

Board of Education Regular Meeting  
Monday, June 15, 2020 6:00 PM  
Ashland-Greenwood Middle/High School  
Conference, 1842 Furnas Street, Ashland, NE  
68003  
1842 Furnas Street  
Ashland, NE 68003

1. Call to Order. Roll Call.
2. Acknowledge of Open Meetings Law posting.
3. Pledge of Allegiance.
4. Recognition of public participation
5. Visitors and Communication from the public.
6. Approval of changes in the mailed agenda and/or changes in the agenda order.
7. Approval of Consent Agenda Items.
  1. Approval of Minutes of previous meetings
  2. Acceptance of Financial Reports
  3. Action on Claims
  4. Approval of Contracts
  5. Motion to excuse /approve the absence of board member(s)
8. Administrators' and Practitioners' Reports
  1. Ms. Finkey
  2. Ms. Bray
  3. Mr. Jacobsen
  4. Mr. Libal
9. New Business

1. Discussion and action to approve 2020-21 school meal pricing. (Attached)
  2. Discussion and action related to 2020-21 Policy Updates. (Attached)
  3. Discussion and action related to 2020-21 administrative salaries. (Attached)
  4. Certified and non-certified staff resignations.
  5. Motion to go into closed session to address our future facility and property needs in order to protect the property owners
  6. Reconvene.
10. Informational Items
11. Call for Next Meeting
1. The next meeting is set for Monday, June 29th at 6:00 p.m. This working meeting will be held in the MS/HS Cafeteria at 1842 Furnas Street, Ashland, NE 68003. A Regular Meeting will be held July 20, 2020 in the MS/HS Media Center. Notice of the meetings are posted in advance in the District Office, 1842 Furnas St., Ashland, NE, Farmers & Merchants Bank, 1501 Silver St., Ashland, NE and Bank of Ashland, 2433 Silver St., Ashland, NE. All meetings are open to the public. An agenda for the meeting shall be kept continuously current in the Office of the District Office at 1842 Furnas St., Ashland, NE 68003.
12. Adjournment.
1. Board of Education Information:

***BOARD OF EDUCATION MEETING INFORMATION:***

*The Ashland-Greenwood Public Schools Board of Education is empowered to act on any item listed on the agenda at any time during the meeting, irrespective of the time or order listed. Pages listed, or further detail, are available upon request. The Open Meetings Act requires and the intention of the Board is that agenda items be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting. The Ashland-Greenwood Board of Education releases its agenda well in advance of most meetings and desires that all interested persons are fully informed. Any interested person who has a question or needs clarification about the sufficiency of a descriptive item should contact the Office of the Superintendent of Schools.*

***COPY OF OPEN MEETINGS ACT:*** *The Board of Education makes available at least one current copy of the Open Meetings Act posted in the meeting room at a location accessible to members of the public. The Act is posted on the North wall of the meeting room west of the main entrance.*

***INSTRUCTIONS FOR THOSE WHO WISH TO SPEAK DURING PUBLIC FORUM:***

*Getting Started:* *When it is your turn to speak during the public forum portion of the agenda, please come forward, sign your name and address on the sign-in sheet and state your name to the Board of Education.*

*Time Limit:* *You may speak only one time and must limit comments to 5 minutes or less.*

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

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

**REQUEST FOR CLOSED SESSIONS:**

The Ashland-Greenwood Public Schools is authorized by state statute to hold closed sessions. Closed sessions may be held when clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual. Reasons that meet this standard include but are not limited to: a) strategy sessions with respect to collective bargaining, real estate matters, pending litigation, or litigation which is imminent as evidenced by communication of a claim or threat of litigation to or by the public body; b) discussion regarding deployment of security personnel or devices; c) investigative proceedings regarding allegations of criminal misconduct; (d) evaluation of the job performance of a person when necessary to prevent needless injury to the reputation of a person and if such person has not requested a public meeting; and e) legal advice.

**Ashland-Greenwood Public Schools  
Board of Education Regular Meeting Minutes  
Monday, May 18, 2020**

**Opening**

A meeting of the Board of Education of the Ashland-Greenwood Public Schools was convened open and public session on Monday, May 18, 2020

**Attendance**

The roll was called and the following Board members were present:

Eric Beranek:	Present
Ally Miller:	Present
David Nygren:	Present
Suzanne Sapp:	Present
Karen Stille:	Present
Russ Westerhold:	Present

**Notice**

Notice of the meeting was posted in advance in the Superintendent's Office, 1842 Furnas Street, Ashland, NE, Farmers & Merchants Bank, 1501 Silver St., Ashland, NE and Bank of Ashland, 2433 Silver St., Ashland, NE. Notice of this meeting was given in advance to all members of the Board of Education. All proceedings of the Board of Education, except as may be hereinafter noted, were taken while the convened meeting was open to the public.

A brief summary of board proceedings and list of claims will be published in the Ashland Gazette.

1. Call to Order. Roll Call.

A regular meeting of the Board of Education of the Ashland-Greenwood Public Schools was convened in open and public session by video conference at 6:00 p.m. on 18th of May, 2020 by President Nygren.

Notice of the meetings are posted in advance in the District Office, 1842 Furnas St., Ashland, NE, Farmers & Merchants Bank, 1501 Silver St., Ashland, NE Bank of Ashland 2433 Silver Street, Ashland, NE.

2. Acknowledge of Open Meetings Law posting.

President Nygren announced and informed the public of the current copy of the Open Meetings Act in the meeting room.

### 3. Pledge of Allegiance.

All stood and recited the Pledge of Allegiance.

### 4. Approval of changes in the mailed agenda and/or changes in the agenda order.

There were no changes to the agenda

### 5. Approval of Consent Agenda Items.

Motion to approve the consent agenda including previous board meeting minutes, current monthly financial statements for all accounts and current monthly claims for all accounts; including renewal of contracts, made by Karen Stille and seconded by Suzanne Sapp, Passed. Eric Beranek: Yea, Ally Miller: Yea, David Nygren: Yea, Suzanne Sapp: Yea, Karen Stille: Yea, Russ Westerhold: Yea

#### 5.1. Approval of Minutes of previous meetings

#### 5.2. Acceptance of Financial Reports

#### 5.3. Action on Claims

#### 5.4. Approval of Contracts

#### 5.5. Motion to excuse /approve the absence of board member(s)

No members were absent.

### 6. Administrators' and Practitioners' Reports

#### 6.1. Ms. Finkey

Jill Finkey provided an update on ELL students. We currently serve 5 students in Gretna. Three students graduate; two students will transition back to Ashland. Sophomore and 5th grade students. This will provide a savings to the District.

#### 6.2. Ms. Bray

Teresa Bray reported that typically this was a time teachers would be reporting grades however the Continuity Plan developed for COVID 19 provided progress reports will be given to Elementary students. Elementary teachers have done some fun things to close the year strong with their students. Kayla Laune and Naomi Barent will be providing reading services to 18-20 students this summer.

### 6.3. Mr. Jacobsen

Mr. Jacobsen reported on end of the year and new opportunities coming our way due to the COVID 19. Finishing up current year and plan for next school year. Student check in process started today. Graduation day was celebrated with a video. Schools are to be allowed to open weight rooms; with the idea that to get some students into a school setting to see how a controlled environment will allow for regular sessions in the fall. Ordering supplies, summer projects, staff assignments, scheduling have begun.

### 6.4. Mr. Libal

Mr. Libal reported it has been a challenge to plan anything. The administrative team plans to meet after June 1 to plan for reopening. Mr. Libal feels re opening the weight room, allowing softball and baseball will be a small test towards reopening in the fall. E Learning struggle was real; it was tough for some families and students. Mr. Libal reported briefly on legislation, LB1106 Property Tax Reform, caps on limitation on Building Funds. Mr. Libal has been researching this bill and has had discussion with some senators. He will keep the board informed. Member Westerhold also spoke on LB1106. Mr. Libal is planning to hold a Building Committee meeting with DLR next Wednesday, May 27.

### 6.5. Additional Administration Reports

Kristin Fangmeyer reported one student that was at the Level 3 school has completed and graduated. Paraeducators participated in seven weeks of Distance Learning and Professional Development. ESY, Extended School Year will serve students with IEPs; approximately 18 to 20 students.

Karee Nielsen reported on the meal program. This program has grown from March 18 served 54 children, May 18 served 358 children . Providing five meals per student on Monday. Applied for Special Summer Feeding Waiver; reimbursement for April was \$27,000.00. Planning meals with foods available and that are easy to prepare and package. Food Services staff is doing a great job and has been working hard.

## 7. New Business

7.1. Discussion and action on wages and benefits for employees working in positions that do not require a teaching certificate.

Motion to approve 2020-2021 wages and benefits for employees working in positions that do not require a teaching certificate and to suspend the Attendance Incentive for 10 month employees for the 2019-20, made by Karen Stille and seconded by Eric Beranek, Passed.

