

**Regular Monthly Meeting of the Kearney
Public Schools Board of Education
Monday, October 12, 2026 5:30 PM
2nd Floor Staff Development Room,
Administration Building
320 W 24th Street
Kearney, NE 68845**

1. Routine Business -

1.A. Call to Order -

1.B. Open Meetings Act Announcement -

This is an open, public meeting of the Kearney Public Schools Board of Education, and a copy of the Open Meetings Act is posted in this room.

1.C. Board Meeting Decorum Expectations -

Kearney Public Schools welcomes all guests to our public meetings. It is the intention of the Kearney Public Schools Board of Education that all those present at the Board of Education meetings, whether Board members, KPS staff, or members of the public, act and treat each other with honor and respect. Guests are expected to refrain from speaking during the meeting unless asked to address the Board of Education by the Board President or during their allotted time in public participation. If anyone attending the meeting is determined by the President to be disruptive or a detriment to the procession of the meeting by their words or actions, that person or persons, may be asked by the President to leave the meeting at any time. Anyone who refuses to leave will be escorted from the meeting by either school personnel or a police officer and could be legally barred from attending future meetings. Thank you for helping us to have a respectful meeting forum for everyone to enjoy.

1.D. Pledge of Allegiance -

1.E. Roll Call -

1.E.I. Excuse Absent Board Member -

Move to excuse absent Board member _____ from the meeting.

1.F. Approval of the Agenda -

Move to approve the agenda for the meeting, as presented.

2. Recognitions -

3. Presentations -

3.A. Presentation from Taylor Peters, Principal of Park Elementary School, about Leader in Me and Panther Power Days -

4. Public Participation/Comment -

Board meetings must have on the agenda, a specific time entitled Public Participation/Comment, during which patrons may address the Board on matters of general concern. No public body shall require members of the public to identify themselves as a condition for admission to the meeting, nor shall such body require that the name of any members of the public be placed on the agenda prior to such meeting in order to speak about items on the agenda. Patrons wishing to address the Board during

the Public Participation/Comment will be allowed up to five (5) minutes per speaker to express their view. Public Participation/Comment may not exceed sixty (60) total minutes. The Board-imposed time limits may be extended by a majority vote of the Board, following a motion to do so. Board action may not be taken on matters discussed during the Public Participation/Comment, unless the matter specifically appears on the prepared agenda. Board of Education members will refrain from expressing personal opinions during Public Participation/Comment.

Any members of the public desiring to address the body shall be required to sign in with the recording secretary prior to the start of the meeting and identify himself or herself, including an address, phone number, and name of any organization represented by such person, unless the address and phone number requirement is waived to protect the security of the individual.

5. **Board Reports -**

6. **Consent Agenda -**

Note: Items on the consent agenda are considered routine and will be enacted under one motion. There will be no separate discussion of these items at the meeting unless a Board Member requests an item removed from the agenda for a separate action.

Move to approve the items on the Consent Agenda, as presented.

6.A. Approval of Minutes of the September 14, 2026, Regular Meeting; the September 21, 2026, Public Hearing and Special Meeting and the October 7, 2026, Board Committee of the Whole Meeting, of the Board of Education -

6.B. Approval of the October 2026 Claims -

6.C. Approval of the October 2026 Financial Reports -

6.D. Approval of Amanda Smallcomb to Serve as the Kearney Public Schools NASB Voting Delegate for the 2026 State Education Conference -

6.E. Second and Final Reading Approval of New and Revised Board Policies -
Board Policies: 1110 Bulletin Boards (new); 3550 Records Management and Disposition; 5001 Admission Requirements; 5004 Full-time and Part-time Enrollment; 5005 Student Residence, Admission and Contracting for Educational Services; 5006 Option Enrollment; Appendix to Policy 5006 Option Enrollment; 5008 Attendance; 5101 Student Discipline; 5205 Graduation; 8130 Annual Organizational Meeting; 8342 Designated Method of Giving Notice of Meetings.

6.F. Approval of the Kearney Public Schools Substitute Handbook for the 2026-2027 School Year -

6.G. Acceptance of the Bryant Elementary Parent Advisory Committee Annual Self-Audit Report for the 2025-2026 School Year -

6.H. Acceptance of the Kearney Band Parent Association Annual Self-Audit Report for the 2025-2026 School Year -

6.I. Approval of Kearney High School DECA National Power Trip, November 19–22, 2026 in Louisville, Kentucky -

6.J. Approval of Kearney High School DECA International Career Development Conference, April 16–20, 2027 in Anaheim, California -

7. **Regular Agenda - Personnel -**

7.A. Acceptance of Resignations -

The resignation of Amy Springer, birth-3 early childhood special educator at Bright Futures Preschool, effective at the end of the 2026-2027 school year.

Move to accept, with regret, the resignation as presented.

7.B. Approval of the Employment of Certificated Staff -

8. **Regular Agenda - Business -**

8.A. Approval of the District Five-Year Facility Master Plan -

Move to approve the district five-year Facility Master Plan, as presented.

9. **Regular Agenda - Miscellaneous -**

10. **Next Meeting -**

The next regular meeting of the Kearney Public Schools Board of Education will be held on November 9, 2026, at 5:30 P.M. in the Staff Development Room in the Administration Building at 320 West 24th St, Kearney, NE 68845.

11. **Adjournment -**

Move to adjourn the meeting.

Regular Monthly Meeting of the Kearney Public Schools Board of Education
Kearney Public Schools Board of Education
Monday, September 14, 2026 at 5:30 PM
2nd Floor Staff Development Room, Administration Building
320 W 24th Street
Kearney, NE 68845

1. Routine Business

1.A. Call to Order

President Hazard called the meeting to order at 5:00 PM.

1.B. Open Meetings Act Announcement

1.C. Board Meeting Decorum Expectations

1.D. Pledge of Allegiance

1.E. Roll Call

Attendance Taken at 5:32 PM.

Amy Barth: Present

Drew Blessing: Present

Niki Deeds: Present

Paul Hazard: Present

John Icenogle: Present

Amanda Smallcomb: Present

1.E.I. Excuse Absent Board Member

1.F. Approval of the Agenda

Move to approve the agenda for the meeting, as presented. This motion, made by Amanda Smallcomb and seconded by John Icenogle, Passed.

Amy Barth: Yea, Drew Blessing: Yea, Niki Deeds: Yea, Paul Hazard: Yea, John Icenogle: Yea, Amanda Smallcomb: Yea

Yea: 6, Nay: 0

2. Recognitions

2.A. Recognition of Kearney High School Students who competed at the National FBLA Conference in San Antonio, Texas

- Dr. Trenton Steele introduced Kearney High School FBLA Advisor Jackie Kalkwarf and commended the high school's Career and Technical Student Organizations for their strong student engagement and leadership. He noted that these vibrant programs play a vital role in connecting students directly to future academic and career pathways.
- Ms. Kalkwarf highlighted the accomplishments of three senior FBLA members, Dax Vance, Katherine Steele, and Grady Pearson. The students competed at the Nebraska state competition in April, where all three placed in the top eight in their respective events among hundreds of participants. Graydon competed in accounting, Dax in advanced accounting, and Catherine in business communications. Following their

success at the state competition, the three students attended the National FBLA Conference in San Antonio, Texas, in June. All three serve as FBLA officers and have been longtime members of the program.

2.B. Recognition of Meredith Johnson, Principal at Emerson Elementary School, for Being Named the Region IV Distinguished Principal by the Nebraska Association of Elementary School Principals

- Jenn True, KPS Director of PK-5 Education, introduced Meredith Johnson, principal of Emerson Elementary School. Mrs. True highlighted Mrs. Johnson's exceptional leadership, dedication, and servant-leadership approach. Mrs. Johnson began her career as a special education resource teacher before becoming the district's first elementary assistant principal, serving at both Emerson and Bryant for three years. She has served as principal of Emerson Elementary for nearly four years.
- Meredith Johnson expressed gratitude for the recognition and reflected on being a product of KPS's commitment to developing leaders. Special education has always been her passion, and she embraced leadership opportunities throughout her career. She shared that Emerson has been her "home away from home" and credited her supportive staff and the many people who have encouraged her throughout her time as an administrator.

2.C. Recognition of Connor Williams, Principal at Meadowlark Elementary School, for Being Named the Region IV Outstanding New Principal by the Nebraska Association of Elementary School Principals

- Mrs. True introduced Connor Williams, Meadowlark Elementary principal and recipient of the NAESP Region Four Outstanding New Principal of the Year award. Mrs. True recognized Mr. Williams' leadership, strong background in curriculum and instruction, and commitment to continuous improvement at Meadowlark.
- Mr. Williams expressed gratitude for the recognition and acknowledged the many mentors, colleagues, and teams who have influenced his leadership journey. He credited his Meadowlark staff for their dedication, hard work, and commitment to keeping students at the center of everything they do. Mr. Williams shared that he is grateful for the opportunity to serve students and staff at KPS and to be part of a team committed to helping kids succeed.

2.D. Recognition of Angela Wright, Elementary Music Teacher, for Receiving the UNK Gary Thompson Distinguished Music Alumna Award

- Mr. Williams introduced Angela Wright, Meadowlark Elementary music teacher, recognizing her 24 years of service, exceptional music instruction, and contributions to performances, event planning, and district and state leadership.
- Mrs. Wright reflected on her 24 years with KPS, expressing her love for teaching elementary students and gratitude for the opportunities KPS has provided. She also highlighted her work mentoring future music educators and serving in leadership roles at the district and state levels.

3. Presentations

3.A. Presentation from Connor Williams, Meadowlark Elementary Principal on Student Leadership Teams

- Mr. Williams shared Meadowlark's focus on developing student leaders from an early age through the new Voyager Ships student leadership groups. The initiative emphasizes student ownership, leadership skills, goal setting, and accountability while giving students opportunities to contribute to and improve their school. Board members praised the focus on student leadership and ownership.

4. Public Participation/Comment

5. Board Reports

6. Consent Agenda

Move to approve the items on the Consent Agenda, as presented. This motion, made by John Icenogle and seconded by Niki Deeds, Passed.

Amy Barth: Yea, Drew Blessing: Yea, Niki Deeds: Yea, Paul Hazard: Yea, John Icenogle: Yea, Amanda Smallcomb: Yea

Yea: 6, Nay: 0

6.A. Approval of Minutes of the August 10, 2026, Regular Meeting; the August 26, 2026, Special Budget Retreat Meeting and the September 9, 2026, Board Committee of the Whole Meeting, of the Board of Education

6.B. Approval of the September 2026 Claims

6.C. Approval of the September 2026 Financial Reports

6.D. Approval of Kearney High School JROTC Trip to the Ozark HS Raider Meet, September 25–27, 2026 in Marshfield, Missouri

6.E. Approval of Kearney High School JROTC Trip to the Waynesville HS Raider Meet, October 2–4, 2026 in Fort Leonard Wood, Missouri

6.F. Approval of Kearney High School FFA & Welding Students to attend the LCCC Steel Days Welding Scholarship Contest, October 21-23, 2026 in Cheyenne, Wyoming

6.G. Approval of the Kearney High School FCCLA National Leadership Conference Trip, June 22–27, 2027 in San Antonio, Texas

7. Regular Agenda - Personnel

7.A. Acceptance of Resignations

7.B. Approval of the Employment of Certificated Staff

8. Regular Agenda - Business

8.A. Approval of the infrastructure and road project near Kearney High School connecting 27th Avenue South to 6th Street. 6th Street will be taken from its current stopping point near KRMC west to 27th Avenue South. The project will be coordinated by Craig Bennett of Miller

& Associates at an estimated total cost of \$5.08 million with costs to the district estimated at \$3.56 million paid from the special building fund.

- Superintendent Mundorf spoke briefly about the infrastructure and road project near Kearney High School and introduced Craig Bennett with Miller & Associates.
- Craig Bennett outlined the proposed infrastructure improvements near Kearney High School, including extensions of 27th Avenue and 6th Street, along with water, sewer, paving, and stormwater improvements. Craig outlined options to complete the work in phases. He discussed the Phase I project being an extension of 27th Avenue going south to connect with 6th Street coming west as Phase I and Phase II being the continuation of 27th Street west to connect with 30th Avenue going south to the high school. The full project of Phases I and II are estimated at a total cost of approximately \$7.4 million, with the school district obligated with both phases (70%) of land ownership to cost approximately \$5.7 million. The Phase I project cost was estimated at \$5.08 million total cost with the school district's cost (70%) being estimated at \$3.55 million. To initiate the project, Craig further explained that the district would have to provide half of the total cost of the project (estimated in the presentation) and also explained the assessment district process, which would require KPS to pay 50% of the project costs upfront (\$2.504 million), with the remaining costs assessed through 5 and 10 year bonds with the City. The other 30% of the project costs would be covered by the other two landowners. After discussion, the Board decided to move forward with only Phase I of the project at the current time (an estimated \$5.08 million project) with authorization of an estimated \$2.504 to the City to initiate the project and establish an infrastructure district.

Move to approve Phase I of the infrastructure and road project near Kearney High School, as presented. This motion, made by John Icenogle and seconded by Drew Blessing, Passed.

Amy Barth: Yea, Drew Blessing: Yea, Niki Deeds: Yea, Paul Hazard: Yea, John Icenogle:

Yea, Amanda Smallcomb: Yea

Yea: 6, Nay: 0

9. Regular Agenda - Miscellaneous

9.A. First Reading Approval of New and Revised Board Policies

- Dr. Mundorf explained that there are several new or amended policies recommended by the district's school attorney to reflect legislation passed during the most recent Unicameral session. The changes primarily involve straightforward language updates to comply with new statutory requirements.

Move to approve the first reading of new and revised board policies, as presented. This motion, made by John Icenogle and seconded by Amanda Smallcomb, Passed.

Amy Barth: Yea, Drew Blessing: Yea, Niki Deeds: Yea, Paul Hazard: Yea, John Icenogle:

Yea, Amanda Smallcomb: Yea

Yea: 6, Nay: 0

9.B. Approval of the Special Meeting Date for the 2026–2027 Budget Hearing and Budget Approval, Scheduled for Monday, September 21, 2026, at 5:30 p.m. in the 2nd Floor Conference Room of the KPS Administration Building

- Dr. Mundorf explained that due to proposed tax rate changes, the district must attend a mandatory public ("pink postcard") hearing at the Buffalo County Extension Building on Tuesday, September 15, 2026, at 6:30 PM. The special meeting scheduled for September 21 allows the Board adequate time to incorporate public feedback from the hearing and make any necessary budget amendments prior to final 2026-2027 budget approval.

Move to approve the Special Meeting Date for the 2026-2027 Budget Hearing and Budget Approval, as presented. This motion, made by Drew Blessing and seconded by Niki Deeds, Passed.

Amy Barth: Yea, Drew Blessing: Yea, Niki Deeds: Yea, Paul Hazard: Yea, John Icenogle: Yea, Amanda Smallcomb: Yea
Yea: 6, Nay: 0

9.C. Adoption of the Kearney Public Schools Option Enrollment Resolution for the 2027-2028 School Year

- Jeff Schwartz, Director of Student Services and Safety, reported that option enrollment figures and maximum capacities remain within standard parameters, with special education capacity continuing on a case-by-case basis. The key policy update highlights mandatory sibling acceptance, which requires automatic enrollment for incoming siblings regardless of other capacity factors. While current projections show a potential rise in the 2027-2028 kindergarten class to 485 students, administration noted that a similar high forecast last year did not materialize, so the numbers will simply be monitored without current concern.

Move to adopt the KPS Option Enrollment Resolution for the 2027-2028 school year, as presented. This motion, made by Drew Blessing and seconded by Amy Barth, Passed.

Amy Barth: Yea, Drew Blessing: Yea, Niki Deeds: Yea, Paul Hazard: Yea, John Icenogle: Yea, Amanda Smallcomb: Yea
Yea: 6, Nay: 0

9.D. Approval of the Board Negotiations Team for the 2027–2028 Negotiations with KEA
Move to approve Paul Hazard, Drew Blessing and Amy Barth as the 2027-2028 Board negotiations team. This motion, made by John Icenogle and seconded by Paul Hazard, Passed.
Amy Barth: Yea, Drew Blessing: Yea, Niki Deeds: Yea, Paul Hazard: Yea, John Icenogle: Yea, Amanda Smallcomb: Yea
Yea: 6, Nay: 0

10. Next Meeting

11. Adjournment

- The meeting was adjourned at 6:55 PM.

Notice of Meeting

This meeting was publicized in the Kearney Hub on September 10, 2026; radio stations KGFW and KKPR; and KSNB and KHGI T.V.

Niki Deeds, Secretary

Public Hearing and Special Meeting of the Kearney Public Schools Board of Education
Kearney Public Schools Board of Education
Monday, September 21, 2026 at 5:30 PM
2nd Floor Staff Development Room, Administration Building
320 W 24th Street
Kearney, NE 68845

1. Annual Budget Hearing

1.A. Convene Hearing

- The hearing convened at 5:31 PM.

1.B. Discussion and Public Input

- Meagan Kerschner, Director of Finance, reviewed the proposed 2026-2027 budget. State aid decreased by only \$215, while property valuations increased approximately 5% across the three counties. Budget authority increased by more than \$4.4 million, bringing total available budget authority to approximately \$70.5 million, including unused authority from prior years.
- Total compensation increased by approximately \$3.5 million, while the district's allowable growth was 3.91%, or slightly more than \$2 million. Exceeding the allowable growth amount required the district to participate in the joint public hearing. The previously approved infrastructure project at Kearney High School, estimated at more than \$5 million, is included in the budget and increases the tax levy by approximately 3.3 cents.
- The board had previously reviewed three budget options that would have increased the tax levy by 6.8, 5.2, or 3.6 cents. The proposed budget settles at a 3.3-cent increase. The total property tax request is \$64,748,510, including \$50 million for the General Fund, \$7,454,852 for the Bond Fund, \$6,025,602 for the Special Building Fund, and \$1,268,056 for the QCPUF. The total levy is slightly above \$1.10. The district also used \$1,783,119 of the additional property tax request authority previously approved by the board.
- General Fund expenditures are primarily dedicated to personnel, with approximately 87% of the budget supporting certified staff, classified staff, and administrators. The remaining 13% covers expenses such as fuel, electricity, classroom materials, and technology. Mrs. Kerschner noted that the district has intentionally drawn down General Fund cash reserves over the past two years by underfunding the fund while directing more resources to the Special Building Fund for capital projects.
- Although the proposed tax levy increases approximately 3.3 cents, the 5% increase in property valuations means many taxpayers will see a larger increase in their individual property tax bills.

1.C. Close Hearing

- The hearing closed at 5:38 PM.

2. Call to Order

President Hazard called the meeting to order at 5:38 PM.

3. Open Meetings Act Announcement

This is an open, public meeting of the Kearney Public Schools Board of Education, and a copy of the Open Meetings Act is posted in this room.

4. Board Meeting Decorum Expectations

5. Roll Call

Attendance Taken at 5:40 PM.

Amy Barth:	Present
Drew Blessing:	Present
Niki Deeds:	Present
Paul Hazard:	Present
John Icenogle:	Present
Amanda Smallcomb:	Present

6. Approval of Agenda

Move to approve the agenda of the meeting, as presented. This motion, made by Amanda Smallcomb and seconded by Drew Blessing, Passed.

Amy Barth: Yea, Drew Blessing: Yea, Niki Deeds: Yea, Paul Hazard: Yea, John Icenogle: Yea, Amanda Smallcomb: Yea

Yea: 6, Nay: 0

7. Public Participation/Comment

8. Agenda

8.A. Approve the Resolution to Set the Property Tax Request for the 2026-2027 School Year

- Mrs. Kershner explained that the district typically has approximately \$6 million in monthly payroll and receives state aid from September through June, creating a need for sufficient cash reserves to cover July and August when revenues are lower. She indicated that approximately \$18 million in cash reserves would provide an appropriate cushion. The district ended the 2025-2026 fiscal year with slightly more than \$12 million in reserves, and the proposed 2026-2027 budget would increase reserves to approximately \$16.7 million.
- Board member Drew Blessing added that the district is accomplishing significant priorities within the tax increase. The budget includes approximately \$3.5 million in compensation increases, adds \$4-5 million back into cash reserves to replenish funds used in previous years, and supports the approximately \$5 million infrastructure project.
- Superintendent Mundorf explained that the levy did not show an expected reduction when tax allocations swung back to the General Fund. Regarding the infrastructure project, KPS is responsible for a \$3.5 million share of a \$5 million total project based on its 70% land ownership, but city regulations required an upfront payment of \$2.5 million (50% of the project costs) from the Special Building Fund to initiate the project, with the remaining \$1 million financed over 5-10-year bonds. This \$2.5

million upfront infrastructure cost represents nearly five cents on the levy, effectively offsetting the anticipated tax levy drop. However, these infrastructure and lease-purchase obligations will decrease next year, leading to expected taxpayer savings. To further limit the tax burden, the district is currently levying 2.1 cents in the QCPUF fund, just enough to cover required payments, rather than the maximum statutory cap of 3.0 cents.

- Addressing overall tax requests, Mr. Blessing acknowledged that taxpayers are facing an estimated 7% increase driven by a combination of 5% valuation growth and additional levy asks. The actual impact on individual property owners will vary widely, with some seeing minimal or negative changes while others face increases of up to 15%.
- Board member, Paul Hazard, addressed public frustration regarding staff compensation and explained that employee pay increases are heavily dictated by Nebraska state law. By statute, KPS must stay within 2% of the average compensation of an array of eight comparable school districts. Because higher-paying districts in the array granted raises, KPS was legally obligated to approve a 3.53% salary increase to remain compliant, a figure that still falls below the recent 5.26% inflation rate. Board members emphasized that these statutory array requirements limit local financial discretion.

8.B. Adoption of Budgets for the Kearney Public Schools for the 2026-2027 School Year
Move to adopt the Kearney Public Schools budgets for the 2026-2027 school year, as presented. This motion, made by Drew Blessing and seconded by Amanda Smallcomb, Passed.

Amy Barth: Yea, Drew Blessing: Yea, Niki Deeds: Yea, Paul Hazard: Yea, John Icenogle: Yea, Amanda Smallcomb: Yea
Yea: 6, Nay: 0

9. Adjournment

- The meeting adjourned at 5:57 PM.

Move to adjourn the meeting. This motion, made by John Icenogle and seconded by Niki Deeds, Passed.

Amy Barth: Yea, Drew Blessing: Yea, Niki Deeds: Yea, Paul Hazard: Yea, John Icenogle: Yea, Amanda Smallcomb: Yea
Yea: 6, Nay: 0

Notice of Meeting

This meeting was publicized in the Kearney Hub on September 12, 2026; radio stations KGFW and KKPR; and KSNB and KHGI T.V.

Niki Deeds, Secretary

**Special Committee of the Whole Meeting of the Kearney Public Schools Board of
Education**

Kearney Public Schools Board of Education

Wednesday, October 7, 2026 at 5:00 PM

1st floor Administration Building Conference Room

320 W 24th Street

Kearney, NE 68845

1. Call to Order

President Hazard called the meeting to order at 5:00 PM

2. Open Meetings Act Announcement

This is an open, public meeting of the Kearney Public Schools Board of Education, and a copy of the Open Meetings Act is posted in this room.

3. Board Meeting Decorum Expectations

4. Roll Call

Attendance Taken at 5:02 PM.

John Icenogle: Absent

Amy Barth: Present

Drew Blessing: Present

Niki Deeds: Present

Paul Hazard: Present

Amanda Smallcomb: Present

Move to excuse absent board member John Icenogle. This motion, made by Amanda Smallcomb and seconded by Niki Deeds, Passed.

John Icenogle: Absent, Amy Barth: Yea, Drew Blessing: Yea, Niki Deeds: Yea, Paul Hazard: Yea, Amanda Smallcomb: Yea

Yea: 5, Nay: 0, Absent: 1

5. Approval of Agenda

Move to approve the agenda of the meeting, as presented. This motion, made by Amy Barth and seconded by Amanda Smallcomb, Passed.

John Icenogle: Absent, Amy Barth: Yea, Drew Blessing: Yea, Niki Deeds: Yea, Paul Hazard: Yea, Amanda Smallcomb: Yea

Yea: 5, Nay: 0, Absent: 1

6. Public Participation/Comment

7. Agenda

7.A. Preview of the October 12, 2026, Regular Meeting Agenda

7.A.I. Presentation from Taylor Peters, Principal of Park Elementary School, about Leader in Me and Panther Power Days

7.A.II. Approval of Amanda Smallcomb to Serve as the Kearney Public Schools NASB Voting Delegate for the 2026 State Education Conference

- 7.A.III. Second and Final Reading Approval of New and Revised Board Policies
- 7.A.IV. Approval of the Kearney Public Schools Substitute Handbook for the 2026-2027 School Year
- 7.A.V. Acceptance of the Bryant Elementary Parent Advisory Committee Annual Self-Audit Report for the 2025-2026 School Year
- 7.A.VI. Acceptance of the Kearney Band Parent Association Annual Self-Audit Report for the 2025-2026 School Year
- 7.A.VII. Approval of Kearney High School DECA National Power Trip, November 19–22, 2026 in Louisville, Kentucky
- 7.A.VIII. Approval of Kearney High School DECA International Career Development Conference, April 16–20, 2027 in Anaheim, California
- 7.A.IX. Acceptance of Resignation - Amy Springer
- 7.A.X. Approval of the Employment of Certificated Staff
- 7.A.XI. Approval of the District Five-Year Facility Master Plan
- 7.B. Presentation of the NASB Board Five-Year Strategic Plan Proposal
- 7.C. Board Discussion with Student Council Representatives/KHS Students
- 7.D. Discuss KPS Investments and Potential New Strategies to Support Community Banks and Our Portfolio
- 7.E. Determine an Ad Hoc Master Planning Board Committee for the Infrastructure Project
- 7.F. Discuss Extending School Year SPED Services and Changes in the 2027 Summer Program
- 7.G. Discuss the Eat Real Program for the KPS School Nutrition Department

8. Adjournment

- The meeting adjourned at 7:57 PM.

