

## **Agenda**

1. Preliminary Procedures
  - 1.1. Call meeting to order & announce Open Meetings Act is Posted
  - 1.2. Public Notice as publicized per board policy
  - 1.3. Roll Call
    - 1.3.1. Action to excuse board members if necessary
  - 1.4. Pledge of Allegiance
  - 1.5. **1.5 Mission The school district of Seward--where every student, every day is a success--affirms that all students will have the skills to become productive and contributing members of a global community. In cooperation with family and community members, the district is committed to the development of each student academically, emotionally, socially, and physically.**
  - 1.6. Approval of Agenda
  - 1.7. Alternative School Graduation
2. Student Fees Hearing-Review Fees and receipts and expensed during the 2022-2023 school year and request input from the public in regard to potential policy changes
3. Public Forum: (The Board President reserves the right to place time limits on individuals and topics.)
  - 3.1. Public Forum on Agenda Items: This is your opportunity to speak to items on the agenda. If you are not a part of the presentation of the agenda item you need to speak now. Thank you for your participation.
  - 3.2. Public Forum on Any Topic: This is your opportunity to speak to any topic concerning the school district. Since it is not an agenda item the board cannot discuss or take action at this time on the matter. Future discussion can be requested as an agenda item. Thank you for your participation.
4. Reports
  - 4.1. Administrator Reports
  - 4.2. Superintendent's Report
5. Discussion Items
6. Action Items
  - 6.1. Classified Staff Package for the 2023-2024 School Year
  - 6.2. Middle Management Pay for the 23-24 School Year
  - 6.3. Administrator Pay for the 2023-2024 school year
  - 6.4. Superintendent's Contract
  - 6.5. 6th-8th grade curriculum addition in student wellness and digital safety
  - 6.6. Tractor Bids
  - 6.7. Student/Parent Handbooks 2023-2024 School Year
  - 6.8. Community Foundation Grant
7. Future Agenda Items
8. Consent Agenda

- 8.1. Approval of Minutes
- 8.2. Approval of Financial Reports
  - 8.2.1. Treasurer
  - 8.2.2. Budget
  - 8.2.3. Activities
  - 8.2.4. Athletic
- 8.3. Approval of Claims
  - 8.3.1. General Fund
  - 8.3.2. Bond Fund
  - 8.3.3. Qualified Capital Purpose Undertaking Fund
  - 8.3.4. Unemployment Fund
- 8.4. Out of State Travel
- 8.5. Approval of Consent Agenda
9. Adjournment

Please publish the following legal notice in the June 7, 2023 edition of the Seward County Independent. Thank you.

### NOTICE OF SCHOOL BOARD MEETING

The board of education of the School District of Seward will meet in regular session on Monday, June 12, 2023 at 5:30 p.m. for a board study session to be followed by the 7:00 p.m. regular business meeting. The meeting will be held at the Administrative Offices located at 410 South St., Seward, Nebraska. An agenda for the meeting which shall be kept continually current is readily available for public inspection at the Superintendent's Office during normal business hours.

To view the agenda go to <http://SewardPublicSchools.org/> and find the eMeeting link.

## **5045 Student Fees**

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

### **A. Definitions.**

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

### **B. Listing of Fees Charged by this District.**

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

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

**2. Safety Equipment and Attire.**

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

**3. Personal or Consumable Items.**

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

**4. Materials Required for Course Projects.**

The district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.

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

- Industrial Technology Classes \$15.00
- Art Classes \$10.00
- Ceramics \$15.00
- High School FCS \$20.00
- Band \$10.00
- Outdoor Education – Middle School \$25.00
- Middle School Honor Choir – if selected \$25.00
- Elementary After School Program \$20.00
- Introduction to STS- Career Safe OSHA 10 certification- \$12.50

- Welding Class \$20.00

## 5. Extracurricular Activities.

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

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

- Student activity card \$20.00  
*Covers admission to most regular season athletic events*
- Student participation fee \$20.00  
*Required of all students who participate in athletics and/or other extracurricular activities (Pay only one fee per year)*
- Middle School Builders Club \$ 1.00
- Football students must provide their own football shoes, and undergarments
- Golf students must provide their own Golf shoes, undergarments, and clubs
- Softball and Baseball students must provide their own shoes, gloves, and undergarments
- Track, Volleyball, Wrestling, Soccer, Bowling and Basketball , students must provide their own shoes and undergarments
- FFA, FCCLA, FBLA, Key Club, Skills USA Dues

student pay dues of \$20.00  
per activity

- Dance and Cheerleading

Students must purchase outfits and shoes selected by the sponsor and/or student group.

## **6. Post-Secondary Education Costs.**

Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

## **7. Transportation Costs.**

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

## **8. Copies of Student Files or Records.**

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

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

The district will charge reasonable fees for participation in pre-kindergarten services offered by the district pursuant to statute.

The maximum dollar amount charged by the district for these services shall be \$3.00 per day.

## **10. Participation in Summer School or Night School.**

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

## **11. Charges for Musical Extracurricular Activities.**

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

- Band Students must provide their own instruments and marching band shoes.
- Show Choir Students must purchase outfits and shoes selected by the sponsor and/or student group.

## **12. Contributions for Junior and Senior Class Extracurricular Activities.**

Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$10.00.

### **C. Waiver Policy.**

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

### **D. Distribution of Policy.**

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

### **E. Voluntary Contributions to Defray Costs.**

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

### **F. Student Fee Fund.**

The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund that will not be funded by tax revenue, and that will serve a

depository for all monies collected from students for (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night school courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.

**G. Student Fee Hearing**

Annually the Board of Education of The School District of Seward will hold a public hearing on the student fee policy. Such hearing will include a review of the amount of money collected from students and uses of said fees.

Adopted on: June 9, 2014

Revised on: June 13, 2016, August 13, 2018, August 12, 2019, August 8, 2022

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

## SHS STUDENT/CLUB FEE REPORT

2022/2023

	<u>RECEIVED</u>	<u>EXPENDED</u>		
<u>ART</u>	\$1,535.00	\$1,702.01	\$1,602.01	Clay Supplies *I'll be using art fees to pay for all my clay supplies again this summer. \$100.00 Red Path Gallery Art Show
<u>FBLA</u>	\$1,360.00	\$1,375.00	\$680.00	State and National dues \$685.00 Business contests registration fees and events
<u>FCCLA</u>	\$2,852.00	\$4,244.36	\$884.00	National & State dues \$2,364.00 Conferences \$524.36 Meals, prizes, supplies \$472.00 TShirts
<u>FCS</u>	\$725.00	\$106.00	\$106.00	Real Baby Care Supplies Student ID's
<u>FFA</u>	\$2,444.00	\$4,985.49	\$1,788.00	State/Nat'l Dues \$1,288.61 Mtg & banquet supplies, meals, Officer pullovers \$1,307.00 Conferences \$601.88 Dist. Livestock Judging
<u>STS - Woods</u>	\$1,720.00	\$3,077.54	452.33	General Supplies *Supplies include: Screws, Nails, Plywood 504.14 Hardwood for Projects Oak, Glue, Biscuits, Drill Bits, Driver Bits 481.86 Supplies for Woods 195.34 Supplies for Woods 631.27 Supplies for Woods 696.45 Supplies for Woods 75.35 Supplies for Woods 40.80 Supplies for Woods
<u>KEY CLUB</u>	\$585.00	\$995.00	\$645.00	National State Dues \$350.00 Scholarships
<u>PAY TO PLAY</u>	\$5,460.00	\$300.00	\$300.00	City of Seward - Pool Rental Back to School Pool Party
<u>SKILLS</u>	\$1,660.00	\$1,036.00	\$1,036.00	State and Nat'l Membership Dues (83 HS/MS)
<u>STS - Welding</u>	\$380.00	\$434.77	\$434.77	Welding Supplies *Supplies include: Grinding Wheels, O2 Hoses, Acetylene Hoses, cutoff wheels, fittings, pliers
<u>STS - Home Systems</u>	\$690.00			

**Seward Middle School  
Student Fees  
2022-23**

	<u>Received</u>	<u>Paid</u>	
<b><u>Athletics</u></b>			
Pay-to-Play	\$ 3,500.00	Coaching fees	\$ 587.65
Activity Tickets	\$ 4,670.00	SHS	\$ 3,269.00
XC Shirts	\$ 1,224.00	Sports Express	\$ 1,009.00
Track Shirts	\$ 2,577.00	Sports Express	\$ 2,207.30
<b><u>Miscellaneous</u></b>			
7 <sup>th</sup> Field Trip Fees	\$ 1,025.00	Henry Doorly Zoo	\$ 1,045.00
8 <sup>th</sup> Field Trip Fees	\$ 424.00	Omaha Performing Arts	\$ 448.00
8 <sup>th</sup> Field Trip Fees	\$ 490.00	UNL (lunch)	\$ 525.00
<b><u>Music</u></b>			
Musical Shirts	\$ 1,070.00	Lula Belle	\$ 1,260.00
Heartland Choir Fees	\$ 1,400.00	Heartland Community School	\$ 1,475.00
<b><u>Outdoor Ed</u></b>			
6 <sup>th</sup> Grade Fee	\$ 2,875.00	Outdoor Ed Expenses	\$ 2,875.00
<b><u>Yearbook</u></b>			
2022-23 Order	\$ 3,520.00	Jostens	\$ 2,255.00

# SCHOOL DISTRICT OF SEWARD BOARD REPORT

June 12, 2023

Jessica Dominy, Principal  
Seward Elementary School

ENROLLMENT AS OF June 5, 2023 for the 2023-2024 school year:

- Preschool: 64
- Kindergarten: 75
- 1st Grade: 95
- 2nd Grade: 89
- 3rd Grade: 101
- 4th Grade: 88

\*These numbers will probably change throughout the summer months.

## End of Year:

The end of the school year went well at Seward Elementary. The 4th Grade Clap Out was, once again, a successful way to send our students to middle school to continue their education. I'm hopeful the SES students, staff, and parents will use the summer months to recharge and have a little fun!

## Staffing Changes:

The following staff changes have been made for the 2023-2024 school year:

- DeAnn Warren will move from 4th grade to 3rd grade
- Brittany Carroll will be teaching 3rd grade (replacing Amanda Clouse)
- Halee Emerson and Megan Connot will be our new speech/language pathologists
- Several paras left: Nicole Zitek-Svoboda (expanding baking business), Elle Wren (having a baby), Sev Strauss (new opportunity). Each of these ladies have been replaced with Colleen Funke, Caitlin Sharkey, and Kirstan Longsine.

What an amazing year! The hallways are quiet for now, except for our amazing maintenance crew who are going above and beyond for SES. I hope everyone has a wonderful summer!

Thank you,  
Jessica Dominy

**Board of Education Report**  
**Seward Middle School - Kirk J. Gottschalk**  
*12 June, 2023*

**1. Middle School Activities.**

**2. Summer School.** At the middle school, this will run 5-29 June, Monday through Thursday from 0915-1045. Mrs. Carlson will be facilitating that program this summer and there are currently 28 students signed up to attend.

**3. Enrollment.** End of the school year student enrollment figures:

2019-2020	2020-2021	2021-2022	2022-2023
5 <sup>th</sup> Grade: 99	5 <sup>th</sup> Grade: 104	5 <sup>th</sup> Grade: 110	5 <sup>th</sup> Grade: 91
6 <sup>th</sup> Grade: 108	6 <sup>th</sup> Grade: 102	6 <sup>th</sup> Grade: 110	6 <sup>th</sup> Grade: 109
7 <sup>th</sup> Grade: 107	7 <sup>th</sup> Grade: 106	7 <sup>th</sup> Grade: 105	7 <sup>th</sup> Grade: 115
<u>8<sup>th</sup> Grade: 105</u>	<u>8<sup>th</sup> Grade: 108</u>	<u>8<sup>th</sup> Grade: 110</u>	<u>8<sup>th</sup> Grade: 103</u>
TOTAL: 419	TOTAL: 420	TOTAL: 435	TOTAL: 418

Incoming 5<sup>th</sup> grade is currently sitting at 108, which includes only two planning to come from St. Vincent. As with all grades, those numbers can fluctuate come 1 August.

**4. Student Trips**

Mr. Marroquin's annual trip to Washington D.C. with students took place recently. They left on 30 May and returned on 2 June taking a total of 13 kids. Mrs. Riley takes a group of kids to Alaska every other year. This year they leave on 10 June, returning on 16 June. She is taking a group of 38 students with her, plus 6 chaperones. These trips are not school sponsored.

**5. Summary**

There are many ways to evaluate an entire school year with no single method giving an overall view of a schools numerous facets. Test scores seem to be the method our media wants to focus on but that single element alone has a variety of variables which need to be considered but usually aren't. Yes, our students score very well on state tests which puts us in the upper echelon of middle schools. However, our students overall character, behaviors, work ethic and treatment of others is what impresses me most about our kids. We have struggles and room to improve but the culture of SMS is one which our teachers facilitate, students thrive and a large majority of parents support. I am honored to be a part of this system.

As school board members, I appreciate your volunteered time, thoughts, insight, energy and desire to make this school district a better place for our students and staff.

"Intelligence plus character – that is the goal of true education." *Martin Luther King Jr.*



# High School Board of Education Report June 2023 Seward High School Scott Axt



## **End of the Year**

We closed another school year and one that was very successful across the board from activities to academics. Our staff and students did a great job this school year and we were fortunate to have a senior class that really set the tone for the school year, we were a little concerned prior to the start of the school year but they stepped up and led us to a great year. We are very lucky to have a veteran office admin team with Carmen, Mary, Kevin, Noelle, Rich, and John. We are all on the same page and we have excellent continuity.

We would like to thank Dr. Fields and the School Board for their continued support this year.

## **Freshman and New Student Orientation**

Seward High School will be hosting a Freshman and New Student Orientation on **Monday, August 14<sup>th</sup>** at **7:00 p.m.** in the new theater. The evening will start with a short program and then will transition to an open house format.

## **First Day of School**

The **first day of school will be on Wednesday, August 16<sup>th</sup>**. The schedule for the day will be a shortened bell schedule with an 8:15 a.m. start and a 1:30 p.m. dismissal. Lunch will be served. Students will be given an information packet that includes health insurance forms, school lunch information, and other school-related information.

## **Chromebook Summer Distribution Plan**

Chromebook distribution this year will take place on the dates indicated below. Students in grades 9-12 may pick up their Chromebooks in the high school library. Students will need to come with a signed parent/student handbook receipt. 9<sup>th</sup>/12<sup>th</sup> Grade Chromebook Checkout times

Thursday, August 10th, 8:00 a.m. - 4:00 p.m.

Friday, August 11th, 8:00 a.m. - 4:00 p.m.

Monday, August 14th, 1:00 p.m. - 8:00 p.m.

## **2023 Graduation/Honors Night**

A great deal of work occurs behind the scenes to make events like graduation and Honors Night successful. A special thank you to Tom Vajgrt and the SPS maintenance crew, the SHS office staff, SHS counselors/senior class sponsors, district technology staff, junior student ushers, Dr. Fields, and members of the SPS Board of Education. We were happy with the new video board and it added significant value to the graduation ceremony.

## **Summer Newsletters**

The Seward High School summer newsletter will go out in early July to preview information for the new school year.

## **Summer School**

We currently have 25 students enrolled in summer school working on credit recovery in the Edgenuity

online system. Ms. Baker is the director and is doing a great job of coordinating the program. We have two teachers on duty assisting students as they work through the material and one teacher working with a student that is very limited in English Speaking proficiency. We have seen many students already earn back credit in classes. The session started on May 25th and will run through June 16th from 8:30 am to 12:00 pm daily.

**Preliminary Enrollment Numbers as of June 1, 2023**

9th-127

10th-124

11th-118

12th-121

We currently have 22 seniors planning to graduate mid-term.



School District of Seward  
Board Report  
Shannon Hall-Schmeckpeper, Director of Special Services  
June 12, 2023

As the end of 2022-2023 school year comes to an end we continue to finalize reports for this year and we start working on reports/grants for the 2023-2024 school year.

The 2022-2023 PEaK (Promoting Engagement and Knowledge) grant has been submitted and we are waiting for approval.

The Seward County Sixpence Grant for 2023-2024 has been submitted and we are waiting on approval.

End-of-the-year validation for the NDE ADVISOR counts is being reviewed daily by Christine Towle and me as we work to have all errors cleared and data correct by the June 15th date.

The 2023-2024 SPED IDEA Consolidated application is open in the Grant Management System with a due date of June 30.

The deadline for the Flex funding application is July 15th. This type of funding is for special education services that help students who have not been identified with a disability but need extra support to succeed in their regular education classes. The goal is to prevent the need for costly special education placements and services.

The deadline for meeting the Maintenance of Effort (MOE) Eligibility Standard for special education, which is required for receiving Individuals with Disabilities Education Act (IDEA Part B) funds, is on July 19th. To establish eligibility for the receipt of IDEA Part B funds for the 2023-2024 year, we must report their estimated special education expenditures, receipts, and resident child counts within this application.

We completed 45 evaluations for special education this school year. This includes 17 school-age students (13 at public school and 4 at our parochial schools/home school), 14 preschool evaluations, and 14 evaluations for early intervention for children ages birth to 3. 73% of the students that were evaluated qualified for special education services. The number of referrals for

school ages students was down from previous years because of our efforts to increase our use of MTSS and problem-solving especially at the elementary school. We will continue to refine our practice of providing quality Tier 2 intensified interventions for students in need, as part of the student assistant process.

The purpose of an extended school year is to prevent or slow severe skill regression caused by an interruption of special education services during extended periods when school is not in session, not to enhance the present levels of educational performance exhibited by children with disabilities at the end of the regular school year. This year, a total of 19 students who receive special education services will be receiving Extended School Year Services, this includes 10 school-age students and 9 preschool students. There will be 9 staff members providing these services throughout the summer. Please note that children who are on IFSPs (ages birth to 3) receive services all year long.

Decisions about special education para educator assignments are currently being made and notices about those assignments will be sent out later this summer. We are excited to announce that we will be hosting a para training day on August 10th for our para staff. Paraprofessionals are integral to our schools and assist in creating inclusive classrooms. Their primary role is to offer support to teachers and students with disabilities by implementing their Individualized Education Program (IEP) through modified instruction or assistance. The training will cover topics such as behavior management, de-escalation techniques, accommodations, and modifications, as well as support in the general education classroom.

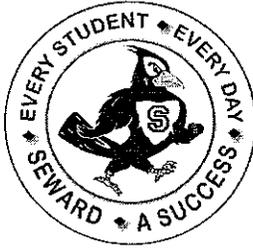
Below is the number of students enrolled in special services for Seward Public Schools. Please note that graduating seniors have been removed from the counts.

Have a good summer!

*Dr. Shannon Hall-Schmeckpeper*

Shannon Hall-Schmeckpeper Ph.D.  
Director of Special Services





## June 2023 Board Report for Curriculum and Staff Development

Board Members,

I hope your summer is off to a great start. This is the time of year that we wrap up the last school year and begin work on the next school year. Our admin team will be meeting on June 20<sup>th</sup> to review our available data from the 22-23 school year and discuss how this data can guide our decision making for the next school year.

### **Curriculum**

As of this writing, we have already completed the Middle School ELA curriculum camp where we created our instructional framework for our ELA classes. In the coming weeks, I will be meeting with elementary and high school teachers and we will present these frameworks in August to you for approval. Social studies is next on the docket for curriculum review- more information about this will be coming in the next several months.

### **Instruction**

On June 22<sup>nd</sup> I have a group of 10 educators who will be participating in a career externship day. I have been working in collaboration with the Seward Chamber of Commerce to identify four businesses that we can visit on this day. The purpose of these visits is for our teachers to get a sense of the business through tours, presentations, etc. We are hopeful that our teachers will gain valuable information about the skills/dispositions/opportunities that are needed by employers and can be shared with students. Let me know if you are interested in dropping by one of our visits. We are able to use Perkins funds from the ESU to offer stipends to our teachers and Seward Motor Freight will be providing lunch.

### **Staff Development**

The last piece of our strategic plan that we need to address as a district when it comes to staff development is Multi-Tiered- System of Support (MTSS). Essentially, we need to have clear conversations and systems in place regarding what to do when students understand the materials and what to do when students are struggling. We have been providing these supports for years, but it is time to do some revisions.

### **Assessment/Accountability**

Assessments are complete and we will be receiving results over the coming months. I would anticipate that we will be able to share our results during the November meeting.

**Food Service**

Dr. Fields and I will be visiting with Sodexo this month to discuss our priority areas for them during this next school year. We will also identify needed equipment expenditures as well as review the prior year.

Thank you for your support!

Dr. Matt Dominy



## NASB Monthly Update for Board Meeting Agenda Item

June 2023

### Monthly Agenda Video Updates

<https://members.nasbonline.org/news-resources/video-library>

([www.NASBonline.org](http://www.NASBonline.org) - News & Resources – Video Library)

### **Latest 'Board Notes' – Monthly Newsletters**

<https://members.nasbonline.org/news-resources/board-notes-newsletter>

([www.NASBonline.org](http://www.NASBonline.org) - News & Resources - Board Notes)

- *Never Doubt That a Small Group of Thoughtful Individuals Can Change The World*
- *At The Board Table*
- *An ALICAP Market Outlook*
- *Oh Christmas Trees ... A Legislative Update*
- *NASB Call for Legislative Proposals - Due July 1*
- *Join us in June!*
- *Transparency & Trust*
- *Your 2023 NASB Affiliates*
- *This Month In ... And Much More!*

### **Government Relations & Advocacy**

<https://members.nasbonline.org/government-relations>

([www.NASBonline.org](http://www.NASBonline.org) – Government Relations)

- The last day of the 108<sup>th</sup> Legislature, 1<sup>st</sup> Session was June 1, 2023
- NASB held its inaugural Legislative Advocacy Day on April 17 in Lincoln
- **843 Bills & Measures were introduced ... NASB followed roughly 120**
  - *See what passed, is still out there, and a list of Interim Studies and a number of other updates at NASB's Bills Page, which is always updated and sortable at*
  - <https://members.nasbonline.org/government-relations>
  - <https://nasb.envisiams.com/legislative-bills>

## **“NASB Update – Annual Board Calendar Summary”**

View the full detailed calendar at: <https://members.nasbonline.org/board-leadership/resources>

(www.NASBonline.org – Board Leadership – Resources)

### **June Board Agenda Items**

In addition to routine agenda items, time sensitive topics include:

- Policy Review
  - I. Parent and Family Engagement Policy on or before July 1 per § 79-532; § 79-533;
  - II. Bully Prevention Policy on or before July 1 per § 79-2,137;
  - III. Annual review of policy pertaining to Appropriate Relationships with Students;
- Student Accountability
  - I. Reports; filing requirements; contents. On or before July 20 in all school districts, the superintendent shall file with the State Department of Education a report showing the number of children from five through eighteen years of age belonging to the school district according to the census taken as provided in sections § 79-524 and 79-578. Neglect to report may result in penalty.
- Budget - Review staff Report for the 2023-24 School Year including:
  - I. Administrators – demographics, # of positions needed, # of tenured, # of non-tenured
  - II. Certificate Staff - demographics, # of positions needed by building/district, # of tenured, # of non-tenured, teaching assignments, # of positions open, etc.
  - III. Classified Staff – demographics, # of positions needed by building/district, # of positions open, etc.
- Advocacy – Submit Legislative Resolution or Standing Position to the NASB Legislation Committee  
**\*\*Review the full June Agenda on page 25 of the 2023 NASB Board Meeting Guide & Annual Board Calendar.**

### **Board Retreat**

To support our members who did not have the opportunity to participate in the New Board Member Workshops consider a Board Retreat to engage with your newly elected board members as they continue to transition into their new role. Please contact Marcia Herring, NASB Director of Board Leadership at [mherring@NASBonline.org](mailto:mherring@NASBonline.org) or 402-817-0296 to schedule a board retreat or private sessions through Microsoft Teams to review the board role and responsibilities.