Eric Beranek: Yea, Ally Miller: Yea, David Nygren: Yea, Suzanne Sapp: Yea, Karen Stille: Yea, Russ Westerhold: Yea

Mr. Libal shared with non certificated committee overall increase around 2.8% increase. Return agreement will be forwarded to non certificated staff members. Because of the COVID 19 - Mr. Libal is recommending the suspending attendance incentive for 2019-20 to non certificated 10 month employees.

7.2. Discussion and action related to: Affidavit of Closure of Attendance Centers 2019-20. (Attached)

Motion to approve Affidavit of Closure of Attendance Centers 2019-20, made by Karen Stille and seconded by Suzanne Sapp, Passed.

Eric Beranek: Yea, Ally Miller: Yea, David Nygren: Yea, Suzanne Sapp: Yea, Karen Stille: Yea, Russ Westerhold: Yea

NDE required COVID 19 formality for required instruction hours. Last year in session 173 days; this year closure 132 days. Significant amount of hours were lost; hours were recouped but unfortunately some students did not participate.

7.3. Discuss and action to approve amended Policy 3011 - Transportation. (Attached)

Motion to amend Policy 3011- Transportation, made by Karen Stille and seconded by Russ Westerhold, Passed.

Eric Beranek: Yea, Ally Miller: Yea, David Nygren: Yea, Suzanne Sapp: Yea, Karen Stille: Yea, Russ Westerhold: Yea

Mr. Libal spoke on this policy; as a result of the policy updates last October the District found that Policy 3011 needed some amending to mirror the District's previous policy with regard to language and the hire process.

7.4. Flexible Benefit Plan Amendment. (Attached)

Motion to amend Ashland-Greenwood Public Schools Flexible Benefit Plan for the CARES Act, made by Russ Westerhold and seconded by Eric Beranek, Passed.

Eric Beranek: Yea, Ally Miller: Yea, David Nygren: Yea, Suzanne Sapp: Yea, Karen Stille: Yea, Russ Westerhold: Yea

Carrie Holz explained this ammendment will enable employees to purchase additional over the counter products as provided in CARES act. Anything we can provide as a benefit to our employees we would like to. Mr. Libal spoke briefly on the CARES act; cleaning supplies, legal fees,

7.5. Certified and non-certified staff resignations.

There were no resignations to report.

8. Informational Items

9. Call for Next Meeting

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Ashland, NE 68003.

## 10. Adjournment.

Motion to adjourn the meeting at 7:55 p.m., made by Karen Stille and seconded by Eric Beranek, Passed.

Eric Beranek: Yea, Ally Miller: Yea, David Nygren: Yea, Suzanne Sapp: Yea, Karen Stille: Yea, Russ Westerhold: Yea

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regarding deployment of security personnel or devices; c) investigative proceedings regarding allegations of criminal misconduct; (d) evaluation of the job performance of a person when necessary to prevent needless injury to the reputation of a person and if such person has not requested a public meeting; and e) legal advice.

**GENERAL FUND**

Beginning Balance \$ 4,356,733.49

RECEIPTS

5/1/20	Cass County Property Taxes	\$ 166,435.57		
5/6/20	Saunders Co MV	\$ 28,840.45		
5/6/20	Saunders Co Fines	\$ 2,641.70		
5/6/20	Saunders Co Property Tax	\$ 1,315,777.84		
5/6/20	Saunders Co Carline Tax	\$ 3,023.36		
5/6/20	Saunders Co In Lieu	\$ 472.54		
5/6/20	Saunders Co Interest	\$ 216.86		
5/6/20	Saunders Co PropTax Credit	\$ 3,980.11		
5/8/20	IDEA GMS Payment	\$ 6.00		
5/8/20	IDEA GMS Payment	\$ 895.00		
5/8/20	IDEA GMS Payment	\$ 2,154.00		
5/8/20	IDEA GMS Payment	\$ 69,663.00		
5/13/20	Sarpy County	\$ 279.06		
5/15/20	Title II	\$ 1,631.00		
5/15/20	Title II	\$ 1,602.00		
5/15/20	Title IV	\$ 10,000.00		
5/18/20	Cass County MV	\$ 8,854.85		
5/18/20	Cass County Revenue Interes	\$ 138.48		
5/18/20	Cass County Property Taxes	\$ 453,088.25		
5/18/20	Cass County Carline	\$ 2,857.71		
5/18/20	Cass County Homestead	\$ 5,158.87		
5/18/20	Cass County MV ProRate	\$ 2,701.48		
5/21/20	SPED SA FFR	\$ 93,503.00		
5/21/20	Saunders Co Property Tax	\$ 217,691.51		
5/21/20	Saunders Co Homestead	\$ 17,696.47		
5/21/20	Saunders Co Interest	\$ 214.29		
5/29/20	State aid	\$ 92,207.00		
5/31/20	NLAF Interest	\$ 252.08		
5/31/20	F & M Interest	\$ 544.10		
			\$ 2,502,526.58	\$ 6,859,260.07

DISBURSEMENTS

May Claims	\$ 922,544.81
Refunds/Rebates/Sub Reimbursement	\$ (7,714.33)

**Total** \$ 914,830.48 \$ 5,944,429.59  
**ENDING BALANCE** \$ 5,944,429.59

RECONCILIATION

NLAF Liquid Balance	\$ 1,985,768.70	
Plus F& M Bank Balance	\$ 2,547,896.96	
Plus General Fund Investments	\$ 1,441,621.85	
Less: Outstanding Claims	\$ 30,857.92	
Reconciled Balance	\$ 5,944,429.59	\$ 5,944,429.59

**ASHLAND-GREENWOOD PUBLIC SCHOOLS FINANCIAL STATEMENT**

**May-2020**

**ADMINISTRATIVE OPERATIONS ACCOUNT**

Beginning Balance \$ 3,000.00

RECEIPTS

GF #040076 \$ 199.00

**Total** \$ 199.00 \$ 3,199.00

DISBURSEMENTS

6052 M Parham, Pupil Support Supplies \$ 199.00

**Total** \$ 199.00 \$ 3,000.00

Ending Balance \$ 3,000.00

RECONCILIATION

Bank Balance \$ 3,490.00

Less: Claims Outstanding \$ 490.00

Reconciled Balance \$ 3,000.00 \$ 3,000.00

**PAYROLL ACCOUNT**

Beginning Balance \$ 15,429.15

RECEIPTS

General Fund \$ 592,066.49

Hot Lunch \$ 17,509.92

Employee Prems

FM National Bank: Interest \$ 3.51

**Total** \$ 609,579.92 \$ 625,009.07

DISBURSEMENTS

Net Payroll \$ 368,312.24

Retirement \$ 105,445.31

State Tax Withholdings \$ 17,677.95

Federal/FICA Taxes \$ 118,140.91

Retiree Life Insurance Mo. Premium \$ 123.00

Retiree Eye Insurance Mo Premium \$ 37.74

**Total** \$ 609,737.15 \$ 15,271.92

Ending Balance \$ 15,271.92

RECONCILIATION

Bank Balance \$ 15,271.92

Outstanding Checks \$ -

Reconciled Balance \$ 15,271.92 \$ 15,271.92

**ASHLAND-GREENWOOD PUBLIC SCHOOLS FINANCIAL STATEMENT**  
**EMPLOYEE BENEFIT (SECTION 125) ACCOUNT**

May-2020

Beginning Balance			\$	34,001.78
<u>RECEIPTS</u>				
Employee Payroll Deposit	\$	10,935.32		
Bank of Ashland: Interest	\$	2.75		
<b>Total</b>			\$	10,938.07
			\$	44,939.85
<u>DISBURSEMENTS</u>				
Employee Benefits	\$	103.78		
Employee Benefits	\$	996.07		
Employee Benefits	\$	1,928.56		
Employee Benefits	\$	5,741.14		
Employee Benefits	\$	2,526.15		
<b>Total</b>			\$	11,295.70
			\$	33,644.15
Ending Balance			\$	<u>33,644.15</u>
<u>RECONCILIATION</u>				
Bank Balance	\$	33,644.15		
Reconciled Balance	\$	<u>33,644.15</u>		<u>\$ 33,644.15</u>

**SPECIAL BUILDING ACCOUNT**

Beginning Balance			\$	2,777,724.93
<u>RECEIPTS</u>				
Cass County	\$	92,098.69		
Sarpy County	\$	40.80		
Saunders County	\$	227,862.14		
NLAF Interest	\$	147.17		
F & M Interest	\$	476.62		
<b>Total</b>			\$	320,625.42
			\$	3,098,350.35
<u>DISBURSEMENTS</u>				
<b>Total</b>			\$0.00	\$ 3,098,350.35
Ending Balance			\$	<u>3,098,350.35</u>
<u>RECONCILIATION</u>				
F&M Bank Balance	\$	1,702,874.18		
NLAF #9300590 Balance	\$	907,476.17		
Plus Special Building Investments	\$	488,000.00		
Reconciled Balance	\$	<u>3,098,350.35</u>		<u>\$ 3,098,350.35</u>

