons includes that of unprofessional conduct. For purposes of policy 207,

the board shall interpret that violations as defined in the policy will be considered as unprofessional conduct.

1. Disciplinary action sought to be imposed by the Superintendent or his or her designee shall be carried out in accordance with the established policies of the District. However, nothing in this policy shall be construed to vest any right in any employee beyond that required by law and the manner in which each case shall be handled shall be in the sole discretion of the Superintendent or his designee subject to the Superintendent's approval, provided only that such action shall be carried out within the bounds of applicable law.
2. Conviction of an employee of the District of any criminal statute relating to the unlawful use, possession, or distribution, of any controlled substance or alcohol, may result in disciplinary action being taken against such employee. When such conviction shall come to the attention of the Superintendent or other official of the District, any employee convicted as above described may be disciplined in any manner provided by statute, the contract of the employee, any existing policy of the District or any other applicable body of law. As used herein "applicable body of law" shall mean, but shall not be limited to, state and federal statutes, state and federal regulations and any applicable case law.
3. As an alternative to discipline or as a concurrent requirement to the disciplinary action less severe than the maximum disciplinary action that may be carried out against an employee as referred to in the immediately preceding paragraph, the District, by and through its Superintendent or his designee may require the employee to successfully finish a drug abuse program. As used herein, the term "drug abuse program" shall mean a drug abuse program sponsored by an approved private or governmental institution. The Superintendent or his designee may require the employee to provide the Superintendent or his designee written documentation satisfactory to the Superintendent or his designee that the employee has successfully finished such program. If aftercare is recommended by such institution, then the Superintendent or his designee in his sole discretion may require the employee to enroll in such aftercare program and to participate in a manner satisfactory to the provider of such aftercare program. The Superintendent or his designee may require ongoing reporting of such participation as a term and condition of continuing employment by such employee of the District.

The Board will not be required to pay from District funds for any enrollment by the employee in any in-patient care program or drug or alcohol abuse program as may be necessary or mandated by the Board under terms of this policy.

#### Alcohol and Drug Testing

The District will implement regulations and practices which will insure compliance with the Omnibus Transportation Employee Testing Act of 1991, and all regulations and rules

promulgated pursuant thereto. Employees in “safety-sensitive” positions, as defined by the Act and regulations promulgated thereunder, including employees whose position requires a commercial driver’s license (CDL), shall be tested for alcohol and controlled substances as required by law. (See attached Appendix “1”). Refusal to submit to such pre-employment testing, or testing positive, shall disqualify an applicant from employment. Reasonable suspicion, random, post-accident, return-to-duty, and follow-up testing shall also be conducted. Employees who test positive shall be immediately removed from safety-sensitive positions and shall be removed from employment.

Legal Refs: P.L. 101-226, 34 CFR  
Nebr. Statute 79-12, 110

Adopted: August 1990  
Reviewed: February 10, 2014  
March 8, 2021

405.15 - APPENDIX 1

**CONTROLLED SUBSTANCES AND ALCOHOL USE AND TESTING:  
FEDERAL REGULATIONS, [NAME] PUBLIC SCHOOL'S COMPLIANCE POLICIES  
AND PROCEDURES, AND EDUCATIONAL MATERIALS**

The U.S. Department of Transportation (DOT) and the Federal Highway Administration (FHWA) have issued regulations requiring that individuals who perform safety-sensitive functions and who are required to maintain a commercial driver's license (CDLs) be tested for controlled substances and alcohol and not engage in controlled substances use or alcohol misuse. Information concerning those regulations, [Name] Public Schools policies and procedures, and educational materials relating to controlled substances use and alcohol misuse is set forth as follows:

**(A) The persons designated by [Name] Public Schools to answer employee questions about these materials are:**

Superintendent of Schools  
Secondary Principal

**(B) The categories of employees who are subject to the provisions of the federal controlled substances and alcohol use and testing regulations are:**

Individuals who perform safety-sensitive functions and who are required to maintain a commercial driver's license (CDLs), including bus drivers and distribution and maintenance employees who are subject to driving commercial motor vehicles.

**(C) The term "safety-sensitive functions" means:**

- (1) All time waiting to be dispatched, unless the driver has been relieved from duty;
- (2) All time inspecting equipment or inspecting, servicing, or conditioning any commercial motor vehicle (i.e., a vehicle in excess of 26,000 pounds GVWR or designed to carry 16 or more passengers, including the driver) at any time;
- (3) All driving time (i.e., time spent at the controls of a commercial motor vehicle in operation);
- (4) All time, other than driving time, in or upon any commercial motor vehicle;
- (5) All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded;
- (6) All time spent performing the driver requirements of 49 CFR §§392.40 and 392.41 relating to accidents;
- (7) All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

**(D) Employee conduct that is prohibited by the federal controlled substances and alcohol use and testing regulations includes:**

1. **Alcohol concentration.**  
No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater.
2. **Alcohol possession.**  
No driver shall be on duty or operate a commercial motor vehicle while the driver possesses alcohol.
3. **On-duty use.**  
No driver shall use alcohol while performing safety-sensitive functions.
4. **Pre-duty use.**  
No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
5. **Use following an accident.**  
No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until the driver undergoes a post-accident alcohol test, whichever occurs first.
6. **Refusal to submit to a required alcohol or controlled substances test.**  
No driver shall refuse to submit to a post-accident alcohol or controlled substances test, a reasonable suspicion alcohol or controlled substance test, or a follow-up alcohol or controlled substances test.
7. **Controlled substances use.**

No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle.

8. **Controlled substances test.**

No driver shall report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive for controlled substances.

**(E) The circumstances under which an employee will be tested for alcohol and/or controlled substances pursuant to the federal regulations include:**

**1. Pre-employment testing.**

Prior to the first time a driver performs safety-sensitive functions, the driver shall undergo testing for alcohol and controlled substances. No safety-sensitive functions are to be performed unless the driver has been administered an alcohol test with a result indicating an alcohol concentration less than 0.04, and has received a controlled substances test result from the medical review officer indicating a verified negative test result.

**2. Post-accident testing.**

(a) As soon as practicable following an accident involving a commercial motor vehicle, each surviving driver:

- (1) Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life; or
- (2) Who receives a citation under State or local law for a moving traffic violation arising from the accident shall undergo a test for alcohol and controlled substances.

(b) (1) Alcohol tests. Shall be administered within two hours following the accident unless such can not reasonably be done, and not more than eight hours following the accident.

(2) Controlled substance tests. Shall be administered within 32 hours following the accident.

(c) A driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the employer to have refused to submit to testing. The driver shall be permitted to leave the immediate scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care, but shall otherwise remain readily available for testing.

**3. Random testing.**

(a) Drivers shall be subject to random testing. The minimum annual percentage rate for random alcohol testing should be 25 percent of the average number of driver positions, or such minimum annual percentage rate as established from time to time by the FHWA. The minimum annual percentage rate for random controlled substance testing shall be 50 percent of the average number of driver positions.

(b) The selection of drivers for random alcohol and controlled substances testing shall be made by a scientifically valid method. Under the selection process used, each driver shall have an equal chance of being tested each time selections are made.

(c) The random alcohol and controlled substances tests shall be unannounced and the dates for administering random alcohol and controlled substances tests shall be spread reasonably throughout the calendar year.

(d) Each driver who is notified of selection for random alcohol and/or controlled substances testing shall proceed to the test site immediately; provided, however, that if the driver is performing a safety-sensitive function at the time of notification, the driver shall cease to perform the safety-sensitive function and proceed to the testing site as soon as possible.

#### 4. Reasonable suspicion testing.

(a) A driver shall submit to an alcohol test when the employer has reasonable suspicion to believe that the driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations (except for possession of alcohol).

(b) Under federal law, notwithstanding the absence of a reasonable suspicion alcohol test, a driver is prohibited from reporting for duty or remaining on duty requiring the performance of safety-sensitive functions while the driver is under the influence of or impaired by alcohol and must not perform or continue to perform safety-sensitive functions, until:

(i) An alcohol test is administered and the driver's alcohol concentration measures less than 0.02; or

(ii) Twenty-four hours have elapsed following the determination that there is reasonable suspicion to believe that the driver has violated the prohibitions concerning the use of alcohol.

#### 5. Return-to-duty testing.

(a) Alcohol. If a driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations concerning alcohol and has not been terminated, the driver shall undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02.

(b) Controlled Substances. If a driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations concerning controlled substances, and has not been terminated, the driver shall undergo a return-to-duty controlled substances test with a result indicating a verified negative result for controlled substances use.

#### 6. Follow-up testing.

Following a determination that a driver is in need of assistance in resolving problems

associated with alcohol misuse and/or use of controlled substances, the driver shall, if still employed, be subject to unannounced follow-up alcohol and/or controlled substances testing as directed by a substance abuse professional in accordance with the provisions of federal regulations.

Random, reasonable suspicion, and follow-up alcohol testing shall be conducted only when the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing safety-sensitive functions.

**(F) The procedures that will be used to test for the presence of alcohol and controlled substances, to protect the employee and the integrity of the testing processes, to safeguard the validity of the test results, and to ensure that those results are attributed to the correct employee include:**

The procedures outlined in 49 CFR 40, concerning procedures for Transportation Workplace Drug and Alcohol Testing Program, will be followed. This includes use of a "split sample" approach for drug testing and chain of custody procedures including documentation of screening aliquots.

**(G) An employee is required to submit to alcohol and controlled substances tests administered pursuant to the federal regulations.**

**(H) A "refusal to submit" to an alcohol or controlled substance test includes:**

*Refuse to submit* (to an alcohol or controlled substances test) means that a driver (1) Fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement for breath testing, (2) fails to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing, or (3) engages in conduct that clearly obstructs the

testing process. A failure to remain readily available for post-accident testing, or to notify the employer of the need for such testing, or to proceed to the test site immediately for random testing, may be deemed by the employer to constitute a refusal to submit.

**The consequences for refusing to submit to an alcohol or controlled substances test are as follows:** A driver who has refused to submit to a required alcohol or controlled substance test is subject to the same consequences as a driver who has tested positive on an alcohol (concentration of 0.04 or greater) or controlled substances test.

**(I) The consequences under the federal regulations for employees who have violated the federal regulations relating to controlled substances and alcohol use and testing include:**

The driver shall be removed from and not permitted to perform safety-sensitive functions. The driver shall be referred for evaluation by a substance abuse professional for a determination of what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substances abuse.

Before a driver returns to duty requiring the performance of a safety-sensitive function after engaging in conduct prohibited by the federal regulations, the driver shall, if still employed, undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02 if the conduct involved alcohol, or a controlled substances test with a verified negative result if the conduct involved a controlled substance.

In addition, each driver identified as needing assistance in resolving problems associated with alcohol misuse or controlled substance use, if still employed,

- (i) Shall be evaluated by a substance abuse professional to determine that the driver has properly followed any rehabilitation program prescribed, and
- (ii) Shall be subject to unannounced follow-up alcohol and controlled substances tests administered by the employer following the driver's return to duty.

The driver may also be subject to the penalty provisions of 49 U.S.C. § 521(b).

**(J) The consequences under the federal regulations for employees found to have an alcohol concentration of 0.02 or greater but less than 0.04 include:** Removal from safety-sensitive functions for a period of not less than 24 hours following administration of the test.

**(K) Information to assist employees in avoiding alcohol misuse and controlled substances use, signs and symptoms of an alcohol or a controlled substances problem, and available methods of intervening when such a problem is suspected:** Information will be made available by the counselor to employees.

**(L) The requirement that the following personal information collected and maintained under this part shall be reported to the Clearinghouse:**

- (i) A verified positive, adulterated, or substituted drug test result;
- (ii) An alcohol confirmation test with a concentration of 0.04 or higher;
- (iii) A refusal to submit to any test required by law;
- (iv) An employer's report of actual knowledge of:
  - (A) On duty alcohol use;
  - (B) Pre-duty alcohol use;
  - (C) Alcohol use following an accident; and
  - (D) Controlled substance use;
- (v) A substance abuse professional report of the successful completion of the return-to-duty process;
- (vi) A negative return-to-duty test; and
- (vii) An employer's report of completion of follow-up testing.

Legal Reference: 49 CFR §382.601(b)(12).

## 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, guardians, or educational decisionmakers of a student in the schools while acknowledging the rights of parents to have access to the schools, and information about testing, curriculum, programs, activities, digital materials, websites or applications used for learning, training materials for teachers, administrators, or staff, and their own child.

To the extent practical, Kimball Public Schools provides accessibility and opportunities for the participation of parents, guardians, or educational decisionmakers of a student 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, guardians, or educational decisionmakers of a student 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, or educational decisionmakers of a student shall have relative to accessing information regarding the school, its materials, its curriculum, testing data, activities, digital materials, websites or applications used for learning, training materials for teachers, administrators, or staff, and the parent/guardian's or educational decisionmakers of a student individual child's performance and records. These rights shall be as follows:

1. As provided by federal law, parents, guardians, or educational decisionmakers of a student 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, guardians, or educational decisionmakers of a student 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, guardians, or educational decisionmakers of a student 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, guardians, or educational decisionmakers of a student 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 or educational decisionmakers of a student, children shall be excused from specific surveys, standardized testing, instructional sessions, or other school experiences which the parent or guardian or educational decisionmakers of a student finds as objectionable. The request shall include the reason or reasons the parent or guardian or educational decisionmakers of a student 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, guardians, or educational decisionmakers of a student 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, guardians, or educational decisionmakers of a student and patrons. In addition, a parent, guardian, or educational decisionmaker of a student report is provided to the student's parent/guardian, or educational decisionmakers of a student 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, or educational decisionmakers of a student the district will provide a time and date upon which a parent, guardians, or educational decisionmakers of a student may review a sample of the test. Parents, guardians, and educational decisionmakers are encouraged to contact the building principal with any questions about any test, curriculum, or surveys.
7. Parents, guardians, and educational decisionmakers will be notified in advance of any school-sponsored survey administered to students of the District when the survey concerns one or more of the following areas:

- Political affiliations or beliefs of the student or the student's parent, guardian, or educational decisionmaker;
- Mental or psychological problems of the student or the student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or student's parent, guardian, or educational decisionmaker; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Any survey administered by the District that asks a student to disclose any of the aforementioned topics, including any non-anonymous survey requesting a student provide information relating to drug, vape, alcohol, or tobacco use, then the District will, at least fifteen days prior to the administration of the survey, notify parents, guardians, and educational decisionmakers that their students will receive the survey. This notice must describe the nature and types of questions included in the survey, the purposes and age-appropriateness of the survey, how information collected by the survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results of such survey will be disclosed. After receiving such notice, parents, guardians, and educational decisionmakers may request a copy of the survey, review the survey, and/or exempt their student from participating in the survey.

No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six.

No personally identifiable information of any student survey shall be disclosed unless permitted or required by state and federal law.

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.

Legal Reference:      Neb. Rev. Stat. Sections 79-530 to 79-533  
                                 Family Educational Rights and Privacy Act, 20 U.S.C. 1232g  
                                 Protection of Pupil Rights Amendment, 20 U.S.C. 1232h

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  
June 13, 2022  
June 12, 2023  
June 10, 2024

DRAFT

InstructionTitle I Parental and Family Engagement Policy

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

- Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.
- Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.
- Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.
- Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.
- Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand.
- Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.
- Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

Legal Authorities: 20 U.S.C. §§6318 and 7801(32)  
Date of Adoption: July 15, 2019  
Reviewed: March 13, 2023  
June 10, 2024

Business OperationsEmergency Response Mapping

Kimball Public Schools will provide mapping data to public safety agencies for use in response to emergencies. The mapping data will be provided in an electronic or digital format and will contain all information identified in state statute and as reasonably requested by the public safety agencies.

At least annually, the District will certify to the appropriate public safety agencies that the mapping data provided to the public safety agencies is accurate or, if information has changed, provide the appropriate public safety agencies with updated mapping data.

Legal Reference: LB 1329 (2024)

Date of Adoption: August 12, 2024

StudentsFoster Care Student Transportation

In accordance with federal and state law, the District's written transportation procedures for foster care children are as follows:

**Students to be Transported**

DHHS will contact the District to inform the District of a foster care student living in the District and/or to be educated by the District. The District will communicate with DHHS on any further matters concerning said foster care student(s).

**School of Origin**

The District will work to develop a transportation plan for each foster care student needing transportation to the student's school of origin, as defined and required by federal law. Each student's situation will be different, so there is no single transportation plan for every foster care student. Transportation options may include: (1) the foster care family; (2) a bus or school vehicle; (3) transportation to a pickup location; or (4) some other form of transportation in accordance with state and federal law. Foster care students on an IEP may require other considerations and/or different transportation obligations.

When required by law, the District will coordinate the foster care student's transportation to the school of origin while any disputes regarding transportation until the disputes are resolved.

**Costs**

If the student can be transported by the District without the District incurring any additional costs, then the District will normally transport the student. However, if the District will need to incur additional costs to transport the student, then DHHS will cover any such additional costs associated with the foster care student's transportation. If the District and DHHS are unable to agree on a transportation plan, the District and DHHS will work together to resolve any differences.

**Oversight, Implementation, and Administration**

The District's Homeless Liaison is responsible for overseeing these procedures, updating them as needed, and otherwise ensuring that the District complies with the transportation requirements for foster care students.

Legal Reference: 20 U.S.C. § 6312.

Date of Adoption: [Insert Date]

Instruction

Electronic Communication Devices and Cell Phones

All students are prohibited from accessing or using an electronic communication device while on school property or attending a school instructional function, unless:

1. When required by a student's Individualized Education Program or 504 Plan;
2. When authorized by the District for educational purposes during instructional time;
3. In the case of an emergency or perceived threat of danger;
4. When necessary to monitor or manage a student's health care; or
5. When determined appropriate by the Superintendent or Superintendent's designee.

All exceptions listed herein must be approved in advance by the appropriate school staff member.

Any student who violates this Policy may be subject to discipline under the District's Student Discipline Policy.

Legal Reference: LB 140 (2025)

Date of Adoption: [Insert Date]

InstructionBehavioral Intervention and Classroom Management1. Purpose

The District is committed to creating a learning environment where every individual is valued, respected, and supported. This Policy emphasizes the shared responsibility of individuals for their actions and their ability to learn, grow, and thrive. This Policy further provides a framework for encouraging positive behavior, addressing challenges in a caring and constructive way, and ensuring safe and supportive school and classroom environments.

2. General Principles

As part of the District's commitment to all students, the Board hereby implements a tiered-system of support to foster a positive school climate and culture, encourage appropriate student behavior, and provide the necessary supports for academic and behavioral success.