Move to adjourn the meeting. This motion, made by Niki Deeds and seconded by Drew Blessing, Passed.

John Icenogle: Absent, Amy Barth: Yea, Drew Blessing: Yea, Niki Deeds: Yea, Paul Hazard: Yea, Amanda Smallcomb: Yea
Yea: 5, Nay: 0, Absent: 1

Notice of Meeting

This meeting was publicized in the Kearney Hub on October 3, 2026; radio stations KGFW and KKPR; and KSNB and KHGI T.V.

Niki Deeds, Secretary

KEARNEY PUBLIC SCHOOLS DISTRICT #7**CLAIMS TO BE PAID IN OCTOBER 2026****PUBLICATION OF CHECKS**

VENDOR	DESCRIPTION	AMOUNT
4imprint, Inc	Advertising Communications	\$ 165.55
AC Supply Co	Supplies Industrial Art	\$ 1,933.49
Active Internet Technologies	Advertising Communications	\$ 6,646.00
Addison Ellis	Other Technical Services Softball	\$ 130.00
Adventure Enterprises LLC	Transportation Charges Band	\$ 1,522.00
Adventure Enterprises LLC	Other Technical Services Cross Country Boys	\$ 1,357.00
Adventure Enterprises LLC	Other Technical Services Cross Country Girls	\$ 1,357.00
Adventure Enterprises LLC	Other Technical Services Cross Country Girls	\$ 1,357.00
Adventure Enterprises LLC	Other Technical Services Football	\$ 1,357.00
Adventure Enterprises LLC	Other Technical Services Volleyball	\$ 1,357.00
Adventure to Success Child Development	Professional Services Sixpence Home 1	\$ 456.60
AGParts Worldwide, Inc.	Repairs & Maintenance Services Chromebook Mainte	\$ 507.36
All Makes Auto Supply	Supplies Care and Upkeep of Grounds	\$ 37.99
All Makes Auto Supply	Tires and Parts Non Student Vehicles	\$ 19.98
Amanda Gardner	Other Technical Services Volleyball	\$ 260.00
Amax Contracting Inc	Supplies Maintenance of Buildings	\$ 323.40
Amazon Capital Services	Transportation Charges Regular Instruction	\$ 33.99
Amazon Capital Services	Supplies Regular Instruction	\$ 54.14
Amazon Capital Services	Supplies Regular Instruction	\$ 1,809.25
Amazon Capital Services	Supplies Regular Instruction	\$ 474.48
Amazon Capital Services	Supplies Regular Instruction	\$ 462.03
Amazon Capital Services	Supplies Regular Instruction	\$ 1,774.75
Amazon Capital Services	Supplies Regular Instruction	\$ 21.99
Amazon Capital Services	Supplies Regular Instruction	\$ 9.78
Amazon Capital Services	Supplies Regular Instruction	\$ 28.99
Amazon Capital Services	Supplies Regular Instruction	\$ 44.97
Amazon Capital Services	Supplies Regular Instruction	\$ 612.16
Amazon Capital Services	Supplies Regular Instruction	\$ 108.15
Amazon Capital Services	Supplies Regular Instruction	\$ 365.22
Amazon Capital Services	Supplies Regular Instruction	\$ 540.21
Amazon Capital Services	Supplies Regular Instruction	\$ 269.33
Amazon Capital Services	Textbooks Regular Instruction	\$ 1,485.00
Amazon Capital Services	Textbooks Consumables Regular Instruction	\$ 86.61
Amazon Capital Services	Textbooks Supplementals Regular Instruction	\$ 395.00
Amazon Capital Services	Explore Regular Instruction	\$ 162.60
Amazon Capital Services	Explore Regular Instruction	\$ 1,445.68
Amazon Capital Services	Supplies Science	\$ 75.97
Amazon Capital Services	Supplies FCS	\$ 54.98
Amazon Capital Services	Supplies Industrial Art	\$ 35.79
Amazon Capital Services	Supplies Art	\$ 776.51
Amazon Capital Services	Supplies Art	\$ 330.77
Amazon Capital Services	Supplies Art	\$ 161.16
Amazon Capital Services	Supplies Art	\$ 683.39
Amazon Capital Services	Supplies Vocal Music	\$ 255.22
Amazon Capital Services	Supplies Agriculture	\$ 21.29
Amazon Capital Services	Supplies Wood Shop	\$ 194.53

Amazon Capital Services	Supplies Machine Shop	\$	102.61
Amazon Capital Services	Supplies Health Science	\$	101.90
Amazon Capital Services	Supplies Early Childhood	\$	797.75
Amazon Capital Services	Supplies Coordinator	\$	39.99
Amazon Capital Services	Supplies Resource	\$	826.80
Amazon Capital Services	Supplies Guidance Services	\$	74.94
Amazon Capital Services	Supplies Health Services	\$	15.41
Amazon Capital Services	Supplies Health Services	\$	27.49
Amazon Capital Services	Supplies OT Related Services	\$	155.55
Amazon Capital Services	Library References Library	\$	59.61
Amazon Capital Services	Library References Library	\$	102.96
Amazon Capital Services	Library References Library	\$	88.62
Amazon Capital Services	Library References Library	\$	106.41
Amazon Capital Services	Periodicals Library	\$	140.60
Amazon Capital Services	Supplies AudioVisual	\$	167.91
Amazon Capital Services	Supplies Technology	\$	12,112.83
Amazon Capital Services	Copier & Printing Usage Communications	\$	66.95
Amazon Capital Services	Supplies Communications	\$	139.34
Amazon Capital Services	Supplies Office of the Principal	\$	116.87
Amazon Capital Services	Supplies Office of the Principal	\$	320.57
Amazon Capital Services	Supplies Office of the Principal	\$	304.86
Amazon Capital Services	Supplies Office of the Principal	\$	418.54
Amazon Capital Services	Supplies Office of the Principal	\$	304.86
Amazon Capital Services	Supplies Office of the Principal	\$	249.72
Amazon Capital Services	Supplies Office of the Principal	\$	288.55
Amazon Capital Services	Supplies Office of the Principal	\$	304.75
Amazon Capital Services	Supplies Office of the Principal	\$	305.85
Amazon Capital Services	Supplies Office of the Principal	\$	133.46
Amazon Capital Services	Supplies Office of the Principal	\$	304.84
Amazon Capital Services	Supplies Office of the Principal	\$	304.84
Amazon Capital Services	Supplies Office of the Principal	\$	362.60
Amazon Capital Services	Supplies Office of the Principal	\$	383.98
Amazon Capital Services	Supplies Office of the Principal	\$	78.99
Amazon Capital Services	Supplies Office of the Principal	\$	304.70
Amazon Capital Services	Supplies	\$	258.47
Amazon Capital Services	Supplies Operations of Buildings	\$	625.32
Amazon Capital Services	Supplies Maintenance of Buildings	\$	649.87
Amazon Capital Services	Supplies Care and Upkeep of Grounds	\$	813.39
Amazon Capital Services	Furniture and Fixtures Care & Upkeep of Grounds	\$	275.48
Amazon Capital Services	Tires and Parts Non Student Vehicles	\$	39.00
Amazon Capital Services	Supplies Regular Education Transportation	\$	50.84
Amazon Capital Services	Supplies Sixpence Home 1	\$	11,399.51
Amazon Capital Services	Supplies Sixpence Community Grant	\$	862.72
Amazon Capital Services	Pupil Services IDEA Base & E/P	\$	9.99
Amazon Capital Services	Supplies IDEA Part B Proportionate Share	\$	96.54
Amazon Capital Services	Supplies Activities Director	\$	139.98
Amazon Capital Services	Supplies Training Room	\$	41.15
Amazon Capital Services	Miscellaneous Expenditure Training Room	\$	172.99
Amazon Capital Services	Miscellaneous Expenditure Advertising	\$	352.22
Amazon Capital Services	Supplies Wish List	\$	428.75
Amazon Capital Services	Miscellaneous Expenditure Wish List	\$	57.98

Amazon Capital Services	Supplies Cross Country Girls	\$	12.86
Amazon Capital Services	Supplies Football	\$	849.00
Amazon Capital Services	Miscellaneous Expenditure Football	\$	74.48
Amazon Capital Services	Miscellaneous Expenditure Golf Girls	\$	224.25
Amazon Capital Services	Supplies Volleyball	\$	58.42
Amazon Capital Services	Miscellaneous Expenditure Volleyball	\$	21.59
Amazon Capital Services	Miscellaneous Expenditure Wrestling Girls	\$	289.90
Amazon Capital Services	Miscellaneous Expenditure Art Honor Society NA	\$	260.86
Amazon Capital Services	Miscellaneous Expenditure Bearcat Cares Food Pan	\$	60.67
Amazon Capital Services	Miscellaneous Expenditure Cheerleaders	\$	329.29
Amazon Capital Services	Supplies Concessions	\$	440.34
Amazon Capital Services	Miscellaneous Expenditure Courtesy/Teachers Loun	\$	1,237.35
Amazon Capital Services	Miscellaneous Expenditure Art Shared Elementar	\$	295.66
Amazon Capital Services	Miscellaneous Expenditure Donations Misc	\$	2,631.69
Amazon Capital Services	Miscellaneous Expenditure Drama	\$	2,867.67
Amazon Capital Services	Miscellaneous Expenditure FCCLA	\$	23.19
Amazon Capital Services	Miscellaneous Expenditure Media Library	\$	268.57
Amazon Capital Services	Miscellaneous Expenditure Media Lost Library B	\$	26.76
Amazon Capital Services	Miscellaneous Expenditure Music Band	\$	53.94
Amazon Capital Services	Miscellaneous Expenditure PAC's Share of Distric	\$	385.03
Amazon Capital Services	Miscellaneous Expenditure PAC's Share of Distric	\$	863.46
Amazon Capital Services	Miscellaneous Expenditure Principal	\$	29.57
Amazon Capital Services	Miscellaneous Expenditure Principal	\$	113.96
Amazon Capital Services	Miscellaneous Expenditure Student Activity Accou	\$	223.55
Amazon Capital Services	Miscellaneous Expenditure 5th Grade Safety Patro	\$	406.58
Amazon Capital Services	Supplies	\$	430.87
Amazon Capital Services	Miscellaneous Expenditure Volleyball	\$	483.73
Amazon Capital Services	Miscellaneous Expenditure PreSchool Tuition	\$	31.99
Amazon Capital Services	Supplies	\$	1,364.59
American Red CrossHealth & Safety Svcs	Employee Training and Development Services	\$	278.10
Amplify Education Inc	Textbooks Regular Instruction	\$	34,342.58
Amy Denny	Supplies Regular Instruction	\$	365.00
Amy Denny.	Miscellaneous Expenditure Student Activity Accou	\$	88.00
Amy Otto	Mileage Paid to Staff	\$	7.76
Amy Springer	Mileage Paid to Staff	\$	0.94
Amy Springer	Mileage Paid to Staff	\$	201.55
Angela Blankenship	Mileage Paid to Staff	\$	294.50
Angela Blankenship	Mileage Paid to Staff	\$	35.60
Angela Wright	Miscellaneous Expenditure Playground Equipment	\$	44.00
Angelica Johnson	Professional Services Sixpence Community Grant	\$	125.00
Anthony Tebbe	Other Technical Services Football	\$	150.00
Anthony Tebbe	Other Technical Services Football	\$	95.00
Apple Inc	Supplies Technology	\$	33,522.21
Apple Inc	Supplies Office of the Principal	\$	429.00
Apple Inc	Supplies	\$	3,003.00
Apple Market	Supplies FCS	\$	337.17
Ariana Bishop	Mileage Paid to Staff	\$	65.32
Ariel Bisbal	Mileage Paid to Parents School Age Sped Transpor	\$	22.84
Arnolds Motor Supply 88593/102634	Supplies Care and Upkeep of Grounds	\$	80.98
Ashley Dawn Lewis	Professional Services Sixpence Community Grant	\$	125.00
Ashley Weltruski	Other Technical Services Volleyball	\$	65.00

Ashton Rudeen	Other Technical Services Volleyball	\$	545.00
Aurora Cooperative Elevator Company	Vehicle Gasoline Regular Education Transportatio	\$	771.77
Austin Lutkemeier	Other Technical Services Football	\$	95.00
Avery Franzen	Other Technical Services Volleyball	\$	195.00
Awards Unlimited	Supplies Volleyball	\$	185.97
Baer Photography	Advertising Communications	\$	149.00
Baer Photography	Professional Services Care & Upkeep of Grounds	\$	10,145.00
Bear Frame & Alignment	Vehicle Repair Reg. Ed. Transp. Maintenance	\$	278.20
Black Hills Energy	Natural Gas Operations of Buildings	\$	153.16
Black Hills Energy	Natural Gas IDEA Base & E/P	\$	0.32
Black Squirrel Enterprises, LLC	Supplies Cross Country Boys Cross Country/Bo	\$	456.00
Black Squirrel Enterprises, LLC	Supplies Cross Country Girls	\$	456.00
Blick Art Materials II	Miscellaneous Expenditure Student Activity Accou	\$	87.42
Blick Art Materials II	Supplies Art	\$	713.26
Blick Art Materials II	Supplies Art	\$	498.14
Bob Nutt	Other Technical Services Softball	\$	150.00
Bomgaars Supply Inc	Supplies Care and Upkeep of Grounds	\$	75.96
Bomgaars Supply Inc	Tires and Parts Non Student Vehicles	\$	119.99
Boogaarts Food Store	Supplies Regular Instruction	\$	32.50
Boogaarts Food Store	Supplies Agriculture	\$	397.33
Boogaarts Food Store	Supplies FCS	\$	12.74
Bound to Stay Bound Books Inc	Library References Library	\$	328.43
Brandon Ray	Other Technical Services Volleyball	\$	150.00
Brookes Publishing	Professional Services Sixpence Community Grant	\$	499.95
Bruce Brooks	Other Technical Services Volleyball	\$	325.00
Buffalo County Clerk	Miscellaneous Expenditure Board of Education	\$	3,595.38
Builders HowTo Warehouse	Miscellaneous Expenditure	\$	29,922.60
Builders HowTo Warehouse	Supplies Industrial Art	\$	222.00
Builders HowTo Warehouse	Supplies Industrial Art	\$	350.10
Builders HowTo Warehouse	Supplies Maintenance of Buildings	\$	336.89
Builders HowTo Warehouse	Supplies Care and Upkeep of Grounds	\$	4,411.61
C & I Equipment, LLC	Supplies Care and Upkeep of Grounds	\$	21.76
Capital Sanitary Supply Company Inc	Supplies Operations of Buildings	\$	17,401.79
Carahsoft Technology Corporation	Professional Services Sixpence Center 1	\$	2,200.00
Carahsoft Technology Corporation	Professional Services Sixpence Home 1	\$	2,200.00
Cari Callan	Other Technical Services Volleyball	\$	130.00
Carolina Biological Supply	Textbooks Consumables Regular Instruction	\$	2,039.57
Cash from NebraskaLand National Bank	Driver License/Criminal History	\$	64.28
CashWa Distributing	Food	\$	155,593.07
Cassie Houser	Mileage Paid to Staff Coordinator	\$	65.61
Cathy Coble	Other Technical Services Volleyball	\$	390.00
CDW Government	Supplies Regular Instruction	\$	155.84
CDW Government	Supplies Technology	\$	1,361.25
CDW Government	Technology Software Technology	\$	24,484.00
Centegix	Supplies Security	\$	9,400.00
Central States Safety & Driver Trng LLC	Professional Services Regular Education Transpor	\$	600.00
Chelsea Smith	Miscellaneous Expenditure	\$	95.90
Chesterman Co.	Food	\$	5,075.70
City Of Kearney	Water	\$	11,500.00
City of KearneySchool Resource Office	Security Officer Security	\$	21,888.32
Coach Master's Inc	Tires and Parts Reg. Ed. Transp. Maintenance	\$	659.73

Cody Dvorak	Miscellaneous Expenditure FBLA	\$	140.00
Colorado/West Equipment Inc	Tires and Parts Sped Transportation Maint	\$	373.39
Colorado/West Equipment Inc	Tires and Parts	\$	373.39
Colorado/West Equipment Inc	Tires and Parts	\$	373.39
Colorado/West Equipment Inc	Tires and Parts Sped Transportation Maintenance	\$	373.39
Colorado/West Equipment Inc	Tires and Parts Sped Transportation Maintenance	\$	373.39
Colorado/West Equipment Inc	Tires and Parts Sped Transportation Maintenance	\$	373.39
Coni Park	Other Technical Services Volleyball	\$	83.34
Cook Center for Human Connection	Professional Services Guidance Services	\$	5,000.00
Copycat Printing Inc	Supplies Softball Softball	\$	195.70
Copycat Printing Inc	Supplies Regular Instruction	\$	176.64
Country Meats	Supplies Concessions	\$	354.00
Courtney Drake	Other Technical Services Softball	\$	160.00
Crane River Theater Company Inc.	Miscellaneous Expenditure Music Vocal	\$	405.00
Crane River Theater Company Inc.	Miscellaneous Expenditure	\$	1,750.00
Culligan Of Kearney	Supplies Office of the Principal	\$	37.00
Culligan Of Kearney	Professional Services Care & Upkeep of Grounds	\$	179.30
Culligan Of Kearney	Supplies Care and Upkeep of Grounds	\$	280.50
Cummins Central Power LLC	Vehicle Repair Reg. Ed. Transp. Maintenance	\$	11,758.33
Daisha Carasco	Mileage Paid to Parents School Age Sped Transpor	\$	69.02
Dakota Potters Supply LLC	Supplies Art	\$	1,503.00
Damon West LLC	Professional Services Executive Administration	\$	16,000.00
Dan Bentzinger	Other Technical Services Football	\$	150.00
DAS State Accounting Central Finance	Purchased Service Telephone Technology	\$	639.07
Dave Behle	Other Technical Services Football	\$	150.00
Dave Parmley	Other Technical Services Softball	\$	160.00
Demco Inc	Library References Library	\$	94.28
Demco Inc	Library References Library	\$	292.13
Demco Inc	Periodicals Library	\$	504.87
Destination Imagination Inc	Dues and Fees High Ability Learners	\$	8,344.00
DHHS Licensure Unit	Employee Training and Development Services	\$	2,100.00
Diane Balcom	Other Technical Services Volleyball	\$	130.00
Divas at Kearney Floral Co.	Supplies Agriculture	\$	947.25
Domino's Pizza	Supplies Sixpence Home 1	\$	245.00
Domino's Pizza	Food	\$	3,726.00
Doug Wyatt	Other Technical Services Football	\$	150.00
Eakes Office Solutions	Copier & Printing Usage Regular Instruction	\$	2,505.47
Eakes Office Solutions	Supplies Regular Instruction	\$	2,889.06
Eakes Office Solutions	Supplies Regular Instruction	\$	469.90
Eakes Office Solutions	Supplies Regular Instruction	\$	135.00
Eakes Office Solutions	Supplies Regular Instruction	\$	939.80
Eakes Office Solutions	Supplies Office of the Principal	\$	1,662.00
Eakes Office Solutions	Supplies Office of the Principal	\$	66.97
Echo Electric	Supplies Maintenance of Buildings	\$	662.32
Ed Hemenway	Lawn Services Care & Upkeep of Grounds	\$	2,380.40
Eddie Walters	Other Technical Services Volleyball	\$	220.00
Edupoint Educational Systems	Professional Services Technology	\$	750.00
Edupoint Educational Systems	Technology Software Technology	\$	128,679.00
Eileen's Colossal Cookies	Miscellaneous Expenditure Media Library	\$	29.00
Elevated Catering, LLC	Miscellaneous Expenditure	\$	615.00
Elevated Catering, LLC	Miscellaneous Expenditure	\$	675.00

Eli O'Dey	Other Technical Services Football	\$	95.00
Emmalee Kwapnioski	Other Technical Services Volleyball	\$	150.00
Eric Johnson	Supplies Care and Upkeep of Grounds	\$	647.80
Eric Johnson	Supplies Regular Education Transportation	\$	21.75
Erika Bennett	Professional Services Sixpence Community Grant	\$	125.00
Erin Johnson (Cambridge)	Other Technical Services Volleyball	\$	125.00
Erin Small	Professional Services Sixpence Community Grant	\$	171.97
ESU 10	Supplies Regular Instruction	\$	60.00
ESU 10	Dues and Fees	\$	140.00
ESU 10	Sped Tuition/Agencies Supervision	\$	225.74
ESU 10	Sped Tuition/Agencies Contracted Services	\$	5,161.80
ESU 10	Sped Tuition/Agencies Speech Pathology & Audiolo	\$	3,490.14
ESU 10	Sped Tuition/Agencies PT Related Services	\$	6,556.90
ESU 10	Sped Tuition/Agencies Visually Handicapped	\$	8,268.94
ESU 10	Employee Training and Development Services	\$	4,140.00
ESU 10	Employee Training and Development Services	\$	460.00
ESU 10	Professional Services Technology	\$	1,975.00
ESU 10	Technology Software Technology	\$	1,800.00
ESU 10	Dues and Fees Office of the Principal	\$	60.00
ESU 10	Dues and Fees High Ability Learners	\$	1,000.00
ESU 10	Subawards/SubContracts \$25,000 or less	\$	1,255.88
ESU 10	Subawards/SubContracts \$25,000 or less	\$	2,684.07
ESU 10	Miscellaneous Expenditure Principal	\$	60.00
ESU 3	Dues and Fees IDEA Base & E/P	\$	240.00
ESU Coordinating Council	Technology Software	\$	16,200.00
Family Suite Learning Center	Professional Services Sixpence Home 1	\$	168.00
Fiber Platform LLC	Purchased Service Telephone Technology	\$	8,086.73
First Aid Supplies Online Inc	Supplies Health Services	\$	488.38
Flashlight Learning, Inc	Digital Instructional Materials	\$	23,150.00
Follett Content Solutions LLC	Library References Library	\$	1,884.31
Follett Content Solutions LLC	Library References Library	\$	473.36
Follett Content Solutions LLC	Library References Library	\$	624.13
Follett Content Solutions LLC	Periodicals Library	\$	615.80
Follett Content Solutions LLC	Periodicals Library	\$	291.80
Follett Content Solutions LLC	Periodicals Library	\$	1,361.36
Follett Content Solutions LLC	Miscellaneous Expenditure Foundation Donation	\$	776.77
Frontier	Professional Services Regular Instruction	\$	289.30
Frontier	Professional Services Regular Instruction	\$	16.07
Frontier	Professional Services Regular Instruction	\$	16.07
Frontier	Purchased Service Telephone Fiscal Services	\$	1,990.08
Gartner & Associates Co Inc	Supplies Maintenance of Buildings	\$	4,625.00
Gary Stubbs	Other Technical Services Football	\$	75.00
General Parts LLC	Supplies Maintenance of Buildings	\$	2,606.48
Grace Rosenau	Employee Training and Development Services	\$	201.78
GraceNotes LLC	Supplies Vocal Music	\$	850.50
Graham Tire	Vehicle Repair Non Student Vehicles	\$	1,079.75
Graham Tire	Tires and Parts Non Student Vehicles	\$	183.95
Graham Tire	Vehicle Repair Reg. Ed. Transp. Maintenance	\$	247.04
Graham Tire	Tires and Parts Sped Transportation Maintenance	\$	323.48
Graham Tire	Tires and Parts Sped Transportation Maintenance	\$	966.00
Greg Morris	Other Technical Services Softball	\$	355.00