**ASHLAND-GREENWOOD PUBLIC SCHOOLS FINANCIAL STATEMENT**  
**QUALIFIED CAPITAL PURPOSE FUND**

**May-2020**

Beginning Balance \$ 69,609.93

RECEIPTS

Interest \$ 5.91  
**Total** \$ 5.91 \$ 69,615.84

DISBURSEMENTS

**Total** \$ -

Ending Balance \$ 69,615.84

RECONCILIATION

Bank Balance \$ 69,615.84  
 Less: Outstanding Claims \$ -  
**Reconciled Balance** \$ 69,615.84 \$ 69,615.84

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**DEPRECIATION FUND**

Beginning Balance \$ 1,763,300.18

RECEIPTS

F&M National Bank, Interest \$ 37.22  
 NLAFF Interest \$ 175.19  
**Total** \$ 212.41 \$ 1,763,512.59

DISBURSEMENTS

**Total** \$ - \$ 1,763,512.59

Ending Balance \$ 1,763,512.59

RECONCILIATION

F & M Bank Balance \$ 438,257.03  
 NLAFF Balance \$ 1,080,255.56  
 Plus Depreciation Investments \$ 245,000.00  
 Less: Outstanding Claims \$ -  
**Reconciled Balance** \$ 1,763,512.59 \$ 1,763,512.59

**ASHLAND-GREENWOOD PUBLIC SCHOOLS FINANCIAL STATEMENT**

**May-2020**

**STUDENT FEE FUND**

Beginning Balance			\$	7,792.43
<u>RECEIPTS</u>				
Cap and Gown Fees	\$	60.00		
Student Fees				
College Drop Fee				
Interest Bank of Ashland	\$	0.61		
<b>Total</b>			\$	60.61
			\$	7,853.04
<u>DISBURSEMENTS</u>				
JoshBCreative LLC, Senior Tribute	\$	1,320.00		
IdentiSys Student ID Supplies	\$	396.60		
<b>Total</b>			\$	1,716.60
Ending Balance			\$	<u>6,136.44</u>
<u>RECONCILIATION</u>				
Bank Balance	\$	6,232.44		
Claims Outstanding	\$	-		
Misdirected Deposit	\$	96.00		
Reconciled Balance	\$	<u>6,136.44</u>		\$ <u>6,136.44</u>

**HOT LUNCH ACCOUNT**

		Beginning Balance		\$	19,216.77
<u>RECEIPTS</u>					
Student and Staff Deposits	\$	144.85			
Online Student Deposits	\$	58.66			
Federal Reimbursement	\$	27,547.69			
State Reimbursement	\$	2,446.75			
F&M National Bank: Interest	\$	1.10			
Vending Payment	\$	<u>3,000.00</u>			
<b>Total</b>			\$	33,199.05	\$ 52,415.82
<u>DISBURSEMENTS</u>					
Wages & Benefits	\$	18,645.24			
Food/ Supplies/ Contracted Services	\$	16,915.31			
Rebate/ Food Payment		-70.41			
<b>Total</b>			\$	<u>35,490.14</u>	\$ 16,925.68
Ending Balance					\$ <u>16,925.68</u>
<u>RECONCILIATION</u>					
Bank Balance	\$	18,938.34			
Claims Outstanding	\$	<u>2,012.66</u>			
	\$	16,925.68			
Receipts Outstanding					
Reconciled Balance	\$	<u>16,925.68</u>			\$ <u>16,925.68</u>
Student and Staff Deposits Held on Account - End of Month			\$	26,645.45	

**INVESTMENTS**

<b>Date Bought</b>	<b>Security Description</b>	<b>Rate</b>	<b>Investment</b>
<b>General Fund Investments</b>			
1/30/2015	Farmers & Merchants Bank, Ashland	0.550%	\$ 867,297.14
10/22/2017	Bank of Ashland, Ashland	0.850%	\$ 106,324.71
11/8/2018	Franklin Synergy TN	3.200%	\$ 234,000.00
11/8/2018	Farmers & Merchants Union Bank, WI	3.200%	\$ 234,000.00
<b>Total Investments</b>			<u><u>\$ 1,441,621.85</u></u>

**Depreaction Fund Investments**

12/18/2019	First National Bank of McGregor TX	1.800%	\$ 245,000.00
<b>Special Building Fund Investments</b>			
10/11/2019	Cfg Community Bank, MD	2.050%	\$ 244,000.00
10/11/2019	First Capital bank, TN	2.050%	\$ 244,000.00
			<u><u>\$ 488,000.00</u></u>

**LOCAL BANK SECURITIES PLEDGE TO SCHOOL DISTRICT DEPOSITS & FDIC INSURANCE ON DEPOSITS**

**BANK OF ASHLAND**

FDIC INSURANCE	\$ 250,000.00
Total Secured	<u><u>\$ 250,000.00</u></u>

**FARMERS AND MERCHANTS BANK**

FDIC INSURANCE	\$ 250,000.00
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**Pledged Safekeeping Security**

Various pledged amounts at Agencies, Municipals, SBA, CD's etc, monitored by: Farmers Merchant Bank	<b>Total Face Value</b>	<b>Actual Value</b>
		\$ 3,000,000.00
Total Secured		<u><u>\$ 3,250,000.00</u></u>

**FINANCIAL STATEMENT  
ACTIVITY FUND**

**FOR MONTH ENDING May-2020**

				<b>Beginning Balance</b>			\$ 75,053.63
<b>Date</b>	<b>Check #</b>	<b>Payee</b>	<b>Description</b>	<b>Receipt</b>	<b>Disbursed</b>	<b>Balance</b>	
<b>ATHLETICS</b>							\$ 11,933.77
5/6/20	014844	Awards Unlimited, Inc.	Track Awards		\$ 1,059.34		
5/6/20	014846	Black Squirrel Enterprises	MS Track cancelation		\$ 200.00		
5/6/20	014849	Nebraska Sports	Wrestling		\$ 364.03		
5/18/20	014856	AG Booster Club	Activity Hours		\$ 1,428.75		
5/28/2020	014857	VISA	Equipments		\$ 179.94		
<b>TOTALS</b>				\$0.00	\$ 3,232.06	\$	8,701.71
<b>ALUMNI Projects</b>							\$ 2,993.79
<b>TOTALS</b>				\$ -	\$ -	\$	2,993.79
<b>BAND</b>							\$ 788.41
<b>TOTALS</b>				\$0.00	\$ -	\$	788.41
<b>BLUE TEAM</b>							\$ 242.80
<b>TOTALS</b>				\$ -	\$ -	\$	242.80
<b>DRAMA</b>							\$ 2,313.18
5/6/20	014848	Heuer Publishing LLC	Play		\$ 116.00		
<b>TOTALS</b>				\$0.00	\$ 116.00	\$	2,197.18
<b>ELM BOOK FAIR</b>							\$ 812.64
<b>TOTALS</b>				\$ -	\$ -	\$	812.64
<b>ELM STAFF</b>							\$ 1,258.45
<b>TOTALS</b>				\$0.00	\$ -	\$	1,258.45
<b>ELM STUDENT COUNCIL</b>							\$ 7,387.37
<b>TOTALS</b>				\$0.00	\$ -	\$	7,387.37
<b>FBLA</b>							\$ 3,405.81
5/11/20		Grafton & Associates	FBLA Refun	\$ 2,886.00			
<b>TOTALS</b>				\$ 2,886.00	\$ -	\$	6,291.81
<b>FFA</b>							\$ 20,168.28
5/6/20	014851	Lucas Lambert	Scholarship		\$ 100.00		
<b>TOTALS</b>				\$ -	\$ 100.00	\$	20,068.28
<b>HONOR SOCIETY</b>							\$ 1,043.56
5/6/20	014853	Archer S Vogt	Scholarship		\$ 300.00		
<b>TOTALS</b>				\$0.00	\$ 300.00	\$	743.56

**FINANCIAL STATEMENT  
ACTIVITY FUND**

**FOR MONTH ENDING May-2020**

<b>HS STUDENT COUNCIL</b>							\$	1,314.68
TOTALS				\$0.00	\$	-	\$	1,314.68
<b>MS/HS STAFF</b>							\$	2,326.28
5/20/20	AG HL		Vending proceeds	\$	18.66			
TOTALS				\$18.66	\$	-	\$	2,344.94
<b>MS STUDENT COUNCIL</b>							\$	2,417.67
TOTALS				\$0.00	\$	-		2,417.67
<b>PROM ACCOUNT</b>							\$	4,468.93
5/6/20	014847	Student	Prom refund			\$	50.00	
5/6/20	014852	Student	Prom refund			\$	40.00	
5/6/20	014850	Student	Prom refund			\$	40.00	
5/6/20	014854	Student	Prom refund			\$	50.00	
5/6/20	014855	Student	Prom refund			\$	50.00	
5/6/20	014845	Student	Prom refund			\$	40.00	
				\$0.00	\$	270.00	\$	4,198.93
<b>SCHOOL STORE</b>							\$	186.10
TOTALS				\$	-	\$	-	\$ 186.10
<b>SENIORS</b>							\$	400.20
TOTALS				\$	-	\$	-	\$ 400.20
<b>SKILLS USA (formerly SHOP)</b>							\$	2,298.37
TOTALS				\$0.00		\$0.00	\$	2,298.37
<b>SPANISH CLUB</b>							\$	244.11
TOTALS				\$	-	\$	-	\$ 244.11
<b>SPIRIT SQUAD</b>							\$	1,886.30
5/4/20	Students		Uniform Purchase	\$	234.00			
5/6/20	Student		Uniform Purchase	\$	117.00			
TOTALS				\$351.00	\$	-	\$	2,237.30
<b>SPEECH</b>							\$	96.24
5/26/20	Millard Public Schools		Oxbow Invite	\$	232.00			
TOTALS				\$	232.00	\$	-	\$ 328.24
<b>TALENTED/GIFTED ACTIVITES</b>							\$	133.23
TOTALS				\$	-	\$	-	\$ 133.23