This Policy does not replace or alter the Student Discipline Act when behaviors warrant student disciplinary action under that Student Discipline Act.

3. Standards

| <b>Tier 1: Universal Supports</b>                   |                                                                                                                                                                                             |                                                                                                                                                                                  |                                                                                                                                                                                               |
|-----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                     | <b>District Level</b>                                                                                                                                                                       | <b>School Level</b>                                                                                                                                                              | <b>Classroom Level</b>                                                                                                                                                                        |
| <b>Sound Infrastructure &amp; Shared Leadership</b> | Develop and maintain a district-wide behavior framework, ensuring alignment with the district's vision and goals. Establish a leadership team to oversee implementation and sustainability. | Create school-level leadership teams to implement the district behavior framework. Build systems to support staff in consistent implementation of universal behavior strategies. | Teachers set up clear, consistent behavior expectations aligned with school and district policies. Classroom routines and physical environments are structured to promote positive behaviors. |
| <b>Layered Continuum of Support</b>                 | Ensure all schools have access to evidence-based universal behavior practices and instructional tools for promoting positive behavior.                                                      | Develop a school-wide plan for teaching and reinforcing positive behavior expectations for all students.                                                                         | Integrate the development of emotional and interpersonal skills into daily instruction and explicitly teach expected behaviors.                                                               |
| <b>Data-Based Decision-Making</b>                   | Implement a district-wide behavior data system for tracking                                                                                                                                 | Use behavioral data to assess school culture,                                                                                                                                    | Collect and reflect on classroom behavior data to identify patterns or                                                                                                                        |

|                                                     |                                                                                                                                   |                                                                                                                                        |                                                                                                                                                |
|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                     | student behavioral incidents, attendance, and other indicators of behavior. Analyze district trends to guide support for schools. | climate and adjust universal supports.                                                                                                 | unanticipated signs of distress and adjust teaching practices as needed.                                                                       |
| <b>Communication and Collaboration</b>              | Share district-wide behavior policies, expectations, and data with all stakeholders, including families and the community.        | Develop intervention teams to identify students in need of Tier 2 support and manage their plans.                                      | Teachers collaborate with intervention teams to integrate targeted strategies into the classroom.                                              |
| <b>Tier 2: Targeted Supports</b>                    |                                                                                                                                   |                                                                                                                                        |                                                                                                                                                |
|                                                     | <b>District Level</b>                                                                                                             | <b>School Level</b>                                                                                                                    | <b>Classroom Level</b>                                                                                                                         |
| <b>Sound Infrastructure &amp; Shared leadership</b> | Provide a menu of evidence-based Tier 2 intervention and training for implementation.                                             | Develop intervention teams to identify students in need of Tier 2 support and manage their plans.                                      | Teachers collaborate with intervention teams to integrate targeted strategies into the classroom that align with school and district policies. |
| <b>Layered Continuum of Support</b>                 | Allocate resources to support targeted interventions, such as additional staff or training for small group supports.              | Implement interventions such as mentoring programs, social skills groups, or targeted behavior coaching.                               | Provide additional supports like daily progress monitoring and structured break.                                                               |
| <b>Data-Based Decision-Making</b>                   | Use district-wide systems to track the effectiveness of Tier 2 interventions and adjust as needed.                                | Monitor progress using behavior data: point sheets, observations, or student self-assessments and input data in district-wide systems. | Document daily data on student progress to evaluate the impact of interventions.                                                               |
| <b>Communication and Collaboration</b>              | Facilitate communication between schools, families, and community partners about available Tier 2 supports.                       | Engage families in the intervention process by providing regular updates and involving them in problem solving and goal setting.       | Maintain open lines of communication with families about their child's progress and strategies to promote support the behavior goals at home.  |
| <b>Tier 3: Intensive, Individualized Supports</b>   |                                                                                                                                   |                                                                                                                                        |                                                                                                                                                |
|                                                     | <b>District Level</b>                                                                                                             | <b>School Level</b>                                                                                                                    | <b>Classroom Level</b>                                                                                                                         |
| <b>Sound Infrastructure &amp; Shared leadership</b> | Ensure access to specialized staff to design and oversee intensive interventions.                                                 | Assemble a multidisciplinary team to develop and implement Functional Behavioral Assessments (FBAs) and Behavior                       | Collaborate with specialists to integrate individualized supports into classroom routines that align with school and district policies.        |

|                                        |                                                                                                         |                                                                                                                                                               |                                                                                                                                            |
|----------------------------------------|---------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
|                                        |                                                                                                         | Intervention Plans (BIPs).                                                                                                                                    |                                                                                                                                            |
| <b>Layered Continuum of Support</b>    | Coordinate external services and resources for students requiring wraparound support beyond the school. | Provide interventions or sessions tailored to the student's unique needs and communicate with external services and resources to align supports for students. | Consistently implement accommodations and modifications, such as sensory supports or de-escalation plans, to address individual behaviors. |
| <b>Data-Based Decision-Making</b>      | Regularly review data on Tier 3 interventions and outcomes to ensure its effectiveness.                 | Use detailed, frequent data collection to refine and adjust BIPs based on student progress.                                                                   | Implement daily monitoring and adjust individualized strategies as data indicates.                                                         |
| <b>Communication and Collaboration</b> | Partner with community agencies to align supports for students with complex needs.                      | Conduct regular meetings with families to review and revise plans based on student progress.                                                                  | Provide ongoing feedback to families and specialists about the student's daily performance, progress, and needs.                           |

#### 4. Addressing Dysregulated Behavioral and Classroom Removal

This Policy outlines a structured approach for managing dysregulated behavior that disrupts the learning environment or poses safety concerns. The aim is to ensure the safety and well-being of all students and staff, while supporting the student in developing self-regulation skills and reintegrating into the classroom.

##### A. Criteria for Removal

- i. *Safety Concerns*: Immediate removal may occur if a student poses a threat to their own safety, the safety of others, or the environment.
- ii. *Disruption to Learning*: Removal may be necessary if the student's behavior significantly disrupts instruction or the learning environment.
- iii. *Attempted Interventions*: Whenever possible, staff should use de-escalation techniques, behavior redirection, or other Tier 1 or Tier 2 interventions before considering removal. Severe behaviors that endanger safety may bypass prior interventions.

##### B. Procedure for Removal

- i. *Behavior Documentation*: The teacher or staff member documents the behavior leading to the removal, including antecedents, attempted interventions, and the incident itself. A clear, objective description of the behavior must be included.

- ii. *Safe Transition*: The student is escorted to a designated safe space, such as the office or a designated calming area, by trained personnel. Efforts are made to ensure the student remains calm and safe during the transition.
- iii. *Notification*: Parents or guardians are notified as soon as possible about the removal. A detailed account of the behavior and any interventions attempted are shared.

C. Post-Removal Actions

- i. *Restorative Meeting*: A meeting involving the student, parents or guardians, teacher or other designated staff member, and administrator may be scheduled to review the behavior, its impact, and steps to prevent recurrence. The meeting emphasizes restoring relationships and understanding the root cause of the behavior.
- ii. *Behavior Support Plan (if needed)*: For recurring incidents, a behavior support plan is developed or reviewed, including targeted interventions and supports aligned with the student's needs. The plan may include strategies such as check-ins, mentoring, or additional behavioral learning supports.

D. Transition Back to the Classroom

- i. *Reintegration Plan*: The student returns to the classroom with appropriate support, which may include a reintegration checklist, a designated buddy, or frequent check-ins with a trusted adult. Expectations and routines are explicitly reviewed with the student.
- ii. *Ongoing Support and Monitoring*: Follow-up meetings with the student, teacher or other designated staff member, and parents/guardians are scheduled to evaluate progress. Data from behavior observations are used to adjust interventions and supports as needed.
- iii. *Focus on Positive Growth*: A strengths-based approach is applied to recognize and reinforce improvements in behavior.

5. Communication and Collaboration

Families are partners in addressing the student's behavior and supporting reintegration. School staff will provide clear and transparent communication about any incident, the student's plan for return, and available resources. Collaboration will also occur between general education, special education, school psychologist, behavior specialists, school counselors, and/or social workers to ensure all supports align with the student's needs and strengths.

6. Required Training

The District will ensure that school employees are trained in behavioral awareness and intervention as required by this Policy and state law. The Superintendent is hereby delegated the authority and responsibility to develop or contract for such training and to ensure that the appropriate staff receive said training as required by state law.

7. Monitoring and Feedback

Parents, guardians, students, advocates and community members are encouraged to provide feedback on this Policy and the District's actions under this Policy. The Superintendent or designee is also directed to provide any feedback to the Board of Education as the Superintendent deems appropriate.

Legal Reference: Neb. Rev. Stat. § 79-262.01

Date of Adoption: [Insert Date]

StudentsIdentification of Learners with High Ability

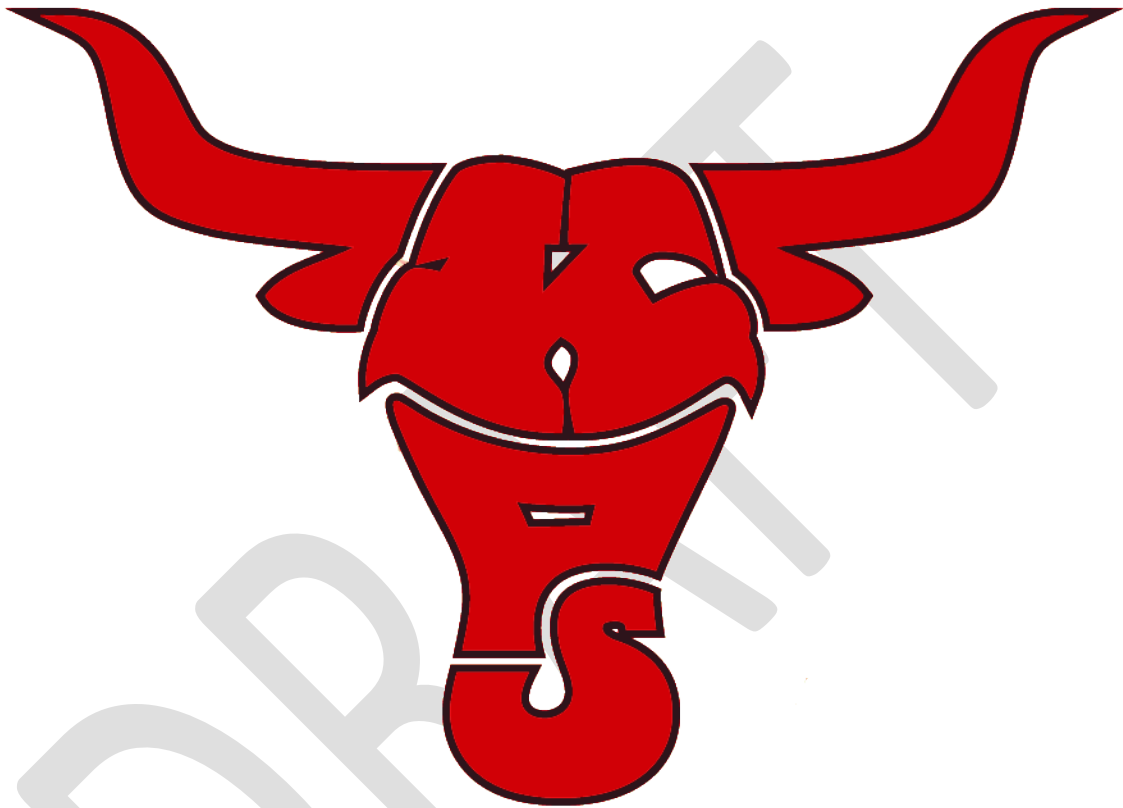
The Board of Education recognizes that the student population includes students with exceptional academic abilities. Efforts to refer and identify learners with high ability will be made at each grade level. Multiple criteria shall be used for identification purposes and identification efforts shall be inclusionary.

The Superintendent or designee shall develop and implement such criteria to identify high ability learners and shall take steps to offer accelerated or differentiated curriculum programs that will address the educational needs of the identified students at levels appropriate for the abilities of those students. The accelerated or differentiated curriculum programs shall meet the standards of quality established by the Nebraska Department of Education.

Legal Reference: Neb. Rev. Stat. Sections 79-1106 to 79-1108.03  
NDE Rule 3

Date of Adoption: [Insert Date]

# **Kimball Public Schools Staff Handbook 2025-2026**



**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.**

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# 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  
Jennifer Griebel - Vice-President  
Thomas O'Brien – Secretary  
Britni Toth – Treasurer  
Taylor Brown – Member  
Landon Smith - Member

## **ADMINISTRATIVE STAFF**

Trevor Anderson – Superintendent  
Danielle Reader – Secondary Principal  
Amanda Culek – Elementary Principal/Special Education Director

## **DISTRICT DIRECTORS**

Jaclyn Burks – Activities Director  
Carmela Graves – District Business Manager  
Travis Terrill – Technology Director  
Danessa Terrill – Food Services Director  
Brandon Wathen – District Building and Grounds  
Waylon Lewis – District Transportation  
Melissa Reich – District Nurse  
Samantha Walter – ELL Coordinator/ Elementary Special Education  
Heidi Chesley – Assessment Coordinator  
Lauren Wilson – Behavioral Support Specialist

## **SECONDARY TEACHING STAFF**

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  
Stephanie Kitchens – Secondary Counselor  
Arlen Mekelburg - Science  
Gene Mohr – Industrial Arts  
Jamie Murdoch – Librarian/ Media Specialist  
Taryn Reader - Science  
Katherine Kriel – Math  
Mary Schutz – Family Consumer Science  
Matthew Shoup – Social Science  
Virginia Splichal – English Language Arts  
Monica Jensen – Vocational Agriculture  
Kathleen Shoemaker – English Language Arts  
Jaclyn Burks – Physical Education/ Health

Brittany Cook – Administrative Assistant  
Karissa Markum – Library Para  
Amanda Carnicom – Para  
XXXXXXXXXX - Para  
Tammy Shields – Para  
Alvin Koski – Cafeteria  
Ursula Risilia – Cafeteria  
Brian Henderson – Activity Bus Driver  
Donna Kudebeh – Meridian/Life Links/VALTS/ Panhandle Beginnings Bus Driver

#### **MARY LYNCH ELEMENTARY STAFF**

Tori Ingram – Pre-Kindergarten  
Denelle Klosterman – Kindergarten  
Cassady Malm – Kindergarten  
Rachel Risseuw – First Grade  
Kelli Patterson – First Grade  
Mark Head – Second Grade  
Melissa Mekelburg – Second Grade  
Lani Heeg – Third Grade  
Blythe Diamond – Third Grade  
Jolie Dorrell – Fourth Grade  
Katie Fryda – Fourth Grade  
Ben Ferguson – Fifth Grade  
Kristina Segreaves – Fifth Grade  
Kevin Kilgore – Sixth Grade  
Bernie Walker – Sixth Grade  
Sarah Lewis – Elementary Counselor  
Heidi Chesley – Special Education  
Samantha Walter – Special Education  
Judy Walker – Title 1  
Jacob Hoffman – Vocal Music  
Kristi Hiles-Smith – Instrumental Music  
Mark Jefferis – Art  
Jamie Murdoch – Librarian / Media Specialist  
Dane Wurdeman – Physical Education  
Beth Brown – Speech Pathologist  
Deb Bourlier – Administrative Assistant  
Connor Cluff – Custodian  
William Richards – Custodian  
Hannah Acheson – Para  
Carlee Murdoch – Para  
Steven Bogar - Para  
Nikki Hottell – Para  
Julia McGinnis – Para  
Marci Muneio – Para  
Ashlynn White – Para  
Jodell Schulte – Para  
Trista Wurdeman – Para  
Shawna Allen-Bojorquez - Cafeteria  
Barbara Koehn - Cafeteria

Lorri Norberg – Bus Route Driver

XXXXXXXXXX – 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 7:30 a.m. and may leave at 4:30 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. The last day of the school week is designated a jeans day for staff members and 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. If the trip request is not submitted in a timely manner (i.e. two days prior to departure), school transportation cannot be guaranteed for your trip and you will be responsible for your own transportation. 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.

Staff members travelling with or without students out of the district should follow the following steps: (1) Put in applicable leave in Web Link to be approved by supervisor. (2) Put in a timely transportation request with Transportation Director (3) If a hotel room(s) is needed, please contact the District Office to reserve a room(s) (4) Put in requisition in Web Link for meal money based on length of time out of the district and number of staff and/ or students (5) If a credit card is needed, check out the credit card from the District Office.

\* All overnight/ out-of state student trips must be Board approved prior to the trip.

## **MEAL ALLOWANCE**

When overnight travel is required, the district will use the following meal allowance for staff and students: Breakfast: \$10.00, Lunch: \$12.00, Dinner: \$13.00, Total: \$35/ 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: \$20.00, Total: \$35/ day. The head coach/sponsor will turn in a signed form from the District Office for all students that received money and itemized receipts for the staff members meals. Any unused money will be turned in to the district office upon return to the district.

## **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, hourly classified staff members may use up to three (3) flex days for weather-related cancellations during the school year.

## **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.

#### **PROFESSIONAL LEAVE (STAFF)**

Subject to the Superintendent's (or designee's) prior approval, each teacher shall be permitted two (2) days of paid professional leave each year to attend meetings or workshops that will be of value to the teacher in his/ her assigned area of responsibility, as agreed upon by the teacher and Superintendent (or designee). Staff members are expected to report to building administration on the merits of attendance. The District will reimburse the teacher for necessary registration fees and provide school transportation if applicable. The Superintendent may approve professional leave days for a teacher beyond the initial two (2) days.

#### **PROFESSIONAL LEAVE (COACHES/ SPONSORS)**

For coaches and/ or sponsors of Kimball Public Schools activities identified in the negotiated agreement, professional leave will be utilized when an absence is necessary for student attendance at activities and/ or events. These absences will not count towards the two (2) days of paid professional leave. If a coach/ sponsor attends a clinic and/ or state tournament during the school year, the coach/ sponsor may utilize his/ her two (2) days of paid professional leave. Similar to staff meeting or workshop attendance, coaches attending clinics and/ or a state tournament are expected to report to the Activities Director on the merits of attendance. Staff members attending activities and/ or events that are not a coach or sponsor of the activity (as identified by a signed extra duty agreement or grade-level assignment for the current school year) will utilize flex leave for attendance.

## **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.

## **TUITION REIMBURSEMENT**

KPS staff members may be eligible for tuition reimbursement for graduate coursework completed while an employee at KPS. The district will reimburse KPS staff members up to \$300 per credit hour of approved graduate coursework. For specifics regarding the program, please see Board Policy 401.21 or contact the District Office.