### **Upcoming NASB Board Leadership Events**

*Board President Circle Team Meeting* – Schedule for the remainder of 2023 to be determined. The lunch and learn time block for the Board President Circle will be sustained at 12:00 p.m. CST and 12:00 p.m. MT. However, I do anticipate offering an evening time block during the fall to engage with those who are not able to set aside time for a meeting during their day-time schedule.

*NASB Leadership Workshop* – June 7 and 8, 2023 – Join us in Lincoln for a working retreat to further develop the Superintendent/ESU Administrator, Board President, and Vice President leadership team. The day and a half agenda will include team building activities addressing a superintendent/ESU Administrator-board governance audit, healthy leadership working relationships, meeting protocols including the agenda and minutes, committee structure, Open Meetings Law, scenarios, goal planning, superintendent evaluation, policy, and more. Register now at <https://members.nasbonline.org/events/nasb-leadership-workshop>

### **NASB’s Video Resources**

<https://members.nasbonline.org/news-resources/video-library>

(www.NASBonline.org – News & Resources – Videos)

- Legal Resources, NASB’s Live & Learn Series, Member Zoom’s, Q&A’s with the Governor and Commissioner Blomstedt, EHA Updates, Advocacy breakdowns, Monthly Board Agendas, and MUCH more!

## **Networking & Events ... Register Now**

<https://members.nasbonline.org/events>

(www.NASBonline.org – Events)

*All Dates & Locations Tentative & Subject to Change*

- **Leadership Workshop**
  - June 7-8 – Lincoln
  - <https://members.nasbonline.org/events/nasb-leadership-workshop>
- **NASB Member Golf Outing**
  - June 14 – Kearney
- **School Leaders & Law Conference**
  - June 14-15 – Kearney
  - <https://members.nasbonline.org/events/school-leaders-and-law-conference>
- **ALICAP Summer Safety Workshops**
  - July 10 - Gering
  - July 11 - Kearney
  - July 12 - Lincoln
- **AREA MEMBERSHIP MEETINGS BEGIN AUGUST 22**

## **NASB Member Virtuals**

<https://members.nasbonline.org/events/nasb-member-virtuals>

(www.NASBonline.org – Events – NASB Member Virtuals)

- Previous Member Virtuals Available to Watch Include:
  - Gubernatorial Candidates Q&A w/ Blood & Pillen
  - 2022 Legislative Recap & Look Ahead
  - Tough Times & Tough Meetings: The Board’s Role in Navigating Hot Button Issues
  - NASB Member Virtuals w/ Commissioner Blomstedt & Dr. Jeffrey Gold of UNMC, Bryce Wilson of NDE on Cares Act Funds Q&A for School Boards, and More ...



Follow NASB on twitter at [www.twitter.com/NASBonline](http://www.twitter.com/NASBonline) using the hashtag #liveNASB  
and on Facebook at [www.facebook.com/NASBonline](http://www.facebook.com/NASBonline)

Watch all of the NASB videos at <https://members.nasbonline.org/news-resources/video-library>

(www.NASBonline.org – News & Resources – Videos)

To see a quick glimpse at the various items the NASB is involved in, check out pages 10 & 11 each month in the Board Notes newsletter for “This Month In ...” To access the latest newsletter, click here:

<https://members.nasbonline.org/news-resources/board-notes-newsletter>

(www.NASBonline.org - News & Resources - Board Notes)

Board Of Education Classified Staff  
June 2023

**9-month Classified Staff Paras/Bus Drivers:-** Could earn 2 per semester and accumulate up to 10

- 2-90% per semester
- 1-85% per semester
- 3 Paid Holidays- Christmas, Christmas Eve, New Year's Day

**10-11 Month Classified Staff- Nurses/ Administrative Assistants**

- Add one personal day and can now bank up to five days

**12-Month Employees:**

- 1 week after the first full year
- 2 weeks after the second year
- 3 weeks after five years
- 4 weeks after 10 years
- Can bank a total of 30 days max pay out twice per year

## **SUPERINTENDENT'S CONTRACT OF EMPLOYMENT SEWARD PUBLIC SCHOOLS**

THIS CONTRACT is made by and between the **Board of Education of Seward Public Schools**, legally known as **Seward County School District No. 80-0009**, and referred to as "the Board" and "the School District" respectively, and Dr. Joshua P. Fields, referred to herein as "the Superintendent". In accordance with its action taken and recorded in the minutes of a duly advertised board meeting, the Board agrees to employ the Superintendent, and the Superintendent agrees to accept such employment, subject to the terms and conditions set forth herein.

**Section 1. Term of Contract.** The Superintendent shall be employed for a period of 2 year(s) beginning on July 1, 2023, and expiring on June 30, 2025. References to "contract year" shall mean the period from July 1<sup>st</sup> through June 30<sup>th</sup> and shall consist of all days except Saturdays and Sundays and any holidays or leave days listed in Section 11.

**Section 2. Renewal of Contract.** If a Board representative does not inform the Superintendent in writing on or before **January 15** of the Board's intention to consider the nonrenewal or amendment of this contract, the contract will automatically renew for a period of **one year** from and after the expiration date provided in Section 1 of this contract. The Superintendent shall remind the Board in writing of this provision no later than **its regular December meeting** of each year of this contract and shall make the renewal of his employment contract an agenda item for the regular **January** board meeting during each year of this contract, unless the Board's regular January meeting occurs after January 15, in which case the Superintendent shall remind the Board in writing of this provision no later than **its regular December meeting** and shall make the renewal of his employment contract an agenda item for the regular **December** board meeting. At the time of each contract renewal and/or amendment, the Superintendent shall be responsible for taking all necessary steps to insure that the district has complied with the Superintendent Pay Transparency Act.

**Section 3. Salary.** The Superintendent's salary for the contract year shall be \$179,900 which shall be paid in 12 equal monthly installments beginning in the month of July 2023. The Board shall not reduce the Superintendent's salary during the term of the contract, but may increase it and/or the benefits during the term of this contract, as an amendment to the contract, without the amendment constituting a new contract, requiring a hearing, or extending the term of this contract.

**Section 4. Deductions.** This contract shall conform to the statutes and regulations governing deductions from compensation. The Superintendent authorizes the District to deduct or withhold from each and every period of pay any amounts necessary to offset any damages caused by the Superintendent or the value of property or money entrusted to the Superintendent or owed by the Superintendent to the District during the course of or as a result of the Superintendent's employment, if such property or money have not properly been returned to the District. The school district shall withhold other deductions as the Superintendent and Board may agree.

**Section 5. Professional Status.** The Superintendent affirms that he is not under contract with any other board of education covering any part or all of the term provided in this contract. Throughout the contract term, he will hold a valid and appropriate certificate to act as a superintendent of schools in the State of Nebraska which he will register and maintain on file in the school district's central administrative office. This contract shall not be valid and the Board will not compensate the Superintendent for any service performed prior to the date that he registers his certificate. The Superintendent represents that: (1) all information he provided in connection with his application for employment with the District was true and accurate at the time of application, and if there is or has been a material change in such information, he will advise the Board immediately; (2) he has never been convicted of or plead no contest to, a felony as defined in Title 92, Chapter 21, Sections 003.11 and 003.13 of the Nebraska Administrative Code ("Rule 21"), or any offense involving moral turpitude, abuse, neglect, or sexual misconduct, as defined in Title 92, Chapter 21, Sections 003.12 and 003.13 of the Nebraska Administrative Code; and (3) he has not had any professional licenses or certificates suspended or revoked.

**Section 6. Superintendent's Duties.** The Superintendent's duties shall be as prescribed by statute and by Board policies, rules, regulations and directives. The Superintendent agrees to devote his time, skill, labor and attention to his duties throughout the contract term. He shall be subject to the direction and control of the Board at all times and shall perform such administrative duties as the Board assigns to him. With prior consent from the Board, he may undertake consultative work, speaking engagements, writing, lecturing, or other professional duties and obligations as long as they do not interfere with carrying out his duties and obligations to the school district.

**Section 7. Board-Superintendent Relationship.** The Board shall be primarily responsible for formulating and adopting policy. The Superintendent shall be the chief administrative officer for the district and shall be responsible for implementing Board policy. He shall organize the administrative and

supervisory staff, and select, place, and transfer personnel with the concurrence of the Board. He is responsible for administering the instruction of students and the business affairs of the school district. The Board members agree, individually and collectively, to promptly refer all criticisms, complaints, and suggestions called to their attention to the Superintendent for action, study and/or recommendation, as appropriate.

**Section 8. Cancellation or Mid-Term Amendment.** The Board may cancel or amend this contract during its term for any of the following reasons: (a) the cancellation, termination, revocation, or suspension of the Superintendent's certificate (Nebraska Administrative and Supervisory Certificate, or the Nebraska Professional Administrative and Supervisory Certificate) by the State Board of Education; (b) any of the reasons set forth in this contract; (c) the breach of any of the material provisions of this contract; (d) incompetence; (e) neglect of duty; (f) unprofessional conduct; (g) insubordination; (h) conduct involving moral turpitude; (i) physical or mental incapacity; (j) immorality; (k) conviction of a felony; (l) any conduct that substantially interferes with the Superintendent's continued performance of his duties; (m) any arrest, criminal charge, or criminal conviction of Superintendent or the failure to report the same; (n) any filing against the Superintendent under Neb. Rev. Stat. Section 43-247 or any other provision of the Nebraska Juvenile Code for child abuse and/or neglect or the failure to report the same; (o) knowingly falsifying school district records or documents; (p) misrepresentation of fact to the district and its personnel in the conduct of the district's official business; (q) the use or possession of illegal drugs or controlled substances except as prescribed by a physician; or (r) being under the influence of illegal drugs, controlled substances, or alcohol while on school grounds, at school events, or in a vehicle owned, leased or contracted by the district except as prescribed by a physician. The procedures for cancellation or amendment shall be in accordance with state statutes. The parties agree that the Superintendent's failure to comply with his duties under Section 2 (Renewal of Contract) or Section 15 (Evaluation) shall constitute a material breach of this contract.

**Section 9. Disability.** If the Superintendent is unable to perform his duties by reason of illness, accident or other disability beyond his control, and the disability continues for a period of more than 60 calendar days or if the disability is permanent, irreparable, or of such a nature as to make performance of his duties impossible, the Board may initiate action to cancel this contract, whereupon the respective rights, duties and obligations of the parties hereunder shall terminate, with the exception of any benefits to be paid to the Superintendent under any insurance coverage furnished by the district.

**Section 10. Transportation.** The Board shall provide the Superintendent with transportation or reimburse his for mileage required in the performance of his official duties at the rate approved per Board policy.

**Section 11. Fringe Benefits.** The Board shall provide the Superintendent with the following fringe benefits:

**a. Health Insurance.** Family health insurance that is provided to certificated staff through the District's health insurance carrier.

**b. Dental Insurance.** Family dental insurance that is available to certificated staff through the District's health insurance carrier.

**c. Life Insurance.** Term life insurance with a total death benefit of Ten Thousand Dollars (\$10,000) of coverage.

**d. Sick Leave.** The Superintendent shall be entitled to 10 days of sick leave per year which may accumulate to a total of 50 days. Sick leave may only be used for personal illness or as otherwise provided in District policy. If the Superintendent qualifies for disability pay under the long-term disability policy, he shall be required to take the disability pay instead of sick leave pay. The Superintendent shall keep complete and accurate records of his sick days and shall provide the Board of Education with a report of his accumulated sick days at least quarterly. The Superintendent shall not be compensated for unused days of sick leave upon the ending of his employment with the District.

**e. Disability Insurance.** The Superintendent shall purchase long-term disability insurance from the school district's carrier at his own expense which shall be taken out of his regular pay consistent with the premium amounts for such coverage.

**f. Vacation.** The Superintendent shall have 20 vacation days for the 2023-24 contract year which he may use at times he chooses so long as his absence does not interfere with the proper performance of his duties. Any extended vacation period while school is in session will require advance approval by the Board, and the parties will cooperate in

arranging vacation time so as to cause the least inconvenience to the normal operation of the District. After the 2018-19 contract year, the Board shall give the Superintendent the number of days necessary to restore his total to 20 days. For example, if he uses 12 days of vacation one year, the board will provide him with 12 days the following year to bring his total to 20 days. The Superintendent shall develop a system for recording his use of vacation days and shall keep such records current and on file in the District's central office. The Superintendent shall keep complete and accurate records of his vacation days and shall provide the Board of Education with a report of his accumulated vacation days at least quarterly. The Board may require him to use his vacation days and shall compensate him for unused vacation days upon the conclusion of his employment.

**g. Personal Leave.** The Superintendent shall have 2 personal leave days for the 2018-19 contract year which he may use at times he chooses so long as his absence does not interfere with the proper performance of his duties. After the 2018-19 contract year, the Board shall give the Superintendent the number of days necessary to restore his total to 2 days. The Superintendent shall develop a system for recording his use of personal days and shall keep such records current and on file in the District's central office. The Superintendent shall keep complete and accurate records of his personal days and shall provide the Board of Education with a report of his accumulated personal days at least quarterly. The Board may require him to use his personal days and shall compensate him for unused personal days upon the conclusion of his employment.

**h. Professional Development.** The Superintendent is expected to continue his professional development and to participate in relevant learning experiences. With the approval of the Board, he may attend appropriate professional meetings at the local, state, regional and national level; and the Board will pay for valid expenses of attendance. If the Superintendent attends a national convention and does not return following the initial year of employment as Superintendent, the Superintendent agrees to repay the District in full for national convention expenses paid by the District.

- i. Professional Dues.** The school district will pay the annual dues for the Superintendent's membership in the following organizations: Nebraska Council of School Administrators (NCSA), The School Superintendents Association (AASA), and any other membership dues requested by the Superintendent and approved by the Board.
- j. Physical Examination.** The Superintendent may voluntarily undergo a physical examination. The Superintendent agrees that he will authorize the physician performing each such examination to provide the Board with all records, results and medical judgments of the examination. Up to \$100 of the cost of such physical examination and physician's reports which are not paid for by the Superintendent's insurance coverage shall be paid by the District.
- k. Holidays.** The Superintendent shall receive the following paid holidays: New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Day After Thanksgiving, Christmas Eve and Christmas Day.
- l. Cell Phone.** The Superintendent shall be required to purchase and maintain a cellular phone so that he can be reached at all times for work-related emergencies or while away from school grounds during the work day. The School District will reimburse the Superintendent up to a maximum of \$100 per month for the actual cost of a cellular phone service plan.
- m. Expense Reimbursement.** The Board shall pay or reimburse the Superintendent for expenses that are actually, necessarily, and reasonably incurred in attending educational seminars, conventions, and workshops; conferences; training programs; official school functions, hearings or meetings, provided that (1) such payment or expense is authorized by the Local Government Miscellaneous Expenditures Act (Neb. Rev. Stat. § 13-2201 *et seq.*) or some other provision of law, and (2) the Superintendent shall secure the prior approval of the Board before incurring any such expense when the anticipated aggregate expense of any single event is \$1,000.00 or more.

**Section 12. Residence/Domicile in School District.** The Superintendent shall have his domicile and principal residence within the boundaries of the District as they exist on the first duty day for the Superintendent under the terms of this contract; and, the Superintendent shall maintain his domicile and residence within the boundaries of the District during the term of this agreement, or any renewal, amendment, or continuation thereof, except as otherwise provided herein. If the Superintendent is in his first year of employment with the District and does not have his domicile and principal place of residence within the District at the time of his employment, the Superintendent shall move his domicile and principal place of residence into the corporate limits of the District before the expiration of the first six months from the Superintendent's first duty day under this contract. It is the purpose of this paragraph to require the Superintendent to, at all times during such employment, live and maintain his domicile and principal place of residence in the District to encourage the Superintendent: (1) to be highly motivated and deeply committed to the District's educational system; (2) to speak to and vote on ballot issues affecting the district as a legal voter of the school district; (3) to be involved in school and community activities bringing him in contact with parents and community leaders and be committed to the future of the district and its schools; (4) to be accessible to parents and students, and allow parents and students to become personally acquainted with the Superintendent; and, (5) to gain sympathy and understanding for the cultural basis of the community, and the social, economic, and environmental problems of the children of the school community and are thus less likely to be considered isolated from the community in which he is the educational leader.

**Section 13. No Penalty for Release or Resignation.** There shall not be a penalty for the release or resignation of the Superintendent from this contract; provided no resignation shall become effective until the expiration of the contract unless it is accepted by the Board, and the Board shall fix the date at which the resignation shall take effect.

**Section 14. Compensation Upon Termination and Credit for Accrued Vacation.** Upon lawful termination of this contract for any reason, the compensation to be paid hereunder shall be an amount which bears the same ratio to the annual salary specified as the number of months or fraction thereof to the date of such termination bears to the 12 months in the annual salary period in which termination occurs. The Superintendent shall refund any portion of the salary he was paid but had not earned prior to the date of termination of this contract. He shall be paid for any unused vacation days at the daily compensation rate then in effect at the termination of employment.

**Section 15. Evaluation.** The Board shall evaluate the Superintendent twice during his first year of employment and at least once each year thereafter. The first evaluation during the first year of employment and the yearly evaluations after the first year of employment shall occur no later than the **regular December meeting**. The Superintendent shall: remind the Board members in writing of this provision no later than its **regular November meeting**; make his evaluation an agenda item for the regular **December** board meeting during each year of this contract; and provide them with the written evaluation instrument that is on file with the Nebraska Department of Education.

**Section 16. Legal Actions.** The Board will support the Superintendent if there is a legal dispute caused by him carrying out his duties properly. If a legal action, including a professional practice complaint, is threatened or filed against the Superintendent as a result of his performance of his duties or his position as Superintendent of the district, the Board will provide him with a legal defense to the maximum extent permitted by law so long as he acted in good faith and in a manner which he reasonably believes to be in or not opposed to the best interests of the district and, with respect to any criminal action or proceeding, had no reasonable cause to believe that his conduct was unlawful.

**Section 17. Physical or Mental Examination.** The Superintendent agrees that, at the request of the Board, he will have a comprehensive physical and/or mental examination performed by one or more licensed physicians or psychologists of the Board's choosing during the term of this Contract. In deference to the requirements of the Americans with Disabilities Act and HIPAA, the physician's report to the Board must address whether the Superintendent is able to perform the "essential functions" of his position.

**Section 18. Disciplinary Action.** The parties agree that the Board president may place the Superintendent on paid leave by delivering written notice of the same when the Board president determines it is in the best interests of the school district to do so. The paid leave shall continue unless and until a majority of the Board determines otherwise at a duly convened meeting. The Board may suspend the Superintendent without pay for a period not to exceed thirty (30) working days. Prior to suspending the Superintendent without pay, the Board president or secretary shall deliver a written notice to the Superintendent advising him of the alleged reasons for the proposed action and provided the opportunity to present his version of the facts. Within seven calendar days after receipt of such notice, the Superintendent may make a written request to the secretary of the school board for a formal due process hearing under section 79-832. If such a

request is not delivered within such time, the action of the Board shall become final.

**Section 19. Governing Laws.** The parties shall be governed by all applicable state and federal laws, rules, and regulations in performance of their respective duties and obligations under this contact.

**Section 20. Amendments to be in Writing.** This contract may be modified or amended only by a writing duly authorized and executed by the Superintendent and the Board.

**Section 21. Severability.** If any portion of this contract is declared invalid or unenforceable by a court of competent jurisdiction, such declaration shall not affect the validity or enforcement of the remaining provisions of this contract.

IN WITNESS WHEREOF, the parties have executed this contract on the dates indicated below.

**Executed by the Board this 12<sup>th</sup> day of June, 2023.**

Ryne Seaman, President  
Board of Education

**Executed by Josh Fields this 12<sup>th</sup> day of June, 2023.**

Josh Fields, Superintendent  
School District of Seward



# Digital Citizenship Curriculum

Children are growing up with the power of digital media and technology to explore, connect, create, and learn in new ways. With this power, young people have great opportunities, but they also face challenges and dilemmas. Schools are dealing with the ramifications, including issues such as online safety, cyberbullying, privacy, hate speech, misinformation, and digital distraction. To address these issues, schools are creating a positive culture around media and technology by incorporating digital citizenship education as part of their curricula.

***Digital citizenship is the responsible use of technology to learn, create, and participate.***

Common Sense's Digital Citizenship Curriculum addresses critical issues facing children in a fast-changing world of media and technology. The innovative lessons teach students to think critically and develop the habits of mind to navigate digital dilemmas in their everyday lives. It was created in collaboration with Project Zero at the Harvard Graduate School of Education, **guided by research** with thousands of educators and parents. The Digital Citizenship Curriculum:

- **Is flexible and easy to implement.** The curriculum includes 73 lessons across 13 grades (for ages 5 to 18), with 32 videos. Grades 2-12 include six lessons per year, and K-1 include three lessons per year. The lessons range from 30 minutes (K-2) to 45 minutes (grades 3-8) to 50 minutes (grades 9-12).
- **Addresses six core topics of digital citizenship.** The core topics, introduced on the next page, are based on the latest research on children, media, and technology.
- **Teaches skills and habits of mind.** The lessons teach the skills and habits of mind students need to stay safe, think critically, and take control of their digital lives.
- **Is developmentally engaging.** From characters and song videos for primary schoolers to digital dilemma scenarios and "Teen Voices" videos for secondary schoolers, complex topics are addressed in appropriate and engaging ways. Select lessons also have accompanying interactive games and extension activities.
- **Is available in Spanish.** All student materials and parent resources are available in Spanish for English-language learners.
- **Includes family engagement resources.** Tip sheets, advice, and turnkey presentations are included to educate families. All parent materials are available in Spanish, and select materials are available in Arabic, Chinese, Farsi, Korean, Russian, Spanish, Tagalog, Urdu, and Vietnamese.
- **Aligns with U.S. education standards:** These include Common Core (ELA), ISTE, CASEL, AASL, and TEKS.
- **Supports E-rate compliance.** The curriculum can be used as a criterion for CIPA compliance for E-rate.
- **Provides training resources.** The curriculum includes online professional development resources such as self-paced trainings and webinars.