Grosh Backdrops and Drapery	Miscellaneous Expenditure Drama	\$ 1,818.76
Hastings High School	Dues and Fees	\$ 75.00
Hastings High School	Dues and Fees Vocal Music	\$ 500.00
Haylee Jordan	Mileage Paid to Parents School Age Sped Transpor	\$ 22.62
Heartland Leasing Services Inc	Repairs & Maintenance Services Maintenance Of Bu	\$ 24,280.00
Heritage Water Services Inc.	Professional Services Care & Upkeep of Grounds	\$ 955.00
High Plains Pizza Hut, Inc	Food	\$ 5,299.75
High Point Networks, LLC	Professional Services Technology	\$ 245.00
Hiland Dairy Foods	Food	\$ 34,699.81
Hobart Sales & Service E.F. Incorporated	Supplies Maintenance of Buildings	\$ 186.73
Hobby Lobby Stores Inc	Supplies	\$ 637.21
Holmes Plumbing & Htg	Supplies Maintenance of Buildings	\$ 254.23
Hometown Leasing	Rentals of Equipment and Vehicles Regular Instru	\$ 10,786.59
Houghton Mifflin Harcourt Publishing Co.	Textbooks Regular Instruction	\$ 1,286.38
Humanex Ventures LLC	Employee Training and Development Services	\$ 15,750.00
HyVee Accounts Receivable	Supplies FCS	\$ 50.27
HyVee Accounts Receivable	Miscellaneous Expenditure Concessions	\$ 85.75
HyVee Accounts Receivable	Miscellaneous Expenditure SAB Student Advisory	\$ 150.00
Instructure Inc	Dues and Fees Regular Instruction	\$ 7,004.55
Integrated Security Solutions LLC	Repairs & Maintenance Services Maintenance Of Bu	\$ 286.00
Intellicom	Professional Services Technology	\$ 7,187.00
Intellicom	Technology Software Technology	\$ 39,216.25
IntraData	Supplies Regular Instruction	\$ 155.00
J Spot Services LLC	Professional Services Care & Upkeep of Grounds	\$ 440.00
J W Pepper & Son Inc	Supplies Vocal Music	\$ 402.99
J W Pepper & Son Inc	Supplies Vocal Music	\$ 667.17
J W Pepper & Son Inc	Supplies Band	\$ 339.90
Jason Mundorf	Mileage Paid to Staff	\$ 268.25
Jason Mundorf	Travel Executive Administration	\$ 604.09
Jaycie Thorn	Mileage Paid to Parents School Age Sped Transpor	\$ 58.88
Jeffrey Schwartz	Mileage Paid to Staff	\$ 188.50
Jenna Weber	Other Technical Services Volleyball	\$ 130.00
Jesse Hartshorn	Other Technical Services Volleyball	\$ 325.00
Jim Crosby	Other Technical Services Cross Country Boys	\$ 125.00
Jim Langin	Other Technical Services Football	\$ 95.00
Jim Langin	Other Technical Services Softball	\$ 150.00
Joe Reinke	Other Technical Services Football	\$ 150.00
Joel Ferebee	Other Technical Services Football	\$ 95.00
Johnstone Supply	Supplies Maintenance of Buildings	\$ 3,323.61
JROTC Dog Tags Inc	Supplies	\$ 997.95
Kaitlyn Wood	Professional Services Sixpence Community Grant	\$ 125.00
Kaplan Early Learning Company	Supplies Sixpence Community Grant	\$ 2,550.59
Kearney Ace Hardware	Supplies Care and Upkeep of Grounds	\$ 142.98
Kearney Ag & Auto Repair Inc	Vehicle Repair Sped Transportation Maintenance	\$ 331.17
Kearney Ag & Auto Repair Inc	Vehicle Repair Sped Transportation Maintenance	\$ 93.69
Kearney Ag & Auto Repair Inc	Vehicle Repair Sped Transportation Maintenance	\$ 49.25
Kearney Area Solid Landfill City Of Kear	Miscellaneous Expenditure Construction Tech Fund	\$ 19.44
Kearney Area Solid Landfill City Of Kear	Professional Services Care & Upkeep of Grounds	\$ 445.15
Kearney Booster Club	Miscellaneous Expenditure	\$ 950.00
Kearney Noon Kiwanis	Dues and Fees Executive Administration	\$ 100.00
Kearney Public Library City of Kearney	Library References Library	\$ 2,768.50

Kearney Winlectric Co	Supplies Maintenance of Buildings	\$	408.59
Kearney Winnelson	Supplies Maintenance of Buildings	\$	6,353.26
Kearney Winnelson	Supplies Care and Upkeep of Grounds	\$	1,026.20
Kelly Supply Co	Supplies Maintenance of Buildings	\$	2,805.67
Kelly Supply Co	Supplies Care and Upkeep of Grounds	\$	41.39
Kelsey Hatcher	Other Technical Services Volleyball	\$	130.00
Kent Plonkey	Other Technical Services Softball	\$	75.00
Kent Plonkey	Other Technical Services Softball	\$	150.00
Kent Washington	Other Technical Services Football	\$	75.00
Kent Washington	Other Technical Services Football	\$	150.00
Kidwell	Professional Services Technology	\$	5,520.50
Kidwell	Supplies Technology	\$	10,967.50
Kidwell	Technology Software Technology	\$	3,856.54
Kidwell	Repairs & Maintenance Services Maintenance Of Bu	\$	868.75
Kiewit Luminarium	Supplies Orchestra	\$	1,090.00
Kim Atchison	Miscellaneous Expenditure	\$	12.00
Kimberly Ryan	Mileage Paid to Staff	\$	21.03
KPS Foundation	Miscellaneous Expenditure	\$	2,405.00
Kristen Richey	Mileage Paid to Staff	\$	70.76
Kucera Painting Inc	Furniture and Fixtures Care & Upkeep of Grounds	\$	3,500.00
Lakeshore Lrng Materials	Supplies Sixpence Community Grant	\$	6,438.53
Lauren Gerdes	Other Technical Services Volleyball	\$	130.00
Laurie Ann Ziems	Professional Services Sixpence Community Grant	\$	125.00
Lexington High School	Dues and Fees	\$	40.00
Liam Kreikemeier	Other Technical Services Volleyball	\$	325.00
Libbi Harsh	Professional Services Sixpence Community Grant	\$	99.04
Library Trac LLC	Supplies AudioVisual	\$	50.00
Lighthouse Academy CDC	Professional Services Sixpence Home 1	\$	442.00
Lilly Bauman	Professional Services Sixpence Community Grant	\$	275.00
Lincoln High School	Dues and Fees	\$	175.00
Lincoln Journal Star	Advertising Communications	\$	900.00
Lincoln Journal Star	Advertising Fiscal Services	\$	146.04
Lincoln Northwest High School	Dues and Fees Vocal Music	\$	700.00
Lincoln Southeast High School	Dues and Fees	\$	200.00
Lincoln Southwest High School	Dues and Fees	\$	135.00
Lips Printing Service	Supplies Transition	\$	16.20
Liz Janssen	Other Technical Services Softball	\$	120.00
LMN Graphics LLC	Professional Services Care & Upkeep of Grounds	\$	3,687.50
LMN Graphics LLC	Furniture and Fixtures Regular Education Transpo	\$	390.00
Lori Keller	Mileage Paid to Staff	\$	6.53
Lynn Stewart	Miscellaneous Expenditure Media Lost Library B	\$	120.00
Made in the Shade Blinds & More	Furniture and Fixtures Maintenance of Buildings	\$	460.00
Madison Tibke	Miscellaneous Expenditure Dance Catz	\$	375.00
Makenna Martinez	Miscellaneous Expenditure	\$	20.00
Mallory Dougherty	Mileage Paid to Staff	\$	322.77
Maria Aguayo	Mileage Paid to Parents School Age Sped Transpor	\$	36.98
Mariah Murrish	Miscellaneous Expenditure 5th Grade Safety Patro	\$	187.00
Martin Kracl	Other Technical Services Football	\$	75.00
Masters True Value	Supplies Care and Upkeep of Grounds	\$	305.93
Masters True Value	Repairs & Maintenance Services Non Student Vehic	\$	91.00
Matt Barth	Other Technical Services Football	\$	75.00

Matt Barth	Other Technical Services	Football	\$	75.00
McGraw Hill School Education Holdings LL	Supplies	Resource	\$	879.90
Mead Lumber Co	Supplies	Care and Upkeep of Grounds	\$	131.28
Mechanical Sales Parts Inc	Professional Services	Care & Upkeep of Grounds	\$	7,044.34
Megyn Scott	Other Technical Services	Volleyball	\$	130.00
Mel Nutt	Other Technical Services	Softball	\$	150.00
Mel Nutt	Other Technical Services	Softball	\$	160.00
Melinda Riedel	Other Technical Services	Volleyball	\$	125.00
Melissa Franzen	Other Technical Services	Volleyball	\$	195.00
Melissa Franzen	Other Technical Services	Volleyball	\$	125.00
Melissa Franzen	Other Technical Services	Volleyball	\$	125.00
Melissa Peterson	Miscellaneous Expenditure		\$	155.30
Midwest Connect	Miscellaneous Expenditure	Dance Catz	\$	179.25
Nebraska FBLA	Miscellaneous Expenditure	FBLA	\$	140.00
Nebraska FCCLA	Miscellaneous Expenditure	FCCLA	\$	200.00
Nebraska Public Power District	Electricity		\$	99,853.82
Nebraska Safety Center	Miscellaneous Expenditure		\$	250.00
Nebraska State Bar Foundation	Miscellaneous Expenditure		\$	100.00
Nebraska State Bar Foundation	Miscellaneous Expenditure		\$	100.00
NebSPRA c/o Nicole Anderson	Miscellaneous Expenditure		\$	75.00
Northwestern Energy	Natural Gas		\$	2,141.80
NSCTA	Miscellaneous Expenditure		\$	160.00
Off Duty Management, Inc	Miscellaneous Expenditure	Football	\$	345.00
Omaha Performing Arts	Miscellaneous Expenditure	Drama	\$	300.00
Omaha Symphony	Miscellaneous Expenditure		\$	525.00
Papillion La Vista High School	Dues and Fees		\$	125.00
Qdoba Mexican Grill	Other Technical Services	HACS Education Quest	\$	473.65
Roger Hammond	Other Technical Services	Volleyball	\$	325.00
Ryann Sabatka	Other Technical Services	Volleyball	\$	125.00
School Social Wk Assoc Of Ne SSWAN	Miscellaneous Expenditure	Principal	\$	75.00
Scott Schukar	Other Technical Services	Football	\$	75.00
Scottsbluff High School	Dues and Fees		\$	125.00
Staying Alive CPR	Miscellaneous Expenditure		\$	975.00
Stuart Moore	Other Technical Services	Football	\$	75.00
Stuart Moore	Other Technical Services	Football	\$	225.00
Super 8 Valentine	Travel	FFA	\$	660.00
Teanne O'Neill	Other Technical Services	Volleyball	\$	125.00
Thomas Vacura, Jr	Other Technical Services	Softball	\$	160.00
Tim Valleau	Other Technical Services	Football	\$	325.00
Tim Valleau	Other Technical Services	Football	\$	75.00
Todd Mau	Other Technical Services	Softball	\$	155.00
Todd Wardyn	Other Technical Services	Football	\$	75.00
Treianne Patterson	Other Technical Services	Volleyball	\$	125.00
Tricia Kasper	Other Technical Services		\$	390.00
Tricia Kasper	Other Technical Services	Volleyball	\$	390.00
Tyler Slechta	Other Technical Services	Football	\$	95.00
US Bank Cardmember Service	Supplies	Industrial Art	\$	395.30
Walmart Community BRC	Supplies		\$	4,550.51
Walmart Community BRC	Supplies	Regular Instruction	\$	7.47
Walmart Community BRC	Supplies	Coordinator	\$	29.82
Walmart Community BRC	Supplies	Office of the Principal	\$	10.68

Walsworth Publishing Company

Xpressmyself.com LLC

**SPECIAL BUILDING FUND and QCPUF
CLAIMS TO REPORT FOR OCTOBER 2026**

VENDOR

BD Construction
BD Construction
BD Construction
BD Construction
BD Construction
BD Construction
BD Construction
BD Construction
BD Construction
BD Construction
BD Construction
Century Lumber Center
Ed Hemenway
Hoehner Turf Irrigation
Hoehner Turf Irrigation
Hoehner Turf Irrigation
Hoehner Turf Irrigation
Hoehner Turf Irrigation
Hoehner Turf Irrigation
Hoehner Turf Irrigation
Kidwell
Latitude Signage + Design
Mead Lumber Co
Menards Kearney

Miscellaneous Expenditure Log/Yearbook

Supplies

\$ 223.59

\$ 179.46

DESCRIPTION

Construction Services
Construction Services
Construction Services
Construction Services
Construction Services
Construction Services
Construction Services
Construction Services
Construction Services
Construction Services
Construction Services
Construction Services
Construction Services
Construction Services
Construction Services
Construction Services
Construction Services
Construction Services
Construction Services
Construction Services
Construction Services
Construction Services
Supplies

AMOUNT

\$ 305,690.54
\$ 5,515.44
\$ 21,544.06
\$ 5,515.45
\$ 21,544.07
\$ 21,544.07
\$ 21,544.07
\$ 21,544.07
\$ 21,544.07
\$ 21,544.07
\$ 21,544.07
\$ 22,397.28
\$ 22,740.95
\$ 314.29
\$ 314.29
\$ 314.29
\$ 314.29
\$ 314.30
\$ 314.30
\$ 314.30
\$ 314.30
\$ 17,625.00
\$ 14,551.00
\$ 981.50
\$ 14,604.88

General Account - NebraskaLand National Bank
Month Ending September 30, 2026

Per Bank

NebraskaLand Bank	September 30, 2026	\$	23,244,814.61
Less Outstanding Checks		\$	(35,206.28)
Less Outstanding Other Disbursements		\$	(34,821.92)
Plus Outstanding Deposits		\$	3.12
Adjustment			
Ending Balance		\$	<u>23,174,789.53</u>

Per Books

Beginning Balance	September 30, 2026	\$	21,109,164.28
Plus Receipts		\$	13,112,595.33
Less Expenditures		\$	(11,047,525.37)
Less Returned Checks			
Adjustment		\$	555.29
Voided Checks		\$	<u>-</u>
Ending Book Balance	September 30, 2026	\$	<u>23,174,789.53</u>

Flex Spending Account Balance

\$61,778.18

School District 7

Fund Balances

Fiscal Year: 2026-2027

Month: September
Year: 2026
Fund Type:

☒ Include Cash Balance
☐ FY End Report

<u>Fund</u>	<u>Description</u>	<u>Beginning Balance</u>	<u>Revenue</u>	<u>Expense</u>	<u>Transfers</u>	<u>Fund Balance</u>	<u>Cash Balance</u>	<u>Variance</u>
01	General Fund	\$20,739,932.58	\$9,499,969.68	(\$8,386,219.48)	\$0.00	\$21,853,682.78	\$14,007,174.16	\$7,846,508.62
02	Depreciation Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
03	Employee Benefit Fund	\$47,986.91	\$0.00	\$0.00	\$0.00	\$47,986.91	\$47,986.91	\$0.00
05	Activities Fund	\$2,638,559.03	\$184,409.77	(\$192,720.16)	\$0.00	\$2,630,248.64	\$2,631,591.02	(\$1,342.38)
06	School Nutrition Fund	\$1,307,000.17	\$311,866.79	(\$466,144.46)	\$0.00	\$1,152,722.50	\$1,182,573.32	(\$29,850.82)
07	Bond Fund	\$10,961,504.85	\$1,758,254.81	\$0.00	\$0.00	\$12,719,759.66	\$10,752,555.87	\$1,967,203.79
08	Special Building Fund	\$5,264,842.38	\$1,065,982.09	(\$596,738.57)	\$0.00	\$5,734,085.90	\$4,690,282.40	\$1,043,803.50
09	Qualified Capital Fund	\$1,290,488.65	\$224,232.96	(\$1,396,131.19)	\$0.00	\$118,590.42	(\$165,629.24)	\$284,219.66
10	Coop Fund	\$207,968.07	\$0.00	(\$3,221.99)	\$0.00	\$204,746.08	\$205,414.41	(\$668.33)
12	Student Fee Fund	\$380,839.00	\$21,748.22	(\$25,988.19)	\$0.00	\$376,599.03	\$376,878.57	(\$279.54)
Grand Total:		\$42,839,121.64	\$13,066,464.32	(\$11,067,164.04)	\$0.00	\$44,838,421.92	\$33,728,827.42	\$11,109,594.50

End of Report

FY26 KPS Revenue and Expense Report Compared to Budget

DATE: September 2026

					Percent of FY Completed				
					TOTAL				8.33%
	<u>FY 2027</u>	<u>TOTAL BUDGET</u>	<u>%</u>	<u>FY 2026</u>		<u>FY 2027</u>	<u>BUDGET</u>	<u>%</u>	<u>FY 2026</u>
<u>GENERAL FUND</u>					<u>SCHOOL NUTRITION FUND</u>				
Revenue:	\$9,499,969.68	\$80,900,175.00	12%	\$11,327,022.43	Revenue:	\$311,866.79	\$3,743,119.00	8%	\$300,245.74
Expense:	<u>\$8,386,219.48</u>	\$85,234,529.00	10%	\$7,512,268.73	Expense:	<u>\$466,144.46</u>	\$4,814,420.00	10%	\$446,353.31
Net:	\$1,113,750.20				Net:	-\$154,277.67			
100 Supt.	\$129,173.84	\$250,000.00	52%	\$93,198.13	<u>BOND FUND</u>				
103 Comm	\$1,799.97	\$100,000.00	2%	\$908.48	Revenue:	\$1,758,254.81	\$7,399,466.00	24%	\$1,967,203.79
211 Dir PK-5	\$94,813.79	\$400,000.00	24%	\$52,679.15	Expense:	<u>\$0.00</u>	\$12,002,000.00	0%	\$0.00
220 Sped	\$120,633.48	\$1,200,000.00	10%	\$63,014.79	Net:	\$1,758,254.81			
230 Media	\$0.00	\$29,000.00	0%	\$0.00	<u>BUILDING FUND</u>				
240 Dir SS&S	\$21,017.50	\$750,000.00	3%	\$3,018.18	Revenue:	\$1,065,982.09	\$5,992,539.00	18%	\$1,043,803.50
270 Dir 6-12	\$97,806.16	\$1,200,000.00	8%	\$41,598.27	Expense:	<u>\$596,738.57</u>	\$11,246,292.00	5%	\$2,210,905.35
310 Personnel	\$88,663.09	\$275,000.00	32%	\$6,635.67	Net:	\$469,243.52			
320 Technology	\$53,753.08	\$1,750,000.00	3%	\$47,456.20	<u>QCPUF FUND</u>				
400 Principals	\$133,353.01	\$1,041,000.00	13%	\$84,291.72	Revenue:	\$224,232.96	\$1,349,560.00	17%	\$294,665.95
510 Finance	\$431,710.53	\$4,030,523.00	11%	\$501,847.02	Expense:	<u>\$1,396,131.19</u>	\$2,639,525.00	53%	\$767,925.75
550 Facilities	\$488,546.81	\$4,000,000.00	12%	\$194,720.52	Net:	-\$1,171,898.23			
560 Utilities	\$106,009.18	\$1,000,000.00	11%	\$89,546.97	<u>COOP FUND</u>				
570 Transport.	\$118,923.93	\$400,000.00	30%	\$128,793.48	Revenue:	\$0.00	\$0.00	0%	\$20,696.00
910 Payroll	\$6,367,987.19	\$66,754,006.00	10%	\$6,087,518.66	Expense:	<u>\$3,221.99</u>	\$207,968.00	2%	\$13,937.18
931 Substitutes	\$118,361.60	\$2,000,000.00	6%	\$106,919.77	Net:	-\$3,221.99			
941 Overtime	<u>\$13,666.32</u>	<u>\$55,000.00</u>	<u>25%</u>	<u>\$10,121.72</u>	<u>STUDENT FEE FUND</u>				
	\$8,386,219.48	\$85,234,529.00	10%	\$7,512,268.73	Revenue:	\$21,748.22	\$350,000.00	6%	\$30,211.98
<u>DEPRECIATION FUND</u>					Expense:	<u>\$25,988.19</u>	\$693,881.00	4%	\$20,930.87
Revenue:	\$0.00	\$550,000.00 -		\$0.00	Net:	-\$4,239.97			
Expense:	<u>\$0.00</u>	\$550,000.00 -		\$0.00	<u>TOTAL REVENUE</u>				
Net:	\$0.00					\$13,066,464.32	\$102,922,075.00	13%	\$15,169,036.98
<u>EMP. BENEFIT FUND</u>					<u>TOTAL EXPENSES</u>				
Revenue:	\$0.00	\$0.00	0%	\$0.00		\$11,067,164.04	\$122,685,002.00	9%	\$11,424,183.42
Expense:	<u>\$0.00</u>	\$47,986.00	0%	\$0.00					
Net:	\$0.00								
<u>ACTIVITIES FUND</u>									
Revenue:	\$184,409.77	\$2,637,216.00	7%	\$185,187.59					
Expense:	<u>\$192,720.16</u>	\$5,248,401.00	4%	\$451,862.23					
Net:	-\$8,310.39								

Bearcat Diner Financial Statement for Month Ending October 2026

Receipts:	Budget	Month End	Year-to-Date	% of Budget	2025-2026%
Federal Reimbursement	\$ 2,640,213.83	\$ 161,715.74	\$ 246,827.64	9.35%	128.92%
Sale of Lunches -Pupils	\$ 950,000.00	\$ 150,151.35	\$ 356,904.76	37.57%	94.37%
Other Income	\$ 38,500.00			0.00%	129.58%
District Support	\$ -				
Total:	\$ 3,628,713.83	\$ 311,867.09	\$ 603,732.40	16.64%	114.74%
Expenditures:					
Salaries/Fringe	\$ 2,262,628.92	\$ 231,627.99		0.00%	93.23%
Food Items	\$ 2,323,911.08	\$ 205,125.59	\$ 421,709.71	18.15%	
Equipment	\$ 250,000.00		\$ 4,040.62	1.62%	94.64%
Supplies,Repairs and Other	\$ 105,000.00	\$ 1,755.06	\$ 5,859.53	5.58%	106.07%
Total:	\$ 2,678,911.08	\$ 438,508.64	\$ 431,609.86	16.11%	44.15%
					93.42%
Revenue Over/Under Expenses		\$ (126,641.55)			
Beginning Balance		\$ (78,864.38)			
Ending Balance		\$ (205,505.93)			
Federal Money Due		\$ 233,575.22			
Accounts Receivable < \$50.00		\$ 92,686.14			
Accounts Receivable > \$50.00		\$ 5,852.46			
		\$ 98,538.60			

1110

Bulletin Boards, Display Case, and Posted Material

School bulletin boards, display cases, and posting areas are solely designated for the purposes of conveying information about school activities and programs to students, staff, and the visiting public as deemed appropriate by the Principal or designee.

Upon request, a professional employees' organization, as defined by state law, shall be granted reasonable access to the physical or electronic mailboxes of certificated employees for purposes consistent with state law and Board Policy. The Superintendent or designee may establish reasonable, content-neutral procedures governing the time, place, and manner of such access to ensure that school business is not disrupted and that the District maintains employee privacy. A professional employees' organization shall also be permitted to provide information to certificated employees, including at employee meetings or orientation sessions, subject to reasonable administrative scheduling and oversight.

Legal Reference:

Neb. Rev. Stat. Sec. [79-526](#)

LB 429 (2026)

Date of Adoption:

Electronic Records Management and Disposition

1. General Standard: Records should generally be organized, managed, retained and disposed of in accordance with law and the Secretary of State's schedules for retention and disposition of public records.
2. Records Officer: The Superintendent is hereby designated as the records officer of the school district for purposes of this policy. Any questions about the type or category of a record or the required retention period for it should be addressed to the records officer.
3. Electronic Records, Messages, and Data: District records may be created, stored, and maintained in paper or electronic format. Electronic records may include, but are not limited to, (a) email and other electronic communications; (b) digital documents and databases; (c) audio and video recordings; and (d) cloud-based and third-party hosted data. Electronic communications, documentation, and data are District records when they relate to District business and will be retained in accordance with the applicable record retention schedules. Due to system storage limitations, certain categories of electronic data (such as surveillance video or system logs) may be retained for shorter periods than other records, unless required to be preserved by law or otherwise determined by the Superintendent or designee. The District will implement reasonable measures to ensure that electronic records remain accessible, retrievable, and secure for the duration of their required retention period. Employees are responsible for retaining records within their control when they are aware, or reasonably should be aware, that such records may be subject to a records request, audit, investigation, or possible litigation. Electronic messages are communications using an electronic system for the conduct of school district business internally, between other state and local government agencies, and with parents, students, patrons and others in the outside world. These messages may be in the form of e-mail, electronic document exchange (electronic fax), and electronic data interchange (EDI). In this policy, the terms electronic messages and e-mail are used, depending on the context, to mean the same thing. The school district's electronic system in which records are collected, organized, and categorized to facilitate preservation, retrieval, use, and disposition is as follows:
 - a. End-User Management: End-user means anyone who creates or receives electronic messages on the school district's electronic system. Electronic messages are generally expected to be managed on the messaging server(s). In addition, some messages may be managed on the end-user's workstation. Each end-user is responsible for organizing, managing and disposing of records that are part of his or her electronic messaging account.
 - b. Categories for Retention: Electronic messages fall within three categories: (1) transitory messages; (2) records with a less than permanent retention period; and (3) records with a permanent retention period. End-users are to organize, store, retain and dispose of electronic messages according to these three categories. This means determining which electronic messages require long-term retention, determining

who is responsible for making this decision, and establishing storage and disposition requirements for electronic messages.