## **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

❖ All classified staff employed during the school year shall receive Labor Day, Thanksgiving Day, Christmas Day, and New Year's Day as paid holidays.

## **PAYDAYS**

The Kimball Public School District has 12 standard employee pay periods usually on the 15<sup>th</sup> 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). 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.

Staff members are expected to communicate situations of suspected child abuse with direct supervisors & fill out applicable district form(s).

## **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.

## **TICKET TAKING AT HOME EVENTS**

Staff members will take tickets at home events during the school year. The activities director will send out a sign-up sheet at the start of the school year. Staff members that are not able to fulfill their ticket taking duty on an assigned date are responsible for finding their substitute.

## **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, disability, race (including skin color, hair texture and protective hairstyles), color, religion, **military or** veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status as required by Titles VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, the Federal Rehabilitation Act of 1973, and the Nebraska Equal Educational Opportunity Act 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 **Mrs. Jaclyn Burks, Title IX**, or Mrs. Amanda Culek, Section 504 Coordinator at Kimball Public Schools.

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 Carmela Graves. 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, **military or** 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](mailto:tanderson@kpslonghorns.org)

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

**Jaclyn Burks, Title IX Coordinator**

901 South Nadine St  
Kimball, NE 69145  
jburks@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 located at [kpslonghorns.org](http://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 2025-26 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 \_\_\_\_\_

DRAFT



**2025-2026**  
**Parent/Student Handbook**

**Kimball Jr/Sr High School**

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**Kimball Jr/Sr High School  
Parent-Student Handbook  
2025-2026 School Year**

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

## **INTRODUCTION**

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

## **SCHOOL MISSION AND VISION STATEMENTS**

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

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

At Kimball Public Schools we believe:

- To seek out and use evidence based practices that support student learning.
- To embrace a collaborative culture in which educators take collective responsibility to help all students learn at high levels.
- To enhance the collaborative team as the fundamental structure to improve instructional practices.
- To provide a guaranteed curriculum that meets or exceeds the state standards.
- To provide daily classroom formative assessment of student achievement to monitor progress.
- To ensure high expectations to inspire high levels of student learning.

- To support continuous learning and ongoing professional development for our educators.
- To enable all students to be prepared for post-secondary education and careers, and to become lifelong learners.
- To promote strong partnerships with parents and provide parents with the information to support their children's learning.

## GOALS AND OBJECTIVES

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

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

## MUTUAL RESPECT

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

## PRINCIPAL'S MESSAGE

### Greetings Parents and Students,

Welcome to the 2025-2026 school year at Kimball Jr/Sr High School! Our mission remains the same: **To educate every student for a lifetime of success.** Success may look different for each individual, but at its core, it means preparing students to align their passions and strengths with meaningful careers and lives filled with purpose.

With the strong partnership of our staff, parents, and community, we're committed to creating an environment where every student can thrive. Working together, we can make this school year our most successful yet.

This year, our building-wide theme is "Level Up." Following last year's focus on courage, we now shift our attention to growth, consistency, and raising the bar. Leveling up means refusing to settle. It means striving for excellence—in academics, activities, leadership, and character. We are challenging our students not just to show up, but to step up.

Academic learning remains central, but the heart of school is much bigger: it's where students learn how to push through challenges, take responsibility for their choices, and elevate themselves—and others. Whether it's overcoming self-doubt, staying focused when it's hard, or modeling positive behavior for younger students, Leveling Up means doing what's right, even when it's not easy.

To our students: Our staff is here to support and guide you, both inside and outside the classroom. But the effort and attitude you bring each day will ultimately determine your growth. This year, we invite you to Level Up—no excuses, no shortcuts, no quitting. Show up ready to grow. Be an example. Protect the standard. Push it higher.

We believe positive relationships are the foundation of strong behavior and academic achievement. Just as we teach math, writing, and science, we also teach behavior—and when mistakes happen, we see them as opportunities for growth. That's why we continue to use Restorative Practices as a proactive approach to discipline, helping students repair harm, restore trust, and learn better ways forward. You'll find more about this in the Student Conduct and Discipline Policies section.

To our parents and guardians: Your support is essential. Whether you're calling with a concern, attending an event, or encouraging your child at home, you are a vital part of our team. We invite you to partner with us as we work to hold all students to a high standard—one that makes a Kimball diploma a symbol of effort, excellence, and pride.

Thank you for trusting us with your children. We look forward to an incredible year of learning, growth, and leadership. Let's Level Up—together.

Sincerely,

Danielle Reader  
Principal, Kimball Jr/Sr High School

## 25-26 BOARD OF EDUCATION, STAFF AND CALENDAR

### Members of the Board of Education

| Name                             | Contact Information       |
|----------------------------------|---------------------------|
| Taylor Brown, Member             | tbrown@kpslonghorns.org   |
| Travis Cook, President           | tcook@kpslonghorns.org    |
| Jennifer Griebel, Vice President | jgriebel@kpslonghorns.org |
| Tom O'Brien, Secretary           | tobrien@kpslonghorns.org  |
| Landon Smith, Member             | lsmith@kpslonghorns.org   |
| Britni Toth, Treasurer           | btoth@kpslonghorns.org    |

### Administrative Staff

| Name               | Position                        | E-Mail                     |
|--------------------|---------------------------------|----------------------------|
| Trevor Anderson    | Superintendent                  | tanderson@kpslonghorns.org |
| Danielle Reader    | Secondary Principal             | dreader@kpslonghorns.org   |
| Heidi Chesley      | District Assessment Coordinator | hchesley@kpslonghorns.org  |
| Brittany Cook      | Attendance Secretary            | bcook@kpslonghorns.org     |
| Stephanie Kitchens | Counselor                       | skitchens@kpslonghorns.org |
| Travis Terrill     | Technology Director             | tterrill@kpslonghorns.org  |
| Jaclyn Burks       | Activities Director             | jburks@kpslonghorns.org    |
| Danessa Terrill    | Food Service Director           | dterrill@kpslonghorns.org  |
| Brandon Wathen     | Building & Grounds Director     | bwathen@kpslonghorns.org   |
| Waylon Lewis       | Transportation Director         | wlewis@kpslonghorns.org    |
| Melissa Reich      | School Nurse                    | mreich@kpslonghorns.org    |
| Lauren Wilson      | Behavior Support Specialist     | lwilson@kpslonghorns.org   |

## Teaching Staff

| Name               | Department                  | E-Mail                       |
|--------------------|-----------------------------|------------------------------|
| Jaclyn Burks       | Physical Education/Health   | jburks@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     |
| Monica Jensen      | Vocational Agriculture      | mjensen@kpslonghorns.org     |
| Mark Jefferis      | Art                         | mjefferis@kpslonghorns.org   |
| Monica Jensen      | Vocational Agriculture      | mjensen@kpslonghorns.org     |
| Tiffany Johnson    | Special Education           | tjohnson@kpslonghorns.org    |
| Kathy Kriel        | Mathematics                 | krobinson@kpslonghorns.org   |
| Arlen Mekelburg    | Science                     | amekelburg@kpslonghorns.org  |
| Gene Mohr          | Industrial Arts             | gmohr@kpslonghorns.org       |
| Kim Ramirez        | Spanish (Distance Learning) | kramirez@kpslonghorns.org    |
| Taryn Reader       | Science                     | treader@kpslonghorns.org     |
| Tyse Rogers        | JAG Career Specialist       | trogers@kpslonghorns.org     |
| Mary Schutz        | Family Consumer Science     | mschutz@kpslonghorns.org     |
| Katie Shoemaker    | Language Arts               | kwinckler@kpslonghorns.org   |
| Matt Shoup         | Social Science              | mshoup@kpslonghorns.org      |
| Virginia Splichal  | Language Arts               | vsplichal@kpslonghorns.org   |

## Support Staff

| Name            | Position                       | E-Mail                      |
|-----------------|--------------------------------|-----------------------------|
| Amanda Carnicom | Paraprofessional               | acarnicom@kpslonghorns.org  |
| Brittany Cook   | Route/Activity Bus Driver      | bcook@kpslonghorns.org      |
| Brian Henderson | Activity Bus Driver            | bhenderson@kpslonghorns.org |
| Alvin Koski     | Food Service                   | akoski@kpslonghorns.org     |
| Donna Kudebeh   | Alternative School Driver      | dkudebeh@kpslonghorns.org   |
| Karissa Markum  | Digital Media/Paraprofessional | kmarkum@kpslonghorns.org    |
| Lorri Norberg   | Route Bus Driver               | lnorberg@kpslonghorns.org   |
| Ursula Risilia  | Food Service                   | urisilia@kpslonghorns.org   |
| Tammy Shields   | Paraprofessional               | tshields@kpslonghorns.org   |

**2025-2026 School Calendar - See Next Page**

# KIMBALL PUBLIC SCHOOLS 2025-2026 CALENDAR Board Approved 3-10-2025

## AUGUST 2025

| 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 - New Employee Orientation

14,15 - Inservice (All day)

18 - First Day of School (1:00 PM Dismissal)

8 Student Days/10 Staff Days

## SEPTEMBER 2025

| 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 |    |    |    |    |

1 - Labor Day

19 - Inservice (All day)

18 Student Days/19 Staff Days

## October 2025

| 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 - End of First Quarter (36)

20 - Start of 2nd Quarter

16 P-T Conference (3:30-8:30)

24 - Inservice - (All day)

18 Student Days/19.5 Staff Days

## November 2025

| 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 |    |    |    |    |    |    |

26-28 - Thanksgiving Break

14 Student Days/15 Staff Days

4 - Inservice (JH Wrestling) (All day)

## DECEMBER 2025

| 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 |    |    |    |

18 - End of Second Quarter/1st Semester (34/70)

22-31 - Christmas Break

12 Student Days/13 Staff Days

5 - Inservice (All day)

18 - 1:00 PM Dismissal

## JANUARY 2026

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

5 - Inservice (All Day)

6 - Start of Third Quarter

16 Student Days/16.5 Staff Days

## FEBRUARY 2026

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

16 - Inservice (All day)

16 Student Days/17 Staff Days

## MARCH 2026

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

4 - Inservice (FFA CDE) (All day)

12 - End of Third Quarter (40)

16 - Start of Fourth Quarter

19 - P-T Conference (3:30-8:30)

18 Student Days/19.5 Staff Days

## APRIL 2026

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

17 - Inservice (All day)

6 - No School (Easter Break)

18 Student Days/19 Staff Days

## MAY 2026

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

8 - Inservice (All day)

16 - Graduation

21 - Last day of School (1:00 PM Dismissal) (44/76)

25 - Memorial Day

12 Student Days/12.5 Staff Days

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

Student Days = 150

Teacher Days = 162

Student Hours = 1,102.7

Days Over Minimum = 3.1

Staff Inservice/P-T Days = 12.0

Approved by School Board on: 3-10-2025

Note: All make-up days extending the school year after May 21 are subject to the discretion of the Superintendent.

Note: Proposed Inservice dates are subject to revision, pending availability of consultants &/or district needs.

# SCHOOL DAY

## Severe Weather and School Cancellations

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

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

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

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

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

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

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

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

### Open-Closed Campus

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

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

### Stampede Card

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

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

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

## Qualifications for the Stampede Card

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

Each quarter, students will be issued a new Stampede Card based on the above criteria from the previous quarter. Issuance of the Stampede Card during the first quarter of the 25-26 school year will be dependent on eligibility during fourth quarter of the 24-25 school year for returning students. 7th graders and new students will automatically receive a Stampede Card for the 1st quarter.

## Entering and Leaving the Building

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

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

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

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

## Kimball Jr/Sr High School Bell Schedules 2025-2026

### Regular Daily Schedule

7:50 - 3:55

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

### 2 Hour Late Start

9:50 - 3:55

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

# 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 their purpose for access request and be checked in at the main office.

## 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 school 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 \$7 deposit for each combination lock. Students may use their own lock; however the student must provide the combination or a second key to the school office. If school officials need access to the locker and the student is not available or cannot unlock the lock, the lock may be forcibly removed at the student's expense. 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 or principal.

## 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, 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:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### Attendance Policy

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

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

For excused absences due to illness, parents are required to provide the school with a note from a medical professional. However, we understand that visiting a doctor may not always be feasible. In such cases, if parents are concerned about an absence being unexcused due to illness, they may visit the office to obtain a "Request for Excused Absence" form. This form must be completed in its entirety and submitted within one week of the unexcused absence for consideration.

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

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

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

#### Absence Procedure/Make-Up Work.

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

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

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

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

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

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

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

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

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

Other actions stemming from excessive absenteeism/truancy may include:

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

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

### Loss of Credit

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

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

### **Credit Recovery Policy**

Students who fail a course or lose credit through excessive absences may recover credit through one of the following options:

- **Online Course:** Students may complete an approved online course outside of the regular school day at their own expense.
- **Course Retake:** Students may retake the course during the regular school year, prior to graduation.

**Note:** For math courses, credit recovery must be completed by retaking the course in person. Online courses are not accepted for math credit recovery.

### **Tardiness**

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

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

### **Leaving School or Class**

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

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

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

### Attendance is Required to Participate in Activities

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

## SCHOLASTIC ACHIEVEMENT

### Grading System

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

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

### Grading Practices to Support Student Learning

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

- 70/30 weighted grades: Assessment (70%)/Daily work(30%). Assessments may include formative, summative, or project-based assessments and may be written or oral.
- Minimum Daily Grades: 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 Google Calendar to practice organizational/planning skills.

### Homework, Study Hall and Longhorn Time

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

For work that is late, on the first day the work is considered late, a Missing indicator will be entered into Infinite Campus and the student will be referred to Longhorn Time. If the student attends Longhorn Time and submits the work the next school day, the Missing indicator will be removed and the student will receive a 10% reduction on their graded work. If a student is a 'no show' for Longhorn Time, the Missing indicator will be replaced with a 'O'.

- **Study Hall**

Freshmen, Sophomore, Junior and Senior 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 missed due date. When students are not in attendance at school and miss the opportunity to turn in assignments, the due date of an assignment will be in effect as stated in the absence policy.

#### **General Information:**

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

#### **Student Expectations:**

- If a student completes their work before Longhorn Time, they can complete a Longhorn Time sheet and bring it to the library after school.
- Students should request for teachers to sign Longhorn Time Sheets before or after school, not during classtime.
- If a student has an unavoidable conflict, the parent needs to inform the office. In this case, the student will work on their missing assignment(s) over lunch.
- Students who are assigned to Longhorn Time and skip without prior arrangements will earn a 'O' for the missing assignment.
- Students who are assigned to Longhorn Time and skip a total of 5 times in a quarter will no longer be referred to Longhorn Time and will earn a 'O' for any subsequent missing assignment.
- Students who are referred to Longhorn Time more than 10 times in a quarter will not be referred for the remainder of the quarter. All future missing assignments will earn an automatic 'O'.
- Students will get one free pass per semester when they are unable to attend Longhorn Time; however, they are still expected to do the homework assignment and turn it in during the next day of school resulting in a 10% reduction in grade.
- Students are expected to do all assignments and hand in quality work determined by the teacher.
- Students will be responsible for bringing work to Longhorn Time.
- Students who misbehave, are dishonest, or turn in unsatisfactory work will receive a 'O' on the missing assignment.
- 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).
- The teacher who refers a student to Longhorn Time or whose class in which the student is failing will be available until 4:30 pm to work with the student on their missing work, quiz/test retakes, or to help them review material.

### Graduation Requirements

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

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

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

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

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

High school credit may be awarded to junior high students enrolled in a high school course. For the purposes of math credit, students will still be required to complete three years of math in high school and must be enrolled in a math class during their junior year. If the

student has met the graduation requirements for mathematics prior to their junior year, they will be given elective credit for additional courses.

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

### Promotion and Retention

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

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

Parent input will be considered but the Principal has the authority to make the final decision.

### Student Classification

**10<sup>th</sup> Grade** - Two semesters of attendance and a minimum of 60 semester hours.

**11<sup>th</sup> Grade** - Four semesters of attendance and a minimum of 120 semester hours.

**12<sup>th</sup> 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 8<sup>th</sup> grade, 7th grade students must earn at least fifty (50) credits during the year. Thirty (30) credits must be earned from the "core" classes - English, math, science, or social studies.

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

Students will have the option of coming to summer school and/or completing correspondence classes during the summer at their expense to complete any deficiencies

in these requirements. The Principal must approve all correspondence classes ahead of time and must be completed prior to the first day of classes the following school year. **Note:** For math courses, credit recovery must be completed by retaking the course in person. Online courses are not accepted for math credit recovery.

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

### Schedule Changes

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

### Progress Reports

Various progress updates 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

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

### Parent-Teacher Conferences

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

### Principal's Merit Roll

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

1. Minimum 4.0 G.P.A. for the grading period.

2. No failing grades or incompletes.
3. All class grades are figured the same for merit roll status except teacher aide and work experience.

### Honor Roll

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

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

### 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 during the school year and participation in the chapter service projects.

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.