The Digital Citizenship Curriculum is available to educators and schools for free, thanks to the generous support of our **funders**. Schools can use this program to bring students, families, and educators together in a whole-community approach to create a positive culture around media and technology.





# 6 Core Topics of Digital Citizenship



MEDIA BALANCE & WELL-BEING

We find balance  
in our digital lives.



PRIVACY & SECURITY

We care about  
everyone's privacy.



DIGITAL FOOTPRINT & IDENTITY

We define who we are.



RELATIONSHIPS & COMMUNICATION

We know the power  
of words & actions.



CYBERBULLYING, DIGITAL DRAMA & HATE SPEECH

We are kind & courageous.



NEWS & MEDIA LITERACY

We are critical  
thinkers & creators.

# Digital Citizenship Curriculum Overview

<b>Topic Key:</b>						
	Media Balance & Well-Being	Privacy & Security	Digital Footprint & Identity	Relationships & Communication	Cyberbullying, Digital Drama, & Hate Speech	News & Media Literacy

		Date/Teacher	Lesson Completed
K	 <b>Media Balance Is Important</b> How do we find a happy balance between our online and offline activities? 		<input type="checkbox"/>
	 <b>Pause for People</b> How do you say goodbye to technology when you don't want to? 		<input type="checkbox"/>
	 <b>Safety in My Online Neighborhood</b> How do you go places safely online? 		<input type="checkbox"/>
1	<b>Pause &amp; Think Online</b> How can we be safe, responsible, and respectful online? 		<input type="checkbox"/>
	 <b>How Technology Makes You Feel</b> Why is it important to listen to your feelings when using technology? 		<input type="checkbox"/>
	 <b>Internet Traffic Light</b> How do you stay safe when visiting a website or app? 		<input type="checkbox"/>
2	<b>We the Digital Citizens</b> How can we be good digital citizens? 		<input type="checkbox"/>
	 <b>Device-Free Moments</b> Why is it important that we have device-free moments in our lives?		<input type="checkbox"/>
	 <b>That's Private!</b> What kinds of information should I keep to myself when I use the internet?		<input type="checkbox"/>
	 <b>Digital Trails</b> What information is OK to have in your digital footprint? 		<input type="checkbox"/>
	 <b>Who Is in Your Online Community?</b> How are we all part of an online community?		<input type="checkbox"/>
	 <b>Putting a STOP to Online Meanness</b> What should you do if someone is mean to you online?		<input type="checkbox"/>
	 <b>Let's Give Credit!</b> How can you give credit for other people's work?		<input type="checkbox"/>

# Digital Citizenship Curriculum Overview

3	 <b>Your Rings of Responsibility</b> How do digital citizens take responsibility for themselves, their communities, and their world? 		<input type="checkbox"/>
	 <b>Password Power-Up</b> How can a strong password help protect your privacy?		<input type="checkbox"/>
	 <b>This Is Me</b> How does what I post online affect my identity?		<input type="checkbox"/>
	 <b>Our Digital Citizenship Pledge</b> What makes a strong online community?		<input type="checkbox"/>
	 <b>The Power of Words</b> What should you do when someone uses mean or hurtful language on the internet? 		<input type="checkbox"/>
	 <b>Is Seeing Believing?</b> Why do people alter digital photos and videos?		<input type="checkbox"/>
4	 <b>My Media Choices</b> What makes a healthy media choice?		<input type="checkbox"/>
	 <b>Private and Personal Information</b> What information about you is OK to share online? 		<input type="checkbox"/>
	 <b>Our Online Tracks</b> How does our online activity affect the digital footprints of ourselves and others?		<input type="checkbox"/>
	 <b>Keeping Games Fun and Friendly</b> How can I be positive and have fun while playing online games, and help others to do the same? 		<input type="checkbox"/>
	 <b>Be a Super Digital Citizen</b> How can we be upstanders when we see cyberbullying? 		<input type="checkbox"/>
	 <b>A Creator's Rights and Responsibilities</b> What rights and responsibilities do you have as a creator?		<input type="checkbox"/>
5	 <b>Finding My Media Balance</b> What does media balance mean for me? 		<input type="checkbox"/>
	 <b>You Won't Believe This!</b> What is clickbait, and how can you avoid it?		<input type="checkbox"/>
	 <b>Beyond Gender Stereotypes</b> How do gender stereotypes shape our experiences online?		<input type="checkbox"/>
	 <b>Digital Friendships</b> How do you keep online friendships safe?		<input type="checkbox"/>
	 <b>Is It Cyberbullying?</b> What is cyberbullying, and what can you do to stop it? 		<input type="checkbox"/>
	 <b>Reading News Online</b> What are the important parts of an online news article? 		<input type="checkbox"/>

# Digital Citizenship Curriculum Overview

6	 <b>Finding Balance in a Digital World</b> <i>How do we balance digital media use in our lives?</i> 		<input type="checkbox"/>
	 <b>Don't Feed the Phish</b> <i>How can you protect yourself from phishing?</i>		<input type="checkbox"/>
	 <b>Who Are You Online?</b> <i>What are the benefits and drawbacks of presenting yourself in different ways online?</i> 		<input type="checkbox"/>
	 <b>Chatting Safely Online</b> <i>How do you chat safely with people you meet online?</i> 		<input type="checkbox"/>
	 <b>Digital Drama Unplugged</b> <i>How can you de-escalate digital drama so it doesn't go too far?</i> 		<input type="checkbox"/>
	 <b>Finding Credible News</b> <i>How do we find credible information on the internet?</i>		<input type="checkbox"/>
7	 <b>My Media Use: A Personal Challenge</b> <i>What is your strategy for finding media balance?</i>		<input type="checkbox"/>
	 <b>Big, Big Data</b> <i>How do companies collect and use data about you?</i>		<input type="checkbox"/>
	 <b>The Power of Digital Footprints</b> <i>What is a digital footprint, and what does yours convey?</i> 		<input type="checkbox"/>
	 <b>My Social Media Life</b> <i>How does social media affect our relationships?</i> 		<input type="checkbox"/>
	 <b>Upstanders and Allies: Taking Action Against Cyberbullying</b> <i>How can you respond when cyberbullying occurs?</i>		<input type="checkbox"/>
	 <b>The Four Factors of Fair Use</b> <i>What rights to fair use do you have as a creator?</i>		<input type="checkbox"/>
8	 <b>Digital Media and Your Brain</b> <i>How does digital media try to hook you, and what can you do about it?</i> 		<input type="checkbox"/>
	 <b>Being Aware of What You Share</b> <i>How can you protect your privacy when you're online?</i>		<input type="checkbox"/>
	 <b>Social Media and Digital Footprints: Our Responsibilities</b> <i>How does using social media affect our digital footprints?</i> 		<input type="checkbox"/>
	 <b>Sexting and Relationships</b> <i>What are the risks and potential consequences of sexting?</i> 		<input type="checkbox"/>
	 <b>Responding to Online Hate Speech</b> <i>How should you respond to online hate speech?</i>		<input type="checkbox"/>
	 <b>This Just In!</b> <i>How should we react to breaking news?</i>		<input type="checkbox"/>

# Digital Citizenship Curriculum Overview

9	 <b>My Digital Life Is Like ...</b> <i>What is the role of digital media in our lives?</i>	<input type="checkbox"/>
	 <b>The Big Data Dilemma</b> <i>What are the benefits and drawbacks of online tracking?</i>	<input type="checkbox"/>
	 <b>Protecting Online Reputations</b> <i>How can you respect the privacy of others online?</i>	<input type="checkbox"/>
	 <b>Chatting and Red Flags</b> <i>How can you tell when an online relationship is risky?</i>	<input type="checkbox"/>
	 <b>What You Send in "That Moment When ..."</b> <i>How can we act with empathy and positivity when we're online?</i>	<input type="checkbox"/>
	 <b>Hoaxes and Fakes</b> <i>How can you avoid being fooled by fake videos and other information online?</i>	<input type="checkbox"/>
10	 <b>Social Media and How You Feel</b> <i>How can you use social media in a way that feels positive and healthy?</i>	<input type="checkbox"/>
	 <b>Risk Check for New Tech</b> <i>What privacy risks do new technologies present, and how do we decide if they're worth it?</i>	<input type="checkbox"/>
	 <b>Curated Lives</b> <i>How can I create a social media presence that represents the real me?</i> 	<input type="checkbox"/>
	 <b>Rewarding Relationships</b> <i>How can I make sure my relationships are positive and healthy?</i> 	<input type="checkbox"/>
	 <b>Countering Hate Speech Online</b> <i>How can we counter online hate speech and xenophobia?</i> 	<input type="checkbox"/>
	 <b>Challenging Confirmation Bias</b> <i>How can we challenge our own confirmation bias?</i>	<input type="checkbox"/>
11	 <b>Can Media Be Addictive?</b> <i>Are we addicted to our devices, and, if so, are companies to blame?</i>	<input type="checkbox"/>
	 <b>How Young Is Too Young for Social Media?</b> <i>At what age should people be allowed to use social media?</i> 	<input type="checkbox"/>
	 <b>Who's Looking at Your Digital Footprint?</b> <i>How can information you post online affect your future opportunities?</i>	<input type="checkbox"/>
	 <b>Connecting with Digital Audiences</b> <i>How can we use code-switching to enhance our communication with online audiences?</i>	<input type="checkbox"/>
	 <b>Online Disinhibition and Cyberbullying</b> <i>How does online disinhibition sometimes lead to cyberbullying?</i> 	<input type="checkbox"/>
	 <b>Clicks for Cash</b> <i>How does internet advertising contribute to the spread of misinformation?</i>	<input type="checkbox"/>

# Digital Citizenship Curriculum Overview

12	 <b>The Health Effects of Screen Time</b> <i>Can screen time be bad for us?</i> 		<input type="checkbox"/>
	 <b>Debating the Privacy Line</b> <i>Should the government have access to all your social media and cellphone data?</i>		<input type="checkbox"/>
	 <b>The Change You Want to See</b> <i>How can you create a digital footprint that showcases your purpose?</i>		<input type="checkbox"/>
	 <b>We Are Civil Communicators</b> <i>How can we communicate with civility online?</i> 		<input type="checkbox"/>
	 <b>Should Online Hate Speech Be Censored?</b> <i>Should online hate speech be censored?</i>		<input type="checkbox"/>
	 <b>Filter Bubble Trouble</b> <i>How can filter bubbles limit the information we're exposed to?</i>		<input type="checkbox"/>

**Seward Middle  
School  
Complete Site Plan**



**2019-2024**

## ACTION PLAN

<b>Strategy #:</b>	1	<b>We will address the physical, emotional, mental, and social health needs of our students by implementing programs that support the student and cultivate healthy, supportive relationships between students and staff.</b>		
<b>Action Plan #:</b>	1			
<b>Specific Result Statement:</b> Explore and expand opportunities for students/staff wellness to encourage and support social-emotional health to build healthy relationships.				
#	ACTION STEPS (Number each one)	Assigned To	Starting Date	Completed Date
1	Explore and implement opportunities to promote staff morale.		Fall 2019	
2	Evaluate and adjust the current programs and effectiveness in efforts to address bullying and cyber-bullying.		Fall 2019	
3	Evaluate and identify social and social-emotional skills curriculum tools that are available to meet students needs. (see 1.2.4)		2019	
4	Explore and implement opportunities for new and socially struggling students to meet and reflect throughout the year.		Fall 2019	
5	Explore and introduce ways to include 5th grade in current/future programs.		Fall 2020	
6				
7				
8	Evaluate the effectiveness of this plan.		2024	

**Responsible:**

Shaded areas for administrative use in implementation phase

## ACTION PLAN

Strategy #:	1	<b>We will address the physical, emotional, mental, and social health needs of our students by implementing programs that support the student and cultivate healthy, supportive relationships between students and staff.</b>		
Action Plan #: <input style="width: 50px;" type="text" value="2"/>		Specific Result Statement: Explore and expand opportunities for student/staff wellness to encourage and support mental health.		
#	ACTION STEPS (Number each one)	Assigned To	Starting Date	Completed Date
1	Identify a suicide prevention program that best meets the needs of our students as well as a systematic way to make this part of our learning. (Hope Squad)		2020	
2	Disseminate and review the Nebraska Behavioral Health Resources for Schools document.		2020	
3	Identify and implement mental health interventions to help make all students available for learning. (Comfort Dog)		2021	
4	Research and implement strategies to teach coping skills for challenging situations.(see 1.1.3)		2019	
5	Explore funding options to facilitate learning opportunities for speakers or activities that support mental health well-being. (Outdoor classroom, Nature Explore/Dimensions)		2019	
6				
7				
8	Evaluate the effectiveness of this plan.		2024	

**Responsible:**

Shaded areas for administrative use in implementation phase

## ACTION PLAN

Strategy #:	1	<b>We will address the physical, emotional, mental, and social health needs of our students by implementing programs that support the student and cultivate healthy, supportive relationships between students and staff.</b>		
Action Plan #: 3		Specific Result Statement: Explore and expand opportunities for student and staff wellness to foster and encourage physical well-being.		
#	ACTION STEPS (Number each one)	Assigned To	Starting Date	Completed Date
1	Explore health curriculum to meet physical needs (hygiene, sleep and other healthy habits) of all students at all grade levels.		2021	
2	Explore student physical activity throughout the school day. (recess/lunch opportunities, morning clubs, brain breaks, equipment, etc.)		2019	
3	Explore staff physical activity during and outside of the school day. (lunch opportunities, walking club, exercise club)		2022	
4	Implement strategies to create a culture that promotes physical wellness among staff.		2022	
5	Evaluate the current effectiveness of building level efforts to address substance abuse. Adjust current practice/emphasis as necessary.		2020	
6				
7				
8	Evaluate the effectiveness of this plan.		2024	

**Responsible:**

Shaded areas for administrative use in implementation phase

## ACTION PLAN

<b>Strategy #:</b>	<b>2</b>	<b>We will provide a streamlined yet effective system of communication.</b>		
<b>Action Plan #:</b>	<b>1</b>	<b>Specific Result Statement:</b> We will explore and develop best practices for communication with family and community.		
#	ACTION STEPS (Number each one)	Assigned To	Starting Date	Completed Date
1	Update website to include 5-8 student information. Delete current information that is old.		2019	
2	Evaluate how necessary parent/teacher conferences are now that we can instantly communicate in both directions as needed.		Spring of 2020	
3	Possibly replace quarterly newsletter with information on website		2019	
4	Evaluate the consistency of the communication processes we currently have with parents.		2019	
5	Explore options of how to find ways to offer support and engagement of those parents not currently actively involved.		2022	
6	Explore the ways to make parents aware of necessary information, effective communication ways, activities, resources, etc. *You Tube Power School Tutorial		2019	
7	Research ways other school districts communicate. Using social media to link back to website.		Ongoing	
8	Evaluate the effectiveness of this plan.		2024	
9	Utilize Parent Teacher Conferences or Open House night to have specific people present to parents on specific topics (Remind information/sign up/Power School training/website training/lunch money info.		2020	

**Responsible:**

Shaded areas for administrative use in implementation phase

## ACTION PLAN

<b>Strategy #:</b>	2	<b>We will provide a streamlined yet effective system of communication.</b>		
<b>Action Plan #:</b>	2	<b>Specific Result Statement:</b> We will explore and develop best practices for staff communication.		
#	ACTION STEPS (Number each one)	Assigned To	Starting Date	Completed Date
1	Explore options to make consistent the contact “lists” and the source that information is distributed to. (SMS phone tree/email/bluejay alert)		2019	
2	Explore avenues for communication between parents & staff when problems arise.		2019	
3	Explore and implement ways that staff will know the important information that is relevant on a per need basis. (Students in 4R and not in class---teachers need to know.)		2019	
4	Continue to offer the Remind 101’s by grade level and activity		2019	
5	Research, explore and implement systems for communication for MS building/district (Snow day/emergency/behavior/academic/building/tea m concerns/early outs----top-down)		2020 (Spring)	
6	Brainstorm the communication issues that have occurred from past to help administration create a communication plan.		2019	
7	Consider a theme on a regular basis		?	
8	Evaluate the effectiveness of this plan.		2024	

**Responsible:**

Shaded areas for administrative use in implementation phase

## ACTION PLAN

<b>Strategy #:</b>	2	<b>We will provide a streamlined yet effective system of communication.</b>		
<b>Action Plan #:</b>	3			
<b>Specific Result Statement:</b>				
#	ACTION STEPS (Number each one)	Assigned To	Starting Date	Completed Date
1				
2				
3				
4				
5				
6				
7				
8	Evaluate the effectiveness of this plan.			

**Responsible:**

Shaded areas for administrative use in implementation phase

## ACTION PLAN

<b>Strategy #:</b>	<b>3</b>	<b>We will optimize staffing, scheduling, instruction, and grading to meet the needs of the whole child.</b>		
<b>Action Plan #:</b>	<b>1</b>	<b>Specific Result Statement:</b> Establish and maintain the optimal staff, scheduling, and grading systems to best meet the needs of students.		
#	ACTION STEPS (Number each one)	Assigned To	Starting Date	Completed Date
1	Examine current scheduling/staffing practices utilized in our district.		2019-2020	
2	Research best practices for scheduling/staffing.		2019-2020	
3	Investigate tools and resources needed to provide appropriate scheduling/staffing.		2019-2020	
4	Implement schedule/staffing that best meets the needs of the students.		2020-2021	
5	Examine current grading practices utilized in our district.		2020-2021	
6	Research best practices for grading.		2020-2021	
7	Investigate tools and resources needed to provide appropriate grading.		2021-2022	
8	Establish commonalities in grading process/policies across building/grade levels.		2022-2023	
9	Implement grading process/policies that best meet the needs of the students.		2023-2024	
10	Evaluate the effectiveness of this plan.		2023-2024	

**Responsible:**

Shaded areas for administrative use in implementation phase

## ACTION PLAN

<b>Strategy #:</b>	<b>3</b>	<b>We will optimize staffing, scheduling, instruction, and grading to meet the needs of the whole child.</b>		
<b>Action Plan #:</b>	<b>2</b>	<b>Specific Result Statement:</b> Evaluate the effectiveness of writing, computer, and STEAM implementation and develop strategies to enhance instruction.		
#	ACTION STEPS (Number each one)	Assigned To	Starting Date	Completed Date
1	Examine current distribution of writing instruction.		2019-2020	
2	Explore possible distribution of writing instruction.		2019-2020	
3	Establish consistent amounts of writing instruction across grade levels.		2020-2021	
4	Examine current computer curriculum and instruction.		2019-2020	
5	Explore possible computer curriculum and instruction options (i.e. keyboarding, computer programming, coding, robotics).		2019-2020	
6	Consider purchasing resources, both material and human, that are needed for providing computer instruction.		2020-2021	
7	Establish appropriate computer instruction in each grade level.		2020-2021	
8	Examine current implementation of STEAM instruction.		2019-2020	
9	Explore instructional strategies for all teachers to implement STEAM in the classroom.		2019-2020	
10	Consider purchasing resources, both material and human, that are needed for providing STEAM instruction.		2020-2021	
11	Implement STEAM strategies across curricular areas and grade levels.		2020-2021	
12	Evaluate the effectiveness of this plan.		2023-2024	

**Responsible:**

Shaded areas for administrative use in implementation phase

## ACTION PLAN

<b>Strategy #:</b>	<b>3</b>	<b>We will optimize staffing, scheduling, instruction, and grading to meet the needs of the whole child.</b>		
<b>Action Plan #:</b>	<b>3</b>	<b>Specific Result Statement:</b> Develop and implement differentiation (including intervention, enrichment, and HAL) opportunities to meet the diverse academic needs of all students.		
#	ACTION STEPS (Number each one)	Assigned To	Starting Date	Completed Date
1	Examine current intervention practices.		2019-2020	
2	Explore best practices for meeting the academic needs of our students. *Use PLC time.		2019-2020	
3	Consider purchasing resources, both material and human, that are necessary for providing intervention for all students who qualify.		2020-2021	
4	Establish processes for determining student need for intervention opportunities.		2020-2021	
5	Examine current enrichment and HAL practices.		2019-2020	
6	Explore curricular possibilities for enrichment and HAL.		2019-2020	
7	Consider purchasing resources, both material and human, that are necessary for providing effective enrichment and HAL for students.		2020-2021	
8	Establish appropriate enrichment and HAL opportunities for students' learning.		2020-2021	
9	Evaluate the effectiveness of the plan.		2023-2024	

**Responsible:**

Shaded areas for administrative use in implementation phase

## ACTION PLAN

Strategy #:	4	<b>We will expose &amp; guide students in exploring, connecting with, &amp; learning more about the variety of business &amp; career opportunities in the community &amp; beyond.</b>		
Action Plan #: <input style="width: 50px;" type="text" value="1"/>		Specific Result Statement: Develop an understanding of what our teachers and community can offer to our students.		
#	ACTION STEPS (Number each one)	Assigned To	Starting Date	Completed Date
1	Research and train ourselves as an action team to make sure we are implementing the best activities and programs for our students.		2019-2020	
2	Explore businesses who would be willing to partner with our school in some capacity. <ul style="list-style-type: none"> <li>● Contact chamber president</li> <li>● Contact parents via Remind or newsletter to see who's interested</li> <li>● Perhaps reach out to ag related business and the National Guard museum</li> <li>● Contact SCC about possible visits</li> <li>● Compile a list of contact information of businesses who might not be in the chamber</li> <li>● Reach out to Concordia to see if they would be able to aid any of our programs</li> <li>● Reach out to the library to see if they would be able to aid any of our programs</li> </ul>		2019-2020	
3	Determine what is already being done at the middle school. <ul style="list-style-type: none"> <li>● Talk with Dan, Lori, and Sarah</li> <li>● Talk to Rick about aptitude tests at 8th grade level</li> <li>● Discuss what is being done at each team with team leaders</li> </ul>		2019-2020	
4	Compile the results of our research and of people interested to start planning future programs.		2019-2020	
5	Evaluate the effectiveness of this plan.		2019-2024	

**Responsible:**

**Shaded areas for administrative use in implementation phase**

## ACTION PLAN

<b>Strategy #:</b>	4	<b>We will expose &amp; guide students in exploring, connecting with, &amp; learning more about the variety of business &amp; career opportunities in the community &amp; beyond.</b>
--------------------	---	---

**Action Plan #:** 2

**Specific Result Statement:** Provide opportunities for students to be exposed to a variety of careers.

#	ACTION STEPS (Number each one)	Assigned To	Starting Date	Completed Date
1	Begin spotlighting businesses each month on the bulletin boards in the pods.		2019-2020	
2	Research, reach out to, and plan guest speakers from the community to speak to our students as a whole, at grade level, and by classes.		2020-2021	
3	Research, design, and implement career week to expose our students to a multitude of different career paths.		2020-2021	
4	Update and make improvements to college week to better educate our students on options for training.		2019-2020	
5	Challenge each teacher to add something career oriented to their year.		2020-2021	
6	Evaluate the effectiveness of this plan.		2019-2024	

**Responsible:**

Shaded areas for administrative use in implementation phase

## ACTION PLAN

<b>Strategy #:</b>	4	<b>We will expose &amp; guide students in exploring, connecting with, &amp; learning more about the variety of business &amp; career opportunities in the community &amp; beyond.</b>		
<b>Action Plan #:</b>	3	<b>Specific Result Statement:</b> Provide students with opportunities to engage with the community.		
#	ACTION STEPS (Number each one)	Assigned To	Starting Date	Completed Date
1	Collect information from businesses and community members about what they would like to see from the middle school.		2019-2020	
2	Research, plan, and implement outreach programs. <ul style="list-style-type: none"> <li>● Nursing home</li> <li>● Veterans</li> <li>● Day Cares</li> </ul>		2021-2022	
3	Research, plan, and implement service projects <ul style="list-style-type: none"> <li>● Scoop/rake</li> <li>● Trash pick up at Plum Creek</li> </ul>		2021-2022	
4	Discuss community hours with the high school to talk about how we can help that program.		2021-2022	
5	Research, plan, and implement a community garden.		2021-2022	
6	Evaluate the effectiveness of this plan.		2019-2024	

**Responsible:**

Shaded areas for administrative use in implementation phase

The following Second Step Middle School lessons may be taught by the assigned grade level pending time and alignment.