- i. Transitory messages: Transitory messages include copies posted to several persons and casual and routine communications similar to telephone conversations. For example, as determined on an individual case-by-case basis by the end-user, transitory messages include certain embryonic materials, notes or drafts; unwanted and unneeded “junk” mail; “personal” mail for employees not related to school business; unsolicited sectarian, religious, partisan, political or commercial messages, or political advertising or advertisements promoting particular personal or religious beliefs, a specific ballot question, or controversial topics or positions. There is no retention requirement for transitory messages. Employees sending or receiving such communications may delete them immediately without obtaining approval.
- ii. Less than permanent retention records: These records are governed by the retention period for equivalent hard copy records as specified in the approved records retention and disposition schedules. These records should be converted to hard copy (printed) or an electronic format which can be retrieved and interpreted (downloaded) for the legal retention period. Employees creating or receiving such communications may delete or destroy the records only according to the applicable retention schedule. Questions relating to the retention or destruction of these records should be referred to the records officer.
- iii. Permanent/archival retention records: These are records scheduled for transfer to the Nebraska State Historical Society (NSHS). Decisions relating to such records should be made by the records officer in consultation with NSHS, and the State Records Administrator about either transferring the records or maintaining them in the agency of origin. If the transfer decision is made, the method, frequency and format of the transfer should be determined cooperatively by the records officer, the NSHS, and the State Records Administrator.

c. Electronic Storage Limitations: The district’s computer systems have storage limitations. Server quotas are established and enforced. Users are expected to manage their electronic messages to comply with the system quotas. Other automated management may also be utilized to best manage district storage. Such personal and automated management should include regular deletion of both received and sent messages. End-users are instructed that electronic messages that are required to be maintained beyond what can remain in the mail system should be converted to hard copy (printed) or an electronic format which can be retrieved and interpreted (downloaded) for the legal retention period. The retention period for the particular record is the best indicator of which storage medium or format to choose.

d. Proper Use of Electronic Messages:

- i. Non-Discrimination: Electronic messaging is not permitted to be used to promote discrimination on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran or military status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status; promote sexual harassment; or to promote personal, political, or religious business or beliefs.
- ii. Permissible Use: Electronic messaging is to be used only for purposes that are consistent with the mission of the school district. Electronic messaging is not permitted to be used for personal purposes except for: incidental, intermittent or occasional use which does not interfere with performance of duties as determined by the administration, use that is authorized pursuant to an individual use agreement, and use that represents a form of the employee's compensation. Electronic messaging is not permitted to be used for personal financial gain or for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question. Electronic messaging is not permitted to be used for purposes of assisting a non-profit organization except when and to the extent such use serves a school purpose or facilitates school district business.
- iii. Conduct: Employees shall not read electronic messages received by another employee when there is no school purpose for doing so, or send electronic messages under another employee's name without the employee's consent or administrative authorization.
- iv. Other Regulations: Electronic messaging is subject to all requirements of the school district's "Internet Use and Safety" Policy and may be monitored and accessed at any time without prior notice. The school district has complete authority to regulate all electronic messaging. Electronic messaging is a privilege and not a property right and is not a public forum. Electronic messaging is made available subject to all board policy and regulations, these regulations, building guidelines, use agreements, handbook provisions, and all administrative orders or directives as issued from time to time.

4. Litigation Holds

When litigation against the District or its employees is filed or threatened, the District will take all reasonable action to preserve all documents and records that pertain to the issue. Such action will in particular be taken when the litigation may be filed in federal court or otherwise subject to federal rules of discovery.

As soon as the District is made aware of pending or threatened litigation, a litigation hold directive will be issued by the records officer or designee. The directive will be given to all persons suspected of having records that may pertain to the litigation issue.

The litigation hold directive overrides any records retention schedule that may otherwise call for the disposition or destruction of the records until the litigation hold has been lifted. E-mail and computer accounts of separated employees that have been placed on a litigation hold will be maintained by the records officer until the hold is released.

Employees who receive notice of a litigation hold are to preserve all records that pertain to the litigation issue. This includes preserving electronic messages that would otherwise be deleted by the computer system; such messages are to be converted by the recipients of the litigation hold to hard copy (printed) or electronic format which can be retrieved and interpreted (downloaded) for the duration of the litigation hold.

No employee who has been notified of a litigation hold may alter or delete an electronic or other record that falls within the scope of the hold. Violation of the litigation hold may subject the employee to disciplinary actions, up to and including dismissal, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

5. Settlement Agreements

A public written or electronic record of all settled claims shall be maintained.

The record for all such claims settled in the amount of fifty thousand dollars (\$50,000) or more (or one percent of the total annual budget of the School District, whichever is less) shall include a written executed settlement agreement. The settlement agreement shall contain a brief description of the claim, the party or parties released under the settlement, and the amount of the financial compensation, if any, paid by or to the School District or on its behalf. Any such settlement agreement shall be included as an agenda item on the next regularly scheduled public meeting of the School Board for informational purposes or for approval if required.

Any such settled claim or settlement agreement shall be a public record. Nonetheless, specific portions of the record may be withheld from the public to the extent permitted or provided by statute.

The foregoing does not apply to claims made in connection with insured or self-insured health insurance contracts.

Schedule 10: Records of Local School Districts (Feb. 1989)
Schedule 24: Local Agencies General Records (March 2005)
Electronic Imaging Guidelines (March 2003)

Policy adopted: 8/14/17
Revised: 8/10/20
Revised: 1/12/26
Revised:

5001

Admission Requirements

Minimum 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. At a minimum, eligibility for the admissions shall be based upon an analysis of the child's: (1) cognitive ability, (2) emotional/social development, (3) language skills, and (4) fine motor skills.

The kindergarten early entrance assessment procedures are designed for parents that request early placement in kindergarten.

Early entrance children:

- a. Must turn 5 years of age between August 1 and October 15
- b. Parent or guardian must submit the request for early entrance assessment no later than July 31.
- c. Are selected on the basis of screenings by district approved professionals trained and certified to administer the screenings that will produce evidence of strength in the aforementioned skills.

At the discretion of the Superintendent or designee, the screenings 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 screening completed by reputable professionals and to submit the results of such screenings to the School District.

Decisions regarding early kindergarten entrance must include consideration of the above and shall not be made based on sex, disability, race, color, religion, military and 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, at the beginning of the school year even if the child has not attended kindergarten. The child shall 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, 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 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 Influenza 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.

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 approved 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.

Resident students who have been expelled from the district will be eligible for academic credit upon successful completion of approved alternative courses, or programs. Students will be advised in writing of the availability of alternative courses or programs.

If a parent/guardian refuses to permit an expelled student to participate in an alternative school, class, or program, the District will have no further obligation to the student, parent/guardian with regard to providing an alternative school, class, or program except as required (under the IDEA and NDE Rule 51) for special education students.

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. §§ 43-2001 to 43-2012

Neb. Rev. Stat. § 79-214

Neb. Rev. Stat. §§ 79-217 to 79-223

Neb. Rev. Stat. § 79-266.01

173 NAC Chapters 3 and 4 (HHS Regulations)

Policy adopted: 8/14/17

Revised: 8/12/19

Revised: 8/10/20

Revised: 8/11/25

Revised: 5/11/26

Revised: _____

Full-time and Part-time Enrollment

Students must be enrolled in Kearney 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, or admitted to the District pursuant to state law, 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 Kearney 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 prior to the first day of classes of the current 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 15th.
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 continue from one year to the next.

B. Non-Public School Student Admission

1. Admission Requirements. Students must meet the normal admission requirements. This includes 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. Subject to Paragraph D.9. of this Policy, students may not enroll in more than 2 middle school classes during any one semester. Students may not enroll in more than 25 credit hours in high school per 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 determines 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 this Policy, non-public school students may select their courses.

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.

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 at 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 expectations.

There shall be no preference given to any student participating in any extracurricular activity based on 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.

Part-time students participating in extracurricular activities shall meet the following enrollment requirements, consistent with state law:

- a. For activities regulated by an athletics or activities association (including the Nebraska School Activities Association), the student shall be enrolled in five credit hours offered by the District during each semester of participation. The student may elect to enroll in more than five credit hours.
- b. For activities governed by a national or state organization other than the NSAA, the student shall be enrolled in the minimum number of credit hours required by such organization. The student may elect to enroll in more than five credit hours.
- c. For activities not governed by the NSAA or a national or state organization, the student must enroll in at least five credit hours or the equivalent for middle school students.

Grades/Assessment

Students transitioning from non-public schools shall receive report cards and transcripts; however, class ranking and grade point averages shall not be computed for part time students as comparison for class ranking. Non-public school students shall participate in all district assessments that are a part of the class/course in which the student is enrolled.

Official School Transcripts

Credits may be acknowledged for documented non-public school curriculum satisfactorily completed by the student for purposes of placement and graduation. The transcript record of the non-public school curriculum may be written into the official transcript records of the Kearney Public Schools, noting that the courses were completed in a non-public school setting. Grades awarded to the student for completion and evaluation of the non-public school curriculum shall not be utilized in the calculation of the student's grade point average (GPA) or in determining class rank.

Graduation Requirements

All students of the District shall meet the graduation requirements of the Kearney Public Schools including the course and credit requirements. Non-public school transcripts shall be analyzed and such courses or curriculum may be allowed as meeting program requirements. Courses completed in the non-public school setting shall be so marked. Acceptance of all courses credited may not be approved for all non-public school curriculum, depending on review by the school counselor considering comparative district coursework and requirements.

A non-public school student must be in attendance during the semester prior to graduation in order to receive a diploma from Kearney High School.

Legal Reference:

[Neb. Rev. Stat. Sec. 79-215, 79-2,136](#) and Sec. 79-526

LB 705, §75

Title 92, Nebraska Administrative Code, Chapter 10

Policy adopted: 8/14/17

Revised: 8/14/23

Revised: 8/11/25

Revised: 5/11/26

Revised:

Student Residence, Admission and Contracting for Educational Services

Students shall be admitted to the School District, upon request and without charge, who are:

1. A resident of the School District for purposes of school enrollment. A student is a resident of the School District if the student resides in the School District or at least one of the student's parents resides in the School District.
2. A homeless student. The following definition shall be used to determine which students fit this category:

A homeless individual is one who (1) lacks a fixed, regular, and adequate nighttime residence and (2) has a primary nighttime residence in a supervised publicly or privately operated shelter designed to provide for temporary accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill), an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings. The term "homeless" or "homeless individual" does not include any individual imprisoned or otherwise detained by an Act of Congress or State law.

3. Approved for option enrollment into the School District.
4. Are otherwise legally entitled to enroll in the School District.

Students may be admitted to the School District, or continue in enrollment, where:

1. The student is not a resident of the School District and is a resident of Nebraska. Such enrollment shall be pursuant to a contract between the Boards of Education of the School District and the school district in which the student is a resident and upon the collection of tuition pursuant to such contract. The amount of tuition shall be no less than the average cost per pupil as determined by the previous year's financial report.
2. The student is not a resident of the School District and is a resident of another State. Such enrollment shall be subject to collection of tuition in advance at a rate determined by the School Board. The amount of tuition shall be no less than the average cost per pupil as determined by the previous year's financial report.
3. The student is participating in an approved Foreign Exchange Programs.
4. The student is a child of a member of the military on active duty and residing on certain property ceded to the United States and stationed in, near or adjacent to the School District, and children of employees of the federal government residing in Nebraska on national parks or national monuments within the State in, near or adjacent to the School District. Such discretionary admission shall be without charge for tuition.

5. Except as otherwise provided by law, the administration shall, when there is a question about whether a student meets the requirements, require an affidavit (Application for Admission and Power of Attorney) of the student's parent(s) or legal guardian(s), or other person(s) who are responsible for the student's supervision and support, unless they are emancipated, attesting that they reside within the district, the student resides with them permanently on a day-to-day basis, and they support the student. Failure on the part of the student's parent(s), or legal guardian(s), or other person(s), who are responsible for the student's supervision and support, to provide the administration with such evidence, shall be deemed as evidence of non-residency and the student in question shall immediately be denied admittance to school until proof of residency is provided the administration, unless they are emancipated.
6. The student's residency in the School District ceases during the school year. In such case, the student may be allowed to continue attending the School District for the remainder of that school year.

A child who is a ward of the state or court and (1) has been placed in the School District but had resided in a different school district at the time the child became a ward and does not reside in a foster family home, or (2) has been placed in an institution which maintains a State-approved special education program, may be enrolled in the School District to the extent required by law. In such event, costs of education and transportation are to be paid by the State, but not in advance. The child remains a resident of the school district in which the child resided at the time the child became a ward.

A child who is a ward of the state or court who resides in the School District in a foster family home licensed or approved by the Department of Health and Human Services ("Department") or a foster home maintained or used by the Department, remains a resident of the school district in which the child resided at the time the child became a foster child. This is subject to a determination being made in accordance with the Foster Care Review Act that the child will not attend such school district. If such a determination is made, the child is deemed to be a resident of the School District and will be admitted as a resident student.

A child who is not a ward of the state or court and who is residing in a residential setting in the School District for reasons other than to receive an education is subject to the following: First, if the residential setting does not maintain an interim-program school, the School District will provide the educational services to the child pursuant to a contract with the school district in which the child resided immediately prior to such placement, as and to the extent required by law. This is subject to the parent or guardian and such other school district agreeing to have such other school district provide the educational services. Second, if the residential setting does maintain an interim-program school, the child's educational services will be provided by the interim-program school without the School District's involvement. However, the School District may provide educational services to the child pursuant to a contract with the school district in which the child resided immediately prior to such placement.

All admissions are subject to the condition that admission requirements other than residency be satisfied to the extent required by law and that the School District is legally responsible for or authorized to admit the child or provide educational services to the child.

Restrictions on Transfer or Disenrollment During Certain Investigations

Notwithstanding any other provision of this policy, upon receipt of notice from the Department of Health and Human Services that a student is the subject of a report of child abuse or neglect involving the student's parent or guardian, the District shall not process or facilitate any request by such parent or guardian to transfer or disenroll the student for a period of 14 days following the District's receipt of the notice, or until the District receives further direction from DHHS, whichever occurs first. If the District receives a request to transfer or disenroll the student during this period by the parent or guardian, the District will promptly notify DHHS.

Legal Reference: Neb. Rev. Stat. ' 79-215 (residency and admission)
Neb. Rev. Stat. ' 79-215 (children of military or federal employee parent)
Neb. Rev. Stat. " 79-232 to 79-246 (option enrollment)
42 U.S.C. § 11431 et. seq. (McKinney–Vento Homeless Assistance Act)
NDE Rule 19
LB 937 (2026)

Policy adopted: 8/14/17
Revised: 5/11/26
Revised:

Option Enrollment

A. Process and Timelines to Option In

For a student to attend Kearney Public Schools as an option enrollment student, the student's parent or legal guardian must submit an application to the Board of Education of the Kearney Public School District between September 1 and March 15 for enrollment in the following school year (the "application period"), unless otherwise permitted by law.

Upon receipt of an application, the Superintendent or the Superintendent's designee shall provide the resident school district, or if the student attends a different district as an option student, the option district with the name of the applicant on or before April 1. When an application is submitted after March 15, under the approved waiver criteria (first time kindergarten student or a sibling in KPS), acceptance decisions will be returned within sixty days of submission.

Provisions for Waiver of Application Deadline

The application deadline may be waived by the School District for applications to option into the Kearney Public School District, provided that the application contains a release approval from the resident district or, if the student is an option student attending a different district, the option district attended by the student and satisfies any other requirements of law. Further, the application deadline shall not be waived if the application is for enrollment in any program, class, grade level or school building or in any special education programs operated by this School District which have been determined by the School District to be at capacity in accordance with the capacity standards (Appendix "1"), and no waiver of the deadline shall be made for such an application regardless of whether such capacity determinations are declared invalid for any reason.

B. Rejection of Applications - Reasons

1. **Capacity:** An option enrollment application shall be rejected if the capacity of a program, class, grade level, or school building operated by the School District would be exceeded by accepting the application, and an option enrollment application shall be rejected in the event the application is for enrollment in a program, class, grade level, or school building which has been declared unavailable to option students due to lack of capacity.

The Director of Special Education shall review on a case-by-case basis all option applications for students that would receive or could be eligible to receive special education or related services. If the Director or designee determines that the District does not have the capacity to provide the student with the appropriate services and accommodations, then the Director or designee shall send a denial notice to the parent(s) or guardian(s) and include a description of services and accommodations that the District does not have the capacity to provide.

2. Timeliness; An option enrollment application shall be rejected if the application is not filed on or before March 15, and the filing deadline has not been waived.
3. Previous Option Enrollment: An option enrollment application shall be rejected if the student has exhausted the number of allowable option enrollments under state law.
4. Other Reasons: An option enrollment application may be rejected in the event the Superintendent, the Superintendent's designee, or the School Board determines: The application is not completely and accurately submitted, is not received within the time required by law, or any additional information requested to be supplied is not supplied to the School District within the time lines indicated; or in the event acceptance of the application is not required by law. Matters which are legally prohibited from being considered as standards for acceptance or rejection of applications (including "previous academic achievement, athletic or extracurricular ability, disabilities, proficiency in the English language, or previous disciplinary proceedings" and further including, without limitation, race, national origin, and gender) shall not be considered as reasons for acceptance or rejection.
5. Other Standards for Acceptance or Rejection of Option Enrollment Applications. In addition to the numeric and programmatic capacity standards outlined above, the school district shall not accept an option student when acceptance of the student:
 - i. Would increase the operating costs of the school district, such as by requiring the hiring of new staff or contracting with outside entities to provide services to the student;
 - ii. Would require the procurement of new equipment, technology, or furnishings;
 - iii. Would cause or require the rearrangement of caseloads for staff and contracted professionals;
 - iv. Is reasonably deemed by appropriate school staff to pose a potential risk to the health or safety of students or staff;
 - v. May pose a risk of adversely affecting the quality of educational services being provided

C. Siblings

Notwithstanding anything to the contrary in this policy, the application of a sibling of a student who currently attends the District will be automatically accepted. For purposes of this policy, a "sibling" means a child residing in the same household on a permanent basis who has the same mother or father or who are stepbrother or stepsister to each other. The Superintendent or designee has the discretion to waive the deadline for a sibling's application received after the deadline.

D. Priority of Acceptance

Priority shall be those applications required to be given priority by law.

Filing date determinations are made by the Superintendent, or the Superintendent's designee. In the event applications within a group are received at the same or substantially the same time,

priority as between such same-date applications shall be determined on the basis of random drawing.

E. Determination of Capacity

The School Board will determine and set, on an annual basis, the maximum number of option enrollment applications the School District will accept in any program, class, grade level or school building operated by this School District, based upon available staff, facilities, projected enrollment of resident students, projected number of students with which this School District will contract based on existing contractual arrangements, and may declare a program, class or school unavailable to option students due to lack of capacity. Such determinations may be made in the form of an Appendix "1" to this Policy. The determination and declaration made for any school year shall continue in effect for the next and subsequent school years unless otherwise determined and/or declared. The capacity for special education services shall be determined on a case-by-case basis as determined by the Director of Special Education or designee.

F. Releases for Options Out

Provisions for Release - A request for release of a resident student or option student currently attending Kearney Public School District who submits an option application after March 15 will be granted, unless the administration is considering or has recommended expulsion of the student at the time the application is filed, and the administration determines it is appropriate to complete the expulsion process.

G. Notification of Acceptance or Rejection

In the case of an application to option enroll into the Kearney Public School District, the Superintendent or the Superintendent's designee shall notify, in writing, the parent or legal guardian of the student and the resident school district or, if the student is an option student attending a different district, that option district whether the application is accepted or rejected on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission.

If an option enrollment application or a request for release is rejected by the Kearney Public School District, the Superintendent or the Superintendent's designee shall provide written notification to the parent or guardian stating the reasons for the rejection and the process for appealing such rejection to the State Board of Education. Such notification shall be sent by certified mail.

H. Status of Option Student

A student who is admitted under the enrollment option program shall be treated as a resident student, and in such regard shall be required to provide such enrollment information and documentation as is required for enrollment of other students (e.g., certified birth certificate and evidence of physical examination, visual evaluation and immunization), shall be required to be enrolled on a full-time basis, and shall be required to adhere to student conduct rules. The

building assignment for an option student, as well as classroom and grade level assignments, shall be determined by the administration.

An option student shall not be entitled to transportation except as required by law. Transportation or transportation reimbursement will be provided only in the following circumstances:

1. The Kearney Public School District may, upon mutual agreement with the parent or legal guardian of an option student, provide transportation to the option student on the same basis as provided for resident students. The school district may charge the parents of each option student transported a fee sufficient to recover the additional costs of the such transportation.

Option students who qualify for free lunches are eligible for either free transportation or transportation reimbursement from the option school district. The District's policy is that the District selects which service (transportation or reimbursement) is to be provided to students.

2. For option students receiving special education services, the transportation services required in the student's Individualized Education Plan shall be provided by the resident school district.

I. Information Regarding Schools, Programs, Policies and Procedures.

As part of the option enrollment program, the administration shall make information about the Kearney Public Schools and the school, programs, policies and procedures available to all interested persons and shall have a copy of the option enrollment policy and regulations available on the Kearney Public Schools website.

Legal Reference:

[Neb. Rev. Stat. Sections 79-232 to 79-246](#)

Policy adopted: 8/14/17

Revised: 8/14/23

Revised: 7/8/24

Revised: 9/9/24

Revised: 5/11/26

Revised:

RESOLUTION

WHEREAS, the School Board is required by law to adopt by resolution policies and specific standards for acceptance or rejection of option enrollment applications by October 15th for the following school year; and,

WHEREAS, the School Board has received and reviewed evidence and information submitted by the administration and other sources and made determinations thereon with respect to standards for acceptance or rejection and with respect to the capacity of this school district to accept option enrollment students based upon available staff, available facilities, projected enrollment, and availability of special education programs for the following school year; and,

WHEREAS, the School Board has determined that the educational interests of this school district would be best served by adoption of the resolutions, and the policies and specific standards herein contained.

NOW, THEREFORE, BE IT RESOLVED that the Option Enrollment Policy presented to the School Board as Policy 5006, and Appendix "1" to such Policy 5006, should be and the same are hereby adopted, and any previous policy or interpretation or application of the option enrollment program which is or has been inconsistent with the Policy 5006, and Appendix "1" to such Policy 5006, are repealed effective on the date of the passage of this resolution,

BE IT FURTHER RESOLVED that all paragraphs, subparagraphs, and portions of words of this Resolution, of Policy 5006, and Appendix "1" to such Policy 5006 are severable and that in the event any of the same are determined to be invalid for any reason, such determination shall not affect the validity of any of the remainder of the same.

BE IT FURTHER RESOLVED that policies and specific standards for acceptance or rejection of option enrollment applications should be and are hereby adopted, for applications filed after adoption of this resolution, and are hereinafter set forth:

The above Resolution, having been read in its entirety, member _____ moved for its passage and adoption, member _____ seconded the same. After discussion and on roll call vote, the following members voted in favor of passage and adoption of the above Resolution: _____.
The following members voted against the same: _____.
The following members were absent or not voting: _____. The Resolution having been consented to and approved by a majority of the members of the School Board, was declared as passed and adopted by the President at a duly held and lawfully convened meeting in full compliance with the Nebraska open meetings law.

DATED this ____ day of _____, 20__.

KEARNEY PUBLIC SCHOOLS

Attest: _____
Secretary

By: _____
President

Appendix “1” to Option Enrollment Policy

The following is Appendix “1” to Policy 5006 for the current school year. The Board of Education hereby sets forth the maximum number of option students for the current school year in any program, class, grade level or school building or in any special education programs operated by this school district, based upon available staff, facilities, projected enrollment of resident students, projected number of students with which this school district will contract based on existing contractual arrangements, and availability of appropriate special education programs. Any program, class, grade level, or school building which has “0” as the No. of Option Students is hereby declared unavailable to option students due to lack of capacity.

PROGRAM	PROGRAM CAPACITY	PROJECTED ENROLLMENT	NO. OF OPTION STUDENTS
Kindergarten			
First			
Second			
Third			
Fourth			
Fifth			
Building Capacity, Elementary			
Sixth			
Seventh			
Eighth			
Building Capacity, Middle School Attendance Center			
Ninth			
Tenth			
Eleventh			
Twelfth			
Building Capacity, Sr. High School Attendance Center			

* Special education capacity will be determined on a case-by-case basis in accordance with state law and the available resources as determined by the District’s Director of Special Education or designee.

** Siblings of current option students are exempt from any capacity limits.

Student Attendance

Attendance 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.

Attendance and Absences

1. Circumstances of Absences - Definitions: The circumstances for all absences from school will be identified as Excluded "School Excused" or Excused or Unexcused "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. Excluded "School Excused:" Any of the following circumstances that lead to an absence will be identified as an Excluded "School Excused" absence, provided the required attendance procedures have been followed:

i. 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.

ii. Other absences as determined by the principal or the principal's designee.

b. Excused or Unexcused "Not School Excused:" Absences that are not school excused may result in a report to the county attorney and may be classified as follows:

i. 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.

ii. 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. Two school days will be allowed to make up work for each day missed, with a maximum of 10 days allowed to make up work or otherwise determined by the teacher.

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 Kearney Public Schools or resides in the Kearney 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) absences in a quarter which are Excuse/Unexcused “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 which are Excused/Unexcused “Not School Excused” and the absences are of concern due to the effect of the absences on the student’s academics, the student’s attendance history, the time of the school year, the reasons for the absences, or other circumstances, one or more meetings will be held between the school (a school attendance officer, a school administrator or his or her designee, and/or a social worker), 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 are contributing factors to the lack of attendance. The plan shall also consider, but not be limited to:

- a. The physical, mental, or behavioral health of the child;
- b. Educational counseling;
- c. Referral to community agencies for economic services;
- d. Family or individual counseling; and
- e. 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 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) unexcused absences per school year. The school shall notify the child's family in writing prior to making the referral to the county attorney. Absences due to illness, including physical or mental illness, that make attendance impossible or impracticable, and that are documented by a credentialed health professional, shall not be the basis for referral to the county attorney. In cases of chronic illness, such documentation will be reviewed each semester. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

Attendance Areas

The district has established boundaries for elementary attendance areas. Current attendance boundary information is available at the Central Administration Office. Students are expected to attend neighborhood school sites. However, because of facility and personnel limitation considerations, students may be assigned to particular elementary/middle school sites to maintain an appropriate class size, as established by the district. District administrators may place students at a building site for the purpose of special programming.