#### Junior High Sports/PE

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

#### VALTS

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

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

### ACT Test

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

## SCHOOL CLIMATE/CULTURE

### Positive Behavior interventions and Supports (PBIS)

Kimball Jr/Sr High School is a PBIS School with the established umbrella goals of: **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          | <ul style="list-style-type: none"> <li>* Use good manners: eye contact &amp; active listening</li> <li>* Use or practice positive communication skills (verbal &amp; non-verbal)</li> </ul> | <ul style="list-style-type: none"> <li>* Homework and assignments completed &amp; returned on time</li> <li>* Come prepared to learn - Bring all materials to class</li> <li>* Push in chairs &amp; clean up your area before leaving</li> </ul> | <ul style="list-style-type: none"> <li>* <u>Be on time</u> and use class time productively</li> <li>* Follow along, ask questions, participate in discussions, &amp; study</li> <li>* Be willing to come in before or after school for extra help</li> </ul> | <ul style="list-style-type: none"> <li>* Stay seated with all four chair legs on the floor</li> <li>* Use safe lab practices and appropriate behavior</li> </ul> |
| Hallway            | <ul style="list-style-type: none"> <li>* Use appropriate language and acceptable volume</li> <li>* Maintain personal space</li> <li>* Keep food and drink in the student center</li> </ul>  | <ul style="list-style-type: none"> <li>* Use time wisely and get to class on time</li> <li>* Clean up after yourself; use trash cans</li> <li>* While class is in session, you need a pass to be in the hallway</li> </ul>                       | <ul style="list-style-type: none"> <li>* Keep lockers clean and organized</li> <li>* Walk with a purpose; get to where you need to be</li> </ul>                                                                                                             | <ul style="list-style-type: none"> <li>* Keep hands and feet to yourself</li> <li>* WALK in the hallways</li> </ul>                                              |

| Area of the School  | Respect                                                                                                                                                                                                        | Responsibility                                                                                                                                                                                                  | Effort                                                                                                                                                                                                    | Safety                                                                                                                                                                                                                             |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Student Center      | <ul style="list-style-type: none"> <li>* Use appropriate language and acceptable volume</li> <li>* Honor the dress code</li> </ul>                                                                             | <ul style="list-style-type: none"> <li>* Push in your chairs when leaving</li> <li>* Clean up after yourself; use trash cans</li> </ul>                                                                         | <ul style="list-style-type: none"> <li>* Take care of the facility</li> <li>* Keep food &amp; beverages (other than water) in the student center</li> </ul>                                               | <ul style="list-style-type: none"> <li>* Keep hands and feet to yourself</li> <li>* Sit in chairs appropriately</li> </ul>                                                                                                         |
| Route Bus           | <ul style="list-style-type: none"> <li>* Follow all directions given by the bus driver</li> <li>* Keep hands and feet to yourself</li> </ul>                                                                   | <ul style="list-style-type: none"> <li>* Clean up your area before leaving the bus</li> </ul>                                                                                                                   | <ul style="list-style-type: none"> <li>* Make an effort to respect the transportation being provided</li> </ul>                                                                                           | <ul style="list-style-type: none"> <li>* Find a seat and remain in that seat</li> <li>* Feet on the floor and face forward</li> </ul>                                                                                              |
| Cafeteria and Lunch | <ul style="list-style-type: none"> <li>* Use good manners; say "please" and "thank you"</li> <li>* Use appropriate language and acceptable volume</li> </ul>                                                   | <ul style="list-style-type: none"> <li>* Clean up after yourself; use trash cans</li> <li>* Please put silverware in the soapy water</li> </ul>                                                                 | <ul style="list-style-type: none"> <li>* Use good listening skills with the kitchen staff</li> <li>* Please keep all food and drink in the eating area</li> </ul>                                         | <ul style="list-style-type: none"> <li>* Keep hands and feet to yourself</li> <li>* Make sure you clean up any spills</li> </ul>                                                                                                   |
| Entrance            | <ul style="list-style-type: none"> <li>* Use appropriate language and volume</li> <li>* Keep pathways to the doors clear</li> <li>* Respect others' personal space</li> </ul>                                  | <ul style="list-style-type: none"> <li>* Keep the area clean and free of obstacles</li> <li>* Play games on the grass area</li> </ul>                                                                           | <ul style="list-style-type: none"> <li>* Make a positive first impression to our visitors</li> <li>* Be courteous and use proper manners</li> <li>* Create a positive and friendly environment</li> </ul> | <ul style="list-style-type: none"> <li>* Keep hands and feet to yourself</li> <li>* Use railing appropriately</li> <li>* Refrain from throwing objects</li> </ul>                                                                  |
| Weight Room         | <ul style="list-style-type: none"> <li>* Respect neighboring classrooms</li> <li>* Respect teachers, coaches, sponsors, &amp; other lifters</li> <li>* Play appropriate music at appropriate volume</li> </ul> | <ul style="list-style-type: none"> <li>* Return equipment to the proper location</li> <li>* Report broken equipment and clean equipment after using</li> </ul>                                                  | <ul style="list-style-type: none"> <li>* Take care of the facilities &amp; equipment</li> <li>* Clean up after yourself</li> <li>* Follow your program and LIFT with a purpose</li> </ul>                 | <ul style="list-style-type: none"> <li>* Approved adult sponsor must be present</li> <li>* Use proper lifting techniques and safety guidelines</li> <li>* Don't know, Ask</li> </ul>                                               |
| Activity Bus        | <ul style="list-style-type: none"> <li>* Follow all directions given by the bus driver</li> <li>* Keep hands and feet to yourself</li> </ul>                                                                   | <ul style="list-style-type: none"> <li>* Clean up your area before leaving the bus</li> <li>* Make sure all beverages have a lid</li> </ul>                                                                     | <ul style="list-style-type: none"> <li>* Be on time</li> <li>* Make an effort to respect the transportation being provided</li> </ul>                                                                     | <ul style="list-style-type: none"> <li>* Stay in your seat except to use trash can</li> <li>* Take off your shoes before putting your feet on the seats</li> <li>* At least one sponsor will sit in the back of the bus</li> </ul> |
| Auditorium          | <ul style="list-style-type: none"> <li>* Respect presenters by being attentive and quiet</li> <li>* Unless authorized by staff, food and drink stay outside</li> </ul>                                         | <ul style="list-style-type: none"> <li>* Please turn off and put away electronic devices</li> <li>* Leave to use the restroom only at appropriate times</li> <li>* Clean up your area before leaving</li> </ul> | <ul style="list-style-type: none"> <li>* Be on time and sit in the appropriate seats</li> <li>* Make an effort to respect the facility; treat it as a valuable asset</li> </ul>                           | <ul style="list-style-type: none"> <li>* Use the aisles to get from point A to point B</li> <li>* Sponsors will sit among the students</li> </ul>                                                                                  |

| Area of the School | Respect                                                                                                                                                                                                        | Responsibility                                                                                                                                                                                                  | Effort                                                                                                                                                                                                             | Safety                                                                                                                                                                                                                             |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Locker Room        | <ul style="list-style-type: none"> <li>* Respect the personal property of other people</li> <li>* Respect the school facilities</li> <li>* Respect personal space</li> </ul>                                   | <ul style="list-style-type: none"> <li>* Use a school padlock and keep your locker locked</li> <li>* Use appropriate language and volume</li> </ul>                                                             | <ul style="list-style-type: none"> <li>* Pick up your area</li> <li>* Keep your locker clean and organized</li> <li>* Get in and out of the locker room efficiently</li> <li>* Dress and shower quickly</li> </ul> | <ul style="list-style-type: none"> <li>* Wash gym clothes on a weekly basis</li> <li>* Be careful on and around wet floors</li> <li>* Use appropriate behavior</li> </ul>                                                          |
| Restroom           | <ul style="list-style-type: none"> <li>* Walls and Stalls should remain graffiti-free</li> </ul>                                                                                                               | <ul style="list-style-type: none"> <li>* Double check that toilet flushed</li> <li>* Make sure water is turned off</li> <li>* Return to class when finished</li> </ul>                                          | <ul style="list-style-type: none"> <li>* Keep the restroom neat and clean for others</li> <li>* Report any problems to the office</li> </ul>                                                                       | <ul style="list-style-type: none"> <li>* Wash hands with soap and water</li> <li>* Keep hands and feet to yourself</li> </ul>                                                                                                      |
| Entrance           | <ul style="list-style-type: none"> <li>* Use appropriate language and volume</li> <li>* Keep pathways to the doors clear</li> <li>* Respect others' personal space</li> </ul>                                  | <ul style="list-style-type: none"> <li>* Keep the area clean and free of obstacles</li> <li>* Play games on the grass area</li> </ul>                                                                           | <ul style="list-style-type: none"> <li>* Make a positive first impression to our visitors</li> <li>* Be courteous and use proper manners</li> <li>* Create a positive and friendly environment</li> </ul>          | <ul style="list-style-type: none"> <li>* Keep hands and feet to yourself</li> <li>* Use railing appropriately</li> <li>* Refrain from throwing objects</li> </ul>                                                                  |
| Weight Room        | <ul style="list-style-type: none"> <li>* Respect neighboring classrooms</li> <li>* Respect teachers, coaches, sponsors, &amp; other lifters</li> <li>* Play appropriate music at appropriate volume</li> </ul> | <ul style="list-style-type: none"> <li>* Return equipment to the proper location</li> <li>* Report broken equipment and clean equipment after using</li> </ul>                                                  | <ul style="list-style-type: none"> <li>* Take care of the facilities &amp; equipment</li> <li>* Clean up after yourself</li> <li>* Follow your program and LIFT with a purpose</li> </ul>                          | <ul style="list-style-type: none"> <li>* Approved adult sponsor must be present</li> <li>* Use proper lifting techniques and safety guidelines</li> <li>* Don't know, Ask</li> </ul>                                               |
| Activity Bus       | <ul style="list-style-type: none"> <li>* Follow all directions given by the bus driver</li> <li>* Keep hands and feet to yourself</li> </ul>                                                                   | <ul style="list-style-type: none"> <li>* Clean up your area before leaving the bus</li> <li>* Make sure all beverages have a lid</li> </ul>                                                                     | <ul style="list-style-type: none"> <li>* Be on time</li> <li>* Make an effort to respect the transportation being provided</li> </ul>                                                                              | <ul style="list-style-type: none"> <li>* Stay in your seat except to use trash can</li> <li>* Take off your shoes before putting your feet on the seats</li> <li>* At least one sponsor will sit in the back of the bus</li> </ul> |
| Auditorium         | <ul style="list-style-type: none"> <li>* Respect presenters by being attentive and quiet</li> <li>* Unless authorized by staff, food and drink stay outside</li> </ul>                                         | <ul style="list-style-type: none"> <li>* Please turn off and put away electronic devices</li> <li>* Leave to use the restroom only at appropriate times</li> <li>* Clean up your area before leaving</li> </ul> | <ul style="list-style-type: none"> <li>* Be on time and sit in the appropriate seats</li> <li>* Make an effort to respect the facility; treat it as a valuable asset</li> </ul>                                    | <ul style="list-style-type: none"> <li>* Use the aisles to get from point A to point B</li> <li>* Sponsors will sit among the students</li> </ul>                                                                                  |

| Area of the School | Respect                                                                                                                                                                                                                    | Responsibility                                                                                                                                                                                                                   | Effort                                                                                                                                                                                                             | Safety                                                                                                                                                                                                      |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Locker Room        | <ul style="list-style-type: none"> <li>* Respect the personal property of other people</li> <li>* Respect the school facilities</li> <li>* Respect personal space</li> </ul>                                               | <ul style="list-style-type: none"> <li>* Use a school padlock and keep your locker locked</li> <li>* Use appropriate language and volume</li> </ul>                                                                              | <ul style="list-style-type: none"> <li>* Pick up your area</li> <li>* Keep your locker clean and organized</li> <li>* Get in and out of the locker room efficiently</li> <li>* Dress and shower quickly</li> </ul> | <ul style="list-style-type: none"> <li>* Wash gym clothes on a weekly basis</li> <li>* Be careful on and around wet floors</li> <li>* Use appropriate behavior</li> </ul>                                   |
| Restroom           | <ul style="list-style-type: none"> <li>* Walls and Stalls should remain graffiti-free</li> </ul>                                                                                                                           | <ul style="list-style-type: none"> <li>* Double check that toilet flushed</li> <li>* Make sure water is turned off</li> <li>* Return to class when finished</li> </ul>                                                           | <ul style="list-style-type: none"> <li>* Keep the restroom neat and clean for others</li> <li>* Report any problems to the office</li> </ul>                                                                       | <ul style="list-style-type: none"> <li>* Wash hands with soap and water</li> <li>* Keep hands and feet to yourself</li> </ul>                                                                               |
| Gym Class          | <ul style="list-style-type: none"> <li>* Use good manners</li> <li>* Practice positive communication skills (verbal &amp; non-verbal)</li> <li>* Treat equipment appropriately</li> </ul>                                  | <ul style="list-style-type: none"> <li>* Come prepared to participate</li> <li>* Return all equipment to proper storage</li> <li>* Clean up area before leaving</li> </ul>                                                       | <ul style="list-style-type: none"> <li>* Be on time</li> <li>* Follow along and ask questions</li> <li>* Participate and give maximum effort</li> </ul>                                                            | <ul style="list-style-type: none"> <li>* Use equipment properly</li> <li>* Follow rules and use appropriate behavior</li> </ul>                                                                             |
| Gym Activities     | <ul style="list-style-type: none"> <li>* Stay seated in the gym and watch the activity</li> <li>* Practice positive communication skills (verbal &amp; non-verbal)</li> </ul>                                              | <ul style="list-style-type: none"> <li>* Practice good sportsmanship</li> <li>* Clean up your area before leaving</li> </ul>                                                                                                     | <ul style="list-style-type: none"> <li>* Demonstrate positive school spirit</li> <li>* Be a good spectator</li> </ul>                                                                                              | <ul style="list-style-type: none"> <li>* Use stairs and WALK in the bleacher area</li> <li>* Avoid walking on the floor during game time</li> <li>* Use appropriate behavior</li> </ul>                     |
| Parking Lot        | <ul style="list-style-type: none"> <li>* Respect vehicles and personal property of others</li> <li>* Respect school grounds</li> <li>* Avoid noise pollution</li> </ul>                                                    | <ul style="list-style-type: none"> <li>* Driving is a privilege - follow all driving laws</li> <li>* Keep speeds under 10 mph</li> <li>* Use designated parking spaces</li> <li>* Put trash in appropriate receptacle</li> </ul> | <ul style="list-style-type: none"> <li>* Take initiative to greet guests appropriately</li> <li>* Work to keep the parking lot clean &amp; tidy</li> </ul>                                                         | <ul style="list-style-type: none"> <li>* Stay out of the path of moving vehicles</li> <li>* Socialize in appropriate areas</li> </ul>                                                                       |
| Stadium            | <ul style="list-style-type: none"> <li>* Respect participants, spectators, coaches, and officials</li> <li>* Practice positive communication skills (verbal &amp; non-verbal)</li> <li>* Respect the facilities</li> </ul> | <ul style="list-style-type: none"> <li>* Practice good sportsmanship</li> <li>* Put trash in appropriate receptacle</li> </ul>                                                                                                   | <ul style="list-style-type: none"> <li>* Demonstrate positive school spirit</li> <li>* Be a good spectator</li> </ul>                                                                                              | <ul style="list-style-type: none"> <li>* Use stairs &amp; WALK in the bleacher area</li> <li>* Refrain from throwing items over the stadium</li> <li>* Use appropriate behavior</li> </ul>                  |
| Wrestling Room     | <ul style="list-style-type: none"> <li>* Respect coaches, sponsors, and athletes</li> <li>* Respect individuals' physical abilities and limitations</li> </ul>                                                             | <ul style="list-style-type: none"> <li>* Use only proper footwear</li> <li>* Follow through with personal hygiene</li> </ul>                                                                                                     | <ul style="list-style-type: none"> <li>* Take care of the facilities and equipment</li> <li>* Come prepared to work and improve</li> </ul>                                                                         | <ul style="list-style-type: none"> <li>* approved adult sponsor or coach must be present</li> <li>* Use mat and equipment for intended purpose</li> <li>* Clean and disinfect properly after use</li> </ul> |

| Area of the School | Respect                                                                                                                                                               | Responsibility                                                                                                                                                                                                                                    | Effort                                                                                                                                                               | Safety                                                                                                                                           |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| Library            | <ul style="list-style-type: none"> <li>* Use good manners</li> <li>* Use appropriate language and volume</li> </ul>                                                   | <ul style="list-style-type: none"> <li>* Push chairs in when leaving and pick up your area</li> <li>* Take care of the equipment and books</li> <li>* Return books on time and undamaged</li> <li>* Bring a pass with a stated purpose</li> </ul> | <ul style="list-style-type: none"> <li>* Come prepared to use time wisely</li> <li>* Ask for help if you need it</li> <li>* Take care of library facility</li> </ul> | <ul style="list-style-type: none"> <li>* Stay seated with all four chair legs on the floor</li> <li>* Keep hands and feet to yourself</li> </ul> |
| Detention          | <ul style="list-style-type: none"> <li>* Use good manners</li> <li>* Use appropriate language and volume</li> <li>* Listen and follow teacher's directions</li> </ul> | <ul style="list-style-type: none"> <li>* Bring homework to work on</li> <li>* Push in chairs and clean up your area before leaving</li> </ul>                                                                                                     | <ul style="list-style-type: none"> <li>* Be on time at 3:40 and use your time productively</li> <li>* Check in with the teacher so time can begin</li> </ul>         | <ul style="list-style-type: none"> <li>* Stay seated with all four chair legs on the floor</li> <li>* Keep hands and feet to yourself</li> </ul> |

### 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 7<sup>th</sup>-12<sup>th</sup> grade students. Each year, incoming 7<sup>th</sup> 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: 

### **Whispering Winds Ranch**

Ranch Brand: 

## **The Longhorn Way**

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

## **COMMUNICATION**

### **Teacher Response Times and Communication**

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

## Teacher Contract Hours

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

## Communication Platforms

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

## Response Times

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

## Additional Communication Channels

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

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

## Two-Way Communication

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

## Hearing Both Sides of the Story

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

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

## STUDENT CONDUCT AND 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 may include the following alternative discipline protocols.

### Character Connections

Character Connections is an 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. The student will turn his/her phone into the office at the beginning of the school day and may retrieve their phone after Character Connections.

### 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, short shorts...etc.). Tops must have at least a 2" strap.
3. Holes or rips in pants may not be higher than mid-thigh (a good rule of thumb would be no higher than 5" above the knee when worn at the waist).
4. 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. Leggings may only be worn under shirts sufficient in size to fully cover the buttocks.
5. Clothing or jewelry that advertises, promotes, or makes references to beer, alcohol, tobacco, or illegal drugs;
6. 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).
7. Head wear including hats, caps, sunglasses, bandannas, scarves, and hoods on sweatshirts. Upon the second warning to remove head wear, the student will no longer be permitted to bring head wear into the building (e.g., hats, hooded sweatshirts, etc.)
8. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meanings.
9. 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.
10. 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 4:15 p.m. This will allow all other students to leave the school grounds in safety.

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

- a. The length of the assignment will be for a minimum of two weeks.
- b. The student will report to the office no later than 7:45 a.m. each morning.
- c. The student will eat on campus at an assigned table.

- d. The student will report to an assigned room at the end of the day, and remain until 4:15 p.m.
- e. The student will remain in class at the end of each period. The student will be under direct teacher supervision during passing time. The teacher will dismiss the student at the end of the passing period. The student will then have three minutes to get to his/her next class.

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

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

### Inappropriate Public Displays of Affection (IPDA)

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

### Academic Integrity

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, including Artificial Intelligence (AI). 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, use of another student's paper or using Artificial Intelligence (AI).
- (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. On the first offense, 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. A second offense will result a zero with no chance of making up the assignment.
- (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, with the exception of school-issued devices. 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, headphones, 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 from 7:50 to 3:55 pm each school day. If a student chooses to bring an electronic device into the school building, it must be turned off and stored in their locker for the duration of the day.
- (2) Students are permitted to possess and use electronic devices before school 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/Restorative Contract.
  - (b) Students who send or encourage another to send a "sexting" message shall be subject to a five (5) day suspension from school/Restorative Contract.
- (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.