### **Grade 6**

Starting Middle School  
Helping New Students  
How to Grow your brain  
Trying new strategies  
Making goals specific  
Breaking down your goals  
Monitoring your progress  
Bringing it all together  
Common types of bullying  
Recognizing Bullying  
Responding to Online bullying  
How to be an upstander  
Standing up and staying safe  
Raising awareness about bullying  
What emotions tell you  
Emotions and your brain  
How emotions affect your decisions  
Managing your emotions  
What works best for you?  
Raising awareness about managing emotions  
You're changing  
Why conflicts escalate  
Considering multiple perspectives  
Respectful communication  
Resolving challenging conflicts  
Making amends  
Conflict solvers

### **Grade 7**

Starting Middle School  
Helping new students  
Creating new pathways in your brain  
Learning from mistakes and failure  
Identifying roadblocks  
Overcoming roadblocks 1  
Overcoming roadblocks 2  
Advice on roadblocks  
What is harassment?

What is sexual harassment?  
The effects of sexual harassment  
Our rights and responsibilities  
Preventing harassment  
Emotions matter  
Feel, think, do  
Unhelpful thoughts  
Reframe the situation  
Practicing positive self-talk  
Making better decisions  
What makes a conflict escalate?  
Keeping your cool in a conflict  
Conflicts and perspectives  
Resolving conflict 1  
Resolving conflict 2  
Taking Responsibility for your actions  
Tips for Resolving conflicts.

### **Grade 8**

Welcome  
Who am I? My identity  
My interests and my strengths  
Harnessing my strengths  
Pursuing my interests  
My future self  
My path forward  
Understanding bullying  
Social factors that contribute to bullying  
Environmental factors that contribute to bullying  
Understanding stress and anxiety  
Where does stress come from?  
Can stress help you grow?  
Strategies for managing stress  
Changing strategies and getting help  
My stress management plan  
My values  
Values and relationships  
Recognizing others' perspectives  
Finding the best solution  
Making things right  
Unhealthy relationships  
Guide to healthy relationships  
High school challenges



**Nebraska Equipment Inc**  
 1275 280th  
 Seward NE 68434  
 United States  
 402-643-6641



Printed 2023-06-05

**Quote Without Standard Feature**

Page 1 of 2

Name/Company School District Of Seward		Telephone (402)643-2941
Address 410 South Street		Account Manager Ken Pekarek
City/Town, State/Province Seward, NE	Location Seward	Quote No. 5250
Postal/Zip Code 68434	Quote Date 2023-06-05	In Effect Until 2023-06-02
<b>Quantity</b>	<b>Description</b>	<b>Price \$</b>
<b>Sale Items</b>		
<b>2023 - New - Case IH Farmall 115A Tractor</b>		<b>68700.00</b>
Stock No.: AO6190 Serial No.: FR1646190		
1	BE Farmall 115A Tractor	
1	user_defined 115 Engine HP	
1	user_defined 100 PTO HP	
1	user_defined Full Cab- AC & Heat	
1	user_defined 12x12 transmission w/Hydraulic shuttle	
1	user_defined MFD-Front wheel assist	
1	user_defined Front Tires 12.4-24 R1	
1	user_defined Rear tires 18.4-30 R1	
1	user_defined Viscous Fan	
1	user_defined 3 remotes	
1	user_defined 540/1000 PTO	
1	user_defined Loader ready-with Joystick	
1	user_defined Rear Wheel weights	
Set Up		
Factory Freight		
<b>2023 - New - Case IH L575 Loader Loader</b>		<b>12800.00</b>
Stock No.: 0018509613 Serial No.: 0018509613		
1	BE Base Equipment	
1	user_defined L575 MSI SSL loader	
1	user_defined Mechanical Self Leveling	
1	715824 HD Grill guard FML	
1	user_defined Skid Steer attach bucket	
1	713719 3rd function diverter valve	
1	730404 83" SSL Bucket	
1	716983 Bolt on 3 tine Grapple fork attachment	
Factory Freight		
Set Up		
<b>Total Price of Sale Items</b>		<b>\$81,500.00</b>
<b>Trades</b>		
<b>1995 - John Deere 5200 Tractor</b>		<b>12000</b>
Serial No.: 420706		
Hours : 4220		
<b>Total Price of Sale Items</b>		<b>\$81,500.00</b>
<b>Total Price of Trades</b>		<b>(\$12,000.00)</b>
<b>Balance</b>		<b>\$69,500.00</b>
<b>Contract Amount</b>		<b>\$69,500.00</b>

QSF



**Nebraska Equipment Inc**

1275 280th  
Seward NE 68434  
United States  
402-643-6641



Printed 2023-06-05

**Quote Without Standard Feature**

Page 2 of 2

Name/Company	School District Of Seward	Telephone	(402)643-2941
Address	410 South Street	Account Manager	Ken Pekarek
City/Town, State/Province	Seward, NE	Location	Seward
Postal/Zip Code	68434	Quote No.	5250
		Quote Date	2023-06-05
		In Effect Until	2023-06-02

Account Manager K.P. Accepted by \_\_\_\_\_

Notes: Quote good until 6-30-2023

List price Farmall 115A & L575 tractor w/loader \$100,712.00

Add Pallet Forks MRF4840 4000 lbs. 48" skid steer attachment \$1,250.00

Ken Pekarek

Tel: 402-643-6641

Cell: 402-641-8183

Email: kenp@nebraskaequip.com



**JOHN DEERE**



**AKRS**  
EQUIPMENT

**Quote Summary**

**Prepared For:**  
Seward Public Scho  
NE

**Prepared By:**  
David Wieting  
AKRS Equipment Solutions  
977 280th Road  
Seward, NE 68434  
Phone: 402-643-3616  
Mobile: 402-826-7075  
dwieting@akrs.com

Due to limited product availability, pricing and condition of the equipment being purchased and any trade-in value(s) are subject to change. AKRS is committed to communicating any changes to this sale. If applicable, you, as the purchaser, can choose to accept the revised pricing/condition or cancel your purchase with AKRS at that time.

**Quote Id:** 28674442  
**Created On:** 24 April 2023  
**Last Modified On:** 24 April 2023  
**Expiration Date:** 28 April 2023

Equipment Summary	Suggested List	Selling Price	Qty	Extended
JOHN DEERE 5105M Utility Tractor	\$ 112,554.39	\$ 82,737.54 X	1 =	\$ 82,737.54
JOHN DEERE 540M Loader	\$ 12,157.00	\$ 9,078.79 X	1 =	\$ 9,078.79
<b>Equipment Total</b>				<b>\$ 91,816.33</b>

**Quote Summary**

Equipment Total	\$ 91,816.33
SubTotal	\$ 91,816.33
Est. Service Agreement Tax	\$ 0.00
Total	\$ 91,816.33
Down Payment	(0.00)
Rental Applied	(0.00)
<b>Balance Due</b>	<b>\$ 91,816.33</b>

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_



**JOHN DEERE**

# Selling Equipment



**AKRS**  
EQUIPMENT

Quote Id: 28674442

## JOHN DEERE 5105M Utility Tractor

Hours:

Stock Number:

**Suggested List**

\$ 112,554.39

**Selling Price**

\$ 82,737.54

Code	Description	Qty	Unit	Extended
19BGPY	5105M Utility Tractor	1	\$ 79,345.00	\$ 79,345.00
<b>Standard Options - Per Unit</b>				
182A	Less AutoTrac™/Less ISOBUS	1	\$ 0.00	\$ 0.00
183A	JDLink™ Capable	1	\$ 0.00	\$ 0.00
0202	United States	1	\$ 0.00	\$ 0.00
0409	English Operators Manual	1	\$ 0.00	\$ 0.00
0500	Less Package	1	\$ 0.00	\$ 0.00
878B	Battery Disconnect Switch	1	\$ 168.00	\$ 168.00
1390	PowrReverser™ Hi-Lo 32F/16R 40 km/h	1	\$ 2,073.00	\$ 2,073.00
1730	Loader Ready Package Single Point Coupler	1	\$ 3,991.00	\$ 3,991.00
1950	Less Application	1	\$ 0.00	\$ 0.00
2055	Standard Cab	1	\$ 14,681.00	\$ 14,681.00
2120	Air Suspension seat	1	\$ 1,037.00	\$ 1,037.00
2410	Instructional Seat with Seat-belt	1	\$ 684.00	\$ 684.00
2511	Mirror Telescopic LH & RH	1	\$ 373.00	\$ 373.00
3025	Corner Post Deluxe Exhaust	1	\$ 737.00	\$ 737.00
3325	2 Mechanical Stackable Rear SCV	1	\$ 0.00	\$ 0.00
3420	2 Stackable Mid SCVs with Mechanical Joystick control	1	\$ 0.00	\$ 0.00
3830	Three Speed PTO - 540/540E/1000	1	\$ 970.00	\$ 970.00
4004	Front Weight Support - (55 kg/121 lbs)	1	\$ 225.00	\$ 225.00
4030	Electronic Hitch Control with Remote Control on LH Fender	1	\$ 581.00	\$ 581.00
4110	Telescoping Draft Links with Ball End - Category 2	1	\$ 0.00	\$ 0.00
4160	LH Only Adjustment Lift Link	1	\$ 0.00	\$ 0.00
4213	Mechanical Center Link with Hook - Category 2	1	\$ 0.00	\$ 0.00
4310	Basic Drawbar	1	\$ 0.00	\$ 0.00
4420	LH & RH Stabilizer Bar	1	\$ 0.00	\$ 0.00
5010	Flange Axle	1	\$ 0.00	\$ 0.00
5090	Steel Rear Wheels	1	\$ 0.00	\$ 0.00
5218	480/80R34 NOKIAN HAKKAPELIITTA	1	\$ 1,797.00	\$ 1,797.00
5915	Nokian Brand Only	1	\$ 440.00	\$ 440.00
6040	MFWD Front Axle	1	\$ 0.00	\$ 0.00



**JOHN DEERE**

# Selling Equipment



**AKRS**  
EQUIPMENT

Quote Id: 28674442

6218	400/80R24 NOKIAN HAKKAPOLIITTA	1	\$ 1,971.00	\$ 1,971.00
8020	Rear Fender Extensions	1	\$ 295.00	\$ 295.00
8280	Rear Window Wiper	1	\$ 347.00	\$ 347.00
8300	Cold Weather package - Coolant heater	1	\$ 109.00	\$ 109.00
8386	PTO Remote Control on LH and RH Fenders	1	\$ 75.00	\$ 75.00
8727	LED Beacon Light	1	\$ 332.00	\$ 332.00
8734	Two Front + Two Rear + Two Side Working Lights	1	\$ 277.00	\$ 277.00
<b>Standard Options Total</b>				<b>\$ 31,163.00</b>
<b>Technology Options</b>				
1900	Less Display	1	\$ 0.00	\$ 0.00
1880	Less Receiver	1	\$ 0.00	\$ 0.00
<b>Technology Options Total</b>				<b>\$ 0.00</b>
<b>Dealer Attachments</b>				
BSJ10442	Backup Alarm Kit	1	\$ 207.57	\$ 207.57
R213907	Weight, rear wheel - 43.09 kg (95 lb)	2	\$ 173.91	\$ 347.82
<b>Dealer Attachments Total</b>				<b>\$ 555.39</b>
<b>Value Added Services Total</b>				<b>\$ 0.00</b>
<b>Other Charges</b>				
	Freight	1	\$ 1,491.00	\$ 1,491.00
<b>Other Charges Total</b>				<b>\$ 1,491.00</b>
<b>Suggested Price</b>				<b>\$ 112,554.39</b>
<b>Customer Discounts</b>				
<b>Customer Discounts Total</b>			<b>\$ -29,816.85</b>	<b>\$ -29,816.85</b>
<b>Total Selling Price</b>				<b>\$ 82,737.54</b>

## JOHN DEERE 540M Loader

Hours:

**Suggested List**

Stock Number:

\$ 12,157.00

**Selling Price**

\$ 9,078.79

Code	Description	Qty	Unit	Extended
14C0P	540M Loader	1	\$ 11,524.00	\$ 11,524.00

### Standard Options - Per Unit

0202	United States	1	\$ 0.00	\$ 0.00
0409	English	1	\$ 0.00	\$ 0.00
0500	Less package	1	\$ 0.00	\$ 0.00



**JOHN DEERE**

# Selling Equipment



**AKRS**  
EQUIPMENT

Quote Id: 28674442

1506	Mounting frame	1	\$ 0.00	\$ 0.00
2520	540M Standard farm loader, non-self-leveling (NSL) - Two-function	1	\$ 0.00	\$ 0.00
3551	Two-function hoses and parts	1	\$ 0.00	\$ 0.00
4574	Two-function Single Point Hydraulic Connector - (Tractor Half and Loader Half)	1	\$ 589.00	\$ 589.00
5513	Hood guard	1	\$ 0.00	\$ 0.00
6995	Less ballast box	1	\$ 0.00	\$ 0.00
7610	Global carrier	1	\$ 0.00	\$ 0.00
8215	1850-mm (73-in.) global heavy-duty bucket	1	\$ 0.00	\$ 0.00
<b>Standard Options Total</b>				<b>\$ 589.00</b>
<b>Other Charges</b>				
	Freight	1	\$ 44.00	\$ 44.00
<b>Other Charges Total</b>				<b>\$ 44.00</b>
<b>Suggested Price</b>				<b>\$ 12,157.00</b>
<b>Customer Discounts</b>				
<b>Customer Discounts Total</b>			<b>\$ -3,078.21</b>	<b>\$ -3,078.21</b>
<b>Total Selling Price</b>				<b>\$ 9,078.79</b>

# Seward Middle School

2023-2024

2401 Karol Kay Blvd.  
Seward, NE 68434  
(402) 643-2986

Kirk J. Gottschalk  
Principal

Bradley Schlegel  
Counselor

## NOTICE CONCERNING DIRECTORY INFORMATION

The school district shall disclose the following as routine directory information (policy 5017) pertaining to any past, present or future student who is, has been, or will be regularly enrolled in the district.

- Name and grade
- Address
- Telephone number
- Date and place of birth
- Dates of attendance
- The image or likeness of students in pictures, videotape, film or other medium
- Major field of study
- Participation in activities and sports
- Degrees and awards received
- Weight and height of members of athletic teams
- Most recent previous school attended
- Certain class work which may be published onto the Internet
- Student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user.

A parent or eligible student has the right to refuse to let the district designate any or all of those types of information about the student as directory information. **A parent or eligible student has to notify the building principal in writing that he or she does not want any or all of those types of information about the student designated as directory information two weeks from the first day of school or two weeks from enrollment date.** The district may disclose information about former students without meeting the conditions of this section.

## ACADEMIC EXPECTATIONS/INFORMATION

Seward Middle School provides a program that is designed to serve the needs of the middle school student. Our primary goal is to meet the educational needs of our students while recognizing the unique social and emotional development at this stage of early adolescence. SMS provides a gradual transition from the more sheltered world of elementary school to the broad choices of high school.

### HOMEWORK POLICY

- Teachers are responsible for numerous students during the day. Each child and parent has different needs and expectations. Because of this we encourage parents to assume the initiative in keeping track of their own child's progress.
- Seward Middle School has established a homework policy. The general formula for homework assigned is 10 minutes per grade level a day. Therefore 5<sup>th</sup> grade students should have no more than 50 minutes of homework a day, while 8<sup>th</sup> graders will have no more than 80 minutes. The exception to this rule is projects that are assigned in advance and take longer than one night to complete. Please help your son or daughter complete assignments by providing regular study periods at home and asking to see assignments.
- Homework is started in classrooms and assigned at the end of class. This allows the teacher to monitor and interview students for comprehension and understanding. Students should know how to complete the assigned work before they leave the classroom.
- Homework will have a value. Generally, homework should be about 15% of the student's total grade but grade level teams and individual teachers may adjust that value accordingly. If an assignment is given, it will be given credit.
- Students have been given a daily planner. They are expected to list their assignments in this planner. Parents should ask to see the planner frequently. If your child is failing to complete the planner, speak with a teacher or the counselor.
- If you feel your child is falling behind, ask your child's teachers for progress reports and/or individual plans.
- Student progress may be monitored through PowerSchool-our student information management system. Contact Craig Williams or your child's counselor for more information.

### ACADEMIC DETENTIONS

Academic detentions are designed to help student's complete important missing work that will assist their educational development. Students who fail to complete assignments, fail to hand in papers, have incompletes, hand in late assignments or need special attention will need to stay after school with an assigned teacher. Detention times will run from 3:30 - 4:00 p.m. Staff members will make sure the student has contacted a parent/guardian to make appropriate after school arrangements.

## PROGRESS REPORTS

To communicate performance in your child's classes, progress reports are given each quarter to students who are not meeting expectations or who are encountering some trouble. These reports will be a phone call or an email from one of your child's teachers. Letters home or personal conferences might also be used. Parents are encouraged to contact the teachers any time there is a question or concern regarding student progress.

## REPORT CARDS

Grades will be based on the assessment of student performance in classes, which may include participation, daily work, presentations, projects and tests.

A+	100	A	94-99	A-	93
B+	92	B	87-91	B-	86
C+	85	C	79-84	C-	78
D+	77	D	71-76	D-	70
F	0-69				

## RESOURCE PROGRAM (Board Policy 6010)

Special services are available to the handicapped students of this district as provided by State Law LB403. The guidelines for the resource program are available in all administrative offices or directly from Shannon Hall-Schmeckpeper, Director of Special Services (643-4499).

## RETENTION

Students who do not perform to their capabilities may be retained. The following retention rules will be utilized: The issue of retention at Seward Middle School is primarily an issue of accountability. Teachers will inform parents and students of chronic missing/incomplete work and poor quiz or test scores. Parent conferences will be held and the teachers may assign academic detentions. If a student does not improve and fails several classes, he/she may be retained at the current grade level or students may be promoted to the next grade level but could repeat a class or classes the next school year. Regular attendance in school is necessary to be successful and could be a determining factor in retention or repeating a class or classes. Retention of identified students in Special Education program will be determined by the Individual Educational Plan.

## SCHEDULE

Schedules will be sent home with the students the first week of school.

## SCHOOL CLOSING

If there is a late start, school will start 2 hours late and buses will run 2 hours late. School closing or late start information will be announced using our District Alert System.

## STUDENT DATA AND INFORMATION FOR NEBRASKA DEPARTMENT OF EDUCATION

Information for the Nebraska Student and Staff records system is collected by the Nebraska Department of Education (NDE) for the purpose of doing state and federal reporting. This data includes information from NSCAS, NWEA, AQuest, state aid and special education. Student data are protected by state and federal laws and must be maintained in a confidential matter at all times. Parents may review the kinds of data that are collected about our students and the methods that the Nebraska Department of Education uses to manage this data at the Department of Education website: <http://www.nde.state.ne.us/>

## TESTING PROGRAM

The counselor is in charge of the testing program at the Middle School. Certain students will be given individual ability tests upon referral for appropriate placement in various school programs. Such tests are only given with prior parent approval.

The following types of tests will be given to students during the school year: NWEA (Northwest Evaluation Association) and the state mandated assessments (5<sup>th</sup>-8<sup>th</sup> grade).

## T.O.P. (Think Only Positive) TIME

A homeroom/advisement program involves students in 6th, 7th and 8th grades. This program provides a home base for students during their Middle School years. Through homeroom advisement, students will be offered instruction that will provide opportunities to acquire skills in managing themselves, interacting with others and in making decisions thoughtfully and intelligently.

## ATTENDANCE POLICIES AND PROCEDURES (Board Policy 5001)

Regular attendance at school is the primary responsibility of students and parents. There is no substitute for regular attendance and many classroom experiences cannot be made up.

### IF YOUR CHILD IS ABSENT FROM SCHOOL:

- You are asked to call the school before 9:00 a.m. on the day of the absence.
- The school may attempt to reach the parent/guardian if a phone call has not been received.
- If a phone call is not possible and/or if the school is not successful in reaching the parent/guardian, a note is needed the day the student returns to school.
- If a note or phone call is not received, the student will be required to make up the school time missed.

**EXCUSED ABSENCES** are those that are family or school initiated:

- Illness, appointments, family emergencies, field trips, etc...

**UNEXCUSED ABSENCES** are those for which:

- There is no prior permission from a parent/guardian, teacher or an administrator to miss school.
- No note from the parent, doctor, etc. is received upon return.
- Credit may not be given for missed work or tests.
- The student may be assigned detention time.

**PREARRANGED ABSENCES** are those that have been prearranged by a parent/guardian at least two days in advance, either by phone or by sending a written note to school with the student. These generally occur due to planned trips and medical or dental appointments.

### **ABSENCES DURING THE DAY**

Students leaving during the school day are required to sign out in the office. Students arriving late are required to sign in at the office. Late arriving students must have a note or the parent/guardian must call the school to inform us of the reason for the late arrival.