**FINANCIAL STATEMENT  
ACTIVITY FUND**

**FOR MONTH ENDING May-2020**

<b>VOCAL MUSIC</b>				\$	3,137.15
TOTALS				\$0.00	\$ -
<b>YEARBOOK/ANNUAL</b>				\$	3,137.15
5/5/20	Wells-Fargo	Your Cause	\$	60.00	\$ (1,835.46)
5/18/20	Various	MS Yearbooks	\$	96.00	
5/18/20	Various	HS Yearbook	\$	125.00	
5/19/20	Various	MS Yearbooks	\$	120.00	
5/28/20	Niebhalski	MS Yearbooks	\$	16.00	
TOTALS				\$417.00	\$0.00
<b>INTEREST</b>				\$	5,631.77
5/31/2020	Bank of Ashland	Interest	\$	6.04	
TOTALS				\$	6.04
<b>ACTIVITY FUND TOTALS ALL ACCOUNTS</b>				\$	3,910.70
				\$	4,018.06
				\$	74,946.27

<b>Ending Balance</b>	\$	74,946.27
Plus: Outstanding Checks	\$	845.94
Less: Outstanding Receipts misdirected receipt	\$	96.00
<b>Equals: Bank Balance</b>	\$	75,696.21

Ashland-Greenwood Public Schools' General Fund Claims  
 General Fund Claims  
 6/15/2020

Check No.	Vendor	Amount	Description
040089	AG Payroll Account	\$ 339,307.95	June Net Payroll
040090	BANK OF ASHLAND	\$ 10,859.29	Payroll Section 125 Deduct
040091	Blue Cross Blue Shield of NE	\$ 125,128.59	Payroll Health & Dental Ins
040092	Madison National Life	\$ 1,474.36	Payroll LTD Insurance Prem
040093	Madison National Life	\$ 861.59	Payroll Employee Life Prem
040094	AG Payroll Account	\$ 16,624.07	Payroll State Tax Wthhldg
040095	AG Payroll Account	\$ 109,305.85	Payroll Federal Tax Wthhldg
040096	Retirement	\$ 97,536.27	Payroll Retirement Wthhldg
040097	TSA Consulting Group Inc	\$ 2,675.00	Payroll Annuity Deduction
040098	Vision Service Plan	\$ 1,084.15	Payroll Employee Vision Prem
040099	Ashland Disposal Service	\$ 800.31	District Sanitation Services
040100	Awards Unlimited, Inc.	\$ 390.00	HS Academic Awards
040101	C & L Hardware	\$ 210.67	Maintenance
040102	Capital Business Systems, Inc.	\$ 78.90	District Copy supplies
040103	Carson-Dellosa Publishing	\$ 42.56	Instructional supplies
040104	Brooke L Cheleen	\$ 247.50	District Therapy Services
040105	City Of Ashland	\$ 1,779.50	District Sewer and Water
040106	Classic Sportswear & Awards	\$ 802.18	General: Table & backdrop lo
040107	Council Bluffs WinSupply Co	\$ 64.46	Maintenance
040108	Committee For Children	\$ 219.00	MS Guidance curriculum
040109	Cummins Sales and Service	\$ 26,244.73	Transportation: Repairs
040110	Educational Design Solutions	\$ 2,961.00	Instructional supplies
040111	Egan Supply Co.	\$ 1,257.10	Custodial Supplies
040112	Esu #2	\$ 22,646.79	District Vision Services
040113	FBG Service Corporation	\$ 7,920.00	Elementary Cleaning Services
040114	GovConnection Inc.	\$ 890.17	Instructional supplies
040115	Hatch, Inc.	\$ 825.00	Elementary Instructional Supplies
040116	Hauff Mid-America Sports	\$ 98.44	Custodial Supplies
040117	Johnstone Supply	\$ 178.17	Maintenance
040118	J. W. Pepper & Son, Inc	\$ 60.99	Instructional supplies
040119	Nebraska Sports	\$ 779.89	Athletics
040120	KSB School Law, PC LLO	\$ 967.50	District Legal Services
040121	Matheson Tri-Gas, Inc/Linweld	\$ 35.58	Instructional supplies
040122	Christina McClain	\$ 115.00	Student Fine Refund
040123	Menard Inc	\$ 391.98	Maintenance
040124	Mosyle Corporation	\$ 1,215.50	Elementary Instructional Supplies
040125	National Safety Council-Greater Omaha Ch	\$ 163.35	CPR and First Aid Training Ma
040126	NCS Pearson/The Psychological Corp	\$ 996.58	Psychologist Supplies
040127	Nebraska Central Equipment Inc	\$ 913.24	Transportation Supplies
040128	Nebraska Coaches Assn	\$ 920.00	Coaching Registration
040129	Nebraska Department Of Ed.	\$ 100.00	Elementary Instructional Supplies
040130	Nebraska School Activities Assn.	\$ 1,170.00	NSAA Membership

Ashland-Greenwood Public Schools' General Fund Claims  
 General Fund Claims  
 6/15/2020

Check No.	Vendor	Amount	Description
040131	Northwest Evaluation Association	\$ 2,012.50	Elementary Instructional Supplies
040132	Omaha World Herald	\$ 16.03	District Communication
040133	Riverside Technologies Inc. (RTI)	\$ 2,820.00	Instructional Software
040134	Shaffer Communications Inc	\$ 1,620.50	Transportation Supplies
040135	Southeast Community College	\$ 96.15	Student Book
040136	Specialized Engineering Solutions	\$ 648.00	District Maintenance
040137	Student Assurance Services Inc.	\$ 1,687.50	Student Insurance
040138	Anthony Petersen	\$ 70.00	Pest Control
040139	Turnitin, LLC	\$ 1,750.00	Instructional Software
040140	Typing Agent	\$ 1,380.00	Elementary Instr. Software
040141	Ty's Outdoor Power & Service Inc	\$ 62.35	Grounds Supplies
040142	United States Postal Service - POC	\$ 750.00	District Postage
040143	Voyager Fleet Systems, Inc.	\$ 192.59	District Fuel
040144	West Music Co Inc	\$ 1,286.25	Elementary Music Supplies
040145	Beverly Wlgs	\$ 973.50	Therapy Services

Incompletes

Admin Operations	AG Activities
Ashland Auto	Kreiser Drywall
Ashland Gazette	Matheson
Ashland-Greenwood Hot Lunch	Menards
Awards Unlimited	Meyo Enterprises
Band Shoppe	Metal Doors & Hardware
Baylor Test Prep	Midwest Flooring
Blinds.com	Nebraska Central Equipment
Charter/Spectrum	No Frills/Spartan Nash
Cornhusker International Trucks	Odeys
C&L Hardware	OPPD
DLR	J. W. Peppers
Shane Denson	Pitsco
NCECBVI/ESU#4	Quill
Follett	RTI
GovConnect	Southeast Community College
Harris	School Specialty
Heartland School	US Mechanical
Hillyard	VISA

Ashland-Greenwood Public Schools' General Fund Claims  
General Fund Claims  
6/15/2020

<b>Check No.</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>
	Innovative Labs		Waverly Plumbing
	Irie AT		Windstream
	Interstate Battery		Williams Sales and Service
	Payflex		
	TSA		

Authorized by:

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Ashland-Greenwood Public Schools

**Hot Lunch Claims**

6/1/20

<b>DATE</b>	<b>Check #</b>	<b>VENDOR</b>	<b>Amount</b>	<b>Description</b>
6/5/20	011166	AG Payroll Account	\$ 7,521.88	June Net Payroll
6/5/20	011167	BANK OF ASHLAND	\$ 76.03	June 20 PR
6/5/20	011168	Blue Cross and Blue Shield of Nebr	\$ 866.24	June 20 PR
6/5/20	011169	Madison National Life	\$ 37.20	June 20 PR
6/5/20	011170	Madison National Life	\$ 70.43	June 20 PR
6/5/20	011171	Ashland-Greenwood Payroll Accou	\$ 198.44	June 20 PR
6/5/20	011172	Ashland-Greenwood Payroll	\$ 2,249.40	June 20 PR
6/5/20	011173	Retirement	\$ 2,124.19	June 20 PR
6/5/20	011174	Vision Service Plan	\$ 95.84	June 20 PR
6/15/20	011175	Cash-Wa Distributing Co.	\$ 12,831.19	Food Supplies
6/15/20	011176	Hiland Dairy	\$ 1,748.25	District Milk
6/15/20	011177	Sysco Lincoln, Inc	\$ 4,551.17	District Food
6/15/20	011178	U S FOODSERVICE	\$ 3,043.65	District Food
6/15/20	011179	Jerry Wendelin	\$ 8.00	Hot Lunch refund