### E-Hallpass

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

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

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

### Vape Detectors

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

1. Vape sensors have been installed in the restrooms at Kimball Jr/Sr High School to detect the use of vaping devices.
2. When the vaping device detects that vaping is occurring, an email notification will be immediately sent to school administrators.
3. If an administrator is available, they will promptly check the restroom for suspected student(s). If not, camera footage will be reviewed to identify the individuals involved.
4. The suspected student(s) will be asked to meet with an administrator to discuss the incident and review the evidence obtained from the vape detector and camera footage.

5. During the meeting, the student will have the opportunity to provide their perspective and explain their side of the story.
6. The following steps will be taken based on the outcome of the meeting:
  - a. If the student admits to vaping and willingly surrenders the vaping device to the administrator or staff member:
    - For a first offense involving nicotine, the student's parents/legal guardians will be notified, and the student will receive 20 points and a Restorative Contract. Law enforcement may be contacted.
    - For a first offense involving THC, the student's parents/legal guardians will be notified, local law authorities will be called, and the student will receive 50 points and a Restorative Contract.
    - For second and subsequent offenses, the student's parents/legal guardians will be notified, law enforcement will be contacted, and the student will receive disciplinary points and a Restorative Contract.
  - b. If the student denies vaping:
    - The student will be requested to cooperate by emptying their pockets, removing hoodie/sweatshirt, and shoes to ensure that they are not concealing a vaping device on their person.
    - If there is suspicion that the student may still have a vaping device in an inaccessible area, a metal detection wand may be used.
    - If a vaping device is found on the student, their parents/legal guardians will be contacted, and local law enforcement will be involved, following the City of Kimball Ordinance 133.25.
    - If no vaping device is found, parents/legal guardians will be notified of the incident and its outcome.

### Specific Rule Items

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

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

- d. Students are expected to bring all books, their charged chromebook, and necessary materials to class. This includes study halls.
- e. Assignments for all classes are due as assigned by the teacher.
- f. Students are not to operate the mini-blinds or the windows.
- g. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung and the teacher has dismissed the class.
- h. Students are to be in their seats and ready for class on the tardy bell.
- i. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to you by that teacher which must be followed.
- j. Students are not to bring "nuisance items" to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
- k. Students are to stand back from the entry steps and doors in the mornings before school and at lunch before the bell so that others may pass in and out of the entry doors.
- l. Snow handling is prohibited.

## Law Violations

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

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

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

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

**Disruptive Objects** - Tacks, whistles, rubber bands, etc.

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

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

**Expulsion** - Refer to separate Expulsion section of this handbook.

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

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

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

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

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

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

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

**Gross Misbehavior** - Misbehaving that is totally beyond simple inappropriate behavior; overt behavior that threatens property or the safety and well-being 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 49-50 in this handbook.

**Indecent Exposure** - Exposing yourself in the presence of other people.

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

**In-School Suspension (ISS)** - A disciplinary action whereby a student is separated from class attendance, but is required to be at school. During ISS, students will spend the day in a designated room on campus under adult supervision. Students will be counted absent from their classes for the day. Students will complete work on a Social/Emotional Learning course. This 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 54 of this handbook.

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

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

**Sexual Harassment** - Unwelcom and inappropriate sexual remarks or physical advances.

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

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

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

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

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

**Unauthorized Games in School** - Gambling, poker, etc.

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

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

**Vulgarity** - Defined as offensive, lewd, or obscene.

**Category O - 0 points (Discipline entered in Branching Minds)**

Teacher discipline for minor offenses - Teacher may issue detention/Classroom Accountability Projects for the 2nd or 3rd offenses

**1<sup>st</sup> Offense** - Teacher/Student private conference

**2<sup>nd</sup> Offense** - Teacher will contact parent or guardian

**3<sup>rd</sup> Offense** - Referred to Counselor/meeting with parent or guardian

**4<sup>th</sup> 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.

**1<sup>st</sup> Offense** - Item confiscated until the end of the day.

**2<sup>nd</sup> Offense** - Item confiscated and parent/guardian must come to the school and pick up the item in person.

**3<sup>rd</sup> Offense** - Same as 2<sup>nd</sup> offense.

**4<sup>th</sup> Offense** - Student must turn the item into the office upon arriving at school and the item will remain in the office until the end of the day.

**Category I - 5 points**

- Public display of affection
- Failure to keep locker clean
- Littering

- Profanity/Vulgarity
- Inappropriate dress
- Other

**1<sup>st</sup> Offense** - Conference with the Principal

**2<sup>nd</sup> Offense** - Detention

**3<sup>rd</sup> Offense** - 1-day in-school suspension/Restorative Contract

**4<sup>th</sup> 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

**1<sup>st</sup> Offense** - Detention; **\* 1<sup>st</sup> Offense skipping** - Detention for each class skipped

**2<sup>nd</sup> Offense** - 1-day in-school suspension/Restorative Contract

**3<sup>rd</sup> Offense** - 1-day out-of-school suspension/Restorative Contract

**4<sup>th</sup> Offense** - 2-day out-of-school suspension/Restorative Contract

**5<sup>th</sup> 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

**1<sup>st</sup> Offense** - 1-day in-school suspension/Restorative Contract

**2<sup>nd</sup> Offense** - 2-day in-school suspension/Restorative Contract

**3<sup>rd</sup> Offense** - 2-day out-of-school suspension/Restorative Contract

**4<sup>th</sup> Offense** - 3-day out-of-school suspension/Restorative Contract

**5<sup>th</sup> 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

**1<sup>st</sup> Offense** - 1-day out-of-school suspension/Restorative Contract

**2<sup>nd</sup> Offense** - 2-day out-of-school suspension/Restorative Contract

**3<sup>rd</sup> Offense** - 3-day out-of-school suspension/Restorative Contract

**4<sup>th</sup> Offense** - 5-day out-of-school suspension/Restorative Contract

**Category V - 25 points**

- Gross misbehavior
- Harassment/Intimidation
- Major Theft
- Verbal Assault
- Insubordination
- Fighting
- Other

**1<sup>st</sup> Offense** - 3-day out-of-school suspension/Restorative Contract

**2<sup>nd</sup> Offense** - 3-day out-of-school suspension/Restorative Contract

**3<sup>rd</sup> 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

**1<sup>st</sup> Offense** - 5-day out-of-school suspension/Restorative Contract

**2<sup>nd</sup> Offense** - 5-day out-of-school suspension/Restorative Contract

**3<sup>rd</sup> 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

**1<sup>st</sup> Offense** - 5-day out-of-school suspension/Restorative Contract

**2<sup>nd</sup> 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

**1<sup>st</sup> 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.

## 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.

KPS will not be held liable in case of choking, allergic reaction, side effects, and/or any health risks related to medication. If medication is not brought to school by an adult, KPS will not be responsible for lost or stolen medication. Medications must be picked up by an adult on the last day of school or they will be disposed of.

## 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 4<sup>th</sup> 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.

Students entering 7th grade:

- Must be current with above vaccinations

AND receive

- 1 dose of Tdap (contain pertussis booster)

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 TOBACCO

## Drug-Free Schools

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

## Education and Prevention

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

### Drug and Alcohol Use and Prevention.

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

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

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

It shall further be the policy of the District, through the instruction earlier herein referred to, as well as by information and consistent enforcement of the Board's policy pertaining to student conduct as it relates to the use of illicit drugs and the unlawful possession and use of alcohol, that drug and alcohol abuse is wrong and is harmful both to the student and the District, and its educational programs.

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

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

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

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

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

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

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

8. The possession, use, or distribution of alcohol.

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

### Drugs and Alcohol Prohibited - Standards of Conduct for Students

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

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

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

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

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

### Authorized Use

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

### Disciplinary Sanctions

1. Violation of this policy may result in suspension or expulsion. Prohibited substances will be confiscated and could be turned over to law enforcement

authorities. The student may be referred for counseling or treatment. Parents or legal guardian will be notified.

2. If the student is observed to be violating this policy, the student will be escorted to the Principal/Superintendent's office immediately, or if not feasible, the Principal/ Superintendent will be notified. 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 participates in the National School Lunch Program. Both a breakfast and a lunch program are provided at Mary Lynch Elementary and The Junior/Senior High School locations.

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

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

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

#### Free and Reduced Priced Meals

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

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

#### **FREE OR REDUCED PRICE BREAKFAST AND LUNCH MEALS FOR NEEDY CHILDREN (Board Policy 801.02)**

##### 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 establishing and handling of 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.

#### **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)

To keep families or individuals up-to-date on meal account balances e-mails, online access, letters, and/or phone calls may be used. Families are to maintain a positive balance in their account. As a courtesy, the District allows a cushion for a student to receive meals in order to allow appropriate deposits to be made by the family. If the balance drops below a point determined by the Superintendent, Food Service Director, and/or his/her designee, no extras are allowed. 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.

## Food Service Non-Discrimination Statement

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

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

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

(1) Mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW Washington, D.C. 20250-9410 or

(2) Fax: (833) 256-1665 or (202) 690-7442; or

(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

## 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.

### 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](mailto:tanderson@kpslonghorns.org)

Employees and Others: Trevor Anderson, Superintendent of Schools, 901 S. Nadine Kimball, NE 69145 (308) 235-2188. [tanderson@kpslonghorns.org](mailto: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](mailto:ocr.kansascity@ed.gov).

## RECEIPT OF 2025-2026 PARENT-STUDENT HANDBOOK OF KIMBALL JR./ SR. HIGH SCHOOL

This signed receipt acknowledges that the 2025-2026 Parent-Student Handbook of Kimball Junior/Senior High School is accessible on the Kimball Public Schools website [www.kpslonghorns.org](http://www.kpslonghorns.org) or a hard copy can be requested at the high school 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 that 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

\_\_\_\_\_  
Student's Name (Please Print Neatly)

\_\_\_\_\_  
Parent or Legal Guardian's Name (Please Print)

Within Ten Calendar Days Of Receiving This Information, Please Return To:

High School Office  
Kimball Junior/Senior High School  
901 South Nadine  
Kimball, NE 69145  
Phone: (308) 235-4861 or FAX: (308) 235-4128



# MARY LYNCH ELEMENTARY SCHOOL

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PARENT-STUDENT HANDBOOK

2025-2026

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# Mary Lynch Elementary School Student Handbook

## Foreword

### 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 children 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.

### Members of the Board of Education:

| <u>Name</u>                      | <u>Contact Information</u> |
|----------------------------------|----------------------------|
| Travis Cook, President           | tcook@kpslonghorns.org     |
| Jennifer Griebel, Vice President | ygriebel@kpslonghorns.org  |
| Tom O’Brien, Secretary           | tobrien@kpslonghorns.org   |
| Britni Toth, Treasurer           | btoth@kpslonghorns.org     |
| Taylor Brown                     | tbrown@kpslonghorns.org    |
| Landon Smith                     | lsmith@kpslonghorns.org    |

### 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     |

## Teaching Staff

| <u>Name</u>        | <u>Grade</u>                                                        | <u>Email</u>                 |
|--------------------|---------------------------------------------------------------------|------------------------------|
| Sarah Lewis        | Guidance Counselor<br>Behavioral Health Point of<br>Contact         | slewis@kpslonghorns.org      |
| Lauren Wilson      | Behavior Support Specialist                                         | lwilson@kpslonghorns.org     |
| Victoria Ingram    | Pre-Kindergarten                                                    | vingram@kpslonghorns.org     |
| Denelle Klosterman | Kindergarten                                                        | dklosterman@kpslonghorns.org |
| Cassady Malm       | Kindergarten                                                        | cmalm@kpslonghorns.org       |
| Rachel Risseuw     | First Grade                                                         | rlashmett@kpslonghorns.org   |
| Kelli Patterson    | First Grade                                                         | kpatterson@kpslonghorns.org  |
| Melissa Mekelburg  | Second Grade                                                        | mmekelburg@kpslonghorns.org  |
| Mark Head          | Second Grade                                                        | mhead@kpslonghorns.org       |
| Lani Heeg          | Third Grade                                                         | lheeg@kpslonghorns.org       |
| Blythe Diamond     | Third Grade                                                         | bdiamond@kpslonghorns.org    |
| Jolie Dorrell      | 4th-6th Reading                                                     | jdorrell@kpslonghorns.org    |
| Krissy Segreaves   | 4th-6th Reading                                                     | kseagreaves@kpslonghorns.org |
| Ben Ferguson       | 4th-6th Math                                                        | bferguson@kpslonghorns.org   |
| Katie Fryda        | 4th-6th Math                                                        | kfryda@kpslonghorns.org      |
| Bernie Walker      | 4th-6th Social Studies                                              | bwalker @kpslonghorns.org    |
| Kevin Kilgore      | 4th-6th Science                                                     | kkilgore@kpslonghorns.org    |
| Samantha Walter    | Special Education                                                   | swalter@kpslonghorns.org     |
| Heidi Chesley      | Special Education/Assessment<br>Coordinator/Spec. Ed<br>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   |
| Jamie Murdoch      | Library/Media Specialist                                            | jmurdoch@kpslonghorns.org    |

## Support Staff

| <u>Name</u>      | <u>Position</u>       |
|------------------|-----------------------|
| Bill Richards    | Head Custodian        |
| Connor Cluff     | Custodian             |
| Steven Bogar     | Paraprofessional      |
| Nikki Hottell    | Paraprofessional      |
| Julia McGinnis   | Paraprofessional      |
| Trista Wurdeman  | PreK Paraprofessional |
| Ashlynn White    | Paraprofessional      |
| Jodell Schulte   | Paraprofessional      |
| Carlee Murdoch   | Paraprofessional      |
| Marci Munieo     | Paraprofessional      |
| Shawna Bojorquez | Cook                  |
| Marcie Pratt     | ELITE Director        |
| Lorri Norberg    | Bus Route Driver      |
| Karen Hottell    | Bus Route Driver      |
| Brittany Cook    | Bus Route Driver      |

# A Message from the Principal

Dear Parents and Students,

Welcome to another exciting year at Mary Lynch Elementary! As the proud principal of our school, I am thrilled to begin a new chapter of learning, growth, and achievement alongside our incredible students, families, and staff.

This year, we are making some exciting enhancements to both our physical space and our schoolwide expectations. We've upgraded our PBIS system to reflect a new focus on **Longhorn PRIDE**, which stands for **Perseverance, Respect, Integrity, Discipline, and Empathy**. While we have seen great success with our previous values of respect, responsibility, safety, and effort, we believe our students are ready to take the next step. This new framework will allow us to dig deeper and continue building strong character in all of our learners.

In addition, we've made some important changes to our building layout to improve daily operations and support a more efficient learning environment. All classrooms are now located in the main building! The media room and library have moved to the modular, music will now be taught in the stage area, and our special education classroom has been relocated to the former music room. We are confident these updates will create a smoother and more cohesive day for both students and staff.

We are also excited to welcome two new staff members to our team this year: **Lauren Wilson**, our new Behavior Support Specialist, and **Samantha Walter**, who will be joining us as our Special Education Teacher. We're thrilled to have them on board and know they will make a positive impact on our school community.

At Mary Lynch Elementary, we continue to hold high expectations for our students and are deeply committed to fostering a safe, supportive, and engaging learning environment. We know that strong partnerships with families are key to student success, and we value open communication between home and school.

As always, my door is open. Please feel free to reach out with any questions, concerns, or ideas. Thank you for entrusting us with your child's education. Let's make it a year full of **growth, achievement, and Longhorn PRIDE!**

Sincerely,

*Amanda Culek*

Mary Lynch Elementary School  
Elementary Principal/SPED Director

**A:** 1000 E 6th St., Kimball, NE 69145

**M:** 308-235-4696

**W:** [www.kpslonghorns.org](http://www.kpslonghorns.org)

**E:** [aculek@kpslonghorns.org](mailto:aculek@kpslonghorns.org)

# Mission, Vision and Goals

## 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 embrace a vision of excellence. Our school is committed to providing quality education that unlocks the vast potential within each student.

At Kimball Public Schools, we believe:

- 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.

## 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. Staff necessary to fulfill the above objectives; and,
9. Facilities are necessary for the above objectives.

## Mutual Respect

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.

# School Day

## Daily Schedule

Mary Lynch Elementary will operate on a **4-day school week** for the 2024-25 school year with mostly Fridays off throughout the year. There are several Fridays that school will be in session as a result of the district having a day off earlier in the week (i.e. Labor Day, hosting conference events, etc.).

During the school year, students will be in class from **8:00 AM - 3:40 PM**.

Kimball Public Schools will operate our Food Services program at Mary Lynch Elementary on Fridays during the school year when students have the day off (excluding Thanksgiving and Christmas break). The Friday program will look similar to our summer food services program at Mary Lynch as we will serve breakfast and lunch.

Students should refrain from entering the building until 7:40 AM unless they are participating in the breakfast program, in which case they may enter at 7:30 AM. **Supervision on the school grounds will begin at 7:30 AM.** However, in cases of adverse weather conditions, students will be allowed to enter the building at 7:30 AM. Please note that any students on the school grounds before supervision begins are not the responsibility of the district or its employees. Once students enter at 7:40 AM, they will be directed to the playground until the tardy bell rings.



## 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.



## Preschool Program

The preschool program at Kimball Public School is designed to create a nurturing and enriching environment where young learners can thrive. We prioritize the comprehensive development of each child, fostering positive self-concepts and encouraging curiosity, critical thinking, and exploration every day.

### Preschool Enrollment Eligibility and Priority:

- Those students who are required by law to participate or be given a preference in the preschool program;
- Resident students who are or will turn four years by July 31<sup>st</sup> before the start of the school year;
- Resident students with special needs who require additional support services or are considered part of a vulnerable population. A vulnerable population is defined as low-income or English Language Learners.
- Resident students who are eligible to enroll in kindergarten

### Enrollment Process

Enrollment for the preschool program will be conducted on an annual basis. Parents or legal guardians must complete and submit a preschool enrollment application form by the specified deadline. Applications will be reviewed, and enrollment decisions will be based on available space, eligibility criteria, and other factors deemed appropriate by District staff. Parents will be notified of their child's enrollment status within a reasonable timeframe after the application deadline.

## **Waitlist**

If the number of applicants exceeds the preschool program's capacity, a waitlist may be established. Priority on the waitlist may be given to eligible children based on the priorities listed in School Board Policy 503.07. Parents will be notified if their child is placed on the waitlist and will receive updates regarding their status if openings become available.

## **Compliance with State Standards**

Our preschool curriculum is closely aligned with the K-12 curriculum and based on the Nebraska State Standards. We adhere to the regulations outlined in the Nebraska Department of Education Rule 11 to ensure that our program meets state standards for early childhood education.