### **MAKE UP WORK**

Students who are absent for any reason will be required to make up work missed in each class. Students will be given one day for each day absent. A day's absence does not excuse a student from responsibility for all work missed on the day of their return.

It is the student's responsibility to obtain all make-up work from his or her teachers immediately upon return to school. Failure to obtain make up work is no excuse for not doing work missed. Only by special permission of the principal can make up work extend past the grading period.

Homework Policy for Suspended Students - Students suspended from school will be given an opportunity to make up all missed work and will be given full credit according to the following criteria:

1. It is the student's responsibility to ask the teacher for missed assignments.
2. Students will be given one day for each day suspended from school (up to a maximum of five days) to return completed assignments and take make up tests.
3. Daily work, if made up, will be considered in the grading process. Tests may be made up with credit after the suspension if completed in the time allowed in statement #2.

To the extent possible, students placed in in-school suspension will work on class assignments while in the in-school suspension room. Any work not completed will be governed by the policy on make up work for suspended students.

### **TRUANCY**

The School District of Seward complies with Nebraska law when dealing with truancies. A copy of School Board Policy and State Statute 79-209 is on file at the District Office.

### **TARDIES**

Students are expected to be on time to all classes. If tardiness becomes a pattern (4 per quarter), students will be subject to lunch and after school detentions or suspensions.

### **CLOSED CAMPUS**

Students may not leave the school grounds during the school day without permission of parents or guardians and the school office. If a student leaves the campus for any reason, the student must sign out in the office. Once students are on school grounds in the morning, they must remain on school grounds. This includes bus students and students being dropped off by parents.

### **SCHOOL ACTIVITIES ATTENDANCE FOR PARTICIPATION OR PRACTICE**

Students must attend school all day in order to take part in practice or a contest with the following exceptions:

1. Arrangements have been made ahead of time with principal's office for a doctor, dental, or orthodontist appointment.
2. Arrangements have been made ahead of time with principal's office in order to attend a funeral.
3. The student has missed school because of a class activity and/or field trip.

### **HALL PASSES**

Students must have a hall pass when they are away from their assigned class area. They are expected to take care of all personal needs during break times and to take all necessary books and supplies to class.

### **STUDENT GUESTS**

Student guests are only allowed with prior notice and permission from the office and the teachers involved with the student and guest.

### **STUDY TRIPS**

While on study trips, students are expected to exhibit a high standard of cooperation and behavior. School rules apply to any activity that is sponsored by the school or district. Permission forms must be completed and signed by a parent/guardian prior to student participation in any off campus event. Study trips are a privilege and not a right. Students will not be allowed to participate if behavior issues impede on the learning value of the trip.

## **ENROLLMENT INFORMATION (Board Policy 5002)**

### **ENROLLMENT OF NEW STUDENTS**

All new enrolling students are required by state law to provide a certified copy of the student's birth certificate or other reliable proof of the student's identity and age accompanied by an affidavit explaining the inability to produce a copy of the birth certificate. There is a thirty-day period in which this may occur. Failure to comply shall cause the school district to notify the parents or guardians in writing. If after ten days, compliance has not occurred, the school is required to report the matter to the local law enforcement agency.

All new enrolling students are also required to have up to date immunization records. Students whose immunizations are not current will not be allowed to enroll.

### **PHYSICALS**

All 7th grade students and students from out of state, must have a physical prior to entering the 7th grade. However, a parent may choose to sign a waiver on the requirement of having a physical. A student participating in sports cannot waive a physical.

### **PARENTAL CUSTODY INFORMATION**

It is the responsibility of the parent with whom a student resides to keep the office informed about parent custody of the child and about any visitation restrictions of the non-custodial parent. The school will make every effort to ensure that such visitation restrictions are carried out. However, the school cannot accept responsibility once the student leaves school premises. School reports of student progress will be given to both parents when requested.

## STUDENT EXPECTATIONS

Every Seward Middle School student should become a responsible, self-disciplined individual. Our staff has high expectations for every student, both academically and behaviorally. Seward Middle School teaches and expects the Eight Keys of Excellence to be visible and practiced in school. The Eight Keys of Excellence is a set of principles which we incorporate into our students life to develop character in order to provide the framework for a supportive, trusting environment. These principles include:

**Integrity** – Conduct yourself with authenticity, sincerity and wholeness. Your values and behavior are aligned.

**Failure Leads to Success** – Understand that failures simply provide you with the information you need to succeed. There are no failures, only outcomes and feedback. Everything can be useful if you know how to find the gift.

**Speak with Good Purpose** – Speak in a positive sense, and be responsible for honest and direct communication. Avoid gossip and harmful communication.

**This Is It** – Focus your attention on the present moment, and make the most of it. Give each task your best effort.

**Commitment** – Follow through on your promises and obligations; live your vision. Do whatever it takes to get the job done.

**Ownership** – Take responsibility and be accountable for your actions.

**Flexibility** – Be open to change or a new approach when it helps you get the outcome you desire.

**Balance** – Keep your mind, body and spirit in alignment. Spend time developing and maintaining these three areas.

The purpose of the school-wide behavior expectations is to provide a safe, positive and orderly environment conducive to academic, social and character development for our students. To accomplish this goal, Seward Middle School students are expected to:

- Know and follow all school/teacher expectations and rules.
- Show respect for themselves, others and all property.
- Be responsible for their behavior.
- Put forth their best effort.
- Bring all needed materials to class each day.
- Be in the classroom on time and ready to learn.
- Use class time wisely, be on task and listen attentively.
- Use appropriate language.
- Solve conflicts and problems in a constructive manner.
- Refrain from displaying any signs of affection.

The school has established a set of expectations and standards for behavior. It is expected that each student will learn these expectations and abide by them. If a student lacks the ability to follow these standards of conduct, appropriate corrective measures will be taken. A student who exhibits behavior problems is entitled to all the help that can be provided by teachers, counselors, administrators and outside agencies to enable him/her to function productively in the classroom.

Seward Middle School will use many types of consequences for behavior concerns. Some of these include, but are not limited to, the following: conferences, detentions, service to school, restriction of school privileges, in-school suspension, out-of-school suspension and expulsions.

### PROFESSIONAL DISCRETION

This agreement provides academic/disciplinary expectations and guidelines that help to prevent arbitrary decisions. This agreement does not attempt to cover all possible circumstances or appropriate solutions. The Seward Administration reserves the right to apply professional discretion in dealing with students and families concerning academics or disciplinary situations. Extenuating circumstances and the willingness of a student and family to reach an acceptable resolution to a problem will be considered.

### APPEARANCE

Students often think it is very important to wear the latest styles to “fit in,” but school is also a work place. So...Seward Middle School has a dress code. This code has been established to:

- Minimize disruptions to the educational environment.
- Ensure student safety.
- Encourage students to wear clothing that fully allows participation in learning activities.

With that in mind, please remember the following rules:

- Coats and hats are not to be worn in the school building. Bandanas and other headgear (boys and girls) are not to be worn in the building. During cold weather, sweatshirts and sweaters are encouraged.
- Pants should fit securely at the waist (no sagging) and should not drag on the floor. Belts must be of an appropriate length and not hang down.
- Shorts need to be as long as the student’s fingers when the student’s arms are at the student’s side.
- No pajamas or pajama type clothing.
- Shirts and tops should cover the midriff. Halter-tops are not acceptable.
- ~~Hair coloring is restricted to natural hair colors and hair should be properly groomed.~~
- Spaghetti strap tops are not allowed. Lasagna size strap tops are preferred.
- Clothing items with inappropriate statements or expressions will not be allowed. This includes any clothing item that is disruptive to the learning environment. Examples – any drug or alcohol messages, sexual messages, put-downs or any other items that is contrary to the development of good character.
- Shoes must be worn at all times. Avoid high platform type shoes for safety reasons.
- Backpacks/bags will need to be kept in your locker and not taken from class to class.
- Wallet or watch chains are not permitted.
- Students should keep jewelry to a minimum.
- Writing on hands, arms, face and clothing is not allowed.
- ~~Earrings are fine. Other body piercing is not acceptable. This includes nose, tongue, lip and eyebrow piercing. Besides being distracting, there are health concerns involved.~~

**DISCIPLINE (Board Policy 5035)**

Seward Middle School's discipline measures are designed to help students become more responsible learners and community members. It is the responsibility of students, parents and staff to develop a sense of social responsibility that creates a safe community and enriched learning environment.

- Student behavior that threatens the health and safety of students or staff, results in property loss or damage, or disrupts the educational process is not allowed and will result in disciplinary action.
- Seward Middle School has a zero tolerance policy for violence.
- Consequences for misbehavior will be age-appropriate and without bias.
- Disciplinary files are confidential.

Possession of cell phones in schools is discouraged. If it is necessary for a student to have a cell phone in school, the following rules apply:

- The cell phone will be turned off during the school day.
- The cell phone is out of sight during the school day (preferably in a book bag).
- The only time the cell phone can be used is outside of the school day and the student must be outside the school buildings.
- Students are responsible for their own phone at all times, even if it is taken from someone to whom they have loaned it.
- By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when the staff determines that such a search is reasonable and necessary.

If any of these rules are violated, the cell phone will be taken from the student by a school employee and turned in to the principal's office. A parent must pick the phone up at the school office.

First offense: The cell phone will be confiscated and held in the principal's office. A second offense by the student is insubordination.

Second offense: The cell phone will be confiscated and held in the principal's office. Depending on the circumstances, the principal will determine whether the student receives an in-school or out-of-school suspension for insubordination.

Continued offenses: Additional disciplinary action may be taken to the consequences mentioned above.

Possession of any of the following items in the classroom may result in these being confiscated and held in the office for parents to pick up:

- Portable video games, trading cards, etc...

Possession of any of the following items in the school will result in these being confiscated and held in the office for parents to pick up:

- Skateboards, roller blades, scooters, hover board, etc...

Possession and or use of these items will result in consequences ranging from detention/clean-up duty to suspension:

- Water balloons, paint balls, water gun, etc.

Possession, use of or distribution of these items will result in consequences ranging from detentions to suspension/expulsion:

- Lighters, knives (including pocket knives, or other sharp items), matches, firecrackers, fireworks

Possession, use of or distribution of any of the following items **will may** lead to expulsion:

- Explosives/explosive devises
- Knives, blades, guns of any type
- Hit lists or lists of violent actions
- Please note that any other items used as weapons and/or that appear to be dangerous items (metal pipes, chains, toy weapons, and pencils) can also result in severe consequences.

Students who bring, use, possess, sell, share, or distribute any of the items listed below face detention, suspension and/or possible expulsion:

- Cigarette, E-Cigarette, or other tobacco products as well as vaping products and devices.
- Alcohol
- Prescription medication (must be kept in office)
- Illegal drugs, substances used to simulate drugs or drug paraphernalia
- Over the counter medications except for personal use in office with parent approval.

Engaging in any of the following activities will result in consequences ranging from **a verbal warning**, detention, suspension to expulsion:

- |   |                          |
|---|--------------------------|
| • Arson, burning or igniting any object             | • Misconduct on the bus  |
| • Inappropriate physical contact                    | • Gang activity          |
| • Extortion   | • Vandalism              |
| • Defiance  | • Misuse of technology   |
| • Fighting  | • Verbal abuse           |
| • Intimidation                                      | • Gambling               |
| • Harassment of any type including racial or sexual | • Theft                  |
| • Unauthorized sales of food and other items        | • Inappropriate language |
| • Aggressiveness                                    | • Unsafe action          |
| • Lewdness  | • Threats                |

**BULLYING (Board Policy 5054)**

Students who engage in bullying or harassing behavior are subject to discipline up to and including expulsion. Bullying behavior is defined as an ongoing pattern of physical, verbal or electronic abuse. Students are encouraged to report bullying behavior to any adult in the building.

Bullying behavior is usually first given to our Bully Response Team (BRT) which is a group of middle school students under the supervision of a middle school teacher, Jon Marroquin. They assess the situation reported, investigate then intervene using the guidance of Mr. Marroquin. The more serious situations and ongoing behaviors are given to the school counselor or the building principal.

We also promote the Safe2Help program which is a 24 hours a day, 7 days a week hotline where students can anonymously report school safety issues.

### **TEACHING EXPECTED BEHAVIORS**

The faculty and staff of Seward Middle School will retrain students in the necessary expected behaviors to be successful. Retraining sessions are called "practice." The goal is to correct the behavior and not punish the student.

Students may be assigned practice sessions by the office or any member of the staff. Practices are for those students with undesirable patterns of attendance, tardiness or conduct as well as other disciplinary problems. Practice sessions will be on the students' valued time (the lunch period, before or after school) and take only the necessary amount of time to correct the behavior.

In the event that a student is suspended out-of-school, the student will report to the principal's office when they return to school to discuss ways in preventing those inappropriate behaviors from reoccurring. Some retraining and practice may take place. In certain situations parents may be required to attend this meeting.

### **ATHLETICS/CLUBS GUIDELINES AND EXPECTATIONS**

Listed below is a summary of the eligibility requirements for Seward Middle School.

If a student in grade 7 or 8 reaches age 15 prior to August 1, the student shall be ineligible for interschool competition in grades 7 or 8. The student may participate on a high school team.

All athletes must have a physical sheet signed by their doctor before they can actively participate in athletic practice. All athletes will be given a copy of the middle school athletic training rules. If after reading them you do not understand them, please contact Mr. Miller or your coach.

Students must attend school all day in order to take part in practice or a contest with the following exceptions:

1. Arrangements have been made ahead of time with principal's office to miss for a doctor, dental, or orthodontist appointment.
2. Arrangements have been made ahead of time with principal's office in order to attend a funeral.
3. The student has missed school because of a class activity and/or field trip.

Any student found guilty by school authorities or law enforcement agencies of drinking or possessing any form of alcoholic beverages, using or possessing tobacco or illegal forms of drugs while participating in an athletic program (during an athletic year - start of fall practice through end of school term) shall be subject to suspension under current School Board Policy.

## **STUDENT SUPPORT**

### **4R ROOM**

The 4R's in the title represent Rights, Responsibilities, Respect, and Redirection. A student may be referred to the 4R room for academic or behavior reasons. The goal of the 4R room is to create a learning experience from poor choices, as we feel this is essential to learning and an inevitable part of living. It is our philosophy to teach students not to hide mistakes, to make excuses, or blame others.

In the 4R room, students are taught various steps to problem solving. They are responsible for identifying the problem, as well as, possible solutions to solving it. Students examine advantages and disadvantages of each solution and choose one they feel would best solve the problem. Students are expected to follow through with their chosen solution, and finally, create ways of monitoring their success.

### **AFTER SCHOOL PROGRAMS/SPORTS**

Students involved in after school programs are expected to abide by school expectations. After school activities are an extension of the school day. Sponsors and coaches will have expectations for each activity and these will be shared with the students and parents. Students are expected to maintain academics during their participation in after school activities. If low grades become a problem, the sponsor, student, parents or the principal will meet to set up expectations and a plan for the student to be successful in both areas.

### **SPORTS PARTICIPATION FEES (Board Policy 5045)**

All students participating in activities will be required to purchase a full year activity pass. This activity pass admits the student to all home activities during the school year. The exception would be the musical, conference, district or state tournaments that are hosted by the Seward Public Schools. The cost of this pass to participants is \$20.00.

Students will be charged a \$20.00 flat fee for all activities/athletics. As an example: \$20.00 for the activity pass; \$20.00 for football/volleyball, basketball/wrestling, and track for a total of \$40.00 for the year. If the student also participates in band, choir, or the musical there would not be an additional charge. No student will be denied access to an activity because of the fees, but it is the family's responsibility to contact the teacher, sponsor or office regarding any special circumstances.

### **STUDENT COUNCIL**

The Student Council is an organization through which the students may express their opinions and plan activities for the students. The council tries to promote leadership, cooperation, responsibility, respect, caring, fairness, citizenship and trustworthiness among its members.

### **STUDENT PLANNERS**

Student Planners are provided to assist students and parents in preparation for classes each day. Please check and/or review these nightly with your student.

## **COUNSELING**

The Seward Middle School counselor is available to help you with your child's academic, personal and social concerns. The counselor is also available for educational planning, interpretation of test scores, occupational information, career information and study help.

## **MEDIA CENTER**

The Media Center is an extension of all middle school classrooms. The library/media center closely parallels the curriculum and greatly expands the classroom resources available to students. The M.C. houses several thousand print resources that are supplemented with an extensive video collection, electronic resources, and online databases to which the M.C. subscribes. In the course of the school year, students will often be assigned classroom research projects that are M.C. based. Students are always encouraged to use the M.C. for recreational reading materials.

The special rules regarding circulation of print materials and access to electronic resources will be explained to each grade level during their M.C. orientation early in the school year. Fines are charged for overdue materials at an established rate and must be paid before report cards are issued and/or credit is given.

## **FINES AND FEES**

Some activities, classes or events may require a fee. No student will be denied access to an activity because of the fees, but it is the family's responsibility to contact the teacher or office regarding any special circumstances.

At the end of each year or when your student leaves Seward Middle School, all books and materials must be returned in good condition, or a fine will be assessed. Fines must be paid before grades or an official transcript will become available.

## **FOOD SERVICE/CAFETERIA**

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well balanced lunch and breakfast is offered at a reasonable price. Those students wishing to participate in the free and reduced lunch/breakfast program must turn in their application to the district office.

**2023-2024** Food Service Prices: • Lunch: **\$3.25** • Breakfast **\$2.20**

Lunch/breakfast guidelines are as follows:

1. Lunch money can be deposited before school in the cafeteria or in the office. If your lunch balance falls below the price of two full priced lunches, parents may be contacted. If the balance is below zero and money is not deposited in the child's account after one day, students will be served an alternative meal. However, students are reminded daily when they come through the lunch line if their balance is below \$5.
2. Students that exhibit unacceptable behavior in the lunchroom such as throwing food, etc. will not be allowed to eat in the cafeteria. These students will be assigned to eat their lunches in an area separate from the other students.
3. A breakfast program is available to all middle school students. The serving time is from 7:40 to 7:55. There is time for bus students to eat breakfast. Students may only purchase a full breakfast. Other types of food are not permissible in the cafeteria during the morning serving time.
4. Food may not leave the cafeteria at any time.

In accordance with Federal civil rights law and US Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, officers, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact the USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To Request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: US Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Ave, SW  
Washington D.C. 20250-9410
- (2) Fax: (202) 690-7442 or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

## **HEALTH AND MEDICAL INFORMATION**

The middle school health program is administered by the school nurse, Michele Cooksey, who is responsible for ensuring the school provides for the individual health needs of all students. School health services are intended to support, not substitute for, health care that should be provided by the parents. Communications between parent and school regarding a student's health is very important and beneficial. Please notify the school nurse or office of any health related problems or concerns of which the school should be aware.

If a student is sick or hurt and can't make it through the day, permission from the teacher must be obtained to go to the nurse's office. The student must have a pass to go to the nurse's office and cannot go during passing periods. A student must consult with the nurse before he/she leaves to go home because of illness or injury and the nurse has contacted and obtained parent/guardian permission. The student must sign out in the school office.

A sick child should be kept at home to protect other children. If a child has a fever, the child should remain at home for at least twenty-four hours after the fever breaks.

Among the health services provided for students by the Seward School District are screening tests for vision, dental, and hearing. Hearing tests are given to students in kindergarten through fourth grade, seventh, and tenth grades, and to new students and those who have had previous hearing losses. Vision screening (distance) is done each year in all elementary grades kindergarten through fourth grade, seventh, and tenth grade. Vision (near) is done in grades first and third grade. Dental screenings are completed each year kindergarten through fourth grade, seventh grade, and tenth grade except for those students who have evidence of having been seen by a dentist within the preceding six (6) months. Weight/height status along with a body mass index percentile is done in grades kindergarten through fourth grade, seventh grade, and tenth grade.

These screenings are for the purpose of detecting major dental, vision, and hearing problems, which are apparent and are not intended to substitute for a thorough doctor examination.

Parents/guardians are notified if the screenings indicate the potential for any type of problem. School personnel do not diagnose health problems. If health problems are detected, parents/guardians are then encouraged to consult their family medical specialist, but the schools cannot assume the cost of the medical specialist's.

**MEDICATION** - The school nurse is responsible for coordinating student medication. The following regulations apply to all students who must take prescription or non-prescription medications during school hours.

1. Prior to administration of any medication, parents must sign a written consent and have it filed with the school nurse. Consent forms may be obtained in the nurse's office or school office.
2. In case of prescribed medication, given for more than two weeks (long term prescriptions), the parent's consent and a doctor's written orders must be filed with the school nurse.
3. Medication must be sent to the office in the original container and the medication card must be signed. Both over the counter and prescription medications are treated the same way. Pharmacists will provide two labeled containers, one for home and one for school.
4. The school district will not purchase, prescribe or provide any form of internal medicine to a student.
5. No more than one week's supply of a medication should be brought to school.
6. The student may bring the medicine to school. No prescription medication will be sent home at any time with the student. Parents may pick it up at the nurse's office or school office. Medication that has not been picked up at the end of the school year will be destroyed.
7. Notify the school nurse if you need to carry an inhaler due to asthma.
8. Written directions must accompany emergency medications, such as a bee sting kit, from your doctor.

**IMMUNIZATION** - All children must be immunized by the first day they enroll in school except as follows:

1. A statement which is signed by the physician, stating that in the physician's opinion, the immunization required would be injurious to the health and well-being of the student or any member of the student's family or household; or
2. An affidavit signed by the student or, if he/she is a minor, by a legally authorized representative of the student, stating that the immunization conflicts with the tenets and practice of a recognized religious denomination of which the student is an adherent or a member, or that immunization conflicts with the personal religious belief of the student. A notary public must sign this affidavit.

**INSURANCE** - The school board affords students the opportunity to participate in-group accident insurance at the start of each school year with Mutual of Omaha. One of the following is a requisite to registration in classes having a potential of personal injury or participation in athletics:

1. Participation in the student accident insurance program.
2. The family maintains a statement signed by parent certifying insurance covering personal injury of the student.
3. A statement signed by the parent acknowledging receipt of information concerning student accident insurance and declining participation.
4. The filing of claims is the responsibility of the students and their parents.
5. Students will be responsible for providing their own band instrument insurance.

**LICE (Pediculosis)** - Children may be examined periodically by the school nurse to determine if lice are present. If the examination indicates the presence of lice or nits, the child will be sent home immediately or as soon as safe and proper conveyance can be found. In the event that arrangements cannot be made for the child to go home, the child will be isolated from the other students. Parents will be required to bring the child to the nurse or nurse aide at the time of reentry. The child must be nit-free before readmission will be granted.

#### **LOST AND FOUND**

Students who find lost articles are asked to take them to the office where the owner can claim them. A lost and found **container table** will be kept **by the office in the cafeteria** and will periodically be cleaned out with articles being donated to a local charity. Students and parents are encouraged to check **the office this table** for lost items.