Authorized by:

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Ashland-Greenwood Public Schools  
 Activities Account  
 May 19, 2020 to June 15, 2020

Date	Check #	Vendor	Description	Disbursed	Activity
5/18/20	014856	AG Booster Club	Activity Hours	\$ 1,428.75	Athletics
5/28/20	014857	VISA	Equipments	\$ 179.94	Athletics
6/1/20	014858	Anderson's/Taymark	prom crowns	\$ 96.15	Prom
6/1/20	014859	Anna Boggs	SLC Refund	\$ 78.00	FBLA
6/1/20	014860	Tammy Burke	SLC Refund	\$ 150.00	FBLA
6/1/20	014861	Eva Carson	SLC refund	\$ 108.00	FBLA
6/1/20	014862	Rachel Crabbe	SLC Refund	\$ 150.00	FBLA
6/1/20	014863	Jennifer Craven	SLC Refun	\$ 150.00	FBLA
6/1/20	014864	Kendra Craven	SLC Refund	\$ 274.00	FBLA
6/1/20	014865	Christine DeVillier	SLC Refund	\$ 52.00	FBLA
6/1/20	014866	Angie Goff	SLC Refund	\$ 150.00	FBLA
6/1/20	014867	Darsey Hamm	SLC Refund	\$ 150.00	FBLA
6/1/20	014868	Hauff Mid-America Sports	Knee pads	\$ 118.53	Athletics
6/1/20	014869	Staci Jacobsen	SLC Refund	\$ 110.00	FBLA
6/1/20	014870	Melissa Kasuske	SLC Refund	\$ 70.00	FBLA
6/1/20	014871	John Keith	SLC Refund	\$ 70.00	FBLA
6/1/20	014872	Sherri Kellogg	SLC Refund	\$ 114.00	FBLA
6/1/20	014873	Jenny Kissinger	SLC Refund	\$ 81.00	FBLA
6/1/20	014874	Angie Konen	SLC Refund	\$ 150.00	FBLA
6/1/20	014875	Tammy Konzem	SLC Refund	\$ 50.00	FBLA
6/1/20	014876	Mike Kwarcinski	SLC Refund	\$ 53.00	FBLA
6/1/20	014877	Kim Levin	SLC Refund	\$ 88.00	FBLA
6/1/20	014878	Jason Libal	SLC Refund	\$ 136.00	FBLA
6/1/20	014879	Koren Lindley	SLC Refund	\$ 153.00	FBLA
6/1/20	014880	Therese Marzouk	SLC Refund	\$ 120.00	FBLA
6/1/20	014881	Anthony Meyer	SLC Refund	\$ 35.00	FBLA
6/1/20	014882	Allyson Miller	SLC Refund	\$ 20.00	FBLA
6/1/20	014883	Shawn Morgan	SLC Refund	\$ 118.00	FBLA
6/1/20	014884	NO FRILLS/SPARTANNASH	FBLA Fundraising Incentive	\$ 25.00	FBLA
6/1/20	014885	Odeys Field Experts	baseball field	\$ 304.80	Athletics
6/1/20	014886	Rebecca Pfeiffer	SLC Refund	\$ 65.00	FBLA
6/1/20	014887	Heather Ruhter	SLC Refund	\$ 150.00	FBLA
6/1/20	014888	Paula Spears	SLC Refund	\$ 224.00	FBLA
6/1/20	014889	Diane Starns	SLC Refund	\$ 150.00	FBLA
6/1/20	014890	Nathan Tonjes	SLC Refund	\$ 88.00	FBLA

Ashland-Greenwood Public Schools  
Activities Account  
May 19, 2020 to June 15, 2020

Date	Check #	Vendor	Description	Disbursed	Activity
6/1/20	014891	Deanna Vavak	SLC Refund	\$ 101.00	FBLA
6/1/20	014892	Victoria Washburn	SLC Refund	\$ 150.00	FBLA
6/1/20	014893	Amy Marie Whitehead	SLC Refund	\$ 75.00	FBLA
6/10/20	014894	GovConnection	Powerbanks	\$ 376.23	FFA

Approved by:

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**May 2020 Incomplete  
General Fund Disbursements**

<b>Check</b>	<b>Payable to</b>	<b>Amount</b>	<b>Description</b>
040016	reissued check Eliza Zaragoza. C	\$ 92.60	replacement check for '03697
040077	Cornhusker Interational	\$ 81,200.00	Transporatation Services
040078	Ashland Auto Parts	\$ 58.39	Maint Supplies
040079	AT & T Mobilility	\$ 522.20	District Internet
040080	C & L Hardware	\$ 150.90	Maint Supplies
040081	NCECBVI/ESU #4	\$ 937.33	Vision Services
040082	Heartland Foundation/School	\$ 2,590.00	Student Tuition
040083	Omaha Public Power District	\$ 6,038.30	District Electricity
040084	Riverside Technologies Inc. (RTI)	\$ 1,854.00	Media Equipment
040085	VISA	\$ 396.74	Pupil Support Development
040085	VISA	\$ 66.03	Health Conferences
040086	Waverly Plumbing & Well Co	\$ 1,019.11	Maint
040087	Williams Sales & Service	\$ 3,900.14	Transporation Services
040088	Windstream	\$ 711.15	District Phone

Authorized by:

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Ashland-Greenwood Public Schools  
May 19, 2020 to June 15, 2020  
Administrative Operations Account

Date	Check No	Description	Amount
6/4/20	6053	M Hoffman, Transp Mileage	\$ 26.45

Authorized by:

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Ashland-Greenwood Public Schools' General Fund Claims  
 General Fund Claims  
 6/15/2020

Check No.	Vendor	Amount	Description
040089	AG Payroll Account	\$ 339,307.95	June Net Payroll
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040091	Blue Cross Blue Shield of NE	\$ 125,128.59	Payroll Health & Dental Ins
040092	Madison National Life	\$ 1,474.36	Payroll LTD Insurance Prem
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040110	Educational Design Solutions	\$ 2,961.00	Instructional supplies
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040118	J. W. Pepper & Son, Inc	\$ 60.99	Instructional supplies
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040121	Matheson Tri-Gas, Inc/Linweld	\$ 35.58	Instructional supplies
040122	Christina McClain	\$ 115.00	Student Fine Refund
040123	Menard Inc	\$ 391.98	Maintenance
040124	Mosyle Corporation	\$ 1,215.50	Elementary Instructional Supplies
040125	National Safety Council-Greater Omaha Ch	\$ 163.35	CPR and First Aid Training Ma
040126	NCS Pearson/The Psychological Corp	\$ 996.58	Psychologist Supplies
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040128	Nebraska Coaches Assn	\$ 920.00	Coaching Registration
040129	Nebraska Department Of Ed.	\$ 100.00	Elementary Instructional Supplies
040130	Nebraska School Activities Assn.	\$ 1,170.00	NSAA Membership

Ashland-Greenwood Public Schools' General Fund Claims  
 General Fund Claims  
 6/15/2020

Check No.	Vendor	Amount	Description
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040134	Shaffer Communications Inc	\$ 1,620.50	Transportation Supplies
040135	Southeast Community College	\$ 96.15	Student Book
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040137	Student Assurance Services Inc.	\$ 1,687.50	Student Insurance
040138	Anthony Petersen	\$ 70.00	Pest Control
040139	Turnitin, LLC	\$ 1,750.00	Instructional Software
040140	Typing Agent	\$ 1,380.00	Elementary Instr. Software
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040142	United States Postal Service - POC	\$ 750.00	District Postage
040143	Voyager Fleet Systems, Inc.	\$ 192.59	District Fuel
040144	West Music Co Inc	\$ 1,286.25	Elementary Music Supplies
040145	Beverly Wliggs	\$ 973.50	Therapy Services
040146	VOID CHECK		
040147	Admin Operations	\$ 51.45	Dues, Mileage
040148	Acreage Appliance Service	\$ 216.83	Maintenance
040149	Ashland-Greenwood Activities Acct	\$ 32.00	Media Books
040150	Boys Town YOUTH ASSISTANCE	\$ 10,726.95	District SPED Tuition
040151	C & L Hardware	\$ 19.98	Maintenance
040152	Charter Communications	\$ 63.86	District Cable Service
040153	Cornhusker International Trucks, Inc.	\$ 201.05	Transportation Supplies
040154	DLR Group	\$ 930.00	District Design work
040155	GovConnection Inc.	\$ 58.94	Instructional Supplies
040156	Krieser Drywall & Insulation	\$ 4,616.25	Maintenance
040157	Nebraska Assoc for Curriculum, Instructio	\$ 15.00	Admin Dues
040158	Odeys Field Experts	\$ 860.00	Grounds Supplies
040159	Southeast Community College	\$ 7,626.32	District Instruction
040160	USIC Locating Services, LLC	\$ 231.75	Maintenance
040161	US Mechanical Service Inc	\$ 2,489.72	Maintenance