Elementary and middle level students must register at the Kearney Public Schools Enrollment Office. Registration requires visible evidence of establishing a residence in the school attendance area.

Designation of Attendance Centers

An "elementary attendance center" in this district shall mean a building in which education is offered in one or more of the grades kindergarten through grade five. Only grades kindergarten up through grade four at any such building shall be considered a part of or defined and designated as constituting an elementary attendance center. The designation of and definition of "elementary attendance center" as used herein shall also apply to the terms "elementary facility", or "elementary school."

Legal Reference:

[Neb. Rev. Stat. Sections 79-201 and 79-209](#)

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Student 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 and 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 (i) the student's

conduct, misconduct or violation of the rule or standard; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school.

- 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 on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.
- 2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of (i) the student's conduct, misconduct, or violation of the rule or standard; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school.
- 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: (i) the student's conduct, misconduct, or violation of the rule or standard; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school.

- b. **Suspensions Pending Hearing:** When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if 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 or 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.
- 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, a pre-kindergarten through second grade student shall not be suspended, unless the student brings a deadly weapon (1) to school grounds, a school vehicle, or a school activity, or (2) engages in violent behavior capable of causing physical harm to another student or school employee. In all other circumstances, the Principal or designee shall implement appropriate alternative disciplinary measures on a case-by-case basis. A student who brings a deadly weapon may be 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.

The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

- 4. **Emergency Exclusion:** A student may be excluded from school in the following circumstances:

- a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
- b. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described above. If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing is to be held and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

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

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, sexualize, 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. 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 illegal.

For purposes of this policy, the term "dangerous weapon" includes any personal safety or security device (such as a taser, mace, or pepper spray). In the event that 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 deemed dangerous or reasonably forecasted 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 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.

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.

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.

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 may be assigned to in-school suspension for the remainder of the day. Students may not be allowed to leave campus to change clothes. Continual violations of the dress code may 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. Electronic Devices:

a. Philosophy and Purpose: The District strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

b. Definitions:

i. "Electronic devices" include, but are not limited to, cell phones, IPADS, tablets, or any other electronic or battery powered instruments which transmit voice, text, or data from one person to another.

c. Possession and Use of Electronic Devices:

i. Students are not permitted to possess or use any electronic device during class time. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.

ii. Students are permitted to possess and use electronic devices before school hours, at lunch time (KHS only), during passing periods (KHS only), and after school hours, provided that the student not commit any abusive use of the device (See paragraph (d)(1). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

- iii. 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).
- iv. 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 conditions).
- v. When determined appropriate by the Superintendent or Superintendent's designee.

d. Violations: Violations of the electronic use policy will be handled in accordance with the Student Code of Conduct. The Code of Conduct can be found in the Kearney Public Schools PreK-12 Handbook.

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 may be subject to disciplinary actions that might constitute sexual conduct.

F. Law Violations:

- a. 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

- b. 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. 79-254 to 79-296](#)

[Neb. Rev. Stat. Section 79-2,160](#)

Policy adopted: 8/14/17

Revised: 8/13/18

Revised: 8/12/19

Revised: 8/10/20

Revised: 8/14/23

Revised: 7/8/24

Revised: 6/9/25

Revised: 8/11/25

Revised: 5/11/26

Revised:

Student Graduation

Graduation from Kearney Public Schools indicates that a student has satisfactorily completed the prescribed courses of study in accordance with their respective abilities to achieve. The faculty has established detailed requirements for graduation.

The district has two diploma options for students. Students can graduate with either a Kearney Public Schools diploma or a Kearney High School diploma. The requirements for graduation under each respective diploma are listed below:

Credit Hour Requirements

Graduation from Kearney Public Schools under the Kearney High School diploma will require the accumulation of 250 credit hours in grades 9-12, subject to the following:

Within the 250-credit expectation for graduation from high school (grades 9-12), students will be required to earn credit hours in designated areas of study. The credits listed below are to be earned by taking courses.

English-Language Arts: 40 credit hours
(English I, II, III, IV or equivalent coursework)

Math: 30 credit hours
(Must include the successful completion of Algebra and Geometry or equivalent course work beginning with the graduating class of 2022)

Science: 30 credit hours
(Must include the successful completion of Introduction to Physical Science, Biology, and Chemistry or equivalent course work beginning with the graduating class of 2022)

Social Studies: 30 credit hours
(Must include the successful completion of Geography, World History, American History and Political Science or equivalent course work beginning with the graduating class of 2022)

Physical Education: 15 credit hours
(Must include the successful completion of 10 credit hours in Introduction to Health and Physical Education or equivalent coursework and 5 credit hours in an elective physical education course, beginning with the graduating class of 2022)

Career & Technical Education (CTE): 20 credit hours (Including 10 credits in Personal Finance taken during the junior or senior year in a semester-long course beginning with the freshmen graduating class of 2030).

Graduation from Kearney Public Schools under the Kearney Public Schools diploma will require the accumulation of 200 credit hours in grades 9-12, subject to the following:

Within the 200-credit expectation for graduation from high school (grades 9-12), students will be required to earn credit hours in designated areas of study. The credits listed below are to be earned by taking courses.

English-Language Arts: 40 credit hours
(English I, II, III, IV or equivalent course work)

Math: 30 credit hours
(Algebra and Geometry or equivalent course work)

Science: 30 credit hours
(Physical Science, Biology, Chemistry or equivalent course work)

Social Studies: 30 credit hours
(Geography, World History, American History and Political Science or equivalent course work)

Physical Education: 10 credit hours

Career & Technical Education (CTE): 20 credit hours (Including 10 credits in Personal Finance taken during the junior or senior year in a semester-long course beginning with the freshmen graduating class of 2030).

In addition, every student must complete at least one ten credit high school course in personal finance or financial literacy, prior to graduation. Each student shall also complete and submit a Free Application for Federal Student Aid prior to graduation, unless the required opt-out form is completed by either: (1) the student's parent or legal guardian; (2) the Principal, if the Principal determines that good cause exists not to require the student to complete the FAFSA; or (3) an emancipated student or student of at least 19 years of age.

Notwithstanding any other provision of this policy, a student who is or was under the jurisdiction of a juvenile court and placed in out-of-home care at any time during the student's high school enrollment shall be eligible to graduate from the District if (1) the student, at any point in time, was enrolled in high school in the District, and (2) the student has met the minimum graduation requirements established by state law.

Diploma

A diploma will be awarded to each student who has satisfactorily completed all graduation requirements. The diploma will indicate that the student has met the requirements of either the Kearney Public Schools diploma or the Kearney High School diploma. Records of students entering Kearney High School from an exempt school setting must be reviewed for credit equivalency. Students with an individual education plan (IEP) are eligible for graduation when they have completed the requirements of the IEP. A foreign exchange student wishes to receive a

district high school diploma, the student must make application to the principal prior to the beginning of the school year. To receive a diploma the student must fulfil all of the districts regular high school graduation requirements.

Ceremony

Any student who passes away during their senior year at Kearney High School or the Hanny Arram Center for Success will have their name placed and read into the graduating class as a member of the class. Any student who passes away prior to their senior year at Kearney High School or the Hanny Arram Center for Success will be recognized by a universal “open chair” and a moment of silence during commencement exercises.

Participation

Only students who meet the graduation requirements established by this policy will be allowed to participate in the graduation ceremony.

Legal Reference:

[Neb. Rev. Stat. Sec. 79-729](#)

[Neb. Rev. Stat. Sec. 79-3003](#)

NDE Rule 10

Policy adopted: 8/14/17

Revised: 2/12/18

Revised: 9/13/21

Revised: 8/14/23

Revised: 7/8/24

Revised: 12/8/25

Revised: 5/11/26

Revised:

Annual Organizational Meeting

A. An organizational meeting of the Kearney Public School District Board of Education shall be held on or before the third Monday of January of each year for the purposes of seating any new members and electing officers.

The following are procedures for election of officers and other business to take place at the annual organizational meeting of the Board:

1. After new Board members are sworn in, the Board will elect from its members a President, Vice President, and Secretary at the annual organizational meeting. The Board Treasurer will be appointed to the Director of Finance prior to the beginning of each fiscal year. Those elected will assume office at the organizational meeting.

Upon call for nominations for each office by the Chair, nominations shall be made by written or oral ballot. Voting will be by oral or written ballot on all members nominated and repeated until a majority is achieved for a nominee. If no member receives a majority of votes after five (5) ballots, the Board member who was the President of the Board during the immediately preceding term shall continue as President. In the event that the previous Board President is no longer a Board member, then the Vice President from the immediately preceding term shall become the President. In the event that both the prior President and Vice President are no longer members of the Board, then the longest tenured Board member shall serve as President. The vote may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes of the meeting.

2. The President shall assume the chair immediately upon the President's election.

3. The motions for the officer elections should read: Move that _____ be elected as _____ (name of office) to serve a term of one year, or until the person's successor is elected and qualified.

B. The order of business for meeting should be as follows:

1. Call to Order and Roll Call
2. Oath of office for most recently elected
3. Elections
 - a. President

- b. Vice President
 - c. Secretary
- 4. Approval of committees, positions, and designations
 - a. Consider, discuss and take action to appoint Committees as determined by the BOE
 - b. Designate the method of advance notice of Board meetings
- 5. Dissemination to each Board member of conflict-of-interest statutes
- 6. Other Board business, as required, in accordance with Policy 9310.3
- 7. Adjournment

Policy adopted: 8/14/23

Revised: 6/8/26

Revised:

Designated Method of Giving Notice of Meetings

The Board of Education will give advance notice of meetings by a method designated by the Board at the Board's organizational meeting each January, or as otherwise determined by the Board. The designated method will be recorded in the Board's meeting minutes.

In addition, at least four times per calendar year, the Board will publish in a newspaper of general circulation the following information: (1) the regular meeting schedule, (2) the location of regular board meetings, and (3) the method of advanced notice designated by the Board. Notwithstanding the foregoing, the Board reserves the right to change the regular meeting schedule or location if circumstances require such a change.

Notice shall be given a reasonable time in advance of the meeting. Two (2) days advance notice shall be considered sufficient.

For an emergency meeting, notice shall not be required to be given; however, the Board will complete minutes for such an emergency meeting as required by law. An emergency has been defined as any event or occasional combination of circumstances which calls for immediate action or remedy; pressing necessity; exigency; a sudden or unexpected happening; or an unforeseen occurrence or condition.

The Secretary of the Board of Education, or the Secretary's designee, shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to such news media of the time and place of each meeting and the subjects to be discussed at the meeting.

Legal Reference: [Neb. Rev. Stat. Sections 79-554; 79-555 and 84-1411](#)

Internal Policy adopted: 8/14/17

Revised: 8/10/20

Revised: 7/8/24

Revised: 6/8/26

Revised:



Substitute Teacher Employee Handbook

Revised October 2026

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NO SCHOOL
START/END
BRIGHT FUTURES
TEACHERS ONLY

AUGUST

5-6-7 NEW TEACHER ORIENTATION
 10-12 TEACHER PRE-SERVICE DAYS
 13 **FIRST DAY OF SCHOOL K-12**
 13&14 KINDERGARTEN 11:45 DISMISS
 20 BRIGHT FUTURES PRESCHOOL
 & TODDLERS FIRST DAY

AUGUST 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					

SEPTEMBER 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			

SEPTEMBER

4 BRIGHT FUTURES NO SCHOOL
 7 **NO SCHOOL PK-12 - LABOR DAY**
 16&21 9-12 CONFERENCES 6:00-9:00
 PK-8 CONFERENCES 4:30-8:30
 23 **NO SCHOOL PK-12**
 KHS TEACHER PD 8:00-10:00
 KHS CONFERENCES 11:00-6:00
 PK-8 PD & WORK DAY 8-12:00
 PK-8 CONFERENCES 1:00-6:00
 24&25 **NO SCHOOL PK-12 COMP DAYS**

OCTOBER

2 BRIGHT FUTURES NO SCHOOL
 16 **NO SCHOOL PK-12**
 GRADING & PD DAY
 END OF FIRST QUARTER
 K-12: 42 DAYS

OCTOBER 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

NOVEMBER 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					

NOVEMBER

6 BRIGHT FUTURES NO SCHOOL
 25-27 **NO SCHOOL PK-12**
 THANKSGIVING VACATION

DECEMBER

4 BRIGHT FUTURES NO SCHOOL
 18 **EARLY DISMISSAL 2:00**
 END OF SECOND QUARTER
 K-12: 42 DAYS
 21- JAN 4 **NO SCHOOL PK-12**
 HOLIDAY BREAK
 24-Jan 1 DISTRICT OFFICE CLOSED

DECEMBER 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		

JANUARY 2027						
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						

JANUARY

4 **NO SCHOOL PD DAY, WORKDAY**
 5 **SECOND SEMESTER BEGINS**
 8 BRIGHT FUTURES NO SCHOOL

FEBRUARY

5 BRIGHT FUTURES NO SCHOOL
 10 & 15 9-12 CONFERENCES 6:00-9:00
 PK-8 CONFERENCES 4:30-8:30
 17 **NO SCHOOL PK-12**
 KHS TEACHER PD 8:00-10:00
 KHS CONFERENCES 11:00-6:00
 PK-8 PD & WORK DAY 8:00-12:00
 PK-8 CONFERENCES 1:00-6:00
 18 & 19 **NO SCHOOL PK-12**

FEBRUARY 2027						
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						

MARCH 2027						
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			

MARCH

5 **NO SCHOOL PK-12**
 12 END OF THIRD QUARTER
 K-12: 44 DAYS
NO SCHOOL PK-12
 PD Day, Grading
 22-26 **NO SCHOOL PK-12**
 SPRING BREAK

APRIL

9 **NO SCHOOL PK-12**
 Prof Develop/Work Day
 23 BRIGHT FUTURES NO SCHOOL

APRIL 2027						
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	

MAY 2027						
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					

MAY

13 BRIGHT FUTURES LAST DAY
 16 **KHS GRADUATION (2:00 PM)**
 20 **LAST DAY OF SCHOOL K-12**
EARLY DISMISSAL 2:00
 21 Teacher Workday - NO
 SCHOOL BRIGHT FUTURES
 END FOURTH QUARTER:
 K-12: 43 DAYS

JUNE

KCLC & SUMMER LUNCH
 PROGRAM
 14 BRIGHT FUTURES TODDLERS
 NO SCHOOL

JUNE 2027						
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			

JULY 2027						
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

JULY

KCLC & SUMMER LUNCH
 PROGRAM
 5 BRIGHT FUTURES TODDLERS
 NO SCHOOL
 9 BRIGHT FUTURES TODDLERS
 LAST DAY
 K-12: 171 TOTAL DAYS
 TEACHER CONTRACT DAYS: 185

KEARNEY PUBLIC SCHOOLS DISTRICT INFORMATION

Absence Management/Substitute Placement System (Frontline)

1-800-942-3767 or <https://login.frontlineeducation.com/sso/kearney>

Administration Central Office	308-698-8000	320 West 24 th Street
Human Resources	308-698-8013	dbosard@kearneycats.com
Bryant Elementary School	308-698-8190	1611 Avenue C
Natalie Madsen	Principal	
Raelena Oblinger	Secretary	
Buffalo Hills Elementary School	308-698-8290	6110 11 th Avenue
Chance Waggoner	Principal	
Anna Rich	Secretary	
Central Elementary School	308-698-8040	300 West 24 th Street
Dustin Mitchell	Principal	
Mikki Tye	Secretary	
Cottonwood Elementary School	308-698-8240	8105 9 th Ave
Kyle Heilbrun	Principal	
Angie Holmes	Secretary	
Emerson Elementary School	308-698-8270	2705 Avenue E
Meredith Johnson	Principal	
Carrie Findley	Secretary	
Kearney Education Center	308-698-8050	1511 5 th Avenue
Principal Megan Schmidt	Secretary Julie Tye	
Bright Futures Preschool		
Megan Chamberlain, Brandi Dorsey, Elly Herley, Janelle Kowalek, Amber Neban, Jocelyn Randall, Tracy Roskop and Lindsie Thiems		
Sixpence Toddler Room (18 months to 3 years old)		
Cheyenne Hester-DeVore, Krystal Reynolds and Jordan ten Bensel		
Kenwood Elementary School	308-698-8200	915 16 th Avenue
Michelle Dutcher	Principal	
Sarah Hawthorne	Asst. Principal	
Saralyn Feddersen	Secretary	
Meadowlark Elementary School	308-698-8210	1010 East 53 rd Street
Connor Williams	Principal	
Lisa Rademacher	Secretary	
Northeast Elementary School	308-698-8230	910 East 34 th Street
Amber Taylor	Principal	
Amy Hewitt	Secretary	
Park Elementary School	308-698-8280	3000 7 th Avenue
Taylor Peters	Principal	
Bridget Mahalek	Secretary	

Windy Hills Elementary School Jason Calahan Darcy Week	308-698-8220 Principal Secretary	4211 20 th Avenue
Horizon Middle School Bill Schmidt Patrick Moore Joy Mitchell	308-698-8120 Principal Asst. Principal Sub Coordination/Attendance Secretary	915 West 35 th Street
Sunrise Middle School Jason Sullivan Erin Jones Shannon Rodehorst	308-698-8150 Principal Asst. Principal Sub Coordination/Attendance Secretary	4611 Avenue N
Kearney High School Amber Lewis Paloma Mena-Werth Hayley Mentzer Ty Swarm Dr. Trent Steele Ryan Hogue Lisa Cline	308-698-8060 Principal Asst. Principal Asst. Principal Asst. Principal Asst. Principal (CCR) Asst. Principal/Director of Activities Sub Coordination/Secretary	2702 West 11 th Street
Hanny Arram Center for Success Jason Owens Amy Phye	Principal Secretary	

School Hours

Preschool

Bright Futures Toddlers (18 months to 3 year olds)	8:20 am to 3:15 pm
Bright Futures Preschool (4-5 year olds)	8:30 am to 3:15 pm

Elementary

Bryant, Central, Meadowlark, Northeast	8:10 am to 3:30 pm
Buffalo Hills, Kenwood, Park, Windy Hills	8:05 am to 3:25 pm
Emerson, Glenwood	8:15 am to 3:35 pm

Kearney High School	8:00 am to 3:41 pm
Middle Schools	8:10 am to 3:35 pm

Report Times

Preschool	8:00 am to 3:45 pm
Elementary/Middle Schools	7:40 am to 3:45 pm
Kearney High School	7:40 am to 3:45 pm

Substitute Report Times

*Substitute report time refers to the time that the substitute is expected at the school when accepting a job in advance. When accepting a job the morning of or short notice please arrive as soon as possible.

CHAPTER 1 – Notice of Non-Discrimination and Designation of Coordinators

Section 1-A Section 1-B

NOTICE OF NON-DISCRIMINATION NOTICE OF DESIGNATION OF COORDINATORS

Section 1-A NOTICE OF NON-DISCRIMINATION

The Kearney 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 Kearney 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 designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Title IX, Title II, Title VI & Section 504 –

Dr. Melissa Herrmann, Director of Human Resources
Kearney Public Schools
320 West 24th Street
Kearney, NE 68845
308-698-8011
melherrmann@kearneycats.com

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 the OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, MO 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

Section 1-B NOTICE OF DESIGNATION OF COORDINATOR

The Superintendent of Kearney Public Schools has designated the following persons to handle inquiries regarding non-discrimination policies.

The Director of Human Resources is designated to coordinate Kearney Public School's compliance with, and handle inquiries regarding, Title VI and Title VII of the 1964 Civil Rights Act, Section 504 Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Age Discrimination Act of 1964, Equal Pay Act of 1964, Title IX of the 1972 Education Amendments, and the Nebraska Equal Education Opportunity Act.

Dr. Melissa Herrmann, Director of Human Resources
320 West 24th Street
Kearney, NE 68845
308-698-8011
melherrmann@kearneycats.com

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, please contact: Office for Civil Rights, Kansas City Office, U.S. Department of Education at One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106, Phone: (816) 268-0550, Fax: (816) 268-0559, Email: OCR.KansasCity@ed.gov.

CHAPTER 2 – Certification

All Substitute Teachers shall hold a valid Nebraska teaching certificate. Certification may be Local, Substitute, or Regular.

KPS requires that all Substitute Teachers provide Human Resources with their valid Nebraska Teaching certificate. The teaching certificate will be presented to the Superintendent of KPS to be signed and registered. A copy of the Teaching Certificate will be kept on file with the Human Resource Department during the term of the Substitute Teacher's employment. It is necessary that the certificate be registered and on file before substituting.

It is the substitute's responsibility to keep the certificate valid.

Although Substitute Teachers can substitute in all subjects, assignments will be made in the Substitute's endorsed area whenever possible.

CHAPTER 3 – Performance Expectations

Kearney Public Schools Substitute Teachers are expected to exhibit a high degree of instructional skill and classroom management ability. The following list of expectations is not meant to be inclusive but merely to outline expectations. Substitute Teachers shall perform such duties as assigned by the administrator.

Substitute Teachers should report to the building office at the beginning of the teaching day. You may be asked to correct daily papers, workbooks, and assume supervision responsibilities as assigned by the building principal. Please leave the room in order and provide the teacher with a note highlighting the day's events. If you have any questions on procedures please contact the building principal.

1. Check in (beginning of your sub time) and out (end of your sub time) of the office with the secretary and by signing in and out of the Time Clock.
2. Substitute jobs are generally scheduled in the Frontline Absence Management /Substitute Placement system from 7:45 am – 3:45 pm. However, substitutes are expected to arrive early to review lesson plans, etc. when the substitute job has been scheduled in advance. It is acceptable for the substitute to leave at 3:45 pm if his/her work is completed for the substitute assignment.

Report Times

Kearney High School
Elementary/Middle Schools
Preschool

Substitute Report Times

7:40 am to 3:45 pm
7:40 am to 3:45 pm
8:00 am to 3:45 pm

If the teacher's plan time is at the beginning or end of the day substitutes are still expected to be at the school during that time, in case additional coverage is needed in another classroom.

3. Supervise students during class time as well as transitional times. Check with fellow teachers for directions on how to transition students from their room to other classes or activities. Providing adequate supervision is a serious responsibility. This responsibility extends throughout the dismissal time.
4. Follow prescribed lesson plans. If you have completed your work and it is not yet 3:45 pm, check with your fellow teachers and offer to assist.
5. Please leave a note for the teacher highlighting the day's events. You may email this information to the teacher if you prefer.
6. Please be reminded that computers are for instructional purposes only. Personal communications, on-line personal browsing, personal shopping, selling, or trying to access inappropriate sites is strictly prohibited.
7. Do not use cell phones in the classroom or hallways. Cell phone use is to be limited to planning time and lunch time.
8. Substitute teachers are expected to be reliable employees. Reliability is exhibited by following through when a job is accepted and not cancelling at the last minute.
9. To maintain active status, accept one (1) job every thirty (30) days.

While we try to make our handbook and the list of expectations as complete as possible not every instance can be described. In summary, it is expected that Substitute Teachers will model professional behavior.

CHAPTER 4 – Wages and Information

Substitute Pay Rates

Rates effective August 6, 2026

Classified Substitute Rates per Hour

\$17.23 Per Hour Kindergarten Para/Classroom Para/Media Para

\$19.97 Per Hour Sped Para

Certified Substitute Rates per Full Day

\$152 Local Certificate

\$158 Entry Level

\$163 Entry Level plus 100 Certified Sub Days worked in Kearney Public Schools

\$178 Retired Teacher Level – 25 years or more teaching experience to be verified (If not KPS retired employee, it is the responsibility of the substitute to provide proof of years of service.

\$184 Retired Teacher Level plus 100 Certified Sub Days worked in Kearney Public Schools

\$215 Distinguished Level – 100 Sub Days previous school year with 75% of the days subbing for Certified staff.

Certified Substitute will qualify for the Distinguished pay level after subbing at least 100 days (75% Certified Teaching) in one (1) school year. The pay will go into effect for the next school year after subbing 100 or 100-plus days for KPS. To maintain this rate, the substitute must maintain 100 or 100-plus substitute days the following school year (75% subbing for a Certified Teacher each year for KPS).

Teacher Extended Leave 10 or More Consecutive Days – Certified Substitute Positions - \$28 will be added to the Distinguished Level and \$32 will be added to all other levels.

*When there is a shortage for Certified Substitutes and a Certified Substitute is scheduled for a Para/Sped Para, the Certified Substitute will be moved to the Certified position. **Failure to move to the new assignment will result in the Certified Substitutes pay being reduce to Classified Substitute hourly pay.**

KPS Classified Paras with Nebraska Local Substitute or Nebraska Teaching Certificates

KPS Paras who hold a certificate and are asked to substitute for a certified staff member will be paid at the level of certificate they hold or their para rate plus ten dollars (\$10) per day, whichever is greater.

Incentive Goal

Kearney Public Schools has a 75% incentive goal each pay period. This will give substitutes the opportunity to earn an additional \$150 per pay period September through April and an additional \$200 per pay period May and June or an additional \$1,600 for the school year. If you substitute 75% of the days in a pay period you will receive an incentive stipend of \$150. Also, in our busiest sub pay periods of April (4.6 to 5.5) and May (5.6 to 6.5), the incentive will be \$200. An additional year-end bonus of \$1,000 will be awarded for subbing over 100 days for the school year (75 days must be certified sub days).