#### **PHYSICAL EDUCATION**

All students must participate in physical education. In view of this, it is strongly urged that each student visit his/her family doctor for a complete physical examination before entering school. If any limitation is to be placed on participation in physical education, a written statement should be presented which clearly sets forth the limitation and is signed by the family doctor. The statement will be made a part of the student's record. Appropriate athletic shorts, t-shirts and gym shoes are required for students in grades 6-8. Students in 5<sup>th</sup> grade will need to have proper shoes but will not dress out for class. All middle school students (grades 5-8) will need a separate pair of shoes to be used only for PE when classes are held in the gymnasium. They can be inexpensive or even a used pair as long as they are used **ONLY** for physical education classes in the gymnasium.

#### **YOUTH ASSISTANCE PROGRAM (YAP)**

The Youth Assistance Program (YAP) operates in the Middle School. The purpose of YAP is threefold: 1) to identify students with high-risk behaviors, 2) to connect students and families with sources of assistance, 3) to support students in the school environment. If you have questions, please contact the middle school office or Mr. Schlegel.

## **SCHOOL SECURITY**

The Seward School District uses electronic surveillance equipment to monitor the premises for the purposes of: employee and student safety and security; prevention and detection of crime; and the apprehension and prosecution of offenders.

## **STUDENT LOCKERS**

Lockers are assigned to students. Students are encouraged to leave all valuable items at home. The school is not responsible for missing items. A student may bring a lock from home but must provide the office with the combination or key. Lockers and locks are also provided for PE and athletics. The lockers and locks are school property. Damage to a locker will result in a fine and/or suspension. School officials reserve the right to search lockers.

## **BLUEJAY ALERTS**

To receive important information about Seward Public Schools sent as a text message or voice message directly to cell, home or office phones, wireless PDA or pagers, sign up for Blue Jay Alerts. It's an automated calling system used to contact parents for things such as emergency information, school closings, early dismissals and school event reminders. Please contact Craig Williams, District Technology Coordinator at 643-2988 or [craig.williams@sewardschools.org](mailto:craig.williams@sewardschools.org).

## **TELEPHONE AND PHONE MESSAGES**

- Students will not be excused from class to accept phone calls, but messages concerning family emergencies will be given to students promptly.
- Students will only be allowed to use the phone for emergency situations or if they need to make arrangements to stay after school.
- **Beepers.** Cellular phones and other communication devices are not to be used during school hours. Faculty and staff will confiscate these items and the parents will need to pick these up from the office.
- After school arrangements (going to a friend's house) should be made in advance of school hours.

## **TRANSPORTATION AND ARRIVAL AT SCHOOL**

- Students should not arrive at school before 7:45 a.m. unless they are eating breakfast. Students are to wait in assigned areas. Transportation is provided between school and home only via school district established bus routes. If students wish to go to any other destination, they will need to provide their own transportation. Any exceptions to this policy will require advance written parental notice and school approval.
- School expectations and guidelines are to be followed on all buses. A student may be suspended from riding any buses because of inappropriate behavior.
- Scooters, roller blades and skateboards are not to be ridden on school grounds. These items will be confiscated if they are being ridden during school hours. Bikes may be ridden to school and parked in the bike racks. The school is not responsible for these items during the school day.
- **Students walking to and from school are required to use the crosswalks where provided.**
- All students are required to remain on school grounds once they arrive. Students leaving school grounds without permission will be subject to disciplinary action.
- Insist that your child obey traffic signals. Parents who pick up or drop off children before and after school can come to the east or west entrance (preferably the east entrance) and are asked to obey signs for everyone's safety. Buses load and unload children on the west side of the building.

## **HIGH ABILITY LEARNER (HAL) PROGRAM**

Educational enrichment is provided for all students throughout the school year by way of special classroom activities and school-wide events. Additional services are provided for identified students in grades 5-8 and consist of further skill development in the areas of written and oral communication, critical thinking, research, etc. Questions about identification or program offerings should be addressed to the HAL coordinator, Shannon Hall-Schmeckpeper.

## **VIDEO SURVEILLANCE**

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare, and safety of all staff, students and visitors, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies. Unless otherwise authorized by board policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. For example, students making recordings of an athletic event for their personal use similar to a parent or other patron are permitted, but students are still subject to the district's appropriate use and student discipline policies. An exception will be made to this policy if photographs or video recordings are necessary to accommodate a student's disability or are required by the student's Individualized Education Plan (IEP) or Section 504 Plan. In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

## **GRIEVANCE**

Grievance procedure for students and employees of the School District of Seward is in compliance with Title IX, the Nebraska Equal Opportunity in Education Act, Section 504 or Title VI. It is the policy of the School District of Seward Public Schools not to discriminate on the basis of race, national origin, creed, age, marital status, sex or disability in its educational programs, activities or employment policies as required by Titles VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, the Federal Rehabilitation Act of 1973 and the Nebraska Equal Education Opportunity Act.

Any person who believes he or she has been discriminated against, denied a benefit, or has been excluded from participation in any district education program or activity on the basis of sex, race or handicap in violation of this policy may grieve such matters using the adopted grievance procedures of this district. Definition of Terms:

1. Grievant - An individual student, parent or employee.

2. Grievance - The grievant feels that there has been discrimination on the basis of race, national origin, creed, age, marital status, sex or handicap.
3. Days - Shall refer to Monday through Friday, excepting legal holidays.
4. Time Limits.
  - a. No grievance shall be recognized unless it is filed at the appropriate level within ten (10) days after the occurrence of the event that is the subject of grievance.
  - b. In circumstances where the grievant does not pursue the next step of the procedure within the time limit specified, unless there is a mutually agreed upon extension of time, the grievance shall be deemed to have been settled and no further action shall be required.
  - c. In the absence of a written reply to a grievance by the appropriate administrator within the required time period, the grievance shall be considered to have been denied and the grievant may submit the grievance in writing to the next level.

#### Procedures

Level One: A grievant shall, within ten (10) days after the occurrence of the event that is the subject of the grievance, make an appointment with and discuss the matter with his or her principal or immediate supervisor. Every effort will be made to resolve the grievance informally at this level. The principal or immediate supervisor shall give an oral response to the grievant within five (5) days after the initial discussion.

Level Two: In the event the grievant is not satisfied with the disposition of the grievance at Level One, the grievant shall reduce the grievance to writing, sign it, and submit it to the principal or immediate supervisor within five (5) days after the oral response at Level One. A written grievance shall contain a detailed description of the factual circumstances upon which the principal or immediate supervisor must submit a written answer within five (5) days after receipt of the written grievance.

Level Three: In the event the grievant is not satisfied with the disposition of the grievance at Level Two, the grievant may submit the written grievance within five (5) days thereafter to the Superintendent of Schools. The Superintendent of Schools will respond in writing to the written grievance within five (5) days thereafter.

Level Four: In the event the grievant is not satisfied with the disposition of the grievance at Level Three, the grievant may submit the written grievance to the Seward Board of Education which will convene a grievance committee for the purpose of examining evidence of discrimination in the case submitted. The grievance committee will consider all relevant evidence presented in connection with the grievance and may request individuals to testify before the committee. Within twenty (20) days after receipt of the written grievance the grievance committee shall determine what action, if any, should be taken to resolve the grievance. A copy of the decision shall be delivered to the grievant.

Inquiries regarding compliance with Title IX, the Nebraska Equal Opportunity in Education Act, Section 504 or Title VI may be directed to Scott Axt, Seward High School, Kirk J. Gottschalk, Seward Middle School, or Jessica Dominy, Seward Elementary.

#### **NOTICE OF NON-DISCRIMINATION**

The School District of Seward does not discriminate on the basis of race, color, national origin, gender, marital status, disability, or age or in admission or access to, or treatment of employment or educational programs and activities. Any person having inquiries concerning The School District of Seward's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Superintendent Josh Fields, in writing at 410 South St., Seward, Nebraska or by telephone at (402) 643-2941. Any person may also contact the Office for Civil Rights, U.S. Department of Education, in writing at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114-3302 or by telephone at (816) 268-0550, regarding compliance with the regulations implementing Title VI, Title IX, or Section 504.

#### **Middle School 1 to 1 Chromebook Initiative Policies and Procedures**

Seward Public Schools is proud to offer our 8th grade students Chromebook devices for use at school and home. The 1 to 1 Chromebook program, which provides mobile computing and wireless technology to all grade 8 students, has been designed to enhance delivery and assist with individualized instruction.

**For parents and students, the following information is provided to help everyone understand the expectations and the responsibility of care and use related to receiving a Chromebook. Students are expected to use computers and the Internet as an educational resource. Please reference Board Policy 5037 for further guidance.**

- Students will receive instruction on the proper use and care of a Chromebook.
- Students will be able to take the Chromebook home during the school year once the student and parent have signed the Chromebook Loan Agreement Form, and the Student Handbook Receipt.
- Students are expected to treat the Chromebook as a valuable piece of equipment.
- Students must take all precautions to prevent theft; for example, do not leave the Chromebook unattended or in a car.
- Students must take precautions to prevent damage to the Chromebook; for example, do not leave the Chromebook where there is danger of coming into contact with moisture or excessive heat/cold temperatures.
- Students are to use the Chromebook to access only socially and educationally appropriate materials and websites.
- Students who wish to use the Chromebook to purchase goods and services from the Internet have full responsibility for any financial obligations incurred from doing so.
- Students are to use the Chromebook in accordance with all Seward Public Schools technology policies including all stipulations found on the Chromebook Loan Agreement Form.
- Chromebook are property of Seward Public Schools and must be returned at the end of the school year, upon withdrawal from Seward Public Schools, and/or at the request of the administration. Willful failure to return the Chromebook in accordance with the stated conditions will result in criminal prosecution.
- Since the Chromebooks are property of the school district, officials of the school have the right to review all material stored on or accessed by any Chromebook and/or student. School officials may revoke a student's Chromebook privileges for any misuse or violation of policies.

**Summary of the School Immunization Rules and Regulations 2023-2024**

<p>Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider</p>	<p>4 doses of DTaP, DTP, or DT vaccine,          3 doses of Polio vaccine,          3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age, *Hib not required after child reaches 5 yrs of age          3 doses of pediatric Hepatitis B vaccine,          1 dose of MMR or MMRV given on or after 12 months of age,          1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.          4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age. *Pneumococcal not required after child reaches 5 yrs of age</p>
<p>Students from Kindergarten through 12th Grade, including all transfer students from outside the State of Nebraska and any foreign students</p>	<p>3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday,          3 doses of Polio vaccine,          3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age.          2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month,          2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.</p>
<p><b>Additionally, for 7th Grade Only</b></p>	<p>1 dose of Tdap (must contain Pertussis booster)</p>

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services, 2011. For additional information, call 402-471- 6423.

The School Rules & Regulations are available on the internet: <http://www.hhs.state.ne.us/reg/t173.htm> (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)

**Updated 1/2014**

# **Seward Elementary Student Handbook**



**2023-2024**

## **Principal's Message**

Welcome to Seward Elementary and the 2023/2024 school year! We have prepared this handbook so that you may know a little more about our school and its policies and procedures. (Board Policy 5034) It will help us establish positive lines of communication and work together effectively. **Please read this handbook carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this handbook. The student handbook is an extension of school policies and has the force and effect of board policy when approved by the board of education.** Throughout the year, additional information will be made available to you through newsletters, Bluejay Alerts, and the school website ([www.sewardpublicschools.org](http://www.sewardpublicschools.org)). If you have any questions or concerns, please do not hesitate to call or visit the school. Our goal at Seward Elementary is to provide the best educational opportunities possible for each child. By partnering with you, this goal can be accomplished!

Jessica Dominy, Principal

## **Intent of Handbook**

This handbook is intended to be used by students, parents, and staff as a guide to the rules, procedures, and general information about this school district. Students and their parents must become familiar with the handbook, and parents should use it as a resource and assist their children in following the rules contained in it. The use of the word "parents" refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to biological parents, adoptive parents, legal guardians, and adults acting in loco parentis.

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

## **Arrival Time for Students**

School begins each day at 8:15. No adult supervision is provided before 7:45 a.m. Please do not drop off students before 7:45 a.m. For the safety of the children, please follow the procedures for student drop off and parking of vehicles. Building entry time is at the discretion of the supervising adults. Children will proceed to the commons area for breakfast or to the gym for the walk-a-thon.

## **Absence and Tardiness**

Parents are asked to call the office if their child is going to be absent on a particular day. This call will let the school know that the absence is not a truancy or that the student might have experienced difficulties on the way to school. Once the call is made, a written note will not be needed when the student returns to school. If the office does not receive a call by 9:00 a.m., the office personnel will call to check on the absence.

Children not present in school are counted absent regardless of the reason for the absence. If they are in attendance for 4 hours, they will be counted as present for the day. Two hours of attendance will be recorded as a 1/2 day. Children late for school are counted tardy, even if the reason is a doctor or dentist appointment. Tardiness and absence for these reasons are perfectly legitimate and often necessary, but they must be counted. Students will be counted tardy after 8:15 a.m. (Board Policy 5001)

## **Closed Campus**

Children must remain on the school premises during the noon hour and at all other times during the day except with prior written parental permission.

## **Birth Certificates**

All new enrolling students are required by state law to provide a certified copy of the student's birth certificate or other reliable proof of the student's identity and age accompanied by an affidavit explaining the inability to produce a copy of the birth certificate. There is a thirty day period in which this may occur. Failure to comply shall cause the school district to notify the parents or guardian in writing. If after ten days, compliance has not occurred, the school is required to report the matter to the local law enforcement agency.

## **Parental Custody Information**

It is the responsibility of the parent with whom a student resides to keep the Elementary Principal informed about which parent has custody of the child and about any visitation restrictions of the noncustodial parent. If the noncustodial parent is restricted from contact with a student, a court order to this effect must be on file at the school. The school will make every effort to ensure that such visitation restrictions are carried out.

However, the school cannot accept the responsibility for the child once he/she leaves the school premises. Reports of student progress and other informational documents will be given to both parents when requested. (Board Policy 5020)

## **Dismissal**

Children who are not waiting for a ride are to leave the school grounds immediately after dismissal. Children will not be excused from school before dismissal time without a note or phone call from their parents. Please instruct your child never to leave school with a stranger.

Parent permission is needed if your child is to leave the school with someone who does not routinely pick up the child. Grade levels dismiss at the following times:

Kindergarten: 3:10 p.m.

1st & 2nd grades: 3:12 p.m.

3rd & 4th grades: 3:17 p.m.

Parents should make every attempt to pick up their students in a timely and reasonable manner. Teachers and/or other adults will supervise students until parents arrive. However, teachers do have other responsibilities after school such as curriculum work, team meetings, staff meetings, etc. Therefore, if an emergency occurs or if for another reason children will be picked up late, the school needs to be notified.

## **After-School Safety**

Insist that your child obey traffic signals. Parents who pick students up after school should park single file on the north side of the circle drive or in the visitor's parking. Parents who park in the diagonal spaces are asked to walk to the holding area to get their child. Students will not be permitted to walk between parked cars.

Buses pick up children on the west side of the building and all other traffic should avoid that area. Student pick up on the north side of the building is discouraged as supervision is not provided. This area is designated for special education transportation only.

## **Change of Address**

Parents should notify the teacher or office immediately of any changes in address, phone number, or family doctor. All unlisted numbers will be kept confidential.

## **Health**

A physical inventory is made of every student during the school year by the School Nurse, and the findings recorded on the permanent record. (Board Policy 5010, 5011 and 5059) Parents will be mailed a written notice

of any concerns or symptoms found, and are urged to correct them as soon as possible. The school DOES NOT diagnose or treat an illness or injury. Our policies are:

1. First-aid is provided for sudden illness or injury.
2. The school's obligation continues until the emergency has been placed in the care of the family or physician of their choice.
3. Treatment of injuries occurring outside school jurisdiction are not the responsibilities of school employees.
4. Exclusion of children: having a fever with a suspected contagion, symptoms of vomiting and/or diarrhea, headaches, head lice, etc. Students need to be fever free, without the use of medication for 24 hours before coming back to school.
5. Any pupil with a rash must be excluded until the disappearance of the rash and any other symptoms. If the parent has consulted the family physician and he/she recommended readmission with a written notice to this effect, then admittance is acceptable.

Sending medications with your child is discouraged. Generally, if children are sick enough to be taking medicine they should stay home. At the suggestion of the Nebraska School Health Policies, our school system has implemented the use of a "medication permission" sheet. This is simply signed permission from the parent or guardian requesting the school district to comply with a physician's order for a student required to take medication during the regular school day. If your child needs to have medicine at school, please stop in the nurse's office to complete and sign this form. This would be used to administer prescription and nonprescription medication. (Board policy 5023 and 5024)

Nebraska schools have a duty under state law to provide a quality health screening program to all students in attendance. The purpose of the health screening is to identify those students needing further evaluation or assistance in the areas screened. A health screening or health inspection is not diagnostic. Screening to be performed includes height/weight, near and distant vision, hearing and dental screening. Health screening takes place in the fall and results that require further follow-up will be communicated with parents.

Please note the 2023-2024 immunization information included in this packet.

### **Communicable Diseases**

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The school district uses the Title 173- Nebraska Health and Human Services/Control of Communicable Disease, Chapter 3 of the Nebraska Administrative Code as a "best practice" guideline for contagious and infectious diseases. If there are questions regarding the communicability of your child's health condition or if you know your child has contracted a contagious or communicable disease or condition, please call (402) 643-2968.

### **Lice (Pediculosis)**

Children may be examined periodically by the school nurse to determine if lice are present. If the examination indicates the presence of lice or nits, the child will be sent home immediately or as soon as safe and proper conveyance can be found. In the event that arrangements cannot be made for the child to go home, the child will be isolated from the other students. Parents will be required to bring the child to the nurse or nurse aide at the time of reentry. The child must be nit-free before readmission will be granted. (Board Policy 5061)

### **First-Aid**

First-aid items may only be used by school staff. Students who need first aid should ask for assistance from their classroom teacher or the nearest staff member.

## Lunches

A supervised lunch room is maintained for children who eat hot or cold lunch at school. However, those students who are unable to conduct themselves properly during the lunch period will be required to eat lunch elsewhere. Lunch money must be brought to the office by 8:20 a.m. and the lunch count taken by teachers so that the food service will know how many lunches to prepare. Please call in the lunch order if you know your child will be late for lunch count.

- 2023-2024 Food Service Prices: ● Lunch: Students PreK-4: \$3:10 ● Breakfast: Students PreK-4: \$2.20  
Milk: \$0.40

Students are not allowed to bring soda (pop) as a part of their cold lunch. The soda will be removed by one of the adult supervisors. Suitable alternatives are: fruit juice box, bottled water, purchase of milk, or drinks from the school's water fountain. Lunch from fast food restaurants is not permitted.

At the end of the school year, all lunch and/or milk charges must be paid. Report cards will be held until the charges are paid. A remaining lunch balance will transfer to the next school year and/or building.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

[1400 Independence Avenue, SW](#)

[Washington, D.C. 20250-9410](#);

(2) Fax: (202) 690-7442; or

(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

## Meal Program Charges

The school district will make a school meal program available to students. The cost of the program will be determined by the board of education so as to make the program as nearly self-supporting as possible. With board approval, the district may contract with a private company or corporation for the management and/or provision of the program. The district will notify the families with children attending school of the current guidelines for free or reduced-price school meals. A copy of the complete regulations and procedures

regarding reduced-price and free meals shall be available in the office of the superintendent. Meal Charge Policy. The district will notify students and their families of the policy for Charged Meals, meaning meals received by a student when the student does not have money in hand or in his or her food account. This policy applies to students who receive meals at the free, reduced, or full rates. Notice of this policy must be provided in writing to all households at the start of each school year and to households that transfer to the school during the school year. Notice may be provided through the student handbook, student registration materials, online portal used to access student accounts, direct mailing or e-mail, newsletter, the district website, and/or any other appropriate means. Notice of this policy will also be provided to all school staff responsible for the enforcement of it, including food service professionals responsible for collecting payment for meals at the point of service, staff involved in notifying families of low or negative balances, and other staff involved in enforcing any aspect of this policy. The district's policy on charged meals is: If a student has no funds available to pay for a meal, the student will be permitted to charge up to \$20.00. Students will not be allowed to purchase a la carte items if they have a negative balance. If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law. Collection of Delinquent Meal Charge Debt The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law. Collection efforts may continue into a new school year.

### **Playground**

Children need to play outside. Parents' cooperation in seeing that children dress according to the weather is requested. In most cases if children are not well enough to play outside, they are not well enough to be in school. A child who must remain indoors due to an injury should bring a note daily to that effect. Otherwise, the teacher's judgment will be used.

### **Physical Education**

All students must participate in physical education. If any limitation is to be placed on participation in physical education, a written statement from the parent will be honored for two successive physical education classes. If the student is to be excused further, a doctor's statement must be received stating the reason for and duration of the excused absence. The statements will be made a part of the student's record. Ordinarily students who have any limitation placed on their physical education activity will be excused for the entire period.

### **Tennis Shoes**

For safety reasons and to prevent injury, each child needs to wear tennis shoes during physical education classes. If athletic-type shoes are not worn to school, a pair of tennis shoes needs to be brought along for P.E. and kept at school. Children without tennis shoes or shoes not approved by the physical education teacher will not participate in P.E. class. Socks need to be worn as well.

### **Staying after School**

On occasion a student may be required to stay after school to make up work or for discipline reasons. Parents will be notified in advance.

## **Homework**

Homework is a learning activity related to the experience within the school. Its purposes are to supplement and to enrich work done in the classrooms. Homework should be assigned following the building homework guidelines. (Board Policy 6017)

## **Bicycles, Skateboards, Scooters & Heelys**

Students are to park their bikes in the appropriate racks. Under no circumstances are students to borrow or tamper with bicycles that are not their own. Bicycles are not to be ridden on the playground or on the sidewalks on the school grounds (this includes before and after school). Skateboards, roller blades, scooters and Heelys are not to be brought to school.

## **Building Discipline**

(Board Policy 6024)-Student Discipline-available upon request or can be accessed online at <https://www.sewardpublicschools.org/vnews/display.v/SEC/Our%20District%7CSchool%20Board%3E%3EPolicies>

Possession of cell phones and other electronic communication devices in schools is discouraged. If it is necessary for a student to have a cell phone in school, the following rules apply:

- The cell phone/electronic communication device will be turned off during the school day.
- The cell phone/electronic communication device is out of sight during the school day (preferably in a book bag).
- The only time the cell phone/electronic communication device can be used is outside of the school day and the student must be outside the school buildings.
- Students are responsible for their own phone/electronic communication device at all times, even if it is taken from someone to whom they have loaned it.
- By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when the staff determines that such a search is reasonable and necessary.