Incompletes

AG Activities	
Ashland Auto	Krieser Drywall
Ashland Gazette	Matheson
Ashland-Greenwood Hot Lunch	Menards
Awards Unlimited	Meyo Enterprises
Band Shoppe	Metal Doors & Hardware
Baylor Test Prep	Midwest Flooring

Ashland-Greenwood Public Schools' General Fund Claims  
General Fund Claims  
6/15/2020

<b>Check No.</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>
	Blinds.com		Nebraska Central Equipment
	Charter/Spectrum		No Frills/Spartan Nash
	Cornhusker International Trucks		Odeys
	C&L Hardware		OPPD
	DLR		J. W. Peppers
	Shane Denson		Pitsco
	NCECBVI/ESU#4		Quill
	Follett		RTI
	GovConnect		Southeast Community College
	Harris		School Specialty
	Heartland School		US Mechanical
	Hillyard		VISA
	Innovative Labs		Waverly Plumbing
	Irie AT		Windstream
	Interstate Battery		Williams Sales and Service
	Payflex		Boys Town
	TSA		

Authorized by:

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Ashland-Greenwood Public Schools  
May 19, 2020 to June 15, 2020  
Administrative Operations Account

Date	Check No	Description		Amount
6/4/20	6053	M Hoffman, Transp Mileage	\$	26.45
6/15/20	6054	NASP, Business Off Dues	\$	25.00

Authorized by:

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## Board Report - June 15, 2020

Jill Finkey - Curriculum Director

Topic: Planning for 2020.21

### [Return to School Task Force](#)

#### Options - Informed by Current level of Risk

##### Phases:

1. **Research:** Collection of resources, identification of areas to consider when planning, the formation of committees
  - CDC and Local/State Health Guidelines

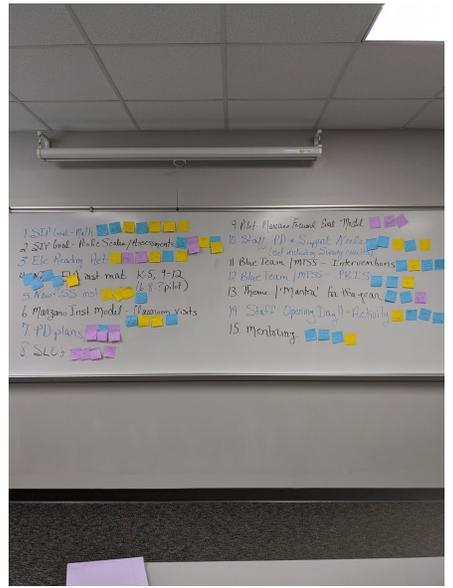
*“Implementation should be guided by what is feasible, practical, acceptable, and tailored to the needs of each community.”*
  - Nebraska Department of Education - Launch Nebraska - Expecting additional information/guidance - after June 17th

*“Schools charged with and must be supported in the practical application of the guidance.”*
  - Weekly webinars - various groups/organizations
  - Networking with other districts
2. **Plan:** Scope of Work, identification of additional members, prioritizing work, planning sessions and updates
  - Initial meetings with some of the task force committees
3. **Implement & Refine:** Implementation of the plan, identification of success factors, adjustments as needed
4. **Reflect:** Reflection of success factors

#### Administrative Team: Mini Retreat

- Reflected on last Year - Strengths and Challenges
  - *Data Review*
- Updates/New Info. - Returning to School
- Clarified Return to School Task Force Committee and Team Lead Expectations
- Reviewed Survey Results/Feedback from Staff - Remote Teaching and Learning
  - Identified common themes/topics - to help inform needed PD and Support
- Identified *Potential Focus and Expectations* for 2020.21

Invest time in building relationships with each other and strengthening our team in order to be better able to serve others.



## Board of Education Meeting Elementary Principal's Report



June 15, 2020

- In preparation for the 20.21 school year, the computer lab is currently being remodeled into two intervention classroom spaces for Jenny Washburn and Abra Prescott. Mrs. King's resource room is being relocated to Rm 306 (Ms. Washburn's former classroom) and Mrs. Druke's 3<sup>rd</sup> grade classroom will be located in Rm 208 (Ms. King's former classroom).
- With the addition of another elementary classroom, our specials schedule was reviewed. We will maintain the same level of programming for the 20.21 school year. In order to do this, one 4<sup>th</sup> grade classroom will be divided in half with each half joining another 4<sup>th</sup> grade classroom to attend music and PE. This will increase these two PE/Music sections to approximately 32 students. This approach will enable Mr. Thompson and Mrs. Bebout to maintain a 30 min. plan period each day as well.
- Families of our 20.21 kindergarten students were mailed letters with classroom assignments last week. We have 72 kindergarten students currently enrolled and 3 enrollment packets were recently requested.
- The Nebraska Reading Act requires that a summer reading program be provided to students that have an individual reading improvement plan in place. We currently have twenty students in K-3<sup>rd</sup> grade with an IRP. Kayla Laune, Julie Mink and Naomi Barent are providing individual instruction via ZOOM twice a week (12 sessions) to each student through June. Learning activities are also provided including books/online stories, reading and writing activities.
- Work on the HVAC System and gym floor are in progress.

### **Professional Activities**

- Reviewing ELA materials with members of the elementary ELA committee in preparation to select and implement in 20.21.
- Working with the ELA Intervention Committee to review and select intervention materials for 20.21.
- Creating schedules and routines/procedures in preparation for different instructional approaches based on public health circumstances and guidelines.
- Working with Erin Rathe, Carrie Holz and Kristin Fangmeyer to complete the Early Childhood Program Grant. This grant provides continuation funding for our preschool program. Our program is funded through state aid (for 4 yr olds) and grant funding.



### **Summer School Report:**

- Ⓜ Ten students entering grades 10-12 (Jon Richards) working on credit recovery to stay on pace for graduation. Kept invites to students with core class needs (failed). Using Band room for social distancing and have increased our safety expectations and guidelines.

### **Work in June:**

- Ⓜ Review Handbook and make editing changes and policy and/or practice changes as needed. This year with policy review, this process a bit more involved for alignment purposes.
- Ⓜ Creating plan to continue to get a gradual increase of students back into the building. June 22, we will increase weight room groups to 18 (could go to 25) and will begin to allow small groups of the same size or smaller to use facilities (HS aged only) for skill work and individual development following all applicable DHM guidelines.
- Ⓜ Review student performance data to invite students to take accelerated Math (7<sup>th</sup> graders to 8<sup>th</sup> grade Math, 8<sup>th</sup> graders to Algebra 1).
- Ⓜ *Schedule building* is a big project in June. Jon Richards handles the pre-registration of all students in January/February with individual meetings and visiting classrooms. Dana Allington and I spend many hours on this project.
  - Additional staff in middle school recently have helped us reduce class sizes (MS had 12 classes of 29+ last year and this year we had 1 class of 26, and, 1 of 25, and the rest were smaller.
  - Largest class sizes in HS this past year were in Sciences (20's) and Social Studies (mid to upper 20's). New staffing in Science will help and we have now offered Anatomy class and Principles of Engineering/Robotics class for our students and have enrollees in each. Class sizes should be 20 or below in nearly all sciences.
  - As we grow, building the schedule becomes a bigger challenge. Growth brings challenges:
    - Large class sizes (Social Studies, Spanish, and some non-cores like PE, Weight Training, and business also have large #'s). For example, Mohs & Rogers each had well over 200 students in 2019-2020.
      - EXAMPLES: World Geography: 26-29 per section; 6thGrade PE: 35; 7<sup>th</sup> Grade PE: 38; MS S.S.: most 22+; Careers S1: 26; HS Weights: 25-38
    - Limits on space as teachers don't all have their own rooms; teachers are moved to accommodate other classes; and we need rooms for Distance Learning/Dual credit classes for meeting spaces
      - EXAMPLES: Rogers move to locker room office, no permanent classroom (and 4 health classes in classrooms); Zahnnow, Emanuel, and Vision program share A1/A2 (used to be 2 classrooms, now Life Skills); Laughlin and Allington share MS Common space as a Sped classroom; 2 Science teachers not in 'lab' classrooms; Tonjes has students/other classes in his room in the AM when he has tech duty; Flynn uses media center as his classroom (with other kids present); commons area for Senior Honors Study Hall; 2 study halls held in cafeteria for extra space;
    - Enrollment limited for things like Welding and College welding due to lack of space. Students then can lose opportunities. This depends on classroom size and other equipment limitations.
      - EXAMPLES: 10 students took Spanish III online last year.
      - This year, 7-8 kids will not get into College Welding semester 1 due to space/equipment limitations.