Pay Period	Possible Days	75% Days	Pay Period	Possible Days	75% Days
SEPT - 8.6-9.5	17	12.75	FEB - 1.6-2.5	22	16.5
OCT - 9.6-10.5	17	12.75	MAR - 2.6-3.5	16	12
NOV - 10.6-11.5	22	16.5	APR - 3.6-4.5	15	11.25
DEC - 11.6-12.5	18	13.5	MAY - 4.6-5.5	21	15.75
JAN - 12.6-1.5	11	7.25	JUNE - 5.6-6.5	11	8.75

Substitute Day Information

Time will be rounded to the nearest quarter of an hour:

- 1.5 - 2.25 hours = .25 day's salary
- 2.5 - 4.5 hours = half day's salary
- 4.75 - 6 hours = .75 day's salary
- 6.25 - 8 hours = full day's salary

When a job is accepted on short notice and it is past the start time, it is understood that the substitute teacher will only be paid for the time worked. The substitute cannot be paid a full day when only a three-fourths day is worked, nor can the substitute be paid three-fourths of a day when only a half day is worked.

Guidelines for Covering an Additional Assignment

On occasion it may become necessary for the principal to adjust the substitute teacher assignments. This may include covering a classroom during the planning time of the original assignment. KPS greatly appreciates your flexibility in these situations. Additional Assignments will be recorded in the building's Substitute Extra Period or Extra Block Log.

Elementary	1 Hour	\$32.52
Middle School	1 Period (48 minutes)	\$26.02
High School	1 Block (83 minutes)	\$45.00

1. High School substitutes are expected to be on duty from 7:40 a.m. to 3:45 p.m.
2. If a High School substitute takes another period or block and RETURNS to their original assignment, they will be paid the additional amount. If the substitute is completely reassigned and they do not return to the original assignment, they will not be paid the additional monies. They would be paid the daily rate.

Pay Period

The pay period will run from the 6th of the month to the 5th of the following month with payment on 20th of the month (example: sub time for Sept. 6 - Oct 5 will be paid Oct. 20th). The board shall establish the compensation of the employees, and shall pay such compensation monthly on or before the (20th) of the month. If the 20th falls on a weekend, payment will occur on the Friday prior to the 20th.

At Kearney Public Schools, it is mandatory that paychecks be automatically deposited. Pay stubs are available on divisions; see page 18 for directions on how to electronically access your pay stub. If you have questions regarding your paycheck, contact the Human Resources at 698-8013.

Please contact the Human Resource Department immediately with any change of address information.

Deductions

Deductions for community charitable organizations that qualify as tax-exempt under Section 501© (3) of the Internal Revenue Code will be allowed with specific board approval. Deductions required to be made by law will be made without the need for specific approval of the Board of Education. Court-ordered garnishments must be honored as required by law.

Section: TAX SHELTERED ANNUITIES

Kearney Public Schools offers employees the opportunity to contribute to a tax-sheltered annuity through the KPS 403(b) and 457(b) Plan. In response to the regulations governing the administrations of 403(b) and 457(b) plans, the District has selected 403(b) and 457(b) Plan Solutions offered by TSA Consulting Group (TSAG) to provide common remitting and Plan compliance services for our plan.

Employees who would like to start or stop a contribution should visit the website below.

The website for the 403(b) information: <https://www.tsacg.com/>

- Select Plan Sponsor Pages
- Select State (Nebraska)
- Select Kearney Public Schools

All forms and the handbook are available at this website. Please visit the Human Resources Department for any additional information or assistance.

Below is a list of approved providers. This list is effective as of August 1, 2019.

Ameriprise Financial
AXA Equitable Life Insurance Company
AXA Equitable Life Insurance Company – Roth
Horace Mann Insurance Company
Horace Mann Insurance Company – Roth
Modern Woodmen of America
Invesco Oppenheimer Funds
Invesco Oppenheimer Funds – Roth
Security Benefit Group – 403(b)
Security Benefit Group – 403(b) Roth
Security Benefit Group – 457(b)
Thrivent Financial
Vanguard Investments
Vanguard Investments – Roth
Waddell & Reed, Inc.
Waddell & Reed, Inc. – Roth

Substitute Teachers participating in the 403(b)/457(b) Program may elect a percentage of their income rather than a flat dollar amount. Monthly salary amounts will vary and a percentage approach would provide the needed flexibility to accommodate the deferral.

Section: WORKER’S COMPENSATION

All KPS employees of the school district are covered by Worker’s Compensation Insurance. To be eligible for Worker’s Compensation, the injury to an employee must arise from and in the course of employment with KPS. Employees injured during the course of employment are required to report ALL accidents or injuries to their supervisor immediately. An Incident Report must be completed and forwarded to the Human Resource Department. Failure on the part of the employee to report an injury within twenty-four (24) hours may prejudice and defeat a claim for compensation. Employees who see a medical care provider following an injury at work are reminded to inform the provider that the injury was received at work.

Section: SHORT AND LONG TERM SUBSTITUTING

Short Term Substitutes 1 to 60 days

Short-term Substitute Teachers may be employed to cover staff absences ranging from 1 day to 60 days.

As short-term substitute positions become available, the teacher and principal will notify Human Resources of their selection. The principal will make the final decision of who will be the short-term substitute. The Human Resource Department will then contact the short-term substitute.

Long-Term Substitutes 61 or More days in the Same Position

Long-term substitute positions are created to cover Certified Teacher absences of sixty-one (61) days or more. Substitute teachers who are interested in long-term assignments complete the established Kearney Public Schools employment application process. The long-term substitute teacher is selected by the building principal. The long-term substitute will be issued a letter of employment stating the dates of required service. If at the conclusion of the long-term substitute year, the substitute is hired by the district as a regular certified staff member, the long-term substitute will be given credit on the salary schedule for the long-term substitute experience if they have served at least 50% (92.5 days) of the school year in the long-term substitute position. The time of service will not count for the purpose of service credit for the Nebraska Retirement System.

Tenure

The State of Nebraska School Law 79-824 to 79-842 R.R.S. states that “a certified employee who has been hired to fill the duties of another certified employee who is on a leave of absence shall not acquire rights under 79-824 to 79-842 during the period that the employee is fulfilling such duties.” This indicates that substitute teaching does not earn the employee credit toward permanent employment status.

Salary

Short-Term Substitutes - The salary for short-term Substitute Teachers shall be at a daily rate established by the Board of Education. (Rates listed on page 11)

Long-Term Substitutes - The salary for long-term Substitute Teachers substituting for a Certified staff member shall be at his or her degree and step indicated by their college transcript and experience up to Step 8. The long-term Substitute Teacher substituting for a Certified Teacher will be placed on the current salary schedule.

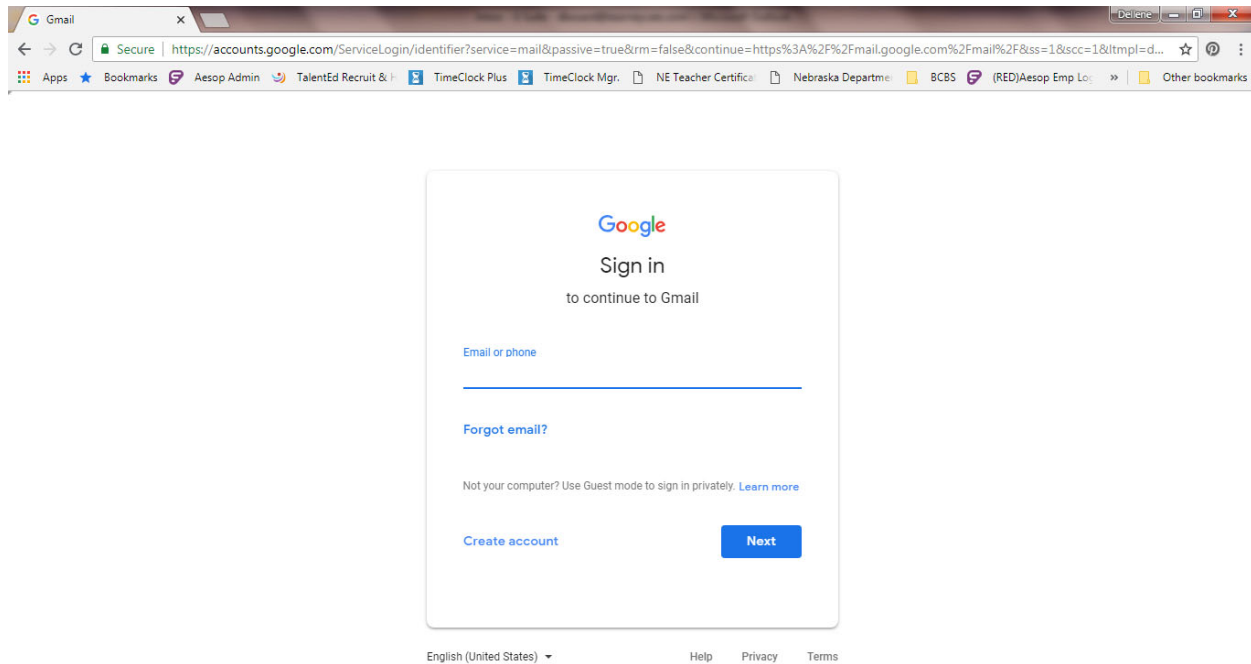
CHAPTER 5 – Electronic Systems

kearneycats Email login

Open Browser (Chrome, Firefox, Safari, etc.)

Go to KPS Homepage (www.kearneypublicschools.org) Click on Staff →KearneyCats Email

Your email address is the first three (3) letters of your first name and all of your last name @kearneycats.com and your Password your district password.



Absence Management/Substitute Placement System

Tools of the Absence Management/Substitute Placement System are the Absence Management/Substitute Placement System phone system and Absence Management/Substitute Placement System online. All data becomes instantly available, whether it is entered through Absence Management/Substitute Placement System online or by telephone. The online system allows access to the Absence Management/Substitute Placement System from any computer or smart phone.

Using Absence Management /Substitute Placement System Online, Substitutes can quickly accomplish routine tasks such as checking Available Jobs and reviewing Current Jobs.

System Access

1. Open a browser window, go to Gmail and log into your kearneycats.com email (do not close)
2. Open an additional browser window and open Absence Management/Substitute Placement System Online, click on “Or Sign In with Organization SSO and then enter your KPS Email - (kearneycats.com) in the organization email field and your District Password (password for email, time clock, ivisions) in the password field.

Absence Management/Substitute Placement System Online: <https://login.frontlineeducation.com/sso/kearney> in your Internet Browser address line. Or link to Absence Management/Substitute Placement System Online on the Kearney Public Schools website (www.kearneypublicschools.org) by clicking on “Staff” and then “Absence Management/Substitute Placement System”.

If you are on this page, click
“Or Sign In with Organization SSO”

You will then see this page
(with your email address)

This will take you to this page
Type in KPS email & click Look up organization sign in page

Enter your district password
(your password for email, time clock, & ivisions)

System Access Continued

Tip: Bookmark the KPS Staff Links page – this will then allow you to click that bookmark, then click Absence Management/Substitute Placement System, it should then go to the Google Choose an account page, once you click the arrow (>) it will log you into the Absence Management/Substitute Placement System.

When using the phone system your ID is your phone number and you will use your employee number as your PIN.

Absence Management/Substitute Placement System Facts

1. Absence Management/Substitute Placement System is an automated absence reporting and calling system.
2. Absence Management/Substitute Placement System is available on the web through Absence Management/Substitute Placement System Online.
3. The Absence Management/Substitute Placement System/Absence Management/Substitute Placement System Online is available 24 hours a day.
4. Absence Management/Substitute Placement System phone number is **1-800-942-3767**. The Human Resources number is 308-698-8013. The Admin building main line is 308-698-8000.

When Absence Management/Substitute Placement System Calls You

1. The daily call out time is **5:45 a.m. to 1:00 p.m.** for jobs for that day only.
2. **If you receive a call during the daytime hours it is for a job for that day.**
3. The evening call out period is **5:00 p.m. to 10:15 p.m.** for future jobs.
4. The system only calls out for jobs within 48 hours of the start of the job.
5. When accepting the job, you must get the job number before hanging up. This will ensure that you are the person who accepted the job.
6. The Absence Management/Substitute Placement System will also notify you if a job has been canceled.
7. **If the start time of the job has passed or you cannot make it by the start time, you can still accept the job.**

Absence Management/Substitute Placement System Frequently Asked Questions:

Q: Can an Employee “request” me for his/her absence?

A: Not exactly. Each teacher has a preference list and when they enter an absence, any substitute on the preference list may accept the job.

Q: A teacher told me they entered a job, why can't I see it?

A: The absence may require one or more levels of approval and/or you need to be on the teacher's preference list.

Q: A teacher told me they entered a job, why didn't I get it?

A: Possible reasons:
Your building and availability preferences
Multiple subs on the teacher's preference list
Endorsement requirements for the position
And/or the absence is waiting for approval

Q: Can I log on or call the system to “shop” for jobs?

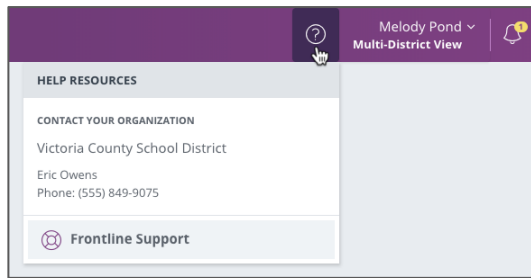
A: Absence Management/Substitute Placement System relies on substitutes logging on to shop/look for substitute jobs. It only calls out for a job when it is two (2) days or less before the start of the job.

Q: If I reject or cancel jobs, will I be automatically removed from the substitute list?

A: You will not be automatically removed for rejecting or canceling jobs. However, you must accept one job every thirty (30) school days to maintain your active status. Also, please remember Substitutes must maintain the expectation of reliability.

Q: Can I cancel a previously accepted job in the event of an emergency?

A: If you must cancel, the deadline is a minimum of 1 HOUR before the start of the job. If it is less than an hour before the job you will be instructed to call the Human Resource Office at 698-8013.



GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click **Help Resources** and select **Frontline Support**. This opens a knowledge base of help and training materials.

ACCESSING ABSENCE MANAGEMENT ON THE PHONE

In addition to web-based, system accessibility, you can also find and accept available jobs, manage personal information, change your PIN number, and more, all on the phone.

When You Call into Absence Management

To call, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling the Absence Management system, you can:

- Find available jobs – **Press 1**
- Review or cancel upcoming jobs – **Press 2**
- Review or cancel a specific job – **Press 3**
- Review or change your personal information – **Press 4**

When the Absence Management System Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically begin to call substitutes and try to fill the job.

Keep in mind, when the system calls you, it will call about one job at a time, even if you're eligible for other jobs. You can always call in (see "When You Call into Absence Management" section above) to hear a list of all available jobs.

Note: When the system calls, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.

When you receive a call, you can:

- Listen to available jobs – **Press 1**
- Prevent Absence Management from calling again today – **Press 2**
- Prevent Absence Management from ever calling again – **Press 9**

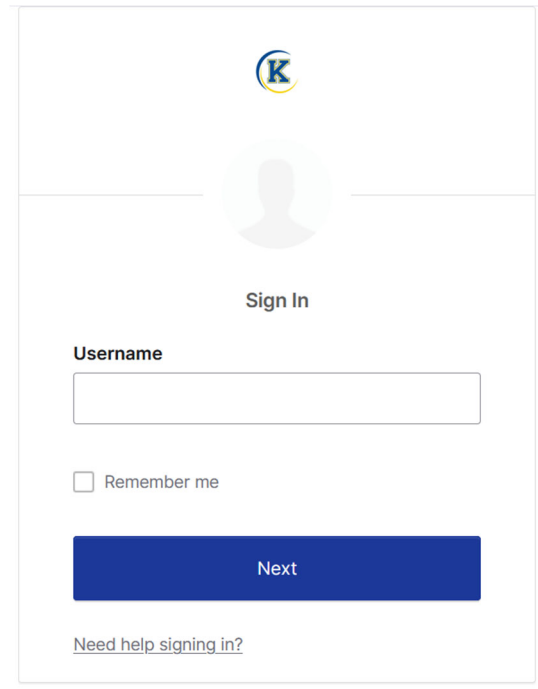
If you are interested in the available job, **Press 1**. You will be asked to enter your PIN number (followed by the # sign). The Absence Management system will list the job details, and you will have the opportunity to accept or reject the job.



Time and Attendance (Time Clock)

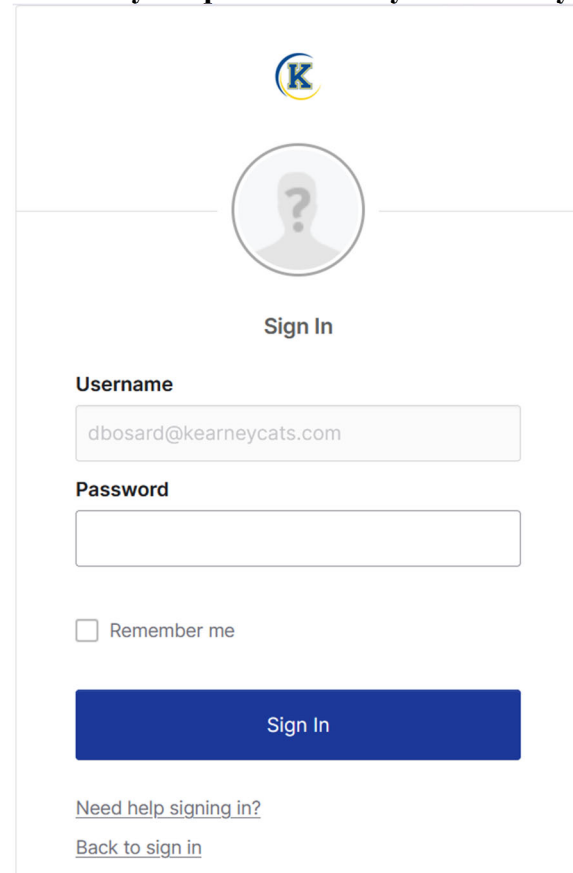
Your login for the time clock is your kearneycats email and your email password.

Username: your kearneycats email



The screenshot shows a login interface with a blue 'K' logo at the top. Below the logo is a placeholder for a user profile picture. The text 'Sign In' is centered below the profile picture. Underneath, there is a 'Username' label followed by a text input field. Below the input field is a checkbox labeled 'Remember me'. At the bottom of the form is a blue button labeled 'Next'. A link 'Need help signing in?' is located at the very bottom of the form.

Password: your password for your kearneycats email



The screenshot shows a login interface with a blue 'K' logo at the top. Below the logo is a placeholder for a user profile picture. The text 'Sign In' is centered below the profile picture. Underneath, there is a 'Username' label followed by a text input field containing the email address 'dbosard@kearneycats.com'. Below the input field is a 'Password' label followed by a text input field. Below the password field is a checkbox labeled 'Remember me'. At the bottom of the form is a blue button labeled 'Sign In'. Two links, 'Need help signing in?' and 'Back to sign in', are located at the very bottom of the form.

Once you are logged in, you will select the Clock in button or if it is at the end of your job, select the Clock out button. You can review your time sheet by clicking on “Time card inquiry”. At the end of each pay period, you will review your punches and approve your time card by clicking “Time approval” and then enter your initials and click Approve & Submit.

Pay Advice/Pay Stub

Open Browser (Chrome, Firefox, Safari, etc.)

Go to KPS Homepage (www.kearneypublicschools.org) Click on KPS Staff Links → iVisions

Login – your Username is your KPS email address. Your Password is your district password for your email, time clock, etc.

The image shows two screenshots of the Okta login interface. The left screenshot displays a message: "This is the first time you are connecting to tyler-kearneypublicschoolsne.okta.com from this browser". Below this, the "Username" field contains "dbosard@kearneycats.com", and the "Remember me" checkbox is checked. A blue "Next" button is at the bottom. The right screenshot shows the "Sign In" button. The "Username" field contains "dbosard@kearneycats.com", and the "Password" field is empty. The "Remember me" checkbox is checked. A blue "Sign In" button is at the bottom. Arrows from the text above point to the "Username" and "Password" fields.

To see your pay advice/copy of pay stub: Click My Pay – Employee Pay

By default the most current pay advice/pay stub is displayed. From the Paycheck drop down, you may select other pay periods.

The image shows a navigation menu titled "Employee Access". It includes a "Home" link at the top. Below it, there are four menu items: "My information", "My time", "My pay", and "My benefits". Each item has a small icon to its left and a downward arrow to its right. An arrow points to the "My pay" item.

CHAPTER 6 – Employee Expectations

Section	“AT WILL” EMPLOYEES
Section	CONDUCT
Section	EMPLOYEE BEHAVIOR AS A MODEL TO STUDENTS
Section	PROFESSIONAL BOUNDARIES BETWEEN EMPLOYEES AND STUDENTS
Section	REPORTING OF CHILD ABUSE/NEGLECT
Section	NOTIFICATION OF ARREST, CRIMINAL CHARGES, AND CERTIFICATE, LICENSE OR CHILD ABUSE COMPLAINTS
Section	PERSONAL APPEARANCE OF EMPLOYEES
Section	EMPLOYEES WITH TATTOOS AND/OR BODY PIERCINGS
Section	EMPLOYEE ID BADGES
Section	DISCIPLINARY PROCEDURES
Section	ATTENDANCE, PUNCTUALITY AND RELIABILITY
Section	PERSONAL CELL PHONE USAGE
Section	WORKPLACE THREATS & VIOLENCE
Section	ANTI-BULLYING
Section	DRUG FREE SCHOOLS, COMMUNITY & WORKPLACE
Section	TOBACCO-FREE ENVIRONMENT
Section	CONFLICT OF INTEREST
Section	SEARCH AND SEIZURE

Section: “AT WILL” EMPLOYEES

All substitute employees and substitute assignments shall be employed on an "at will" basis. Substitute employees shall have no property right in continued employment and need not be accorded a hearing or any other procedural or substantive due process, prior to termination of their employment.

Nothing in board policy, administrative regulations or practices, employee handbooks, or in any evaluation instrument or in the appraisal process or program for substitute employees shall be or is intended to create or be a contract or part of a contract with a substitute employee which shall in any way be construed to be contrary to the "at will" employment of substitute employees. No administrator or other employee of the school district has any authority to enter into any agreement of employment with a substitute employee for any specific period of time or to make any agreement contrary to an at-will employment relationship.

Section: CONDUCT

Employee Behavior

Certain common courtesies, rules and regulations regarding employee behavior are necessary for the benefit and safety of all employees. Unacceptable conduct which interferes with the working environment, is offensive to fellow employees, students, or the general public will not be tolerated.

Employees are expected at all times to conduct themselves in a positive manner in order to promote the best interests of the district. Appropriate employee conduct includes:

1. Treating all visitors and co-workers in a courteous manner.
2. Refraining from behavior or conduct that is offensive or undesirable.
3. Reporting to administration suspicious, unethical, or illegal conduct.
4. Reporting to administration any threatening or potentially violent behavior by co-workers.
5. Complying with all district safety and security policies and procedures.
6. Wearing clothing appropriate for the work being performed.

7. Performing assigned tasks efficiently and in accord with established quality standards.
8. Reporting to work punctually as scheduled and being at the proper work station, ready for work, at the assigned start time and throughout the work day.
9. Giving proper advance notice whenever unable to work and reporting absence according to established procedures.
10. Adhering to all district-wide and building policies and expectations.
11. Maintaining cleanliness and order in the workplace.

The following conduct is prohibited, and individuals engaged in it will be subject to discipline up to and including termination:

1. Engaging in or threatening acts of workplace violence including, but not limited to:
 - a. Possessing firearms or other weapons on district property.
 - b. Fighting or assaulting a co-worker, visitor, or student.
 - c. Threatening or intimidating a co-worker, visitor, or student.
 - d. Violent actions or physical aggression towards students or staff.
2. Engaging in any form of sexual or other harassment.
3. Reporting to work under the influence of alcohol, illegal drugs or narcotics, or using, selling, dispensing, or possession of alcohol, illegal drugs or narcotics on district property.
4. Disclosing confidential information.
5. Falsifying or altering any district record or report, such as an employment application, medical reports, time records, expense accounts, or absentee reports.
6. Stealing, destroying, defacing, or misusing district property or another employee or student's property.
7. Misusing district communications systems, including district mail, electronic mail, computers, Internet access and phones.
8. Refusing to follow administration's or management's instructions concerning a job-related matter, or being insubordinate.
9. Failing to wear assigned safety equipment or failing to abide by safety rules and policies.
10. Soliciting or distributing in violation of district policies.
11. Using tobacco on district property.
12. Using profanity or abusive language.
13. Creating an unpleasant work environment for coworkers.
14. Violating professional boundaries with students or coworkers.

These examples of impermissible behavior are not intended to be an all-inclusive list. At administration/management's discretion, any violation of the district's policies or any conduct considered inappropriate or unsatisfactory may subject the employee to disciplinary action.