If any of these rules are violated, the cell phone/electronic communication device will be taken from the student by a school employee and turned into the principal's office. A parent must pick the phone up at the school office.

If a parent needs to be in contact with a student, please call the office at (402) 643-2968 and we will be happy to share the message.

Students who bring, use, possess, sell, share, or distribute any of the items listed below face consequences, suspension and/or possible expulsion:

- Electronic nicotine delivery systems or products, Cigarette, or other tobacco products
- Alcohol
- Prescription medication (must be kept in office)
- Illegal drugs, substances used to simulate drugs or drug paraphernalia
- Over the counter medications except for personal use in office with parent approval.

## **Sexual Harassment**

Sexual harassment will not be tolerated and will be dealt with as outlined in the District policy. Sexual harassment is defined as any unwanted or unwelcome visual, verbal or physical sexual behavior that is offensive to another person. (Board Policy 4014 and 5027)

## **Anti-Bullying Policy**

One of the missions of the School District of Seward is to provide a physically safe and emotionally secure environment for all students and staff. The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others. The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse. The school district shall review the anti-bullying policy annually. (Board Policy 5054)

Students are prohibited from engaging in any form of bullying. 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.” Nebraska statute defines bullying as “an ongoing pattern of physical, verbal or electronic abuse.” The District’s administrators will consider these definitions when determining whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal.

### **Reporting Bullying**

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. **Students can use the district’s anonymous platform Safe2Help to make this report.** 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.

### **Youth Assistance Program (YAP)**

The Youth Assistance Program (YAP) operates in the Elementary School. The purpose of YAP is as follows: 1) to identify students with high-risk behaviors, 2) to connect students and their families with sources of assistance, and 3) to support students in the school environment. If parents/guardians have any questions, they should contact the elementary office to speak with the principal or the guidance counselor.

### **Alcohol and Illicit Drug Use Prohibited**

The Board of Education expressly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by school employees, volunteers, and students on school property or at any school sponsored event or activity; further, any employee, volunteer, or student found to be under the influence of alcohol or illegal drugs, while on school property or at a school sponsored event or activity will be subject to disciplinary measures. Moreover, the board authorizes and directs school administrators or their representatives to discipline employees, volunteers or students, consistent with pertinent state and federal law, for any violations of this policy.

Discipline for employees may extend to a recommendation for dismissal. While the board does not sponsor directly rehabilitative services, it reserves the right to require that any disciplined employee undergo rehabilitation as a condition to continued employment. Discipline for any adult volunteers may include removal

from the volunteer position. Discipline for students may include suspension, expulsion, and/or a referral to a rehabilitative agency. Information on area agency rehabilitative services may be obtained from any of the school counselors.

The board will implement and support curricular materials and activities that teach about the harmful effects of alcohol and illegal drugs and serve as prevention and intervention programs.

(Board Policy 4002)

### **District Responsibilities for Communicating with Parents**

Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Other pertinent information will be communicated to parents by mail or by personal contact. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school.

### **Care of School Property**

The School District provides needed textbooks, workbooks, library books and athletic equipment without charge. This necessitates that all students assume full responsibility for those items issued to them. Fines will be made for the replacement cost of the books and equipment if lost or damaged.

### **Library Books**

Books will be checked out for two weeks. Pupils will be charged for damaged or lost library books. Additional books will not be checked out until the previous overdue books are returned. Books will be considered lost if they are not returned after 4 weeks. At the end of the school year, report cards will be held until restitution is made.

### **Use of District Technology**

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

#### **Student Expectations in the Use of the Internet**

##### **A. Acceptable Use**

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.
4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.

##### **B. Unacceptable Use**

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use e-mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.

5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
8. Students shall not erase, rename, or make unusable anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
11. Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not falsify electronic mail messages or web pages.

(Board Policy 5037)

### **Emergency Contact Information**

Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes during the school year.

### **Discrimination and Harassment**

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with a student's school performance, or (3) otherwise adversely affects a student's school opportunities. Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Dr. Shannon Hall-Schmeckpeper at 402-643-2968 (phone number), [shannon.hallschmeckpeper@sewardschools.org](mailto:shannon.hallschmeckpeper@sewardschools.org) (e-mail address) or in person at school. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Dr. Matt Dominy at 402-643-2986 (phone number), [matt.dominy@sewardschools.org](mailto:matt.dominy@sewardschools.org) (e-mail address), or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent at 402-643-2941 (phone number), [josh.fields@sewardschools.org](mailto:josh.fields@sewardschools.org) (e-mail address) or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

### **Student Fees Policy**

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes specific student fees and/or materials required. Elementary students might be required participants of this policy in one area: field trip fees. (Board Policy 5045)

### **Conferences and Reports to Parents**

Students' academic success has been closely linked to parental involvement in school. The school district has formal parent-teacher conferences at the end of the first quarter and during the third quarter. In addition to formal conferences, classroom teachers will communicate with parents as necessary. Parents are encouraged to communicate with their student's teacher or the building principal to discuss parental concerns, student needs or any other issue.

### **Classroom Assignments**

Students will be assigned to a particular teacher at the discretion of the building administrator. The administrator will seek input from previous teachers and specialists to ensure the most appropriate placement.

### **Retention**

Students who do not perform to their capabilities may be retained. The following procedures will be utilized:

1. At the end of the first semester, the parent will be notified in writing of possible retention, and a parent conference will be scheduled.
2. Student progress will be reported to the parents at conferences at the end of the third quarter and five weeks before the close of school.
3. A committee made up of the classroom teacher, a principal, and a special area teacher, if appropriate, will be formed. Following their input, a decision will be made by the parents regarding the retention or advancement of the student. Principal input will be seriously considered.

### **Lost and Found**

All lost and found articles are to be taken to the commons area. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester.

### **Police Questioning and Apprehension**

Police or other law enforcement officers may be called to the school at the request of school administration, or may initiate contact with the school in connection with a criminal investigation. The school district shall inform parents when law enforcement officers seek access to their student prior to the student being questioned unless the officers are investigating charges that the student has been the victim of abuse or neglect. Members of the school district staff will comply with board policy regarding police questioning of students.

### **Video Surveillance**

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare, and safety of all staff, students and visitors, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies. Unless otherwise authorized by board policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school

being used for a school purpose by a school employee or by his or her designee; or at a school sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. For example, students making recordings of an athletic event for their personal use similar to a parent or other patron are permitted, but students are still subject to the district's appropriate use and student discipline policies. An exception will be made to this policy if photographs or video recordings are necessary to accommodate a student's disability or are required by the student's Individualized Education Plan (IEP) or Section 504 Plan. In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

### **Field Trips**

A well planned field trip is considered a worthwhile educational experience that contributes much to the overall school program. A permission form will need to be signed at the beginning of the school year. Teachers and other adults will accompany the students. The number of adults needed to accompany the students on field trips will be determined by the classroom teacher. In most circumstances, students must ride the bus with their classmates and teachers to their field trip destination and back to school at the conclusion of the field trip.

Parents will be notified in advance when field trips and activities requiring a bus ride will take place. However, on occasion the class may go on a tour within walking distance of the school. Parents will not necessarily be advised in advance of such excursions. (Board Policy 6027)

### **Classroom Parties**

Classroom parties will be limited to three per year and will be no longer than one hour in duration. Supervision will be provided for those students whose parents request that they not participate.

### **Birthday Treats/Snacks**

If children bring treats for the room on their birthday, they will be distributed and consumed before dismissal time. Delivered balloons and/or flower bouquets sent to students will remain in the office until the end of the school day. Suckers are discouraged because of safety concerns. Please make sure birthday treats do not include nuts of any kind, and treats cannot be refrigerated at school due to limited space.

### **Party Invitations**

Although birthday parties, etc., are an "out of school" activity, it is permissible for your child to distribute invitations at school provided all children in the class receive one.

### **Gifts**

The exchanging of gifts between pupil and teacher is discouraged. Gift exchanges among students are prohibited.

### **Toys**

Toy guns, knives, bats, trading cards (baseball, cartoon, etc.), balls, skateboards, roller blades and other toys are not to be brought to school. Key chains and toys hanging from book bags are discouraged as they are a distraction and/or safety concern. Toys confiscated by school personnel will not be returned to the children until the end of the school year.

### **Pets**

Please see that dogs and other pets are kept home and not allowed to follow pupils to school. A call will be made to the parents to come get the pet. If unavailable, the local law enforcement will be contacted. Pets may be brought to school for instructional purposes only. To do so, arrangements must be made with the classroom teachers and building administrator in advance.

### **School Dress Code**

The school dress of elementary students is the responsibility of the parent. Students are expected to be appropriately dressed and acceptably groomed for school. Appropriate clothing shall be that which does not pose a health or safety hazard, does not disrupt classroom learning and behavior, and complies with reasonable standards for cleanliness. Students must wear shoes at all times. Heelys are not permitted at school. Clothing items with inappropriate statements, pictures, or expressions will not be allowed. Examples-drug or alcohol messages, obscenities, violence, and disrespectful/negative messages. Unacceptable clothing items include the following: very short shorts or skirts;; oversized "sagging" pants and shorts; oversized tank tops worn alone; halter tops; and chains attached to billfolds or pants. For safety reasons during recess times, 'flip-flops' are discouraged. If a student wears a piece of clothing that promotes or advertises the above mentioned items, they will be asked to do one of the following:

- 1) Call home and request that a parent bring another piece of clothing.
- 2) If possible, turn and wear the garment inside out.
- 3) Proceed to the nurse's office to select and wear a piece of clothing from the school's supply. That piece of clothing should then be washed and returned to school the next day.

Makeup and colored lip gloss are not to be brought or worn to school. Writing on hands, arms, face and clothing is not allowed. Temporary tattoos are not allowed. Hair color is restricted to natural colors and should be kept clean and properly groomed. (Board Policy 5031) For playing outdoors in wet and snowy weather, your children need to be equipped with overshoes or rubber boots. Be sure both boots are marked as well as mittens, caps, scarves, etc. Except for extreme weather conditions, children will be outside every day.

### **Visitors**

Parents are encouraged to visit school anytime after the first month. That first month is important to let children make the adjustment to school life. We request that visitors call ahead to inform the office staff and classroom teacher. Upon arrival, please check in at the office. In order to maintain an effective learning environment with limited disruption, classroom visits should not exceed one hour and should be arranged with the teacher and principal.

Requests exceeding one hour must have approval of the principal. (Board Policy 5018)

### **Bus Information**

Students are expected to abide by the rules and regulations as set forth in the Seward Public School Bus Information Pamphlet. Please read and review these rules with your children. Safety is our first consideration, when transporting children to school. If the bus driver is distracted, danger exists. This is why standards of discipline have been established and must be maintained for our children's safety.

Parents are reminded that school buses are operated for the purpose of providing transportation for children to and from school. Once the bus arrives at the school, the students must enter the school and are subject to the discipline and rules. If for some reason you have not received a School Bus Information pamphlet, notify the Elementary Principal's office. Parents are asked to call the bus driver at his home or the neighbor if their child or children will not be riding the bus on a given day. Parents are asked to contact the bus driver and Bus Barn (643-6069) for approval if their child(ren) are to be delivered to a different stop on the established route. (Board Policy 5044)

### **After School Plans**

If a child is planning to go home with a friend, those arrangements must be made between the parents ahead of time. The child must then bring a written note to the classroom teacher informing them about the arrangements. Students will not be allowed to call their parents about plans they made during the school day. The children will be sent home in the usual manner.

### **District Cell Phone Policy**

Possession of cell phones/other electronic communication devices in school is discouraged. If it is necessary for a student to have a cell phone/other electronic communication devices in school, the following rules apply:

1. The cell phone/other electronic communication devices will be turned off during the school day.
2. The cell phone/other electronic communication devices are out of sight during the school day (preferably in a book bag).
3. The only time the cell phone/other electronic communication devices can be used is outside of the school day and the student must be outside the school buildings.
4. Students are responsible for their own phone/other electronic communication devices at all times, even if it is taken from someone to whom they have loaned it.

If any of these rules are violated, the cell phone will be taken from the student by a school official and turned in to the principal's office.

First offense: The cell phone will be confiscated and held in the principal's office. A phone call will be made for the parents to pick up the cell phone/other electronic communication devices. The principal will inform the parent that a second offense by the student is insubordination.

Second Offense: The cell phone/other electronic communication devices will be confiscated and held in the principal's office. A phone call will be made for the parents to pick up the cell phone/other electronic communication devices. Depending on the circumstances, the principal will determine whether the student receives an in-school or out-of-school suspension for insubordination. (Board Policy 6025)

### **Child Abuse**

School employees shall report to the Principal when they have reasonable cause to believe that a child has been subjected to abuse or neglect, or circumstances which reasonably would result in abuse or neglect. The Principal or an individual designated by the principal will report the matter to the proper law enforcement agency or other agency as required by law. (Board Policy 5021)

### **Complaint Procedure**

In the event of complaints or concerns, parents are advised to initially attempt to resolve the situation with the teacher or school employee involved. If the problem cannot be resolved, please contact the school principal, who will schedule a meeting with all the people involved. The superintendent and school board members are to be involved after the above steps are exhausted.

(Board Policy 2006)

### **Bluejay Alerts**

To receive important information about Seward Public Schools sent as a text message or voice message directly to mobile, home or office phones, wireless PDA or pager, sign up for Bluejay Alerts. Information consists of emergency information, school closings, early dismissals and school event reminders. Please contact Craig Williams, District Technology Coordinator at 643-2988 or [craig.williams@connectseward.org](mailto:craig.williams@connectseward.org)

### **Special Education Identification and Placement Procedure**

The Board of Education affirms that all eligible children in the School District of Seward are entitled to a Free Appropriate Public Education and an equal opportunity for education according to the needs of the individual student. All procedural safeguards, policies, and programs implemented in the District are administered in conformity with statutory requirements of NDE Rule 51, NDE Rule 55, Public Law 93-380, Public Law 94-142, and all other applicable state and federal regulations. (Board Policy 6010)

### **Substitute Teachers**

If a long-term substitute is needed for four weeks or more, the school district will do its best to find a substitute that is highly qualified for the position. If this is not possible, parents will be notified in writing.

### **Student Data and Information for NDE**

Information for the Nebraska Student and Staff records system is collected by the Nebraska Department of Education (NDE) for the purpose of doing state and federal reporting. This data includes information for the Nebraska State Accountability (NeSA), state aid, special education, and the federal *No Child Left Behind Act*. Student data are protected by state and federal laws and must be maintained in a confidential matter at all times. Parents may review the kinds of data that are collected about our students and the methods that the Nebraska Department of Education uses to manage this data at the Department of Education website: <http://www.nde.state.ne.us/>

### **Notice of Nondiscrimination**

The School District of Seward does not discriminate on the basis of race, color, national origin, gender, marital status, disability, or age in admission or access to, or treatment of employment or educational programs and activities. Any person having inquiries concerning The School District of Seward's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Superintendent Josh Fields, in writing at 410 South St., Seward, Nebraska or by telephone at (402) 643-2941. Any person may also contact the Office for Civil Rights, U.S. Department of Education, in writing at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri, 64114-3302 or by telephone at (816) 268-0550, regarding compliance with the regulations implementing Title VI, Title IX, or Section 504.

### **Additional Information:**

In addition to the foregoing information, a copy of the following policies are enclosed:

1. 2023-2024 Summary of the School Immunization Rules and Regulations
2. 2023-2024 School Calendar
3. Seward Elementary Homework Guidelines

### **Elementary Administration & Teaching Staff**

If at any time a parent/guardian would like to contact the administration or a teacher, please consider the following options:

Telephone: School number is (402) 643-2968

E-mail : [firstname.lastname@sewardschools.org](mailto:firstname.lastname@sewardschools.org)

**Example:** [jessica.dominy@sewardschools.org](mailto:jessica.dominy@sewardschools.org)



## Grant Request Form

Name of Project:

Contact Name:

Address:

Phone:

City:

State:

Zip Code:

This project is being submitted to:      City Council      School Board  
for further consideration. It is understood that upon approval by the  
aforementioned entity this Grant Request Form will, in turn be submitted to the  
Seward Foundation, Inc for final determination. **Please note, this grant  
application will not be considered for funding until approval is given by the  
City Council or the School Board for submittal to the Foundation.**

**Description of the Project:** Please provide a brief description of the project under consideration and  
the proposed use of Seward Foundation, Inc. grant monies.

**Additional Information:** Please provide additional information regarding the project including the  
need that the project fulfills within the community and the target market for the project. How will this  
project be promoted to the community at large?

**Financial Information:** Please provide financial information for the proposed project detailing out the overall estimated cost of the project and the sources and uses of funds including this Grant Request Form. Note: The Seward Foundation, Inc. prefers and encourages investment and support from other outside entities to assist in funding projects.

**TOTAL PROJECT COST:**

<b>SOURCES OF FUNDS</b>	<b>USE OF FUNDS</b>

**Operating Budget:** Please attach and provide an on-going budget for this program/project.

Who will continue to fund and maintain this program/project on an on-going basis?

How did you arrive at the budget figures?

Will this grant be sufficient to start/continue this program/project?

Are you submitting this request elsewhere for funding considerations? If so, to whom and for how much?

Has this request been made elsewhere and turned down? If so, why?

After grant monies from the Seward Foundation, Inc. have been expended what plans are being made to ensure the ongoing operation of the project/program?

#### Other Information:

Is this project application related to a new or on-going program?

Who was involved in the development and planning of this program/project?

Will this program/project be evaluated regularly and if so, by whom?

Is this program/project ready to begin immediately? If not, what is the target date for completion and/or readiness?

## **Board of Education Study Session**

School District of Seward

410 South Street

Seward, NE 68434

Monday, May 15, 2023 5:30 PM

Attendance Taken at 5:31 PM.

Paul Duer:	Present
Matt Hastings:	Present
Jill Hochstein:	Present
Ryne Seaman:	Present
Danielle Shipley:	Present
Shawn Svoboda:	Present

### 1. Preliminary Procedures

1.1. Call meeting to order & announce Open Meetings Act is Posted

1.2. Public Notice as publicized per board policy

The public notice was publicized in the Seward County Independent and posted at city hall, library and courthouse. The public notice was dated May 10, 2023.

1.3. Roll Call

1.3.1. Action to excuse board members if necessary

### 2. Executive Session

Motion to enter into executive session at 5:32 pm to discuss classified staff, middle management, administrator, and superintendent pay for the 2023-2024 school year Passed with a motion by Paul Duer and a second by Matt Hastings.

Paul Duer: Yea, Matt Hastings: Yea, Jill Hochstein: Yea, Ryne Seaman: Yea, Danielle Shipley:  
Yea, Shawn Svoboda: Yea

2.1. Restate reason for entering into executive session

Out of executive session at 6:26 p.m.

3. Possible Discussion Items

3.1. Middle School Action Team

Brad Schlegel, Nate Stepp and Hans Eickmeier discussed adding more support in the 6-8th curriculum to support student well-being.

4. Adjournment

President Seaman adjourned the meeting at 6:56 p.m.

Prepared by:

Jill Hochstein

Heidi Covert

Secretary

## Board of Education Regular Meeting

School District of Seward

410 South Street

Seward, NE 68434

Monday, May 15, 2023 7:00 PM

Attendance Taken at 7:03 PM.

Paul Duer: Present  
Matt Hastings: Present  
Jill Hochstein: Present  
Ryne Seaman: Present  
Danielle Shipley: Present  
Shawn Svoboda: Present

### 1. Preliminary Procedures

1.1. Call meeting to order & announce Open Meetings Act is Posted

1.2. Public Notice as publicized per board policy

The public notice was publicized in the Seward County Independent and posted at city hall, library and courthouse. The public notice was dated May 10, 2023.

1.3. Roll Call

1.3.1. Action to excuse board members if necessary

1.4. Pledge of Allegiance

**1.5. 1.5 Mission** The school district of Seward--where every student, every day is a success--affirms that all students will have the skills to become productive and contributing members of a global community. In cooperation with family and community members, the district is committed to the development of each student academically, emotionally, socially, and physically.

## 1.6. Approval of Agenda

Motion to approve the agenda as presented Passed with a motion by Paul Duer and a second by Shawn Svoboda.

Paul Duer: Yea, Matt Hastings: Yea, Jill Hochstein: Yea, Ryne Seaman: Yea, Danielle Shipley: Yea, Shawn Svoboda: Yea

2. Public Forum: (The Board President reserves the right to place time limits on individuals and topics.)

2.1. Public Forum on Agenda Items: This is your opportunity to speak to items on the agenda. If you are not a part of the presentation of the agenda item you need to speak now. Thank you for your participation.

There was none.

2.2. Public Forum on Any Topic: This is your opportunity to speak to any topic concerning the school district. Since it is not an agenda item the board cannot discuss or take action at this time on the matter. Future discussion can be requested as an agenda item. Thank you for your participation.

There was none.

## 3. Reports

### 3.1. Administrator Reports

Written reports were received from the administrators.

### 3.2. Student Board Report

Madison Dominy presented her report to the board.

### 3.3. Superintendent's Report

Dr. Fields thanked the board and staff for their help at graduation. Our cost of district insurance went up 20% from last year. We have had some Credit Card issues, so we are working out some details to change our accounts. We are looking at reseeding and putting in underground sprinklers at the District Office. The board will start discussing budgets for next school year.

## 4. Discussion Items

### 4.1. Maintenance Equipment

Adam Dowling and Tom Vajgrt discussed the need of a new tractor in our maintenance department.

### 4.2. Legislative Update

Dr. Fields updated the board on legislative issues.

## 5. Action Items

### 5.1. Unified Bowling

Motion to approve Unified Bowling to start the 2023-2024 School Year. Passed with a motion by Paul Duer and a second by Jill Hochstein.

Paul Duer: Yea, Matt Hastings: Yea, Jill Hochstein: Yea, Ryne Seaman: Yea, Danielle Shipley: Yea, Shawn Svoboda: Yea

### 5.2. Resignation of Tom Vajgrt

Motion to accept the resignation of Tom Vajgrt effective the end of June 2023. Passed with a motion by Matt Hastings and a second by Shawn Svoboda.

Paul Duer: Yea, Matt Hastings: Yea, Jill Hochstein: Yea, Ryne Seaman: Yea, Danielle Shipley: Yea, Shawn Svoboda: Yea

### 5.3. Language Arts Resources

Motion to approve the bid of \$9,622.85 from Prestwick. Passed with a motion by Jill Hochstein and a second by Danielle Shipley.

Paul Duer: Yea, Matt Hastings: Yea, Jill Hochstein: Yea, Ryne Seaman: Yea, Danielle Shipley: Yea, Shawn Svoboda: Yea

### 5.4. 2023-2024 Hot Lunch, Breakfast, and Milk Prices

Motion to approve the hot lunch prices for the 2023-2024 school year PK-4 \$3.10, 5-12 \$3.25, breakfast PK-12 \$2.20 and milk to \$0.40. Passed with a motion by Danielle Shipley and a second by Shawn Svoboda.