- Shop classes for safety reasons and due to classroom space we cap them at about 18 students (usually). If you get to 20, you cannot move about the classroom(s).
- A final step is that we begin to lose programming. In the past 2-4 years, we no longer offer the following courses due to a combination of increased student #'s, staffing, & classroom space:
  - ELA: Speech & Drama, Reading Comprehension. College Comp (taught by one of our teachers) had 60 students request the course. We used to get 15-20 (1 section)
  - Social Studies: Psychology, Sociology
  - Business: Exploratory for Middle School, Work Based Learning/Internship programming
  - AG: Animal Sciences (this year), 2 types of College Welding S1
  - Skilled & Technical Sciences: no capstone (year 4) courses
  - Art: Middle level dropped at grades 6 & 7 (offer at 8<sup>th</sup> grade only)
  - Spanish: No Spanish IV, only 1 section of Spanish III (new project with MCC or UNL HS comes with increased cost)
  - No "Guidance" curriculum in grades 7 & 8 (we did just re-create Guidance last year in grade 6 for the first time).
  - Study halls have been combined grades 6-12 as needed. Cafeteria has housed study halls with a single teacher and 35-55 students.
  - This is beginning to impact middle school options as it is hard to justify a HS student losing opportunity or programming for a middle level exploratory experience.

**Other information:**

- 🌐 New schools officially coming on board in 2020-2021: Conestoga, Logan View, Louisville, and Yutan.
- 🌐 I will serve as the conference president in 2020-2021.
- 🌐 I will serve as President of Nebraska State Association of Secondary School Principals in 2020-2021.



## RAISING THE BAR

ASHLAND - GREENWOOD

Mr. Jason Libal - Superintendent  
June 15th, 2020

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1. **Facility Reopening:** As you are aware, the Covid-19 Directed Health Measures continue to be lightened and lifted. This includes the reopening of city parks, recreational facilities, etc... The city reopened their facilities last week. We are planning on following suit by reopening our outdoor facilities starting Tuesday, June 16th. We will continue to post warning signs related to the use of equipment, etc... In essence, people will be using the facilities at their own risk.
2. **In-Town Busing:** As a reminder, the topic of in-town busing was on our radar prior to the pandemic and closing school. In my opinion, it is important that we revisit this topic. Our transportation team has begun the process of exploring the feasibility, and potential of offering this form of transportation. At the same time, we are trying to navigate how the pandemic will affect and inhibit our current transportation plan. I will continue to provide the board information as things progress, and we will need to discuss in more detail at our July meeting.
3. **New Construction & Facility Update:** I will provide the board an overall update of progress being made related to new/changed classroom and office spaces. In addition, I will provide an update related to our science lab renovation project, and elementary HVAC project.
4. **Community Engagement Meeting:** We are ramping up planning for our June 29th Community Engagement Meeting. As a reminder, the meeting will start at 6:00 p.m. and will be held in the MS/HS cafeteria. In addition, we may need to provide an online platform to operate within the directed health measures. We will discuss further in closed session, and I will keep you apprised of any roles or responsibilities you may have that evening.
5. **Questions, Thoughts, Concerns**

<b>Ashland-Greenwood Public Schools</b>			
<b>School Meal Pricing</b>			
<b>Approved 6-15-20</b>			
<b><u>Breakfast</u></b>		<b>2019-20 Pricing</b>	<b><i>Proposed 20-21 Pricing</i></b>
<b>Breakfast Reduced Price - Student</b>		<b>\$0.30</b>	<b>\$0.30</b>
<b>PK-5 Breakfast - Student</b>		<b>\$1.80</b>	<b>\$1.85</b>
<b>6-12 Breakfast - Student</b>		<b>\$1.80</b>	<b>\$1.85</b>
<b>K-12 2nd Breakfast - Student</b>		<b>\$2.40</b>	<b>\$2.40</b>
<b>Student Guest - Breakfast</b>		<b>\$2.70</b>	<b>\$2.70</b>
<b>Adult Breakfast</b>		<b>\$3.50</b>	<b>\$3.50</b>
<b><u>Lunch</u></b>		<b>2019-20 Pricing</b>	<b><i>Proposed 20-21 Pricing</i></b>
<b>Lunch Reduced Price - Student</b>		<b>\$0.40</b>	<b>\$0.40</b>
<b>PK-5 Lunch - Student</b>		<b>\$2.75</b>	<b>\$2.80</b>
<b>6-12 Lunch - Student</b>		<b>\$2.95</b>	<b>\$2.95</b>
<b>K-12 2nd Lunch - Student</b>		<b>\$3.15</b>	<b>\$3.15</b>
<b>Student Guest - Lunch</b>		<b>\$3.30</b>	<b>\$3.30</b>
<b>Adult Lunch</b>		<b>\$4.50</b>	<b>\$4.50</b>
<b>Milk</b>		<b>\$0.40</b>	<b>\$0.40</b>

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

1. Membership, Term and Election

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

2. Internal Organization and Officers

a. President

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

b. Vice President

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

c. Secretary

- i. At the regular January meeting, the board shall elect a secretary who need not be a member of the board. The secretary shall serve in that capacity for one year. If the secretary is a member of the board, an assistant secretary may be named and his or her duties and compensation set by the board.

- ii. The secretary shall see that an accurate record of the proceedings of the board is kept, that a copy of the proceedings is provided to each board member and to the superintendent, and that a concise summary of each month's meeting is published along with a list of all approved claims. The secretary shall perform such other duties as are prescribed by law and assigned by the board.

d. Treasurer

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

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

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

#### 4. Board Officer Voting and Tie Breakers

- a. The vote to elect board officers may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes.
- b. In the event any officer cannot be elected by a majority after 10 votes; no votes occur after ten motions fail for lack of a "second,"; or no member volunteers to serve as an officer for a particular position, the tie will be broken by the applicable method:
  - i. If the board is split between two members, they will each serve as the officer for six months of the year. The initial six-month term will be determined by coin flip.
  - ii. If the board is split between more than two members who wish to serve as the officer, any member wanting to serve as the officer will put his or her name into a drawing. The name drawn out will be the officer for the upcoming year unless the position changes by action of the board.
  - iii. If no member is willing to serve as an officer for a position which is required to be a member of the board, all non-officers' names will be put into a drawing. The name drawn out will be the officer for the upcoming year unless the position changes by action of the board.

#### 5. Committees

- a. The board shall authorize such special committees as it deems necessary. The board president shall appoint members to the committee, and designate its function, tasks it is to perform, and a completion date for its work.
- b. On or before the beginning of each calendar year, the board shall appoint three members to form a Committee on American Civics. The committee's duties shall be those prescribed by Nebraska statutes, which include:
  - i. Hold no fewer than two public meetings annually, at least one when public testimony is accepted;

- ii. Keep minutes of each meeting showing the time and place of the meeting, which members were present or absent, and the substance and details of all matters discussed;
- iii. Examine and ensure that the social studies curriculum used in the district is aligned with the social studies standards adopted pursuant to section 79-760.01 and teaches foundational knowledge in civics, history, economics, financial literacy, and geography;
- iv. Review and approve the social studies curriculum to ensure that it stresses the services of the men and women who played a crucial role in the achievement of national independence, establishment of our constitutional government, and preservation of the union and includes the incorporation of multicultural education as set forth in sections 79-719 to 79-723 in order to instill a pride and respect for the nation's institutions and not be merely a recital of events and dates;
- v. Ensure that any curriculum recommended or approved by the committee on American civics is made readily accessible to the public and contains a reference to this section;
- vi. Ensure that the district develops and utilizes formative, interim, and summative assessments to measure student mastery of the social studies standards adopted pursuant to section 79-760.01;
- vii. Ensure that the social studies curriculum in the district incorporates one or more of the following for each student:
  - 1. Administration of a written test that is identical to the entire civics portion of the naturalization test used by United States Citizenship and Immigration Services prior to the completion of eighth grade and again prior to the completion of twelfth grade with the individual score from each test for each student made available to a parent or guardian of such student; or
  - 2. Attendance or participation between the commencement of eighth grade and completion of twelfth grade in a meeting of a public body as defined by section 84-1409 followed by the completion of a

project or paper in which each student demonstrates or discusses the personal learning experience of such student related to such attendance or participation; or

3. Completion of a project or paper and a class presentation between the commencement of eighth grade and the completion of twelfth grade on a person or persons or an event commemorated by a holiday listed in section 79-724(6) or on a topic related to such person or persons or event;
- viii. Take all such other steps as will assure the carrying out of the provisions of this section and provide a report to the school board regarding the committee's findings and recommendations.