Section: EMPLOYEE BEHAVIOR AS A MODEL TO STUDENTS

Employees are expected to conduct themselves as good role models to students. Employees are instructed to avoid situations where an employee's behavior could be open to allegations, such as being alone with a student behind closed doors, in bathrooms or locker rooms or engaging with students through social media or texting or engaging with students in social setting in the presence of alcohol, or while under the influence of alcohol or reporting to work with the appearance or odor of alcohol, drugs or narcotics. Employees are advised and directed to conduct themselves above reproach when working with or around students. Employees are advised to conduct themselves as role models in the use of social media and cell phone use and when sharing photos of information and to be familiar with the professional boundaries policy for KPS.

Section: PROFESSIONAL BOUNDARIES BETWEEN EMPLOYEES AND STUDENTS (Board Policy 4035.2)

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 any networking site. 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.
- 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 or participating in grooming behaviors.
- 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.

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.

Section: REPORTING OF CHILD ABUSE/NEGLECT (Board Policy 5402)

The District and its employees will follow applicable state laws and Board Policy 5402 in the reporting of suspected cases of abuse or neglect. All staff members in Kearney Public Schools District will adhere to the procedures as directed by the Board Child abuse and Neglect Policy and applicable laws of the State of Nebraska.

Any employee of Kearney Public Schools who suspects that a child's physical or mental health or welfare may be adversely affected by abuse, including sexual abuse, or neglect shall promptly report such cases to the appropriate law enforcement agency and the principal. The principal will ensure that the report has been made to the proper law enforcement agency or other agency as required by law. This requirement shall apply to all school employees, including coaches and volunteers participating in interstate amateur athletic competition. The term "promptly" means "within a 24-hour period".

All staff members in the Kearney Public School District will adhere to the following procedures as directed by the Board Child Abuse and Neglect Policy and applicable laws of the State of Nebraska.

- A. When an employee has reasonable cause to believe that a child has been subjected to abuse or neglect, that employee shall promptly report it to local law enforcement and the principal. The term "promptly" means "within a 24-hour period". The decision of whether to contact the local law enforcement or DHHS is dependent upon the severity and emergency nature of the suspected abuse/neglect. This information may be firsthand or hearsay. Local law enforcement or DHHS will contact the appropriate agency to complete the investigation. Abuse or neglect shall mean knowingly, intentionally, or negligently causing or permitting a minor child to be:
 1. Placed in a situation that endangers his or her life or physical or mental health;
 2. Cruelly confined or cruelly punished;
 3. Deprived of necessary food, clothing, shelter or care;
 4. Left unattended in a motor vehicle if such a minor is six years or younger;
 5. Sexually abused; or
 6. Sexually exploited by allowing, encouraging or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films or depictions.
- B. Employees of the Kearney Public Schools are to make a reasonable effort to inform their administrator that they intend to make a report to the agencies of suspected child abuse/neglect. In the event an administrator cannot be found, employees shall make a report to one of the agencies and immediately inform the administrator thereafter that a report to one of the agencies has been made. Administrative staff, counselor or social worker may sometimes choose to make the report with an employee. Informing an administrator does not end the employee's responsibility; employees are obligated to make certain a report was made to one of the agencies if they do not do it themselves. If the individual employee and the administrator disagree on the egregiousness of the purported abuse or neglect, it remains incumbent upon the employee to report the abuse or neglect to the proper law enforcement agency or the DHHS. If an employee encounters a situation where evidence could be destroyed, a child is in immediate danger or if a situation has the potential to escalate to the point the child could be harmed, the employee shall immediately contact one of the agencies and report the same to the administrator immediately after such a report is made.
- C. A written report, using district forms provided for this purpose, must be completed and kept on file at the building by the administrator. A copy of the written report shall be sent to the Superintendent.
- D. It is not the responsibility of the staff member or school district to investigate the incident. If the incident should result in court action, the employee should be prepared to testify as to his/her first-hand information regarding the suspected abuse or neglect. Anecdotal records can be very helpful in this situation. "First hand" information usually is what he/she observed or what the child said to him/her without any interpretation of what was said or seen. According to NEB. REV. STAT. § 28-716 the reporting person shall be immune from any civil or criminal liability, except maliciously false statements.
- E. When appropriate and needed, the school counselor or social worker may facilitate communication and services for students in the District.
- F. All board policies and state laws concerning confidentiality and privacy will be rigidly followed by all staff members.

- G. If an employee willfully neglects to report in the prescribed manner a suspected case of child abuse or neglect it may be as basis for discipline which could include termination or cancellation of employment relations with the School District.

Section: NOTIFICATION OF ARREST, CRIMINAL CHARGES, AND CERTIFICATE, LICENSE OR CHILD ABUSE COMPLAINTS (Board Policy 4032)

Employees must notify the Superintendent by the next working day after:

1. Arrest or Criminal Charges. The employee is arrested, ticketed, or issued a criminal charge where:
 - a. The maximum penalty for the crime equals or exceeds seven days of incarceration;
 - b. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;
 - c. The crime related to misuse of drugs, alcohol or controlled substances; or
 - d. Conviction would impact performance of employee's job responsibilities, including offenses that:
 - i. Would constitute a violation of NDE Standards of Conduct and Ethics, Chapter 27 as adopted by Kearney Public Schools;
 - ii. Would impact the employee's ability to operate a motor vehicle if the employee at times needs to travel during duty time or the employee at times drives our students, including on extracurricular activities; or
 - iii. Would impact the employee's Commercial Drivers' License if the employee's job requires that the employee have a CDL.
 - e. The crime relates to alleged violence, force, coercion, or sexual misconduct;
 - f. The arrest or the alleged criminal activity occurred while the employee was on duty, on school property or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.
 - g. Employees must also promptly report to the Superintendent whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense was not otherwise reportable.
2. Certificate or License. The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee's position. This includes proceedings of the Nebraska Department of Education related to an alleged violation of the NDE Standards of Conduct and Ethics, Chapter 27, and proceedings of the Health and Human Services related to an alleged violation of the professional standards of conduct for the employee's position.
3. Child Abuse. The employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

Employees must give full disclosure of any investigation. Failure to notify as required under this policy may subject the employee to disciplinary action, up to and including the ending of employment.

Section: PERSONAL APPEARANCE OF EMPLOYEES

It is the expectation of the district that each employee's dress, grooming, and personal hygiene should be appropriate to the work setting and not detrimental to the education process. Dress, tattoos and/or body piercings should be in good taste and not cause a distraction in the workplace for other employees and students, and not promote drugs, alcohol, or violence. The appropriateness of employee dress and appearance is at the discretion of the direct supervisor or principal.

If public health and safety conditions warrant, the district may require that staff wear appropriate face coverings on school grounds, while in school vehicles, and at school events.

Section: EMPLOYEE ID BADGES

All KPS employees are required to wear KPS identification badges and/or a Centegix badge. These ID badges help ensure that only authorized personnel have access to district buildings. ID badges need to be worn during work hours. The Centegix badge needs to be worn above the waist. This can be worn with a lanyard or a retractable lanyard that is placed above waist high. The Centegix badge should not be placed next to keys or other devices. Visitors to buildings should be directed to the school office to obtain a visitor's badge. Having identified and authorized personnel in our buildings helps to protect staff and students. If an ID badge is damaged or lost, please contact your building or the Human Resources Department to obtain a replacement.

Section: DISCIPLINARY PROCEDURES

When it becomes necessary to discipline an employee for unacceptable performance or behavior, the KPS Discipline Policy is designed to do so in a fair and consistent manner

Section: ATTENDANCE, PUNCTUALITY AND RELIABILITY

It is the practice of the KPS school district to require employees to report for work punctually, and to work all scheduled hours. Excessive tardiness and poor attendance disrupt workflow and productivity, and will not be tolerated. Regular and dependable attendance is an essential function of each job.

Maintaining Active Status

In order for the KPS Substitute Teachers to be regarded as in "active" status it will be necessary to accept a job at least once every thirty (30) school days and at least 10 days per year.

If you are going to be away for an extended period of time, please inform the Human Resources Office at dbosard@kearneycats.com or 698-8013.

Reliability

Substitute Teachers are expected to be reliable employees who follow through on their commitment to be part of the KPS Substitute Staff. Reliability is defined as making a commitment to serve as a substitute teacher on a regular and ongoing basis. Factors which would indicate unreliability would be not accepting jobs often enough to maintain active status, accepting and then cancelling jobs at the last minute, frequently asking to be placed on the Sub List and then asking to be removed.

The process of preparing Sub employee files for active service and the orientation requires significant time and work. It is counterproductive when substitutes move frequently in and out of active service. It is understandable when compelling circumstances cause a substitute to ask to be removed from the list for a period of time. What is not acceptable is when this change in status is requested frequently and without substantial reasons. KPS reserves the right to determine the degree to which a substitute employee has established a record of reliability.

Failure to Report for an Assigned Job

"No Show" Procedure: It is essential that Substitutes report for the jobs they have accepted. The following procedure will be used to deal with a failure to report for an assigned job and failure to notify the Human Resources office.

1. First "No Show" incident will result in a call to the Substitute Teacher to determine cause for not reporting for assigned work. If warranted, an Employee Discipline Form will be completed and a conference held with the employee.
2. Second "No Show" incident will result in a letter being sent to the Substitute to inform them they will be removed from the KPS substitute list until the end of the current school year.

Inclement Weather

The safety of the students and staff is very important to KPS. The notification of school closing due to weather is done by radio and TV broadcast, as well as the district calling system.

The Superintendent, or his/her designee, will decide if school is open or closed for the day. When the decision is made to close school, the district's calling system will be utilized. The call will go to your phone number and one other alternate phone number that you select. Phone numbers must be updated with the Human Resources department. If you believe school may be closed due to the weather but have not received a call, please tune into your local radio or television station for announcements.

Request to Remove a Substitute From the Building or Team Substitute List

A Principal may determine that a particular Substitute teacher is not working well for their building. A request may be made that the Substitute teacher not be allowed to accept substitute jobs for that building or team. To notify the Substitute teacher of this decision, the form entitled "Administrator Request to Remove a Substitute From the Building or Team Substitute List" must be completed, and a conference held with the Substitute teacher. During the conference, the building principal will have the opportunity to discuss the issues with the Substitute teacher. The required form will provide documentation of the decision. *(See form included in the Appendix.)*

Section: PERSONAL CELL PHONE USAGE

The employees of Kearney Public Schools are expected to manage their personal cell phone use in the workplace so that the phone is not a source of distraction and a cause to be off-task in their work responsibilities. The on-duty employee is expected to be working and not using work time to make or take calls, read text or take pictures. Supervisors have the responsibility to monitor employee cell phone use and to take disciplinary action should the employee exhibit excessive use which interferes with their work responsibilities. Employees are required to restrict personal calls during work time and are directed to use personal cell phones only during scheduled breaks or lunch periods. Employees are expected to inform family members of the restrictions on cell phone use so the employee is not interrupted at work. The district is not liable for the loss of personal cell phones brought into the workplace.

Section: WORKPLACE THREATS & VIOLENCE (Board Policy 4052)

Nothing is more important to Kearney Public Schools than the safety and security of its employees. Threats, threatening behavior or acts of violence against employees, visitors, guests or other individuals by anyone on Kearney Public Schools property will not be tolerated. Violations of this policy will lead to disciplinary action, which may include dismissal, arrest and prosecution.

Any person who makes substantial threats, exhibits threatening behavior or engages in violent acts on Kearney Public Schools property shall be removed from the premises as quickly as safety permits and shall remain off Kearney Public Schools premises, pending the outcome of the investigation. Kearney Public Schools will initiate an appropriate response. This response may include, but is not limited to suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and/or criminal prosecution of the person or persons involved.

No existing Kearney Public Schools policy, practice or procedure should be interpreted to prohibit decisions designed to prevent a threat from being carried out, a violent act from occurring or a life-threatening situation from occurring.

All Kearney Public Schools personnel are responsible for reporting to the administration any threats, which they have witnessed, received, or have been told that another person has witnessed, which they regard as threatening or violent, when that behavior is job related or might be carried out on a district controlled site, or is connected to district employment.

Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior. If the administration is not available, personnel should report the threat to their supervisor.

Notice of Protection Orders

All individuals who apply for or obtain a protective or restraining order which lists district locations as being protected areas, must provide to the administration with a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent.

Kearney Public Schools understands the sensitivity of the information requested and has developed confidentiality procedures, which recognize and respect the privacy of the reporting employee(s).

Section: ANTI-BULLYING (Board Policy 4036)

One of the missions and obligations of the school district is to provide a physically safe and emotionally secure environment for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are to be encouraged in the educational program and are required of all staff. Inappropriate behaviors (bullying, intimidation, and harassment) will not be tolerated, and students and staff are required to avoid such behaviors. Strategies and practices are to be implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors. Bullying is defined as an 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.

Section: DRUG FREE SCHOOLS, COMMUNITY & WORKPLACE (Board Policy 4030)

It is the policy of the Kearney Public School District to eliminate the influence of drugs, alcohol and other chemicals within the school environment and to educate students against the use of drugs, alcohol and illegal substances. The District will implement regulations and practices which will insure compliance with laws related to drugs and alcohol, including: the Drug-Free Workplace Act and the Omnibus Transportation Employee Testing Act of 1991, and all regulations and rules promulgated pursuant thereto.

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held. The school district recognizes that the use, possession, or being under the influence of illicit drugs or alcohol constitutes a hazard to the positive development of students and employees and a substantial interference with school purposes.

The rules of conduct for employees at this school district are as follows:

1. The manufacture, sale, distribution, possession, being under the influence (which means that a chemical has been consumed in an amount sufficient to have a detectable amount of the substance in his/her system) or use of illicit drugs or alcohol on school premises or as a part of any of the school's activities is prohibited.
2. The possession or distribution of a look alike drug or alike controlled substance is prohibited.
3. The unlawful manufacture, sale, distribution, possession, being under the influence or unlawful use of illicit drugs or unlawful use of alcohol outside of the workplace shall be deemed unprofessional conduct and conduct which substantially interferes with the continued performance of duties.

Definitions

1. The term “illicit drugs” or “alcohol” shall mean, but not be limited to the meaning of such terms as declared by the State of Nebraska or any other applicable law, or as the meaning of such terms are interpreted by the school district.
2. The term “school premises” shall mean any property, whether owned, leased, or in any other manner under the control of the Board of Education of the school district, or as the meaning of such term is interpreted by the school district.
3. 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, or as the meaning of such phrase is interpreted by the school district.
4. The term “outside of the workplace” shall mean at all times other than on “school premises” or “as a part of the school activities”.
5. “Under the influence” means that a chemical has been consumed in an amount sufficient to have a detectable amount of the substance in his/her system.
6. For purpose of this policy and related regulations, “chemicals” (drugs) are defined as any substance that has a profound and rapid mood-altering or intoxicating effect on the central nervous system and includes those chemicals that are illegal as defined by state and federal laws, legal for adults but statutorily prohibited for those under the age of 21 (such as alcohol) or legal by physician’s prescription only, but obtained and/or used in non-prescribed ways.

Procedures

1. All current employees and each new employee is charged with notice of all school policies and will receive and be charged with notice of this policy.
2. Each employee will sign a form acknowledging receipt of this policy and its prohibitions and acknowledging (a) that serious sanctions can and will be taken against an employee, including ending of employment and also referral for prosecution for any failure to comply; (b) that compliance is mandatory; (c) that this policy is adopted pursuant to applicable statutes and laws; and (d) that the failure of the school district to comply with any such federal requirements may put the school district’s receipt of federal funds in jeopardy. Acceptance or continuation of employment with the school district shall also constitute notice, receipt, and acknowledgment of the prohibitions set forth in this policy.
3. In the event the employee does not understand the requirements of this policy, it shall be the duty of the employee to ask for interpretation or clarification from the Superintendent or the designee. It is presumed that the employee understands and will abide by this policy and its interpretations if no questions are asked.
4. In the event of any non-compliance by any employee with this policy, the employee may be disciplined, which may include ending employment. In addition, the Superintendent or the designee may make available to any employee not in compliance information about any drug and alcohol counseling, rehabilitation, re-entry, or treatment services or programs that are available to employees within fifty (50) miles of the administrative offices of the district. If no such services or programs are available within fifty (50) miles, then such services or programs as may exist in the state shall be made known to such employee. The Superintendent or the designee shall maintain a list of such available services or programs and shall from time to time update such list. The cost for any such services or programs shall be the financial responsibility of the employee, whether mandated by the school district or not.
5. Disciplinary sanctions which may be taken against an employee for any non-compliance with this policy include, but are not limited to, one or more of the following: (Not listed in order of importance. Any non-compliance could result in ending employment.)
 - 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. Voluntary or mandatory enrollment in in-patient care, training, or other programs or services relating to drug or alcohol use or abuse as a term and condition to any continuing employment by the district at the employee's cost.
6. Any disciplinary action, sought to be imposed by the Superintendent or the designee shall be carried out in accordance with policy and the law.
 7. As an alternative to discipline or as a concurrent requirement with discipline, the Superintendent or the designee may require the employee to successfully finish a drug or alcohol abuse service or program at the employee's cost. As used herein, the term "drug or alcohol abuse service or program" shall mean a drug or alcohol abuse service or program sponsored by an approved private or governmental institution. The Superintendent or the designee may require at any time the employee to provide documentation satisfactory to the Superintendent or the designee that the employee is enrolled, is appropriately pursuing, or has successfully completed the service or program. If aftercare is recommended by such institution, the Superintendent or the designee may require acceptable participation in the aftercare service or program at the employee's cost. Ongoing reporting of participation in any such service or program is a term and condition of continuing employment.
 8. Any employee of this school district who has been charged or convicted of any violation of law involving illicit drugs or alcohol, must immediately (within 24 hours) report such charge or conviction to the Superintendent or the designee. Failure to report may result in any disciplinary action as set forth in paragraph 5.

Section: TOBACCO-FREE ENVIRONMENT (Board Policy 4031)

It is the intent of the Board of Education of the Kearney Public Schools to create a tobacco-free environment within the Kearney Public Schools. Because we value our students and employees, the promotion of health, safety, and well-being is one of our utmost concerns.

Use of tobacco is linked to heart, lung, mouth, throat, gum, and respiratory diseases. Smoking is the major preventable cause of premature death today. Non-smokers can be harmed by passive smoke. Some employees already suffer from respiratory diseases, heart diseases, or allergies where they may be at risk when the smoke is present. Smokeless tobacco (chew or snuff) has been declared a cancer threat by the U.S. Surgeon General and World Health Organization. When rights of smokers and non-smokers conflict and accommodation is not possible, the rights of the non-smoker prevail, in accordance with this policy.

For purposes of this policy, 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.

A ban on all tobacco use will be the policy on all Kearney Public Schools property and in all school-owned vehicles. Tobacco use by the general public or adult employees will be prohibited, including, without limitation, the concession stands and bleachers at outdoor athletic fields and near the entry of school buildings.

All rules and regulations which deny student use of tobacco, both inside buildings and on school grounds, remain in force. Appropriate signs will be placed at the entrances of buildings and other appropriate locations, advising all persons that our buildings and grounds are a tobacco-free environment.

Employees and visitors are expected to honor the tobacco-free environment policy. The school district will provide information to employees concerning tobacco use cessation programs. All employees are responsible for monitoring compliance with the tobacco-free policy. This does not preclude adults from wearing non-visible nicotine patches or using nicotine gum without displaying the product container, as part of a smoking cessation program.

Section: CONFLICT OF INTEREST (Board Policy 4033)

Schools must at all times guard against any appearance of impropriety while carrying out their responsibilities. It is therefore essential, and the policy of this school district, that all employees of the Kearney Public Schools avoid any situation or endeavor which could or does interfere with, or which creates a conflict of interest, or the appearance of a conflict of interest in terms of fiscal or other responsibilities of employees, except as specifically authorized.

Any KPS employee who questions whether or not any conduct or activity creates a conflict of interest or violation of this policy, should direct any inquiry to the Superintendent, or his/her designee, for an official determination.

Section: SEARCH AND SEIZURE (Board Policy 4035.3)

School officials may search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file.

Searches of the District's computer system may be conducted at the discretion of the administration at any time.

When it is determined based on searches that a person violated a Board policy, administrative rule, building rule, personnel expectation, or the law, the person shall be subject to appropriate disciplinary action and a report to law enforcement.

Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be seized by school officials. Any illegal drugs, firearm or dangerous weapon shall be confiscated and delivered to law enforcement as soon as practicable.

The District is not responsible for the security or safety of personal property which employees, students, or other building users may bring to school.

CHAPTER 7 – Complaint Procedure

Introduction

It is the belief and practice of KPS that substitute employees should have the opportunity to present their work-related complaints for discussion and resolution. This process of resolving complaints can be completed in an Informal or Formal process.

Informal Process

For routine complaints, using the Informal Process for resolution can be effective. In the Informal Process, employees are encouraged to discuss the problem with their supervisor. If the problem involves the supervisor, the employee should seek out the assistance of the department head. If the problem involves the department head, the employee should talk to the person at the next level of supervision. While it is important and necessary to proceed through the organizational structure, employees are always welcome to access the person whom they feel would be most effective in addressing their complaint. The Informal Approach is designed to resolve problems through discussion. In the informal process, the employee has the opportunity to make supervisors aware of the problem, give background information and discuss possible resolutions. It is in this informal discussion, that various points of view can be discussed and possible remedies identified.

Formal Complaint

Sometimes complaints are too serious or complicated to be resolved by the informal process. Complaints of this type require the Formal Complaint Procedure for resolution.

Examples of appropriate complaints for the Formal Complaint Procedure include:

1. A belief that district policies, practices, rules, regulations or procedures have been applied inconsistently to an employee.
2. Treatment considered unfair by an employee, such as coercion, reprisal, harassment (including sexual harassment) or intimidation.
3. Alleged discrimination because of race, color, sex, age, religion, national origin, marital status, disability or other protected conditions.
4. Improper or unfair administration of employee benefits or conditions of employment.

Employees should notify the district in a timely fashion of any complaint considered appropriate for handling under the Formal Complaint Procedure

The Formal Complaint Procedure is the exclusive remedy for classified employees with appropriate complaints. As used in this procedure, the terms, "timely fashion," "reasonable time," and "promptly" generally will mean five (5) working days.

Formal Complaint Procedure

Employees who feel they have an appropriate complaint that needs to be addressed by the Formal Complaint Procedure should proceed as follows:

1. Promptly bring the complaint to the attention of the immediate supervisor. If the complaint involves the supervisor, then the employee may proceed directly to the department head. If the problem involves the department head, the employee should move the matter to the Director of Human Resources. The complainant will complete a written Formal Complaint Form. The complainant will present the form to the supervisor, department head, or the Director of Human Resources.
2. The supervisor, department head or Director of Human Resources will investigate the complaint using the established investigatory procedures to determine the facts.
3. When investigation is complete, a decision will be made by the supervisor, department head or Director of Human Resources regarding a proposed resolution. The supervisor, department head or

Director of Human Resources will meet with the complainant to review a written report of the complaint investigation and the proposed resolution.

4. The complainant upon hearing the report and the resolution can decide if they accept the report and resolution or would like to take their complaint to the next level of supervision.
5. If the complainant decides to proceed to the next level of supervision, they complete a second Formal Complaint Form that will include a description of the work that has been completed in attempting to reach a resolution. This report will be filed with the department head or the Human Resources Director.
6. When the next level of review is completed, the complainant is given a written report of the investigatory findings and a proposed resolution.
7. If the complainant is accepting of the proposed resolution that decision is recorded in writing with a copy to the complainant. If the complainant is not accepting of the decision, they may proceed to file an additional Formal Complaint describing the attempts at resolution thus far.
8. When this level of review is completed, the complainant is given a written report of the investigatory findings and a proposed resolution. If the complainant is accepting of the proposed resolution, the matter is considered settled. If the complainant is not accepting of the decision, they may proceed to file their complaint with the Superintendent, or his/her designee.
9. Upon receiving the complaint, the Superintendent, or his/her designee, will complete the necessary steps to review past attempts at resolution and conduct an investigation of the complaint. The Superintendent, or his/her designee, will make a decision and meet with the complainant to review the findings. The resolution decision will be communicated in writing to the complainant.

Procedural Considerations in the Complaint Resolution Process

1. Information concerning an employee complaint should be confidential. Supervisors, department heads, or other administrators who investigate a complaint may discuss it only with those individuals who have a need to know or who are needed to supply necessary background information or advice.
2. Time spent by employees in complaint discussions with management during their normal working hours will be considered hours worked for pay purposes.
3. Employees will not be penalized for proper use of the complaint resolution procedure. However, it is not considered proper use if an employee raises complaints in bad faith or solely for the purposes of delay or harassment or repeatedly raises frivolous complaints.
4. Implementation of the Complaint Resolution Procedure by an employee does not limit the right of the district to proceed with any disciplinary action that is not in retaliation for the use of the Complaint Resolution Procedure. In addition, employees and supervisors are prohibited from retaliation against an employee who properly uses the Complaint Resolution Procedure.
5. The district may, at its discretion, refuse to proceed with any complaint it determines is improper under this procedure or state and federal laws. Further, this procedure does not alter the employment-at-will relationship in any way. KPS reserves the right to alter the complaint resolution process whenever necessary.

CHAPTER 8 – Use of District Internet, Computer, Email and Social Media

Section	INTERNET SAFETY AND ACCEPTABLE USE POLICY
Section	E-MAIL/INTERNET ACCESS
Section	DISTRICT INTERNET WEB AND SOCIAL MEDIA

Section: INTERNET SAFETY AND ACCEPTABLE USE POLICY (Board Policy 4037)

Internet Safety Policy

It is the policy of Kearney Public Schools to comply with the Children’s Internet Protection Act (CIPA) and Children’s Online Privacy Protection Act (COPPA). With respect to the District’s computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called “hacking,” and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) implement measures designed to restrict minors’ access to materials (visual or non-visual) that are harmful to minors.