## **Teaching Strategies GOLD Assessment**

To monitor each child's progress and development, we use Teaching Strategies GOLD assessment tools. These assessments help us tailor our teaching approaches to meet the individual needs of each student, ensuring a personalized learning experience.

## **Preschool Schedule**

Our preschool operates on a **4-day school week schedule**, mirroring the schedule of Mary Lynch Elementary School. We offer two class sessions to accommodate different family schedules:

- Morning Session: 7:45 a.m. to 11:00 a.m.
- Afternoon Session: 12:15 p.m. to 3:30 p.m.

## **Home Visits**

As part of our commitment to building strong partnerships between home and school, home visits are conducted as a requirement of Rule 11. Each student will have two home visits per school year. These visits provide opportunities for teachers to connect with families, share insights about their child's progress, and collaborate on strategies to support learning and development. Preschool teachers will schedule these visits with families at the beginning of each semester.

The Superintendent or designee has the authority to interpret capacity and enrollment decisions, and these decisions are final with no appeal process to the Board of Education.

We are dedicated to providing a positive and inclusive learning environment for all our preschool students. If you have any questions regarding our enrollment age requirements, curriculum, assessment practices, or any other aspect of our preschool program, please don't hesitate to contact the school office for further assistance.

Information in this handbook is aligned with Kimball Public Schools School Board Policy 503.07.



## **After-School Program - ELITE – Empowering Longhorns Inspires Tomorrow's Excellence**

The ELITE program will be available on school grounds from the **end of the regular school day until 6:00 PM** on regular school days. Additionally, on Fridays (excluding Thanksgiving and Christmas break), ELITE will operate from 8:00 AM to 12:00 PM.

ELITE aims to provide students with educational enrichment opportunities and assistance with their daily homework tasks. As part of our service, we will offer a complimentary nutritious snack.

Please note that ELITE operates independently with its own handbook. To participate in the program, students must complete the registration process and agree to adhere to the program guidelines.

For further information or inquiries, please reach out to our program director, Marcie Pratt, at [mpratt@kpslonghorns.org](mailto:mpratt@kpslonghorns.org).

## **Communication**

### **Teacher Response Times and Communication**

At Kimball Public Schools Elementary, we value open communication between teachers, students, and families. Effective communication is crucial for the success of our students, and we employ various channels to keep everyone informed.

### **Teacher Contract Hours**

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

### **Communication Platforms**

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

### **Response Times**

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

### **Additional Communication Channels**

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

- District Calendars
- School Website - [www.kpslonghorns.org](http://www.kpslonghorns.org)
- Kimball Public Schools - App
- School Facebook Page
- Email (Mass Emails and Personal Emails)
- Call Alerts
- Periodic Letters (sent home with students in Longhorn Mail)
- Phone Calls

### **Two-Way Communication**

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

### **Hearing Both Sides of the Story**

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

## **Severe Weather and School Cancellations**

### **School Closure Decisions**

In accordance with Board Policy 1001.13, the Superintendent is authorized to close schools due to severe weather or other emergencies. Notifications will be disseminated via Thrill Share (school app), local media outlets, and broadcast stations in Sidney and Scottsbluff.

### **Timing of Closures**

Decisions regarding school closures for the following day will be made by 9:00 p.m. when possible. If conditions remain uncertain, updates will be provided early the next morning, ideally by 6:00 a.m. In some instances, schools may remain open while certain services—such as bus routes, or extracurricular activities—are canceled.

### **Midday Closures**

Should it become necessary to close schools after the day has commenced, families will be notified promptly through established communication channels. Parents are encouraged to have contingency plans in place for early dismissals prompted by weather conditions.

### **Parental Discretion**

Parents may choose to keep their children home during inclement weather. Such absences will be excused provided the school is properly notified. Students may be picked up early if necessary; however, telephone requests for dismissal will not be honored.

### **Tornado Warnings and Safety**

In the event of a tornado warning, students will not be released from school premises. Regularly practiced safety procedures are in place to ensure student and staff well-being. Parents are advised against coming to the school or calling during severe weather events, as timely updates will be provided through official channels.

### **Emergency Procedures**

Kimball Public Schools adheres to established protocols for evacuations, severe weather responses, and critical incidents, as outlined in Board Policy 1001.14. Regular safety drills are conducted throughout the school year. If an active weather warning is in effect at dismissal time, buses will not operate, and students will remain sheltered until the warning is lifted.

# Use of Building and Grounds



## Entering and Leaving the Building

**Beginning of School:** Students should not be on school grounds prior to 7:30 a.m. During fair weather conditions, students can enter the building at 7:40 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 their designated grade level area 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 3:40 p.m. Make-up work, special help, and assignment after school, club meetings, 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. All other students must clear the building as soon as possible.

**After School Program:** Our 21<sup>st</sup> Century After School Program (ELITE) will provide students additional educational support 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.



## Visitors

All visitors must report to the front office immediately upon entering Mary Lynch Elementary. For safety purposes, visitors will be asked to present a valid driver's license or government-issued ID. This will be scanned into our RAPTOR security system, and a visitor badge will be issued. The badge must be worn visibly at all times while on school grounds.

Parents are welcome at any time; however, prior arrangements must be made with the principal if planning to visit a classroom or staff member. To minimize disruptions to the learning environment, visits should be brief—ideally no more than 30 minutes. These visits are not intended for parent-teacher conferences. Conferences should be scheduled outside of instructional time, either before or after school or during the teacher's designated conference period.

All visitors are required to sign in and out at the office each time they enter or exit the building through the front entrance. For security and continuity of instruction, visitations during the first and last weeks of school require administrative approval or extraordinary circumstances such as family emergencies or transitions for new students.

## **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.

## **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. The use of the phone is not an excuse to be tardy to class.

## **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.

## **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 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**

Our lost and found, located in the vestibule at the front of the school, serves as a collection point for all misplaced items. Any materials left in the lost and found at the end of the school year will be donated. Students who find lost articles are encouraged to take them to the lost and found closet, where owners can claim them. If articles are lost on school premises, please promptly report the 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.

## **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 in classes with a 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. 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

Consistent, on-time attendance is one of the most important factors in a student's academic success. Nebraska law and district policy require that all students between the ages of 6 and 16 attend school regularly unless excused for a valid reason. Attendance matters—not just for grades, but for building responsibility, forming relationships, and staying engaged in learning. We appreciate families working with us to build strong attendance habits from the start. Parents are encouraged to monitor attendance trends in the parent portal on Infinite Campus.



## Types of Absences

To ensure clarity and fairness, all absences are classified into one of two categories:

### Excused Absences

These are absences that meet specific criteria and have been properly communicated to the school. The following are common examples:

- **Medical (ME):** Absence verified by a doctor's note.
- **Court Ordered (CO):** Documentation provided for a court appearance.
- **Death in Immediate Family (DF):** For the loss of an immediate family member.
- **School Business (SB):** Absences for approved school-sponsored activities.
- **Virtual/Quarantine (VIR):** Required isolation due to illness or exposure.
- **Advance Parental Notice (AP):** Parent/guardian provides one-week advance notice and the student maintains an A or B average in all classes.

If a doctor's note is not available for an illness, parents may request a **"Request for Excused Absence" form** from the office to explain the situation. This form must be completed within a week of the absence for administrative review.

*Please note: Not all absences that are excused by parents will be excused by the school unless appropriate documentation or pre-approval is provided.*

### Unexcused Absences

These are absences that do not meet the criteria for excused absences or where no documentation is provided. Examples include:

- **No Call (NC):** No parent/guardian contact was made with the school.
- **Parent Call Only (UA):** The school was notified, but no documentation was provided.
- **Truancy:** Student leaves without permission or skips class.

Unexcused absences are tracked closely and may result in disciplinary action, loss of credit, or legal consequences if they become excessive.



## Absence Procedures

Clear communication helps us support students and protect instructional time. Here's what to do if your child is absent:

- Call the school office by **9:00 a.m.** to report the absence.
- If absent for illness and no doctor's note is available, request a **Request for Excused Absence** form.
- Students must check in at the office when returning from any absence.
- **Make-up work:** Students have up to five school days to complete assignments after an excused absence. Teachers may adjust this timeline if multiple days are missed.
- For **unexcused absences**, the teacher and principal will determine if and how missed work may be completed.

## **Excessive Absences & Truancy**

We want to work with families early to prevent chronic attendance issues. The following steps will be taken when absences begin to accumulate:

- **5 Unexcused Absences:** First letter sent home from the principal.
- **10 Unexcused Absences:** Second letter sent and a meeting is scheduled to create a collaborative attendance plan.
- **15 Total Absences (excused or unexcused):** Plan is revisited with school staff, Truancy Diversion Coordinator, and family.
- **20 Absences:** County Attorney may be notified, and legal action may follow.
- **21+ Absences:** Meeting held to discuss the student's academic path moving forward.

Attendance plans may include counseling referrals, behavior or academic support, and connections to community resources. We believe in problem-solving together to support every student's needs.

## **Tardiness**

Students must be in their classrooms, ready to learn, by **8:00 a.m.**

- **5 unexcused tardies in a quarter = ½ day of absence**  
Please make every effort to get students to school on time to help them start the day successfully.

## **Leaving School During the Day**

If a student needs to leave school during the day:

- A parent or guardian must call or send a note in advance.
- The student must check out in the office before leaving.
- Upon return, students must check back in at the office.

Leaving without permission is considered **truancy** and will be handled as a disciplinary issue.

## **Participation in Activities**

To participate in after-school sports, events, or field trips, a student must be in attendance for **at least half of the school day**.

- If your child has an emergency or a special circumstance, contact the principal in advance. Exceptions may be granted on a case-by-case basis.

## **For More Information**

Kimball Public Schools' complete attendance policies (Board Policies 503.01–503.06) are available for review at the school office or may be viewed on the district website at [www.kpslonghorns.org](http://www.kpslonghorns.org). Printed copies are available upon request.

# Health Services

Kimball Public Schools is committed to protecting the health and safety of all students. Our district follows Nebraska state law and Board Policies to ensure that students receive appropriate medical attention, preventative care, and support for wellness and chronic conditions.

You can access full board policies online at:

 [www.kpslonghorns.org](http://www.kpslonghorns.org) > Board of Education > Policies > Section 500 – Student Health

## Student Illness and Injury

If a student becomes ill or injured at school:

- Basic first aid will be provided by trained staff
- Parents/guardians will be contacted as soon as possible
- The student will remain supervised until released to a parent or emergency contact
- Emergency services will be contacted when necessary

Each year, parents are required to complete a **Medical Emergency Authorization Form** with updated contact information and instructions for emergencies.

**Policy Reference: 505.01**

## When Students Must Stay Home

Students must stay home (and may be sent home from school) for the following:

- Fever over 100.4°F
- Vomiting or diarrhea
- Unexplained rashes
- Live head lice
- Other health conditions that prevent learning or pose a risk to others

Students with a fever must remain home for **at least 24 hours fever-free without medication**.

**Policy References: 505.01, 505.04**

## Medication at School

To administer any medication at school, the following are required:

- A **signed parent/guardian consent form**
- A **licensed healthcare provider's written order** for all prescription and regularly administered non-prescription medications
- The medication must be provided in its **original, properly labeled container**

School personnel may refuse to administer medication that is outside standard medical guidelines or given off-label. Students are not permitted to give medication to others.

**Policy Reference: 505.02**

## Health Screenings

State-mandated health screenings are provided to students in:

- Grades Pre-K through 4, 7, and 10
- Other students referred by teachers, parents, or the Student Assistance Team

Screenings include vision, hearing, dental checks, height/weight, and BMI. Parents who opt out must provide equivalent documentation from a healthcare provider by **December 1**.

**Policy Reference: 505.03**

## Physical Examinations

A physical exam by a licensed provider is required for:

- Entry into Kindergarten or Early Childhood
- Entry into 7th grade
- Students transferring from out-of-state

A signed **waiver of refusal** is required if parents choose not to complete the exam.

**Policy Reference: 505.03**

## Immunization Requirements

Proof of required immunizations must be submitted at enrollment. Requirements include:

- DTaP, Polio, MMR, Varicella, Hepatitis B, and others per age/grade

Students may not attend school without proper immunizations unless they have a valid:

- **Medical waiver**
- **Religious waiver**

Students with waivers may be excluded during disease outbreaks.

**Policy Reference: 505.03**

## Certified Birth Certificate

State law requires a **certified copy of a birth certificate** when enrolling a student for the first time. Hospital keepsakes are not accepted. If unavailable, alternate documents (passport, immigration papers, or translated certificates) may be used with a signed affidavit.

## Head Lice Management

- Students with **live lice** will be sent home.
- After **two cases in one semester**, students must be lice- and nit-free before returning.
- Students must be checked by the school health office before returning to class.
- Classroom or school-wide checks may be conducted if multiple cases are found.

Treatment information is provided by the nurse, and families are encouraged to report known cases.

**Policy Reference: 505.04**

## Seizure Action Plans

If a student has a seizure disorder:

- A **seizure action plan** will be created with input from the family and physician
- The plan will include specific medication and emergency response steps
- Designated staff will be trained to administer seizure rescue medications

Students may carry their own seizure medications if allowed by the plan.

**Policy Reference: 505.16**

## Concussion Protocol

Students suspected of a concussion during a school activity must be:

- **Removed from play immediately**
- Evaluated by a licensed healthcare provider
- Cleared in writing before returning to physical activity

A **Return-to-Learn** plan will be implemented to support academic recovery as needed.

**Policy Reference: 505.08**



## **Allergy and Anaphylaxis Plans**

Parents must notify the school nurse of allergies. Health care teams will:

- Create an Individualized Health Plan
- Establish restrictions (e.g., no allergens in classroom, lunchroom)
- Train staff to recognize symptoms and use emergency medications like epinephrine

**Students and peers are expected to follow all allergy protocols.**

**Policy Reference: 505.09**



## **Suicide Awareness and Mental Health**

Staff receive **at least one hour** of suicide awareness and prevention training annually. Students and families are supported through:

- Access to school counseling and mental health referrals
- Monitoring for signs of emotional distress
- A safe and responsive school environment

**Policy Reference: 505.10**



## **Child Abuse Reporting**

All school staff, including coaches and volunteers, are required by law to report suspected child abuse or neglect to law enforcement or child protective services within **24 hours**.

**Policy Reference: 505.13**



## **Student Wellness**

Kimball Public Schools supports student wellness through:

- **Healthy meals and Smart Snack standards**
- **Nutrition education and promotion**
- **Physical activity during and beyond the school day**
- **Support for emotional and social well-being**

The **District Wellness Committee** includes parents, staff, students, and community members. Wellness plans and assessments are posted online and updated every three years.

**Policy References: 505.06, 505.07**

# Breakfast and Lunch Programs

Kimball Public Schools participates in the **National School Lunch and School Breakfast Programs**. Nutritious, well-balanced meals are served daily at both Mary Lynch Elementary and the Junior/Senior High School.

## Meal Prices and Program Oversight

Meal prices are reviewed and set by the Board of Education each year. The program aims to be self-sustaining and is managed by a Food Service Director, who works closely with the Superintendent and school principals to ensure meals meet federal and state guidelines.

## Free and Reduced-Price Meals

Families may apply for **free or reduced-price meals** at any time during the school year. Applications are available from the Superintendent's office and are valid for the entire year once submitted after **July 1**.

If your family's financial situation changes, you may apply or reapply at any time.

## Meal Accounts and Payments

- Families are encouraged to **pre-pay** for meals; funds carry over monthly and year to year.
- Multiple ways to check balances are available (not just online).
- At least one payment option is available **without a fee**.
- Refunds are available upon request if your student leaves the district or has an unused balance.

## Negative Balances and Collection

If a student's account becomes overdrawn:

- The school will notify families by email, phone call, letter, or through account access.
- Students may still receive meals temporarily, but **no extras** (like seconds or à la carte items) will be allowed once the balance falls below a certain level.
- If charges remain unpaid, the district may pursue collections or small claims court, in accordance with state and federal laws.

## Student Privacy

- Meal eligibility information is kept confidential.
- Students approved for free or reduced meals will **not be identified** in any way.
- The district does **not** use color-coded meal cards or tokens.

## Annual Notification

This policy is shared with families at the start of each school year and with any new families who enroll mid-year. Staff involved in enforcing meal procedures also receive annual training and communication.

## More Information

If you have questions about meal accounts or the food service program, please contact:

Danessa Terrill

Food Service Director

☎ (308) 235-4786

✉ [dterrill@kpslonghorns.org](mailto:dterrill@kpslonghorns.org)

## Policy Access

These policies are based on Kimball Public Schools **Board Policies 801.01, 801.02, and 801.04**.

You can view the full text of these policies by visiting the district website at:

👉 [www.kpslonghorns.org](http://www.kpslonghorns.org) > **Board of Education** > **Board Policies**

# Scholastic Achievement



## Curriculum Transparency and Assessment Practices (Policy 603.07)

At Mary Lynch Elementary, we believe that strong communication between school and home is essential to student success. We are committed to providing transparency around what your child is learning and how instruction aligns with Nebraska State Standards.

To support this, we are currently developing an online platform that will give families direct access to our comprehensive K–6 curriculum across all subject areas. While the site is still under construction, we want families to know that this project is a priority.

Aligned with this commitment, Kimball Public Schools follows Board Policy 603.07, which outlines clear expectations for assessment and instructional alignment. Teachers are required to articulate learning targets based on Nebraska State Standards, provide instruction prior to assessment, and uphold assessment integrity. Assessment data is used to monitor student learning, guide instruction, and support school improvement planning.

Educators are expected to:

- Maintain secure, valid assessment practices.
- Avoid “teaching to the test” and instead deliver rich, standard-aligned instruction.
- Create a positive, distraction-free testing environment.
- Communicate clearly with students and families about testing purposes and schedules.

To review the full Board Policy 603.07: Visit [www.kpslonghorns.org](http://www.kpslonghorns.org)

A printed copy is also available upon request at the school office. We appreciate your partnership in supporting your child’s education and keeping curriculum and assessment practices transparent and aligned to student success.



## Grading System

Kimball Public Schools will use Standards-Based Grading for Kindergarten through 3rd grade. Instead of receiving an “A” in math for the quarter, the student will receive a 1, 2, 3, or 4 for each standard covered during that quarter.

### What do the levels represent?

**4.0 - Advanced:** Demonstrates understanding of beyond grade-level standards consistently and independently.

**3.0 - Proficient:** Demonstrates understanding of grade level standards consistently and independently.

**2.0 - Basic:** Demonstrates partial understanding of grade level standards with or without support.

**1.0 - Below Basic:** Demonstrates minimal (or no) understanding and does not meet grade-level standards even with support.