## 6. Vacancies

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

Adopted on: 10/21/19

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## 3039

### Threat Assessment and Response

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

#### 1. Definitions

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

- ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

## **2. Obligation to Report Threatening Statements or Behaviors.**

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

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

## **3. Threat Assessment Team**

The threat assessment team (team) shall consist of Information technology staff, school nurse, members of mental health profession, who would be willing to work with the school, building principal(s), guidance counselor and local law enforcement. The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

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

#### **4. Threat Assessment Investigation and Response**

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

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The team may, but is not required to, review the following types of information:

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

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

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

#### **5. Communication with the Public about Reported Threats**

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

**6. Coordination with the Crisis Team After Resolution of Threat**

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

Adopted on: 10/21/19

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **3046 Animals at Schools**

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

### **I. USE OF ANIMALS FOR INSTRUCTIONAL PURPOSES**

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

### **II. SERVICE ANIMALS**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **III. THERAPY ANIMALS**

The school district supports the use of therapy animals by teachers or other qualified school personnel ("Owner") for the benefit of its students subject to the conditions of this policy.

**Therapy Animal.** A "therapy animal" is an animal that has been individually trained and certified to work with its Owner to provide emotional support, well-being, comfort, or companionship to school district students. Therapy animals are not "service animals" as that term is used in the American with Disabilities Act. The animal must be well behaved and have a temperament that is suitable for interaction with students and others in a public school. Therapy animals are personal property of the Owner and are not owned by the school district.

**Therapy Animal Standards and Procedures.** The following requirements must be satisfied *before* a therapy animal will be allowed in school buildings or on school grounds:

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

**Training and Certification.** The Owner must submit training and certification information requested by the Superintendent or his or her designee. Any certification required by the school district must remain current at all times.

**Health and Vaccination.** The therapy animal must be clean, well groomed, in good health, house broken, and immunized against diseases common to such animals. The Owner must submit proof of current required licensure from the local licensing authority and proof of

the therapy animal's current vaccinations and immunizations from a licensed veterinarian, if applicable.

**Control.** A therapy animal must be under the control of the Owner at all times.

**Identification.** The therapy animal must have appropriate identification identifying it as a therapy animal.

**No Disruption.** The therapy animal must not disrupt the educational process by any of its behaviors.

**Health and Safety.** The therapy animal must not pose a health and safety risk to any student, employee, or other person at school.

**Supervision and Care of Therapy Animals.** The Owner is solely responsible for the supervision and care of the therapy animal, including any feeding, exercising, and clean up while the animal is in a school building or on school property. The school district is not responsible for providing any care, supervision, or assistance for a therapy animal.

**Authorized Area(s).** The Owner shall only allow the therapy animal to be in areas in school buildings or on school property that are authorized by school district administrators.

**Insurance.** The Owner must submit a copy of an insurance policy that provides liability coverage for the therapy animal while on school property.

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

- (1) A handler does not have control of the therapy animal;
- (2) The therapy animal is not housebroken;
- (3) The therapy animal presents a direct and immediate threat to others in the school; or
- (4) The animal's presence otherwise interferes with the educational process.

The Owner shall be required to remove the therapy animal from school premises immediately upon such a determination.

**Allergic Reactions.** If any student or school employee assigned to a classroom in which a therapy animal is permitted suffers an allergic reaction

to the therapy animal, the Owner of the animal will be required to remove the animal to a different location designated by an administrator.

**Damages to School Property and Injuries.** The Owner of a therapy animal is solely responsible and liable for any damage to school property or injury to personnel, students, or others caused by the therapy animal.

**Other Therapy Animals.** Therapy animals (1) owned by students, patrons, or other non-school employees or (2) owned by school employees for their own benefit will not be allowed on school grounds or school property except as otherwise required by law.

Adopted on: 10/21/20

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **4003 Drug Policy Regarding Drivers**

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

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

Jason Libal may be contacted at (402) 944-2128.

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

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

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

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

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

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

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

**Consequences for Violations.** Any driver who becomes unqualified on the basis of violation of the terms of this policy will be subject to disciplinary action which may include termination of the driver's employment, and shall include

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Adopted on: 10/21/19

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **5016 Student Records**

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

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

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

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators who are providing educational services to a student on behalf of the School District. A school official may access, maintain, and use education records containing personally identifiable information (PII) when he or she has a legitimate educational interest in such. "School official" includes any agent, or contractor performing an institutional service or function for which the school would otherwise use its own employees and who is under the school district's direct control with respect to their access to, maintenance of, and use of PII from student records. For example, a school official may include, but would not be limited to, a teacher

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

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

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

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

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

Adopted on: 10/21/20  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

## **5035 Student Discipline**

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

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

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

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

### **Short-Term Suspension**

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

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

The following process applies to short-term suspension:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he or she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations.

### **Emergency Exclusion**

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

### **Weapons and/or Firearms**

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

### **Long-Term Suspension**

Students may be excluded by the Principal from school or any school function for a period of more than five school days but less than twenty school days (long-term suspension) for any conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

## Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.
3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall either provide an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in NEB. REV. STAT. 79-266.

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

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, NEB. REV. STAT. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or

attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;

10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes:
  - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
  - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
  - c. Violating school bus rules as set by the school district or district staff;
  - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation or electronic cigarettes, vapor pens, etc.;
  - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
  - f. Possession of pornography;
  - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
  - h. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's

willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/newcomers; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;

- i. Bullying which shall include cyberbullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- j. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
- k. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- l. Using any object to simulate possession of a weapon;
- m. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and
- n. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

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

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

1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
  - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
  - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
  - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
  - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
  - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
  - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a

recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

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

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

### **Reporting Requirement to Law Enforcement**

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

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

6. The report is required or requested by law enforcement or the county attorney.

Adopted on: 10/21/19

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **5054 Student Bullying**

**Definition of Bullying.** Nebraska statute defines bullying as “an ongoing pattern of physical, verbal or electronic abuse.” The Centers for Disease Control and Prevention defines bullying as “any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated.” The school district’s administrators will consider these definitions when determining whether any specific situation constitutes bullying. These definitions include both in-person and cyberbullying behaviors.

**Bullying Prohibited.** Students are prohibited from engaging in any form of bullying behavior.

**Reporting Bullying.** Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

**Bullying Investigations.** School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

**Disciplinary Consequences.** The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior.

A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events may be subject to disciplinary consequences including but not limited to long-term suspension, expulsion, or mandatory reassignment.

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district’s day-to-day operations, or the education process, regardless of where the student is at the time of

engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

**Bullying Based on Protected Class Status.** Bullying based on protected class status is unique and may require additional investigation. The appropriate district staff member or coordinator will promptly investigate bullying complaints that violate the district’s antidiscrimination policies.

**Support for Students Who Have Experienced Bullying.** Regardless of where the bullying occurred, the district will consider whether victims of bullying are suffering an adverse educational impact and, if appropriate, will refer those students to the district’s student assistance team.

**Bullying Prevention and Education.** Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports. Each building shall engage in activities which educate students about bullying, bullying prevention and digital citizenship.

**Policy Review.** The school district shall review this policy annually.

Adopted on: 10/21/19

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **6020 Multicultural Education**

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

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

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

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

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

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

**Annual Status Report.** The superintendent will provide the board with a

report on the status of the school district's multicultural education program annually.

Adopted on: 10/21/19

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

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

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

1. Those in-state service agencies that have approved rates for the current year established by the Nebraska Department of Education. A list of service agencies with approved rates, including state agencies, individual providers, and in-state providers may be found at <https://www.education.ne.gov/sped/service-agencies/>.
2. Those Nebraska providers located within 100 miles of the building of the district where the child attends when driving by ordinary public roadways.
3. Evaluations must consider the educational, health, or other student records of the student provided by the district. The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records unless disclosure is already authorized by state and federal law.
4. Evaluations must be provided to the district, including all educational, health, student, or other records created as part of or relied upon to complete the evaluation. The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records unless disclosure is already authorized by state and federal law.
5. Evaluations must be conducted by a provider that is authorized, available, and willing to discuss, confer, or otherwise cooperate with the district regarding the evaluation, its results, or any other information related to the evaluation. Such cooperation may include reasonable participation in, or the submission of additional reports or information to, an IEP, MDT, or SAT team. The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records or information unless disclosure is already authorized by state and federal law.
6. Evaluations must be sufficiently comprehensive for the evaluator to submit to the district a report that specifically details whether the student should be considered eligible for special education and related

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

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

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

Adopted on: 10/21/19  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

## **6033 Restraint and Seclusion of Students**

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

### **Definitions**

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

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

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

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

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

## **Use of Restraint and Seclusion**

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

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

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

## **Procedures**

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

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

- The student shall be monitored by an adult in close proximity who is able to regularly observe the student;
- The confining space shall be approved for such use, unless the use of such a space is impossible or impracticable under the circumstances;

- The confining space shall be appropriately lighted, ventilated, and heated or cooled; *and*
- The confining space shall be free from objects that unreasonably expose the student or others to harm.

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

### **Recording and Reporting**

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

### **Training**

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

Adopted on: 10/21/19

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_