Staff members should adhere to all aspects of the KPS Internet Safety and Acceptable Use Policy as outlined in Board Policy 4037. Key elements of this policy include but are not limited to:

- Regulation of inappropriate materials on school devices including obscene materials, pornographic materials including pictures, images or visual depictions that are harmful to minors.
 - The school district will block websites to limit student and staff access to potentially dangerous sites, those that are susceptible to hacking or compromise internet safety and those that may expose students to inappropriate materials.
 - All District staff are responsible for supervision and monitoring online internet use of students.
 - Use of district technology should be limited to the purposes of advancing the District’s mission, educational purposes, and those activities that are integral to the education of students.
 - Unacceptable uses include but are not limited to:
 - Personal Gain: Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
 - Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters unless the User has entered into a lease agreement or other similar agreement with the School District that makes such use permissible under law.
 - Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question
 - Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users.
- Without limitation,
- Users shall not use another person’s name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
 - Users shall not erase, remake, or make unusable another person’s computer, information, files, programs or disks.

- Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
- Users shall not engage in “hacking” to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
- Users shall not copy, change, or transfer any software without permission from the network administrators.
- Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer’s memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
- Users shall not engage in any form of vandalism of the technology resources.
- Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
 - To access any material contrary to the Internet Safety Policy; or to create or generate any such material.
 - To engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
 - To engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
 - To engage in or promote violations of student conduct rules.
 - To engage in illegal activity, such as gambling.
 - In a manner contrary to copyright laws

“EMail”/Internet Access

The District offers staff and students of the Kearney Public Schools access to the district computer network, including electronic mail (“email”) and the Internet. To gain access to electronic mail (email) and the Internet, all staff must sign and return the “Staff Agreement” form to the central office. Likewise, to gain access to email and the Internet, all students attending the Kearney Public Schools, along with their parents/guardians, must sign a policy agreement form and return it to the school. Student access to email will be provided as relevant to educational endeavors. In the event that individual student accounts are provided for online communication, students will be asked to treat them as “work” addresses for coursework and personal communications should be sent to a separate account.

Access to email and the Internet will enable staff and students to explore thousands of libraries, databases, and bulletin boards, while exchanging messages with Internet users throughout the world. Students and parents should be warned that some material accessible by the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their students should follow when using media and information resources. To that end, the Kearney Public Schools support and respect each family’s right to decide whether or not to apply for access.

E-Mail and Internet Rules:

1. General Rules

- a. The e-mail and Internet networks are provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access to e-mail and the Internet is a privilege, not a right.
- b. Individual users of the district computer networks are responsible for their behavior and communications over those networks. Users will comply with District standards and will honor the agreements they have signed. Beyond clarification of such standards, the district is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.
- c. Network storage areas and district-issued devices shall 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 or any information stored or otherwise retained on district servers or in computers will be private.
- d. Users should not expect, and the District does not warrant, that files stored on district servers will always be private.
- e. The District will not be liable for purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network that are related to outside employment or may result in profit for the user.

2. Policy for Acceptable Use of Computers and Networks

The following policy for acceptable use of computers and networks, including Internet, shall apply to all district administrators, faculty, staff and students. All technology equipment shall be used under the supervision of the site administrator.

- a. Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages for the replacement of any damage to the computer, information, files, programs or disks.
- b. Users shall not let other persons use their name, log-on, password, or files for any reason (except for authorized staff members).
- c. Users shall not use or try to discover another user's password.
- d. Users shall not use Kearney Public Schools computers or networks for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).
- e. Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
- f. Users shall not copy, change, or transfer any software or documentation provided by the Kearney Public Schools District, teachers, or other students without permission from the network administrators.
- g. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
- h. Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access or create any obscene or objectionable information, language, or images.
- i. Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.

- j. Users shall not engage in “hacking” – altering software or hardware or manipulating or circumventing security systems to gain unauthorized access or direct use of the operating system software.
- k. Users shall not engage in harassment or nuisance actions – bothering another person or entity for no positive reason or creating an interference with another user’s ability to make effective use of computing privileges.
- l. Users shall not access resources not specifically granted to the user – whether damage is done or not, such use constitutes electronic trespassing, and will not be tolerated. Damages incurred will be considered to constitute electronic vandalism.

3. Penalties for Violation of Rules

All of the policies and procedures for acceptable use of computers and networks are intended to make the computers and networks more reliable for users. They are also intended to minimize the burden of administrating the network so that more time can be spent enhancing services.

Use of the computer to access telecommunications resources is a privilege and not a right. Violation of the policies and procedures of the Kearney Public Schools concerning the use of computers and networks may result in disciplinary action up to, and including, suspension and/or expulsion of students and suspension, termination, nonrenewal or cancellation of the contract of an administrator, teacher or other school employee.

Staff, Student and Parent Agreement

The Administrator Agreement, Faculty and Staff Agreement, and Student/Parent Agreement forms are available at school offices.

Section: DISTRICT INTERNET WEB AND SOCIAL MEDIA (Board Policy 4037.1)

I. Definitions

- A. Social Media - is the collective of online communications channels dedicated to community-based input, online interaction, content sharing, and collaboration (e.g., websites and applications dedicated to forums, blogging, and social networking).
- B. Approved Social Media Site – All social media sites must be approved by the Director of Technology for technical requirements and compliance issues. In addition, approved social media sites must have been reviewed and approved by the Director of Communications for use in student learning activities and teacher-parent-student communications about learning.
- C. Professional Responsibility – The employee may use District approved social media sites to support communication and/or instruction. Professional responsibility occurs when there is the presentation of oneself as a representative of the District or employee thereof, whose activities are job related and is subject to the District’s policies, rules, procedures, and guidelines.
- D. Personal Responsibility – the presentation of oneself in a manner that is outside professional responsibility in all comments, posting, etc. Personal responsibility encompasses that which is not job related.

II. Accountability

- A. District employees who utilize web or social media sites in pursuit of their professional responsibilities are subject to the District’s Acceptable Use Policy.
- B. Each staff member who creates a web page or any part of a web page or supervises the creation of a web page or uses an approved social media site or any part of an approved social media site or supervises the creation of an approved social media site is responsible for the content and must inform the Superintendent/designee of the existence and the intent/purpose of the page prior to

such web site or approved social media site being accessible on the Internet. This includes student-produced web pages and social media content.

- C. Each web page or approved social media author or contributing web page and approved social media site author shall assume professional responsibility for the information being educationally appropriate, current, accurate (including having correct spelling and grammar), and adhering to District policies and rules. This includes students who author or contribute to the creation of a web page or approved social media site.
- D. All District or building web pages and approved social media sites shall have a staff member who shall monitor and be responsible for approving the content of the information, which is accessible on each web and approved social media site.
- E. Guidelines for web pages and the use of approved social media sites shall be established by the Superintendent or designee and shall be available to staff.

III. Professional Responsibility and Personal Responsibility

- A. Professional Responsibility. When using District web pages and/or approved social media sites, staff may not engage in the following:
 - 1. Simultaneously identify oneself as a District employee and send, solicit, or display materials that are offensive, including sexually oriented material, graphic depictions of violence, or material that offends or harasses on the basis of race, color, religion, national origin, gender, marital status, disability, or age.
 - 2. Unprofessional communication that could negatively impact the District's reputation or interfere with the District's core mission, or unprofessional/inappropriate communication regarding members of the District's community.
 - 3. Acting as a representative of the District, or acting in a way that would infer that one is a District representative or acting for and on behalf of the District when not authorized to do so (e.g., contacting the media or government officials with District email, responding to complaints or questions about District business on Internet discussion groups, etc.).
 - 4. Sending, receiving, printing or otherwise disseminating proprietary data, trade secrets or other confidential information in violation of District policy, proprietary agreements or other contractual terms. Using District-owned data or work products for personal gain. Using District trademarks (e.g., name, logos), or branding without authorization from the Office of Communications.
 - 5. Inappropriately sharing confidential information related to District business, including but not limited to, personnel actions, internal investigations, research material, or student information.
 - 6. Any activity in violation of local, state, or federal law as it relates to the staff member's employment with the District, including, but not limited to, defamatory remarks; destruction of District data or equipment; or accessing or sharing information in violation of HIPAA, FERPA, CIPA, or COPPA. This includes any activity that would cause the District to not be in compliance with state or federal law.
- B. Personal Responsibility. When using non-District web pages and/or personal social media sites outside of the duties as a staff member of the District, staff should consider the following:
 - 1. For certificated staff, the District's Acceptable Use Policy and the State Standards of Professional Practice are applicable.
 - 2. District staff are responsible for all matters which they post or publish.
 - 3. All matters which may be posted or published, including photographs, should reflect high standards of professionalism and professional discretion, and should not negatively or adversely impact relations with students, parents, other staff, or the community.
 - 4. Staff should not "friend" students or parents on their personal social media pages until the student has graduated from the District.

IV. Privacy

- A. All reasonable steps shall be taken to ensure that the use of the Internet or approved social media sites shall not abridge the right of privacy of students or staff as provided by law, including but not limited to FERPA, HIPAA, CIPA, and COPPA.
- B. Staff may publish student photographs and first names (except for those students who have FERPA restrictions on file). Exceptions beyond first names may be made by the Superintendent or their designee, or the Principal or their designee, for other identifying information when special circumstances dictate (e.g., athletic contests, special achievements, student recognitions).
- C. Student Directory Information (as described below) may be made available on District web pages in compliance with the District's policies and rules. Directory information appropriate for the web includes the following:
 - 1. First and last name;
 - 2. Current grade level;
 - 3. Participation in officially recognized activities and sports;
 - 4. Weight and height of members of athletic teams;
 - 5. Degrees and awards received; and
 - 6. Photographs

V. Not an Open or Public Forum

- A. The District does not by this Rule create or establish an open or public forum and reserves the sole and absolute right to determine the acceptable District web pages and approved social media sites.
- B. The District reserves the right to monitor, review, and audit the use of District web pages and approved social media sites. The District further reserves the right to search District web pages and approved social media sites as part of any investigation into unauthorized use or prohibited or illegal conduct.
- C. Violations of this Rule may result in disciplinary action.

CHAPTER 9 – Anti-Discrimination & Anti-Harassment

Section ANTI-DISCRIMINATION, ANTI-HARASSMENT & ANTI-RETALIATION
Section AMERICANS WITH DISABILITIES ACT (ADA)

Section: ANTI-DISCRIMINATION, ANTI-HARASSMENT & ANTI-RETALIATION

Elimination of Discrimination.

The Kearney 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 Kearney 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 person has been designated to handle inquiries regarding the non-discrimination policies.

Title IX, Title II, Title VI & Section 504 –

Dr. Melissa Herrmann, Director of Human Resources
Kearney Public Schools
320 West 24th Street
Kearney, NE 68845
308-698-8011
melherrmann@kearneycats.com

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 the OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, MO 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

Prohibited Harassment, Discrimination and Retaliation of Employees, Students and Others.

1. Purpose:

Kearney Public Schools is committed to offering employment and educational opportunity 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 (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, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth, or related medical condition, sexual orientation or gender identity, or other protected category, 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, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or other related condition, sexual orientation or gender identify, or other protected category, 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.

The District will not terminate or retaliate against any employee for inquiring about or sharing compensation information for the purpose of determining whether the District gives equal pay for equal work. However, an employee with authorized access to wage information as part of their job function who discloses the wages of other employees to those who do not have authorized access to other employees' compensation information, may be disciplined for such disclosure, up to and including termination, unless the disclosure is made in response to a complaint or investigation proceeding, hearing, or other similar action.

3. Grievance (or Complaint) Procedures:

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

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

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

i. Level 1 (Investigation and Findings):

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

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will

not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

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

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

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

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

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

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

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

ii. Level 2 (Appeal to the Superintendent):

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

iii. Level 3 (Appeal to the Board):

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

4. Confidentiality:

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

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

5. Training:

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

In addition, the District shall ensure that employees designated to address or investigate discrimination, harassment, and retaliation, including designated compliance coordinators, receive additional specific 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.

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 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.

Section: AMERICANS WITH DISABILITIES ACT (ADA) (Board Policy 4003)

Designation of ADA and 504 Coordinator

Kearney Public Schools does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities.

The Superintendent shall either coordinate or designate one or more persons to coordinate Kearney Public School's compliance with the requirements of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, as amended (ADA and Section 504).

The Coordinator shall take such actions as required to maintain compliance with such laws; to provide information concerning such laws and their applicability to the services, programs, or activities of the District; and to resolve any complaints or grievances related to alleged non-compliance by the District with such laws.

In the event an employee has a disability and is in need of a reasonable accommodation to perform the employee's duties or to otherwise receive benefits and privileges of employment equal to those enjoyed by similarly-situated employees without a disability, the employee is to inform their supervisor and request a meeting with the ADA Coordinator to discuss the provision of reasonable accommodations.

In the event a student has a disability and needs or is believed to need special education or related services, the 504 Coordinator shall initiate the 504 evaluation and accommodation process.

The Board of Education has adopted a plan regarding the accessibility requirements of persons with disabilities who use school facilities as required by the ADA and Section 504. Members of the public may review the accessibility plan by contacting the Superintendent at the school's administrative offices. Comments or complaints regarding the accessibility of district facilities shall be made to the Superintendent for resolution.

ADA and Section 504 Grievance Procedure

The following grievance procedure shall be used for resolution of complaints of alleged violations of the Americans with Disabilities Act of 1990 (ADA) or Section 504 of the Rehabilitation Act of 1973:

1. Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
2. Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.
3. Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
4. The Coordinator shall make a decision on the Complaint within thirty (30) days of the filing of the Complaint, unless such time period is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.
5. The Complainant shall have ten (10) days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution. The Complainant shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period.
6. In the event the Complainant rejects the proposed resolution, the Complainant shall be given the opportunity to file a request for reconsideration within ten (10) days from the date the Coordinator's decision is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. Upon receipt of the request for reconsideration, the Coordinator shall promptly forward the request for reconsideration and all evidence received by the Coordinator in connection with the Complaint to a third person for review (either an administrator or other employee of the District, or members of the Board of Education or Committee of the Board).
7. A decision on the request for reconsideration shall be made within ten (10) days after the request for reconsideration was filed unless the Board or Committee of the Board is the reviewer, in which event the decision shall be made within thirty (30) days of the filing of the request for reconsideration, unless such time period is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances.



RECEIPT OF SUBSTITUTE TEACHER EMPLOYEE HANDBOOK OF KEARNEY PUBLIC SCHOOLS

This signed receipt acknowledges that I am aware of and have reviewed a digital copy of the Substitute Teacher Employee Handbook of Kearney Public Schools. I acknowledge receipt of the Handbook in a satisfactory manner via electronic communication. This receipt acknowledges that I understand that I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract, that I understand that the handbook includes the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

Date: _____

Employee's Signature

Employee's Printed Name

Return to the Human Resources Office

APPENDIX

46-52

Substitute Employee Discipline Form	47-48
Administrator Request to Remove a Substitute from the Building or Team Substitute List	49-50
Substitute Teacher Termination Form	51-52



SUBSTITUTE TEACHER EMPLOYEE DISCIPLINE FORM

Employee: _____

Position: _____ School/Department: _____

Date of Incident: _____ Time of Incident: _____

Nature of Incident: _____

Reason for Notice: _____

Specific Problem:

_____ Tardy	_____ Violation of Safety Procedures
_____ Failure to Report for Assigned Job	_____ Conflict of Interest
_____ Failure to Supervise Students Properly	_____ Discourteous Behavior to Other Employees
_____ Insubordination	_____ Discourteous Behavior to Students
_____ Harassment	_____ Damage to District Property
_____ Not Performing Work	_____ Substandard Work
_____ Improper Work Attire	_____ Violation of District Policy
_____ Other (specify) _____	

Disciplinary Action: (List Dates)

_____ Verbal Warning _____ 1st _____ 2nd _____ 3rd

_____ Written Warning _____ 1st _____ 2nd _____ 3rd

_____ Termination

OVER

Corrective Action Needed: _____

Consequence of Failure to Improve: _____ Discipline up to and including Termination
_____ Immediate Termination

Principal's/Supervisor's Comments: _____

Employee's Comments: _____

Employee Signature

Date

Principal's/Supervisor Signature

Date

Human Resources Signature

Date

Attach supporting documents as applicable.

Copies:

____ Employee _____ Human Resources
____ Principal/Supervisor _____ File



ADMINISTRATOR REQUEST FOR REMOVING A SUBSTITUTE FROM THE BUILDING OR TEAM SUBSTITUTE LIST FORM

Substitute: _____

Request for Removal Made By: _____

Block From Team/Teachers: _____ OR Block from Building: _____

Date of Incident: _____ Time of Incident: _____

Reason for Notice: _____

Substituting For: _____ Building: _____

Date of Incident: _____ Time of Incident: _____

Nature of Incident: _____

Specific Problem:

_____ Tardy	_____ Violation of Safety Procedures
_____ Failure to Report for Assigned Job	_____ Conflict of Interest
_____ Failure to Supervise Students Properly	_____ Discourteous Behavior to Other Employees
_____ Insubordination	_____ Discourteous Behavior to Students
_____ Harassment	_____ Damage to District Property
_____ Not Performing Work	_____ Substandard Work
_____ Improper Work Attire	_____ Other (specify) _____
_____ Violation of District Policy	_____

Corrective Action Needed: _____

Principal's/Supervisor's Comments: _____

Substitute's Comments: _____

Substitute's Signature

Date

Principal's/Supervisor's Signature

Date

Human Resources Director's Signature

Date

Attach supporting documents as applicable.

Copies:

_____ Substitute Employee
_____ Principal/Supervisor

_____ Human Resources Substitute File



SUBSTITUTE TEACHER TERMINATION CONFERENCE

Employee: _____ Department: _____

Position: _____ Building: _____

Date of Incident: _____ Time of Incident: _____

Reason for Termination: _____

Specific Problem:

_____ Excessive Tardiness	_____ Violation of Safety Procedures
_____ Unexcused Absences	_____ Conflict of Interest
_____ Excessive Absences	_____ Discourteous Behavior to Other Employees
_____ Insubordination	_____ Discourteous Behavior to Students
_____ Harassment	_____ Damage to District Property
_____ Not Performing Work	_____ Substandard Work
_____ Violation of School Policy	_____ Improper Work Attire
_____ Other (specify) _____	

Disciplinary Action History: *(Supply Dates)*

Verbal Warning: _____^{1st} _____^{2nd} _____^{3rd}

Written Warning: _____^{1st} _____^{2nd} _____^{3rd}

OVER

Supervisor's Comments: _____

Employee's Comments: _____

Employee's Signature

Date

Principal's Signature

Date

Human Resources

Date

Please attach supporting documents as applicable (warning notices, etc.) to this form.

Copies:

_____ Employee	_____ Human Resources
_____ Principal/Supervisor	_____ File

Annual Report

Bryant Parent Advisory Committee (BPAC)

Report for the Year Ending July 31, 2026

Per Bank Statement

Platte Valley #***026	August 1, 2025	19,739.65
Plus Deposits		2,753.10
Less Expenditures		(8,671.50)
Less Outstanding Checks		-
Statement Ending Balance	July 31, 2026	<u><u>13,821.25</u></u>

Per Check Register

Beginning Balance on August 1, 2025 19,739.65

Revenue Collected August 1, 2025 through July 31, 2026

Fall Fundraiser - Pizza Ranch	653.01	
Principal for a Day	450.00	
T-Shirt & Decal Sales	313.96	
Family Fun Night	1,336.13	
Total Deposits		<u><u>2,753.10</u></u>

Disbursements made August 1, 2025 through July 31, 2026

Staff Appreciation

Gift Card - Mrs. Hawthorne leaving	50.00	
Junior Achievement Bowling Team	700.00	
Sunshine Cart	784.37	
Last Day T-shirts for staff	420.00	
Staff Fall Retreat Lunch - July 2025	658.08	
Staff Fall Retreat Lunch - July 2026	500.00	
Fall Conference Meals	1,313.27	
Spring Conference Meals	940.51	
		<u>5,366.23</u>

Student Appreciation

Sing Around Nebraska registration fees	-	
Honor Choir registration fees	-	
Card My Yard to Welcome Back Students	124.12	
Frozen Treats for Students at Open House	193.00	
Loper Launch - Reading Program for students	400.00	
Kindergarten Round up Cookies	19.50	
One Book, One School Bookmarks	-	
Partnering with Families prizes	-	
Birthday & Christmas Books for all students	-	
Family Fun Night - Items for baskets (raffled off)	931.88	
Family Fun Night - Bikes for kids	256.80	
Family Fun Night - Food, napkins, etc	1,379.97	
Jumperoo for meeting Reading Goals	-	
Kearney Story Telling	-	
		<u>3,305.27</u>

Total Disbursement 8,671.50

Ending Balance on July 31, 2026 13,821.25

Kearney High Band Parents Association

Statement of Activity
July, 2025-June, 2026

	Total
Revenue	
Bearcat Marching Festival	4,153.00
Bearcat Marching Festival Concessions	3,393.75
Beef Raffle	4,620.00
Benevity	2,334.58
Big Band Dance - Concesions	267.00
Big Band Dance - Tickets	3,601.00
Business Fundraiser Nights	1,824.30
Concessions Management	24,537.56
Event Program Sales	565.11
Funds From Students	\$20,552.80
Grad Seat Raffle	416.07
K Cards Purchased	-1,800.00
K Cards Sold	15,230.00
MMO PAYMENTS RECEIVED	0.00
Network for Good Income	59.76
NSBA Concessions	10,019.76
NSBA Income	9,500.00
Old Uniform Sales	771.00
QuickBooks Payments Sales	0.00
Raise Right Income	1,090.40
Soup & Pie Night	517.00
Sponsorships	12,760.00
Stadium Cleaning Income	2,400.00
STUDENT CASH/CHECK PAYMENTS	0.00
Total for Revenue	\$116,813.09
Gross Profit	\$116,813.09
Expenditures	
Advertising & marketing	1,005.89
Apparel	1,346.26
Band Trips	14,155.56
Bank fees & service charges	98.41
Computer & Software Cost	203.32
Honor Band Fees	760.00
KBPA EVENT - EXPENSES	14,368.73
KBPA TRIP EXPENSES	6,310.81
KHS BANDS- reimbursement of student fees	\$32,973.09
Marching and Lesson Instructors	10,420.00
Merchant account fees	29.87
Office expenses	303.16
Photography	535.08
Purchases for the band program	18,799.43
Repairs & maintenance	611.47

Kearney High Band Parents Association

Statement of Activity
July, 2025-June, 2026

	Total
Scholarships Paid	500.00
Shipping & postage	78.00
Software & apps	540.84
Storage	630.00
Student Meals	3,220.03
Supplies	1,321.29
Travel	518.97
Website Hosting Fees	1,320.00
Total for Expenditures	\$110,050.21
Net Operating Revenue	\$6,762.88
Other Revenue	
Interest Income	650.67
Total for Other Revenue	\$650.67
Other Expenditures	
Donations Made	4,500.00
Total for Other Expenditures	\$4,500.00
Net Other Revenue	-\$3,849.33
Net Revenue	\$2,913.55

Kearney High Band Parents Association

Statement of Cash Flows

July, 2025-June, 2026

Account Name	Total
OPERATING ACTIVITIES	
Net Revenue	2,913.55
Adjustments to reconcile Net Revenue to Net Cash provided by operations:	
Accounts Receivable (A/R)	0.00
Horizon Middle School Loan	9,000.00
Total for Adjustments to reconcile Net Revenue to Net Cash provided by operations:	\$9,000.00
Net cash provided by operating activities	\$11,913.55
INVESTING ACTIVITIES	
CD - Pinnacle Bank	0.00
CD 2 - Pinnacle Bank	-5,000.00
Net cash provided by investing activities	-\$5,000.00
NET CASH INCREASE FOR PERIOD	\$6,913.55
Cash at beginning of period	\$66,095.42
CASH AT END OF PERIOD	\$73,008.97

Kearney High Band Parents Association

Statement of Financial Position

As of Jun 30, 2026

	Total
Assets	
Current Assets	
Bank Accounts	
ALL STUDENT ACCOUNTS - 1	\$9,487.23
KBPA - Band Accounts	13,854.35
KBPA - Colorguard Fund	290.77
KBPA - Hardship Fund	2,138.32
KBPA - Instrument Fund	853.97
KBPA - Scholarship Fund	1,126.50
Total for ALL STUDENT ACCOUNTS - 1	\$27,751.14
Cash on Hand	0.00
GENERAL FUND - 1	32,671.76
ONLINE ACCT #2	12,586.07
Total for Bank Accounts	\$73,008.97
Other Current Assets	
CD - Pinnacle Bank	0.00
CD 2 - Pinnacle Bank	5,000.00
Horizon Middle School Loan	0.00
Payments to deposit	0.00
Total for Other Current Assets	\$5,000.00
Total for Current Assets	\$78,008.97
Total for Assets	\$78,008.97
Liabilities and Equity	
Liabilities	
Total for Liabilities	
Equity	
Opening balance equity	2,000.00
Retained Earnings	73,095.42
Net Revenue	2,913.55
Total for Equity	\$78,008.97
Total for Liabilities and Equity	\$78,008.97