Kimball Public Schools will use the letter grading system for the 4th grade through 6th grade 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.

## **Promotion and 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 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.

## **Progress Reports**

Parents of students in Kindergarten through third grade may receive various supplemental reports throughout the school year concerning student performance. These reports may describe student work of an exceptional nature or work which needs improving. These reports will be sent at the discretion of the teacher.

Every student in fourth through sixth grades will receive school-wide progress reports halfway through each grading period. These reports are sent home to inform both students and their parents or guardians of the student's academic progress and identify any areas that require improvement.

## **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 coursework must be completed by the end of the fourth quarter.

## **Parent-Teacher Conferences**

Parent-teacher conferences will be held this year during the 2nd and 4<sup>th</sup> 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.

## **Recognition**

The following section of the handbook highlights the commendable efforts of our students and their well-deserved recognition. Our students are recognized in two categories: Academic Honors and Life Skills Honors. The academic Honors program aims to acknowledge the academic excellence of our students, and therefore, Honor Rolls will be determined at the end of each quarter - 1st, 2nd, 3rd, and 4th. The Life Skills program aims to acknowledge students who are excelling in the areas of respect, responsibility, citizenship, work ethic, and organization. Accordingly, students who meet the criteria will receive due recognition.

### **Schoolwide Awards**

- **Life Skills Honor Roll:** Students earning only 3's and 4's on the Life Skills rubric for the grading period will be recognized on the Life Skills Honor Roll.
- **Perfect Attendance:** Students who attend every class during a grading period will receive a Perfect Attendance certificate.

### **Special Awards**

- **PE Powerhouse Award** – Excellence in Physical Education
- **Music Marvel Award** – Outstanding performance and participation in Music
- **Technology Whiz Award** – Exceptional skills and engagement in Technology

- **Literary Enthusiast Award** – Passion and achievement in Language Arts
- **Artistry All-Star Award** – Creativity and talent in Art
- **Student of the Month (Grades K–3):** Nominated by classroom teachers and selected through a random name generator from among the nominees.
- **Student of the Month (Grades 4–6):** Nominated by classroom teachers and selected through a random name generator from among the nominees.

#### **Pre-Kindergarten Awards**

- **Awesome Alphabet Award**
- **Marvelous Math Award**
- **Terrific Writer Award**
- **Perseverance Award**
- **Responsible Helper Award**
- **Sunshine Award** – For positivity and kindness

#### **Kindergarten – 6th Grade Academic Awards**

Each classroom teacher will present Academic Excellence Awards in the following areas:

- **Reading**
- **Math**
- **Most Improved**

Teachers will consider classroom performance, grades, assessment data, and participation when selecting recipients. Award decisions are at the discretion of the teacher.

#### **Grades 4–6 Honor Roll**

- **“A” Honor Roll:** Students who receive all A’s in every subject.
- **“A–B” Honor Roll:** Students who receive a combination of A’s and B’s in every subject.

# Student Support Services

At Mary Lynch Elementary, we believe that all students can succeed when given the right support at the right time. We work together—educators, families, and specialists—to meet every child’s academic, behavioral, and social-emotional needs.

## Multi-Tiered System of Supports (MTSS)

Our MTSS framework ensures every student receives the instruction and interventions they need to thrive.

- **Tier 1:** High-quality classroom instruction and behavior expectations for all students.
- **Tier 2:** Small group interventions for students who need more support.
- **Tier 3:** Intensive, individualized interventions for students with significant needs.

We use tools such as DIBELS, NWEA/NSCAS, CORE Reading Measures, Spring Math, and eSpark to assess student progress in reading, math, and social-emotional development throughout the year. Data from assessments, attendance, behavior, and teacher observations help us determine what level of support each student needs.

Our **Intervention Referral Team** meets regularly to design and monitor interventions. Families are included in this process and are kept informed of plans and progress.

## High Ability Learners (HAL) Program

We’re committed to meeting the needs of students who demonstrate exceptional abilities.

- Students in grades K–12 can be nominated for HAL based on MAP scores, teacher observations, or parent referrals.
- Those identified receive differentiated learning opportunities designed to challenge and extend their thinking.
- Talent in areas such as music, art, and performance may also qualify students for HAL services.

The HAL program helps ensure all learners are engaged and supported in reaching their full potential.

## Guidance Services

Our school counselor is available to support students in several ways:

- Conflict resolution and peer relationships
- Social-emotional support and self-regulation strategies
- Assisting with the school’s assessment program

Students may request to visit the counselor or may be referred by staff or parents. The counselor also works proactively in classrooms to support student wellbeing and growth.

## Restorative Practices

Our school uses restorative practices to build a strong community and address conflict in constructive, respectful ways.

- Restorative practices focus on repairing harm, restoring relationships, and helping students reflect on their actions.
- Strategies may include circles, peer mediation, conferences, and open dialogue between those involved.
- Participation is always voluntary, and all parties agree to speak honestly and listen respectfully.

These approaches are used alongside traditional discipline when appropriate and are typically arranged and facilitated by the school counselor or behavior support specialist.



## Behavior Support and Intervention

Our goal is to support behavior in a way that helps students grow, reflect, and repair.

- We use **Responsibility-Centered Discipline**, including the "Give 'Em Five" strategy, to coach students through misbehavior in a respectful, relationship-based way.
- For students who need more structured support, we provide:
  - **Check-In/Check-Out (CICO)**
  - Individual **Behavior Plans**
  - Social skills or regulation groups
  - Classroom accommodations and Tier 2 interventions

Staff, families, and students work together to build personalized supports that help students meet expectations and demonstrate Longhorn PRIDE consistently.



## Title I Parental and Family Engagement

As a Title I school, we deeply value our partnership with families.

We strive to:

- Welcome and include all parents—regardless of language, literacy level, or background
- Share timely information about curriculum, assessment, and school programs
- Provide opportunities for parents to be involved in planning, reviewing, and improving our Title I program
- Offer materials, training, and support to help parents support learning at home
- Hold an annual meeting to review the Title I program and School-Parent Compact

We believe that when schools and families work together, students achieve more.



## Alternative Education Plans for Expelled Students

If a student is expelled, the school may offer an **alternative education program** or work with the family to develop a written **Educational Plan**. This plan may include:

- Guidelines for behavior
- Academic goals and credit recovery options
- Support from school staff or community agencies
- Monthly progress reviews

These supports ensure students remain connected to learning and have a pathway toward graduation, even during times of disciplinary action.

## Want to Learn More?

For more information about any of these services, or to access the full Board Policies (602.02, 602.03), please contact the school office or visit the Kimball Public Schools website. Printed copies are available upon request.

# Special Education Services

Mary Lynch Elementary is committed to providing a high-quality education for **all** students, including those with disabilities. We offer a full range of services to ensure students with identified needs receive the support required to succeed academically, socially, and emotionally.

## What Is Special Education?

Special education includes individualized instruction, services, and supports designed to meet the unique needs of students with disabilities. These services are provided at **no cost to families** and may include:

- Modifications to curriculum or instruction
- Accommodations and assistive technology
- Related services such as speech, occupational therapy, or counseling
- Transportation (if included in the IEP)

Our goal is to help students reach their fullest potential in the **least restrictive environment**, meaning they are educated with their peers whenever possible.

## How Are Students Identified?

Students may be referred for special education through:

- The **Intervention Referral Team** process (after targeted interventions have been tried)
- A parent request
- Preschool transition services or medical diagnoses

Following referral, a **comprehensive evaluation** is completed with parent consent. A **Multidisciplinary Team (MDT)** reviews the results to determine if the student qualifies for special education under Nebraska and federal guidelines.

## Developing the IEP

If a student qualifies, an **Individualized Education Program (IEP)** is created by a team that includes:

- Parents or guardians
- A special education teacher
- A general education teacher
- A school representative
- Other specialists (e.g., speech pathologists, OT, counselors)
- The student (when appropriate)

The IEP outlines goals, services, accommodations, and how progress will be monitored. It is reviewed at least once a year, but parents may request a meeting at any time.

## Placement & Services

Educational placement is based on each student's IEP and may include:

- Support in the general education classroom

- Small group instruction in a resource setting
- Related services such as speech or occupational therapy
- Specialized programs when needed

Students are placed in environments that allow for meaningful participation with their peers while still receiving the supports they need to succeed.

## Parental Rights and Involvement

Parents are essential partners in the special education process. You have the right to:

- Be involved in all decisions regarding your child's services
- Review educational records
- Request independent educational evaluations
- Receive prior written notice before changes to your child's program
- Disagree and pursue dispute resolution or due process hearings

We encourage open communication and collaboration between families and staff to ensure the best outcomes for each student.

## Preschool and Nonpublic School Students

We provide services to eligible preschool students and to students attending nonpublic schools within the district boundaries, following Nebraska Rule 51 guidelines.

## Want to Learn More?

If you suspect your child may need additional supports or are interested in learning more about special education, please contact the school principal or special education director.

A copy of the **full district Special Education Policy (Board Policy 602.05)** and the Nebraska Department of Education **Rule 51** (procedures for special education) and **Rule 55** (dispute resolution) are available at the school office or on the district website. Printed copies can be provided upon request.

# Student Conduct

Mary Lynch Elementary is proud to be a PBIS school focused on teaching and reinforcing positive behaviors that support student success. As we continue to grow, we are upgrading our expectations from our previous core values of **Respect, Responsibility, Effort, and Safety** to a new, expanded framework known as **Longhorn PRIDE**.

**PRIDE** stands for:

- **P – Perseverance:** Try, try, try... Never give up. Always do my best.
- **R – Respect:** Be kind to myself and others in all I think, do, and say.
- **I – Integrity:** Do the right thing even when no one is watching. Wrong is wrong even if others are doing it.
- **D – Discipline:** Think it through before I do. I am in control of myself and my behavior.
- **E – Empathy:** Understand and respect the feelings of others.

These expectations are taught across all school environments—including classrooms, hallways, the lunchroom, playground, and more—and reinforced through consistent language, modeling, and recognition by staff.

## Longhorn PRIDE Expectations

### Perseverance

- Always try your best, even when things are hard
- Keep going when faced with challenges
- Show a positive attitude and never give up

### Respect

- Treat others the way you want to be treated
- Use kind words and actions
- Care for school property and shared spaces

### Integrity

- Be honest and trustworthy
- Do what's right, even if no one is watching
- Own your actions and choices

### Discipline

- Make safe, responsible decisions
- Stay focused and follow directions
- Control impulses and think before acting

### Empathy

- Listen to others with understanding
- Show care and concern for classmates
- Include others and help when you can

Students are recognized throughout the school year for showing Longhorn PRIDE in both big and small ways. Our staff is committed to helping students grow not only academically, but also in character and citizenship.

We believe that by consistently practicing these values, we can create a safe, respectful, and supportive environment where every student can thrive.

# Mary Lynch Discipline Plan

## Purpose:

- Ensure student safety and create a structured, respectful learning environment.
- Promote positive behavior through clear expectations and proactive support

## Philosophy:

- We follow a flexible, leveled hierarchy of consequences that allows staff to meet the diverse needs of learners while maintaining consistency.
  - Interventions emphasize calm, effective communication, with a focus on tone, volume, and body language.
  - Staff are expected to model a calm, firm demeanor using non-threatening communication strategies.
  - Discipline is viewed as an opportunity to teach behavioral expectations and help students grow.
- Discipline at Mary Lynch aligns with the **Kimball Public Schools Student Discipline Policies (Board Policies 504.01 through 504.21)** and the **Nebraska Student Discipline Act**.

## Multi-Tiered System of Supports:

- Behavioral expectations are taught, modeled, and reinforced regularly.
- Positive, proactive classroom management is prioritized.
- Misbehavior is seen as an opportunity to reteach expectations and support student growth.
- Consequences are applied fairly and flexibly to meet student needs while maintaining consistency.

## Levels of Discipline

### Classroom-Managed Behaviors

- Handled directly by teachers, including communication with parents.
- Examples: off-task behavior, refusal to work, inappropriate language, classroom disruptions.
- Teachers are the primary point of contact with parents for these incidents.

### Office-Managed Behaviors

- Referred to administration for intervention.
- Examples: physical aggression, harassment or bullying, abusive language, cheating, incidents involving bodily fluids.
- These incidents result in further evaluation and possibly restorative or disciplinary action.

## Office Referral Process

- Tiered approach focusing on redirection and de-escalation.
- Students spend a minimum of 10 minutes in the office to calm down and reflect.
- Principal and counselor review each referral to determine next steps (e.g., restorative session).
- Referrals and outcomes are recorded in our behavior data system to monitor trends.
- Parents are notified via phone or email depending on the nature and severity of the behavior.

## Parent Notification Guidelines

- Not all incidents require direct parent contact; classroom-managed behaviors are typically handled by the teacher.
- Office referrals always result in parent contact.

- We strive to notify parents within **24 hours** of an incident, understanding some cases require investigation.
- Parents are also notified if their child participates in a **restorative session**, either via email or Longhorn Mail.

## Harassment and Bullying

Kimball Public Schools prohibits bullying and harassment. Progressive steps include:

1. Warning and education on consequences.
2. Parent contact and potential conference.
3. Enrollment in the Harassment & Bullying Program (Levels I-III).
4. Continued issues may result in suspension or expulsion.

### Harassment & Bullying Program Levels

- Level I: Check-in at 7:45, assigned lunch seating, end-of-day check-out (minimum 2 weeks).
- Level II: Same as Level I plus limited hallway transitions (minimum 2 weeks).
- Level III: Same as Level II and may extend into the next year (minimum 6 weeks).

## Types of Disciplinary Actions

### Disciplinary Actions

As outlined in Board Policy 504.01, consequences may include:

- Warnings, student conferences
- Parent contact/conferences
- Loss of privileges
- Detention, work detention
- In-school suspension (ISS)
- Short-term suspension (1–5 days)
- Long-term suspension (6–19 days)
- Expulsion (rest of semester or year)
- Emergency Exclusion
- Reassignment, emergency exclusion, probation
- Referral to law enforcement when appropriate

### Prohibited Behaviors

May result in discipline when they:

- Disrupt the learning environment
- Threaten safety or well-being
- Violate school rules or the law

Examples include:

- Bullying, harassment, or threats
- Physical aggression or fighting
- Drug/alcohol/tobacco use or possession
- Vandalism, theft, cheating
- Possession of weapons or dangerous items
- Defiance or repeated rule violations

## Drugs, Alcohol, and Tobacco

- Students are prohibited from possessing, using, or distributing tobacco (including vapes), alcohol, and drugs on school property or at school-sponsored events.

- Violations result in disciplinary action and may include suspension, expulsion, or referral to law enforcement.
- Information about local counseling, rehabilitation, and re-entry programs is available through the school counselor.
- Staff may request Breathalyzer testing at school events if alcohol use is suspected (Policy 504.06).

## **Use of Reasonable Physical Force**

As stated in Board Policy 504.02, corporal punishment is prohibited. However, staff may use reasonable physical contact to:

- Protect others or self from harm
- Remove a disruptive student
- Protect property or prevent harm

## **Due Process Summary**

Students facing long-term suspension, expulsion, or reassignment will receive:

- Written notice of alleged misconduct
- The opportunity to request a hearing
- Access to records and evidence
- A fair and impartial hearing, if requested
- An opportunity to appeal decisions as outlined in Board Policy 504.15

## **Additional Notes**

- PreK–2 students may not be suspended unless a deadly weapon is involved; alternative strategies will be prioritized.
- Expelled students may receive alternative education and must follow reentry procedures.
- Law enforcement is contacted when legally required or appropriate.

## **Full Policy Access**

For more details, visit <https://www.kimballschoools.org> or request copies of Board Policies 504.01–504.21 from the school office.

# Student Appearance and Dress Code



## Student Dress Code

At Mary Lynch Elementary, we believe that what we wear can reflect who we are and how we approach learning. Our dress expectations align with our schoolwide values of **Longhorn PRIDE**:

- **P – Perseverance:** Dress ready to learn, participate, and do your best—every day.
- **R – Respect:** Wear clothing that shows respect for yourself, your classmates, and your school.
- **I – Integrity:** Make responsible choices, even when no one is watching.
- **D – Discipline:** Choose outfits that support a focused and distraction-free environment.
- **E – Empathy:** Be mindful that what we wear affects how others feel and interact with us.

### Appropriate Attire Includes:

- Clothing that allows safe movement for learning and play (recess, PE, classroom activities).
- Tops that cover the stomach, chest, and undergarments.
- Shorts, skirts, and dresses of a reasonable length (generally fingertip length or longer).
- Clothing and accessories free from offensive, violent, or inappropriate language, graphics, or logos.
- Shoes that are safe for playground and gym use.

### Not Allowed:

- Clothing with profanity, violence, alcohol, tobacco, or drug references.
- Hats, hoods, or sunglasses worn inside the building (unless for medical/religious reasons).
- Revealing clothing such as see-through garments or excessively short/tight attire.

### If a Dress Code Concern Arises:

- A respectful conversation will take place to address the concern.
- Students may be asked to change, adjust, or cover up the item of concern.
- Families may be contacted if a change of clothes is necessary.

We want every student to feel confident, comfortable, and ready to learn. Thank you for helping us uphold a positive and respectful school culture that reflects Longhorn PRIDE!

# Privacy and Safety

## Student Searches and Surveillance

### **Board Policy Reference: 504.09 – Search and Seizure**

To maintain a safe and orderly learning environment, Kimball Public Schools retains exclusive control over all school property, including desks, lockers, computer equipment, and other items provided for student use. Students should not expect privacy for items placed in or on school property. This includes vehicles parked on school grounds.

### **Searches**

School officials may search student belongings, personal property, or school property used by students under the following conditions:

- There is reasonable cause to believe a rule or law has been violated.
- The search is conducted in a reasonable manner based on the circumstances.
- Random or periodic searches may be conducted at the discretion of administration.

Items that may be seized include:

- Illegal or prohibited materials.
- Items posing a risk to the safety of students or staff.
- Nuisance items that disrupt the educational process.

Weapons or illegal substances will be confiscated and turned over to law enforcement immediately. Students may face disciplinary action based on the outcome of the search.

## Access Control and Video Surveillance

### **Board Policy Reference: 902.02 – District Facility Access**

Kimball Public Schools uses an access control system and video surveillance to promote safety and protect school property. All exterior school doors remain locked during school hours. Visitors must request access using the intercom system and check in at the main office with a valid ID.

Video cameras are installed throughout district facilities and may be used in areas deemed appropriate by the Superintendent. Footage from surveillance may be reviewed in the event of:

- Suspected violations of school policy or law.
- Investigations into incidents on school property.

Surveillance recordings may be used in disciplinary proceedings and shared with law enforcement if necessary.

 *A full copy of Board Policies referenced above can be accessed at [www.kpslongborns.org](http://www.kpslongborns.org) under the Board of Education section. Printed copies are also available upon request at the school office.*

# Care of School Property

Students are expected to respect and care for all school property, including:

- Textbooks
- Library books
- Furniture and classroom materials
- Technology devices

Students who damage, deface, or lose school property may be held financially responsible.

Fines for Books

- Lost Book: *Full replacement cost*
- Missing Covers: *Treated as lost book*
- Torn/Missing Pages: *\$0.50 per page (up to full cost)*
- Marks/Damage: *\$0.20 per mark (up to full cost)*



## Technology Use & Internet Safety

Mary Lynch Elementary follows Kimball Public Schools Board Policy **603.08 – Internet Safety and Acceptable Use** and complies with the **Children’s Internet Protection Act (CIPA)** to ensure the safe and appropriate use of technology by students and staff. The full board policy can be found on the district website under *Board of Education > Policies*, or a printed copy may be requested from the school office.

### Purpose

Our goal is to provide a safe, secure, and educationally appropriate digital learning environment for all students. Technology is a tool for learning, not for personal use or entertainment.

### Student Expectations

Students must use school technology responsibly and follow these rules:

- Use devices and internet for schoolwork only.
- Never access or share inappropriate content.
- Keep passwords private and never log in as someone else.
- Communicate respectfully online.
- Protect personal information.
- Report unsafe or inappropriate activity to a teacher or adult.

### Unacceptable Use Includes:

- Accessing blocked or inappropriate websites.
- Sending or posting offensive, harassing, or bullying content.
- Playing games or streaming videos not assigned by a teacher.
- Hacking, damaging, or altering school devices or files.
- Violating copyright laws or installing unapproved software.
- Using school devices for personal business or gain.

### Privacy and Monitoring

All technology use on school devices and networks may be monitored. Students should have no expectation of privacy when using school technology.

### Instruction and Safety

Students receive instruction on:

- Safe and respectful online behavior.
- Protecting privacy on social media and other platforms.

- Recognizing and responding to cyberbullying.

Misuse of technology may result in:

- Loss of device or network privileges.
- Parent contact and/or school discipline.
- Suspension or expulsion (for serious violations).
- Legal action if applicable.

### Agreement Requirement

Students and parents/guardians must sign the **Acceptable Use Agreement** form annually. Signing the form confirms they have read and understood these expectations and agree to follow them.

## Personal Electronic Device Policy

To maintain a focused and respectful learning environment, **students are not permitted to use personal electronic devices**, including cell phones, smartwatches, earbuds, or tablets, during the school day unless explicitly allowed by a teacher for instructional purposes.

### Expectations:

- Devices must remain **off and stored in backpacks or lockers** during the school day, including recess and lunch.
- Students may not use personal devices to text, call, take photos/videos, access the internet, or use social media while at school.
- **Smartwatches** must be set to airplane or school mode and may not be used for communication during the day.
- If a student needs to contact a parent, they should request to use the **school office phone**.

### Violations:

- **First Offense:** Verbal warning and device held by teacher until the end of the day.
- **Second Offense:** Device sent to the office; parent/guardian must pick it up.
- **Repeated Offenses:** Conference with parent/guardian and possible disciplinary action per the student code of conduct.

Mary Lynch Elementary is not responsible for lost, stolen, or damaged personal electronic devices. Students bring them at their own risk.

## Chromebook Use

Student Chromebooks are an essential educational tool at Mary Lynch Elementary. To support responsible use and protect district resources, the following guidelines will apply:

- **Daily Use and Storage:** Chromebooks are for use at school and should remain on campus unless prior approval has been granted by administration. Students who need to use a Chromebook at home must have administrative permission and complete the **Mobile Device Agreement Form**, which includes a student pledge and parent acknowledgment.
- **Care and Responsibility:** Students are expected to treat Chromebooks with care. This includes:
  - Keeping devices free from damage
  - Keeping food and drinks away,
  - Charging the device daily, and
  - Never leaving the device unattended or loaning it to others.
- **Damage and Replacement:**

- Any damage caused by neglect, misuse, or intentional acts may result in the student being responsible for repair or replacement costs not covered by the device warranty.
- Damaged or malfunctioning devices must be reported to the school promptly.
- All fines must be paid before final grades and report cards are released.
- **Policy Access:** Full details of the Kimball Public Schools Electronic Mobile Device Policy and Procedures are available on the district website. To review the complete guidelines and procedures, visit:
  - [www.kpslonghorns.org](http://www.kpslonghorns.org) → **Parents** → **Mobile Device Agreement Form**
 This includes the Acceptable Use Policy, responsibilities, and consequences for violations.

### **Chromebook Misuse: Consequences for Inappropriate Use**

| <b>Violation</b>                                                         | <b>First Offense</b>                                    | <b>Second Offense</b>                      | <b>Repeated Offenses</b>                                    |
|--------------------------------------------------------------------------|---------------------------------------------------------|--------------------------------------------|-------------------------------------------------------------|
| Chromebook left unattended                                               | Verbal reminder and reteach expectations                | Loss of Chromebook privileges for 1 day    | Parent contact and possible loss of privileges for a week   |
| Use of Chromebook for games or personal browsing during instruction      | Warning and reteach expectations                        | Chromebook restricted to in-class use only | Loss of privileges and behavior referral                    |
| Food or drink near Chromebook                                            | Verbal warning and reteach expectations                 | Lunch detention and parent contact         | Possible repair charges and loss of device use              |
| Physical damage due to negligence (e.g., dropping, sitting on, throwing) | Parent contact; assessed for repair costs               | Payment plan initiated if needed           | Behavior plan or loss of take-home privileges if applicable |
| Intentional damage, misuse, or tampering with school property            | Immediate loss of device use; repair/replacement billed | Parent meeting required                    | Discipline referral per student code of conduct             |

**Note:** All consequences will follow district discipline guidelines and may involve loss of privileges, restitution for damages, or further disciplinary action depending on severity and frequency of the behavior.



## **Copyright and Fair Use Policy**

Kimball Public Schools follows federal copyright laws. Students are expected to do the same when using school technology and completing coursework.

The federal copyright law applies to all types of works — including printed, digital, audio, video, and online content — whether or not they display a copyright symbol.

### **Fair Use in Education**

The “fair use” doctrine allows limited use of copyrighted materials for educational purposes such as:

- Criticism and commentary
- News reporting
- Teaching and classroom instruction
- Research and scholarship

### **Factors for Fair Use Evaluation**

To determine if your use qualifies as “fair,” consider:

1. The purpose and character of the use (educational vs. commercial)

2. The nature of the copyrighted work
3. The amount and significance of the portion used
4. The effect on the market value of the original work (*this is the most important factor*)

Students should **ask a teacher or school staff member** before copying or using any material they're unsure about.

This policy aligns with Kimball Public Schools **Board Policy 606.06: Acceptable Use of Computers, Technology and the Internet**, which can be accessed via the district website at [www.kpslonghorns.org](http://www.kpslonghorns.org) → [Board Policies](#).

# Extra-Curricular Activities - Rights, Conduct, Rules and Regulations

## Student Fees and Extra-Curricular Activities

Kimball Public Schools follows Board Policy **501.06 – Student Fees**, which outlines what students may be required to pay for and what supports are available. The full policy can be found on the district website under *Board of Education > Policies*, or you may request a copy from the school office.

### General Information

Most learning activities are provided at no cost to students. However, certain extra opportunities—such as participating in extracurricular activities or advanced coursework—may involve additional fees or personal items.

### What Fees Might Be Charged

The district may charge student fees or require items in the following situations:

- Participation in extracurricular activities (e.g., sports, band, drama).
- Admission fees and transportation for spectators attending extracurricular events.
- College-credit classes (tuition/fees for dual-credit or early college classes).
- Transportation for option or nonresident students (when not eligible for free lunch).
- Copies of student records.
- Lost or damaged school property.
- Before/after-school programs or pre-K services.
- Summer or night school classes.
- School meals (breakfast/lunch programs).

Students may also need to provide **musical instruments or specialized attire** for optional or extracurricular music programs. However, instruments will be provided by the school for students who qualify for **free or reduced-price meals**.

### Waivers and Help with Fees

Students who qualify for **free or reduced-price lunch** are eligible for **waivers** on required fees, equipment, or attire for extracurricular activities. Parents/guardians may also request a waiver in special situations by contacting the school office. Forms and procedures for requesting waivers are available at the school.

### Student Fee Fund

The district maintains a Student Fee Fund. Fees collected for extracurriculars, college-credit courses, or summer/night school are recorded and used only for those purposes.

### Annual Review

This policy is reviewed and re-adopted by the school board each year. A summary is published in this student handbook annually at no cost to families.

### Questions or Concerns

If you have concerns about required fees, attire, or equipment, please refer to **Board Policy 1001.02 – Public Involvement**, or contact the building principal.

# State and Federal Programs

## 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](mailto:tanderson@kpslonghorns.org)

Employees and Others: Trevor Anderson, Superintendent of Schools, 901 S. Nadine Kimball, NE 69145 (308) 235-2188. [tanderson@kpslonghorns.org](mailto: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](mailto:ocr.kansascity@ed.gov).

## 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             |

## **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.

## **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.

### **Nondiscrimination Statement**

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

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

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

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

This institution is an equal opportunity provider.

## **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.

# **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, desventura en economía, tienen discapacidades, fondo de raza o étnica minoría 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 pares 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.

# 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 \_\_\_\_\_

## 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 ganar 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 \_\_\_\_\_

**RECEIPT OF 2025/2026 PARENT-STUDENT HANDBOOK  
OF MARY LYNCH ELEMENTARY SCHOOL**

This signed receipt acknowledges that the 2025/2026 Parent-Student Handbook of Mary Lynch Elementary School is accessible on the Kimball Public Schools website at [www.kpslonghorns.org](http://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. 6<sup>th</sup> Street  
Kimball, NE 69145



# Mary Lynch Elementary School

## Changes to Parent-Student Handbook

2025-2026

### Key Changes in the 2025-2026 Handbook

- **Streamlined Format:** Shorter, with board policies summarized and referenced instead of copied verbatim.
- **Parent-Friendly Design:** Clearer headings, bulleted lists, and icons for easier navigation.

### Staff & Leadership Updates

- New hires include a Behavior Support Specialist and a Special Education Teacher.
- Principal's message reflects a shift to **Longhorn PRIDE** values and building layout changes (e.g., classrooms centralized in main building).

### Policy & Content Simplification

- **Discipline & Conduct:** Now summarized and grouped under clearer categories like PBIS and Behavior Support.
- **Visitor Protocol:** RAPTOR system added—ID scan and badge required.

### Program Updates

- **Preschool:** Morning start time changed to 7:45 AM; home visit info streamlined.
- **ELITE & Food Services:** Same structure, but described more concisely.

### Expanded Health Section

- Now includes topics like seizures, concussion protocol, and mental health.

### Technology Use

- Chromebook and personal device guidelines clarified.

### Academic Info

- Recognition section condensed.
- Emphasis on curriculum transparency and standards-based grading.

### Special Education & MTSS

- Separate section added with clear explanations of services and processes.



**2025-2026**

**Kimball Jr/Sr High School**

**EXTRA-CURRICULAR ACTIVITIES  
HANDBOOK**

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# 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 extra-curricular 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. (Level 2)
2. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes. (Level 3)
3. Sexual assault or attempting to sexually assault any person. (Level 4)
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. (Level 4)
5. Causing or attempting to cause personal injury to a school employee, to a school volunteer, to any student, or to any other person. (Level 4)
6. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student. (Level 3)
7. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon. (Level 4)
8. Engaging in the selling, using, possessing or dispensing of alcoholic beverages, tobacco, nicotine, 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 and includes the failure of a drug test by authorities (school- or non-school-issued). 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. (Level 4)
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. (Level 4)

10. Truancy or failure to attend assigned classes or assigned activities. (Level 1)
11. Tardiness to school, assigned classes or assigned activities. (Level 1)
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. (Level 2)
13. Public indecency. (Level 2)
14. Repeated violation of any of the rules adopted by the school district or the school. (Level 2)
15. Engaging in any unlawful activity as determined by the United States or the State of Nebraska. (Level 4)
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. (Level 2)
17. Willfully violating the behavioral expectations for those students riding Kimball Public Schools buses. (Level 2)
18. The knowing and intentional possession, use, or transmission of a firearm or other dangerous weapon in a place where such items are prohibited. (Level 4)
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. (Level 3)
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. Consequence will be as described in individual sport/activity handbook.

21. Failure to participate in regularly scheduled classes on the day of an extracurricular contest. Subsequent offenses in this category will result in consequences described in Level 4 below.

## Consequences

### Level 1

After 4 unexcused absences in any class in one season, the student will be ineligible for one week of activities. Each subsequent absence will result in an additional week of ineligibility. Three unexcused tardies in any class will count as one unexcused absence.

### Level 2

1st Offense: Conference with Coach/Sponsor

2nd Offense: The student will complete an Accountability Project assigned by the Coach/Sponsor and will miss the next activity/games.

3rd Offense: The student will complete an Accountability Project assigned by the Coach/Sponsor and will miss the next two activities/games.

Each subsequent offense will result in the same consequence as the 3rd Offense.

### Level 3

The student will be ineligible for two calendar weeks of activities and miss at least two activities/games. Subsequent offenses in this category will result in consequences described in Level 4 below.

### Level 4

**Note:** If the offense is a violation of item 8 or 9 above and the student has previously had a positive drug test (see section titled Random Drug Testing Policy), the consequences are cumulative. For example, a single prior positive test will result in consequences concurrent with a second violation (see below). If there have been two prior positive tests, the next violation of item 8 or 9 above will result in an activity suspension for one calendar year.

Consequences for the first and second violations 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

15 (fifteen) school 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 - Suspension from participating in the extra-curricular program and all school activities (including all organizations and special events such as prom) for 30 (thirty) school days and a minimum of four activities. The first day of the suspension will be the day of the conference with the student.

In addition, for violations of Items 8 and/or 9 above, 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/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.

Note: Administrator has discretion based on the investigation of an incident to assign a more or less stringent consequence level.

### 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. If the activity is for a grade, the student will be provided an alternate assignment.

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 Activity Director or 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.

### Homework Expectations

At least one day before participating in a school activity that causes the student to miss any part of the school day, the student must complete an Activity Form. This form will include all classes and assignments due on the date of the absence. Each teacher must fill in the work due for their class and sign in the designated area. The form must be completed for every period the student will be absent. The student must submit the fully completed form to the coach or sponsor before departing. If the form is incomplete or missing, the student will not be allowed to attend the activity. Additionally, any homework due during a period the student is absent must be turned in by that period to avoid being counted as late. Paper-pencil assignments should be given to the coach, who will place them in the teacher's mailbox upon returning to school. Electronic assignments must be

submitted by the beginning of the period in which they are due to avoid being counted as late.

### *Student Manager Travel Policy*

#### **Objective:**

*To address the issue of extensive classroom time missed by junior high students participating in multiple activities, this policy aims to provide guidelines for student managers' travel with varsity teams, reducing the burden on teachers and coaches while promoting responsible attendance.*

#### **Policy:**

*Junior high student managers are not permitted to miss class or practice for travel with a varsity team during regular school hours.*

#### **Exceptions:**

*Travel occurring after 7th period, which does not involve missing practice, allows student managers to accompany the varsity team.*

*End-of-year tournaments will be evaluated on a case-by-case basis, requiring approval from all classroom teachers and administrators.*

- Grades and classroom behavior will be considered for approval*

#### **Alternate Transportation:**

*If alternative transportation methods are available, student managers are encouraged to utilize them to attend games. They are also welcome to travel with the team for the return journey.*

*Please ensure any alternate transportation is communicated to and approved by parents.*

#### **Parental Involvement:**

*While parents may choose to call students out for travel, the administration will handle any disputes or concerns. However, such absences will not be considered excused or exempt, and students will be subject to attendance policy ramifications.*

*Parent call out would include the expectation that they are arranging transportation to the event. Student managers would be welcome to travel home with the team.*

## 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, nicotine, 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    | ESports       |

**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.

**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, nicotine, 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. If an outside activity is a graded assignment, the student will be provided an alternate assignment. 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**

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 are encouraged to remain in the pool throughout the school year as removal affects student participation in all school activities (e.g., Homecoming, Prom, etc.). Students may volunteer to remain in the pool even though he/she is no longer involved in 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, nicotine, 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.

**Note:** If a student has previously engaged in the selling, using, possessing or dispensing of alcoholic beverages, tobacco, narcotics, nicotine, controlled substance, inhalant or being under the influence of any of the above and has been assigned consequences accordingly, the consequences are cumulative. For example, a single prior offense will result in consequences concurrent with a second positive test (see below). If there have been two prior offenses, the first positive drug test will result in an activity suspension for one calendar year.

### **First Positive Test (non lab confirmation):**

DPC & Principal meeting with parent/s and student;

Consequences for the first and second violations will be doubled if the violation occurs on school grounds, at a school function or event, or in a school vehicle.

Suspension from participating in the extra-curricular program and all school activities (including all organizations and special events such as prom) for 15 (fifteen) school days and a minimum of two activities. The first day of the suspension will be the day of the conference with the student.

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.

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;

Suspension from participating in the extra-curricular program and all school activities (including all organizations and special events such as prom) for 30 (thirty) school days and a minimum of four activities. The first day of the suspension will be the day of the conference with the student.

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.

The student will be expected to attend and participate in all scheduled practices during the suspension.

### **Third and Subsequent Offenses (Grades 7-12):**

DPC & Principal meeting with parent/s and student;

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.

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.

### **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 7 school days and one (1) activity. A second violation would be reduced to 15 school days and two (2) activities. 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. Although junior high extra-curricular 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 students' 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 not be allowed to attend activity practice until they have a passing grade in their classes, as verified in Infinite Campus, or until they have submitted a completed Return-to-Practice Form to their coach/sponsor. The Return-to-Practice form will be signed by the teacher or Longhorn Time Sponsor indicating either that the student has completed all work possible to raise their grade or that the teacher is unavailable to work with the student after school. The student may attend Longhorn Time if they choose. 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.

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 guests behavior.
- The sponsors for each dance/party will establish a time limit where the doors will be locked and there will be no further admission 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 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 to 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 each fee is 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; (3) are not otherwise

- required by the district; and (4) any activity that occurs off school property.
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 ensure 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<br><i>Covers admission to all<br/>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,<br>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.

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