Paul Duer: Yea, Matt Hastings: Yea, Jill Hochstein: Yea, Ryne Seaman: Yea, Danielle Shipley: Yea, Shawn Svoboda: Yea

## 6. Future Agenda Items

### Handbooks

## 7. Consent Agenda

### 7.1. Approval of Minutes

### 7.2. Approval of Financial Reports

#### 7.2.1. Treasurer

7.2.2. Budget

7.2.3. Activities

7.2.4. Athletic

7.3. Approval of Claims

7.3.1. General Fund - \$2,276,096.92

7.4. Out-of-State Travel

7.5. Approval of Consent Agenda

Motion to approve the consent agenda as presented Passed with a motion by Paul Duer and a second by Matt Hastings.

Paul Duer: Yea, Matt Hastings: Yea, Jill Hochstein: Yea, Ryne Seaman: Yea, Danielle Shipley: Yea, Shawn Svoboda: Yea

8. Adjournment

Motion to adjourn the meeting at 8:00 PM with the next study session and regular board meeting scheduled for Monday, June 12 at 5:30 and 7:00 PM Passed with a motion by Matt Hastings and a second by Shawn Svoboda.

Paul Duer: Yea, Matt Hastings: Yea, Jill Hochstein: Yea, Ryne Seaman: Yea, Danielle Shipley: Yea, Shawn Svoboda: Yea

Prepared by:

Heidi Covert

Jill Hochstein

Secretary

**SCHOOL DISTRICT OF SEWARD  
TREASURER'S REPORT  
FOR THE MONTH  
ENDED MAY 31, 2023**

**GENERAL FUND (ACCOUNT NUMBER 100-172)**

Bank Balance		580,189.59
Seward County Treasurer--Local Taxes	4,450,428.31	
Butler County Treasurer--Local Taxes	135,748.88	
Seward Hot Lunch--Reimbursement	152,519.58	
Baker--Preschool Deposit	75.00	
Kimberly McGill--Preschool Deposit	75.00	
Drew Carr--Preschool Deposit	75.00	
Levi Dixon--Preschool Deposit	75.00	
Stephanie Johnson--Preschool Deposit	75.00	
Amanda Osten--Preschool Deposit	75.00	
Amanda Osten--Preschool Deposit	75.00	
Joshua Dorcey--Preschool Deposit	75.00	
Hannah Weisgerber--Preschool Deposit	75.00	
Delayne Bohac--Preschool Deposit	75.00	
Madison Trevino--Preschool Deposit	75.00	
Sara Hinrichs--Preschool Deposit	75.00	
Alyssa Dolezal--Preschool Deposit	75.00	
Tyler Luebbe--Preschool Deposit	75.00	
Stephanie Luebbe--Preschool Deposit	75.00	
Devon Luebbe--Preschool Deposit	75.00	
Sasha Szarafinski--Preschool Deposit	75.00	
Shanae Hentzen--Preschool Deposit	75.00	
Tanner Andersen--Preschool Deposit	75.00	
Azur Lamp--Preschool Deposit	75.00	
Dustin Bundy--Preschool Deposit	100.00	
Megan Naber--Preschool Deposit	75.00	
Marroquin Driving School--Rental	82.50	
William Henry School--Rental	600.00	
Jays Club--Rental	800.00	
Shelly's School of Dance--Rental	1,525.00	
City of Seward--Fines/Licenses	1,357.76	
Juanita Hill--Computer Sale	100.00	
Willow Path--Transportation	750.00	
Methodist Church--Transportation	750.00	
Wieseman--Lost Book	20.00	
Fehlhafer's Sale of Junk	190.90	
SHS-Musical	587.65	
Village of Garland--Licenses	250.00	
Cattle Bank--Interest	15,931.23	
State of Nebraska--Temporary Easement	340.00	
State of Nebraska--IDEA 6408	103,890.00	
State of Nebraska--IDEA 6412	5,341.00	
State of Nebraska--Medicaid	4,578.63	
State of Nebraska--Medicaid	4,403.65	
State of Nebraska--State Aid	28,813.00	
State of Nebraska--SPED	166,835.00	
State of Nebraska--SPED SA Transportation	4,527.00	
Jones Bank - Interest	1,219.52	



**SCHOOL DISTRICT OF SEWARD  
TREASURER'S REPORT  
FOR THE MONTH  
ENDED MAY 31, 2023**

**SPECIAL BUILDING FUND (ACCOUNT NUMBER 10-074-9)**

Beginning Balance -----	520,736.22
Deposits: Seward County Treasurer--Local Taxes-----	52,228.60
Butler County Treasurer--Local Taxes-----	1,606.53
Disbursements -----	0.00
Interest-----	382.64
Bank Balance -----	<u>574,953.99</u>

**TOTAL IN SPECIAL BUILDING FUND ACCOUNTS           574,953.99**

**UNEMPLOYMENT FUND ACCOUNT (ACCT # 473-633)**

Beginning Balance -----	22,658.89
Interest -----	12.60
Disbursements -----	0.00
Bank Balance -----	<u>22,671.49</u>

**GIFTS AND DONATIONS (ACCT # 162036)**

Beginning Balance -----	24,673.09
Deposit:-----	0.00
Interest-----	9.13
Disbursements -----	0.00
Bank Balance -----	<u>24,682.22</u>

**QUALITY CAPITAL PURPOSE UNDERTAKING FUND (ACCT #640-822)**

Beginning Balance -----	91,721.26
Seward County Treasurer & Butler County Treasurer --Local Taxes -----	40,971.74
Interest -----	43.88
Disbursements -----	0.00
Bank Balance -----	<u>132,736.88</u>

**BOARD REVOLVING FUND (ACCOUNT NUMBER 159-913)**

Beginning Balance -----	16,383.62
Deposits: SPS-----	0.00
Interest -----	6.05
Disbursements -----	119.29
Bank Balance -----	<u>16,270.38</u>

**SCHOOL DISTRICT OF SEWARD  
TREASURER'S REPORT  
FOR THE MONTH  
ENDED MAY 31, 2023**

**HOT LUNCH FUND (ACCOUNT # 10 353 5)**

Beginning Balance -----	787,877.43
Interest -----	501.90
State of NE Payments -----	32,609.45
Other Receipts -----	45,651.69
Disbursements -----	<u>152,994.80</u>
Bank Balance -----	713,645.67
Amount Due District -----	<u>179,565.18</u>
Available Balance -----	<u>534,080.49</u>

**STUDENT FEE FUND (ACCOUNT #668-157)**

Beginning Balance -----	1,291.26
Receipts: Seward High School Activity Fund -----	0.00
Interest -----	0.00
Disbursements -----	<u>0.00</u>
Bank Balance -----	<u>1,291.26</u>

**BOND FUND (ACCOUNT #60000586)**

Beginning Balance -----	498,360.11
Seward County Treasurer - Local Taxes -----	412,268.72
Butler County Treasurer - Local Taxes -----	12,686.27
Deposit--Joens Bank -----	0.00
Interest -----	287.54
Disbursements -----	<u>0.00</u>
Bank Balance -----	<u>923,602.64</u>

CD#70001325--JNB RATE OF 5.10% DATE DUE 11/27/2023-----	<u>350,000.00</u>
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<b>TOTAL IN BOND FUND ACCOUNT</b>	<b>1,273,602.64</b>
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Heidi Covert, Treasurer

**BUDGET PRINTOUT  
RECAPITULATION  
MAY 31, 2023**

**RECEIPTS PORTION OF THE 2022-2023 BUDGET**

	AMOUNT BUDGETED	AMOUNT RECEIVED	AMOUNT REMAINING	% RECEIVED TO DATE
RECEIPTS	22,865,000.00	17,077,157.43	5,787,842.57	74.69%
HOT LUNCH		<u>609,980.41</u>		
TOTAL RECEIPTS		17,687,137.84	5,177,862.16	

**EXPENDITURES PORTION OF THE 2022-2023 BUDGET**

CATEGORY	BUDGET	SPENT	REMAINING	% EXPENDED
REG INSTRUCTION	10,400,000.00	7,360,215.80	3,039,784.20	70.77%
SPECIAL ED	3,200,000.00	1,942,330.83	1,257,669.17	60.70%
SS--PUPILS	1,650,000.00	890,445.46	759,554.54	53.97%
SS-INSTRUCTION	650,000.00	398,881.01	251,118.99	61.37%
GENERAL ADM	425,000.00	262,713.60	162,286.40	61.81%
PRIN ADMIN	1,300,000.00	818,440.64	481,559.36	62.96%
GEN BUSINESS	400,000.00	202,308.44	197,691.56	50.58%
OPER/MAINT	2,340,000.00	1,571,405.13	768,594.87	67.15%
TRANSPORTATION	875,000.00	820,512.78	54,487.22	93.77%
FOUNDATION	0.00	0.00	0.00	0.00%
TRANSFERS	40,000.00	11,902.55	28,097.45	29.76%
GEN FUND TOTALS	21,280,000.00	14,279,156.24	7,000,843.76	67.10%
FEDERAL FUNDS	1,585,000.00	502,020.91	1,082,979.09	31.67%
SIXPENCE		126,043.30		
GRAND TOTAL	22,865,000.00	14,907,220.45	7,957,779.55	65.20%
HOT LUNCH	877,419.00	726,019.33		
TOTAL	23,742,419.00	15,633,239.78		

Seward Elementary  
 Activities Account Report  
 As of May 31, 2023

Line Item:	Date:	Number:	Name:	Receipts:	Debits:	Balance:
Total of All Line Items Included: Beginning Balance:						
						\$16,450.02
Activities Account Beginning Balance: (Not including Library balance.)						
	5/2/23		PTO donations	\$1037.00		\$12,971.04
	5/8/23		Erin Collings-teacher appreciation Supplies		\$41.76	\$12,929.28
	5/9/23		Taryn Miller-Insect Lore		\$50.45	\$12,878.83
	5/10/23		Pepsi		\$116.10	\$12,762.73
	5/12/23		Walmart- chips for teacher meal		\$53.94	\$12,708.79
	5/17/23		Walmart-PLC teacher snacks		\$77.03	\$12,631.76
	5/22/23		Walmart-Field day popsicles		\$50.66	\$12,581.10
	5/22/23		Jennifer Flemings- Library décor		\$224.66	\$12,356.44
	5/24/23		DeAnn Warren-NSCAS celebration popsicles		\$12.00	\$12,344.44
	5/26/23		Pop machine change for deposit	\$29.68		\$12,374.12
	5/26/23		PTO bounce house donation/ Box top donation	\$429.10		\$12,803.22
	5/30/23		Dairy Queen-last day treats		\$197.63	\$12,605.59
	5/31/23		Interest	\$7.48		\$12,613.07
<b>Total Of Activities Account: Ending Balance:</b>						
						<b>\$12,613.07</b>
Lunch Donation: (Money set aside within the activities account for lunch donations.) (Not to be added to the total again.)						
						\$1000.00

Compounded Interest included in the total balance: \$7.48 total = \$305.37



05/31/23

Seward Middle School  
Balance Sheet Standard  
As of May 31, 2023

May 31, '23

ASSETS

Current Assets

Checking/Savings

Gaming	704.59
Special Olympics	979.78
Posters	1,382.26
FCCLA	531.12
Book Fair	820.22
Art	177.10
PTO	13,142.48
Sports Buttons	2,214.07
Music	1,957.54
Athletics	26,234.91
Band	127.89
Builders Club	1,395.83
Bully Response Team	1,771.31
Courtesy Fund	731.13
FCS	0.16
Industrial Arts	512.87
Interest	1,159.14
Library	1,773.75
Milk	0.94
MS Computer	3.10
Outdoor Ed	21,436.95
PE	501.27
Sales Tax	7.61
Student Council	2,972.63
Wellness	462.50
Yearbook	9,950.63

Total Checking/Savings 90,951.78

Total Current Assets 90,951.78

TOTAL ASSETS 90,951.78

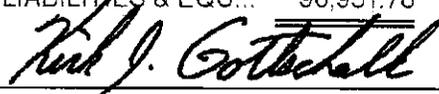
LIABILITIES & EQUITY

Equity

Opening Bal Equity 90,951.78

Total Equity 90,951.78

TOTAL LIABILITIES & EQU... 90,951.78

  
Kirk Gottschalk, Principal

  
Janet Seaman, Bookkeeper

Seward Middle School  
Balance Sheet Detail

As of May 31, 2023

05/31/23

Type	Date	Num	Name	Memo	Cir	Split	Amount	Balance
<b>ASSETS</b>								
Current Assets								94,456.99
Checking/Savings								94,456.99
Gaming								94,456.99
General Journal	05/05/23					Opening Bal Eq...	619.43	0.00
Transfer	05/12/23			concession pro...		Athletics	85.16	619.43
Total Gaming							704.59	704.59
Special Olympics								612.20
General Journal	05/08/23	10048	April Roth			Opening Bal Eq...	-63.42	548.78
General Journal	05/15/23			Concession		Opening Bal Eq...	587.00	1,135.78
General Journal	05/15/23	10056	Valentino's	Concession T ...		Opening Bal Eq...	-156.00	979.78
Total Special Olympics							367.58	979.78
Posters								1,370.26
General Journal	05/01/23					Opening Bal Eq...	12.00	1,382.26
Total Posters							12.00	1,382.26
FCCLA								355.22
Transfer	05/12/23			concession pro...		Athletics	143.90	499.12
General Journal	05/24/23					Opening Bal Eq...	32.00	531.12
Total FCCLA							175.90	531.12
Book Fair								820.22
Total Book Fair								820.22
Art								177.10
Total Art								177.10
PTO								13,625.98
General Journal	05/01/23					Opening Bal Eq...	220.00	13,845.98
General Journal	05/05/23	10046	Erin Collings			Opening Bal Eq...	-75.60	13,770.38
General Journal	05/09/23			BoxTops		Opening Bal Eq...	28.50	13,798.88

**Seward Middle School**  
**Balance Sheet Detail**  
 As of May 31, 2023

05/31/23

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
General Journal	05/09/23	10051	Middle Creek Printing	Strength shirts		Opening Bal Eq...	-465.40	13,333.48
General Journal	05/10/23	10053	Nathan Buss			Opening Bal Eq...	-100.00	13,233.48
General Journal	05/12/23	10054	Valentino's	T & F Day		Opening Bal Eq...	-91.00	13,142.48
Total PTO							-483.50	13,142.48
Sports Buttons								2,214.07
Total Sports Buttons								2,214.07
Music								968.54
General Journal	05/09/23					Opening Bal Eq...	129.00	1,097.54
General Journal	05/12/23					Opening Bal Eq...	860.00	1,957.54
Total Music							989.00	1,957.54
Athletics								30,344.41
General Journal	05/02/23	10044	Brad Vancura			Opening Bal Eq...	-68.81	30,275.60
General Journal	05/03/23			Gate		Opening Bal Eq...	1,197.00	31,472.60
General Journal	05/05/23	10045	ASPI Solutions	track fee		Opening Bal Eq...	-72.00	31,400.60
General Journal	05/08/23	10049	Valentino's			Opening Bal Eq...	-104.00	31,296.60
General Journal	05/09/23	10050	Seward High School	Activity Passes		Opening Bal Eq...	-3,269.00	28,027.60
General Journal	05/10/23	10052	Brad Vancura			Opening Bal Eq...	-25.93	28,001.67
Transfer	05/12/23			concession pro...		Student Council	-107.00	27,894.67
Transfer	05/12/23			concession pro...		Gaming	-85.16	27,809.51
Transfer	05/12/23			concession pro...		Bully Response ...	-41.00	27,768.51
Transfer	05/12/23			concession pro...		Builders Club	-53.65	27,714.86
Transfer	05/12/23			concession pro...		FCCLA	-143.90	27,570.96
General Journal	05/12/23	10055	Norris Middle School	Track Entry Fee		Opening Bal Eq...	-175.00	27,395.96
General Journal	05/23/23					Opening Bal Eq...	10.60	27,406.56
General Journal	05/24/23	10059	School District of Sew...	Coach fees		Opening Bal Eq...	-587.65	26,818.91
General Journal	05/24/23	10060	NE Coaches Assn	Membership fe...		Opening Bal Eq...	-575.00	26,243.91
General Journal	05/24/23					Opening Bal Eq...	75.00	26,318.91
General Journal	05/26/23	10062	Seward High School	track fee		Opening Bal Eq...	-84.00	26,234.91
Total Athletics							-4,109.50	26,234.91
Band								123.89
General Journal	05/23/23					Opening Bal Eq...	4.00	127.89

Seward Middle School  
**Balance Sheet Detail**  
 As of May 31, 2023

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Total Band							4.00	127.89
Builders Club								1,342.18
Transfer	05/12/23			concession pro...		Athletics	53.65	1,395.83
Total Builders Club							53.65	1,395.83
Bully Response Team								1,730.31
Transfer	05/12/23			concession pro...		Athletics	41.00	1,771.31
Total Bully Response Team							41.00	1,771.31
Courtesy Fund								756.69
General Journal	05/05/23	10047	Culligan Water	water		Opening Bal Eq...	-60.00	696.69
General Journal	05/19/23					Opening Bal Eq...	160.94	857.63
General Journal	05/23/23	10058	Godfathers			Opening Bal Eq...	-141.50	716.13
General Journal	05/24/23					Opening Bal Eq...	15.00	731.13
Total Courtesy Fund							-25.56	731.13
FCS								0.16
Total FCS								0.16
Industrial Arts								512.87
Total Industrial Arts								512.87
Interest								1,194.14
Deposit	05/02/23			Conc proceeds	X	Opening Bal Eq...	280.00	1,474.14
General Journal	05/05/23			8th field trip		Opening Bal Eq...	90.00	1,564.14
General Journal	05/09/23			8th field trip		Opening Bal Eq...	120.00	1,684.14
General Journal	05/25/23	10061	University of Nebraska	8th Field Trip		Opening Bal Eq...	-525.00	1,159.14
Total Interest							-35.00	1,159.14
Jay Mart								0.00
Total Jay Mart								0.00

05/31/23

**Seward Middle School  
Balance Sheet Detail  
As of May 31, 2023**

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Library								1,489.12
General Journal	05/24/23					Opening Bal Eq...	284.63	1,773.75
Total Library							284.63	1,773.75
Milk								0.94
Total Milk								0.94
MS Computer								3.10
Total MS Computer								3.10
Outdoor Ed								21,436.95
Total Outdoor Ed								21,436.95
PE								501.27
Total PE								501.27
Project Citizen								0.00
Total Project Citizen								0.00
Sales Tax								7.61
Total Sales Tax								7.61
Student Council								2,546.63
Transfer	05/12/23			concession pro...		Athletics	107.00	2,653.63
General Journal	05/12/23					Opening Bal Eq...	319.00	2,972.63
Total Student Council							426.00	2,972.63
Wellness								462.50
Total Wellness								462.50
Yearbook								11,860.63
General Journal	05/09/23					Opening Bal Eq...	80.00	11,940.63

05/31/23

Seward Middle School  
**Balance Sheet Detail**  
 As of May 31, 2023

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
General Journal	05/22/23	10057	Jostens	2023 Order		Opening Bal Eq...	-2,255.00	9,685.63
General Journal	05/23/23					Opening Bal Eq...	205.00	9,890.63
General Journal	05/24/23					Opening Bal Eq...	60.00	9,950.63
Total Yearbook							-1,910.00	9,950.63
Total Checking/Savings							-3,505.21	90,951.78
Accounts Receivable								0.00
Accounts Receivable								0.00
Total Accounts Receivable								0.00
Total Accounts Receivable								0.00
Other Current Assets								0.00
Undeposited Funds								0.00
Total Undeposited Funds								0.00
Total Other Current Assets								0.00
Total Current Assets							-3,505.21	90,951.78
Fixed Assets								0.00
Total Fixed Assets								0.00
Other Assets								0.00
Total Other Assets								0.00
<b>TOTAL ASSETS</b>							<b>-3,505.21</b>	<b>90,951.78</b>
<b>LIABILITIES &amp; EQUITY</b>								<b>94,456.99</b>
Liabilities								0.00
Current Liabilities								0.00

05/31/23

## Seward Middle School Balance Sheet Detail As of May 31, 2023

Type	Date	Num	Name	Memo	Cir	Split	Amount	Balance
Accounts Payable							0.00	0.00
Accounts Payable							0.00	0.00
Total Accounts Payable								0.00
Total Accounts Payable								0.00
Credit Cards							0.00	0.00
Total Credit Cards								0.00
Other Current Liabilities							0.00	0.00
Sales Tax Payable							0.00	0.00
Total Sales Tax Payable								0.00
Total Other Current Liabilities								0.00
Total Current Liabilities								0.00
Long Term Liabilities								0.00
Total Long Term Liabilities								0.00
Total Liabilities								0.00
Equity								94,456.99
Opening Bal Equity								94,456.99
General Journal	05/01/23				X	-SPLIT-	232.00	94,688.99
Deposit	05/02/23				X	Interest	280.00	94,968.99
General Journal	05/02/23	10044	Brad Vancura	8th Field Trip	X	Athletics	-68.81	94,900.18
General Journal	05/03/23			Gate	X	Athletics	1,197.00	96,097.18
General Journal	05/05/23				X	-SPLIT-	709.43	96,806.61
General Journal	05/05/23	10045	ASPI Solutions	track fee	X	Athletics	-72.00	96,734.61
General Journal	05/05/23	10046	Erin Collings		X	PTO	-75.60	96,659.01
General Journal	05/05/23	10047	Culligan Water	water	X	Courtesy Fund	-60.00	96,599.01
General Journal	05/08/23	10048	April Roth		X	Special Olympics	-63.42	96,535.59

## Seward Middle School Balance Sheet Detail As of May 31, 2023

Type	Date	Num	Name	Memo	Cir	Split	Amount	Balance
General Journal	05/08/23	10049	Valentino's		X	Athletics	-104.00	96,431.59
General Journal	05/09/23				X	-SPLIT-	209.00	96,640.59
General Journal	05/09/23				X	-SPLIT-	148.50	96,789.09
General Journal	05/09/23	10050	Seward High School	Activity Passes	X	Athletics	-3,269.00	93,520.09
General Journal	05/09/23	10051	Middle Creek Printing	Strength shirts	X	PTO	-465.40	93,054.69
General Journal	05/10/23	10052	Brad Vancura		X	Athletics	-25.93	93,028.76
General Journal	05/10/23	10053	Nathan Buss		X	PTO	-100.00	92,928.76
General Journal	05/12/23	10054	Valentino's	T & F Day	X	PTO	-91.00	92,837.76
General Journal	05/12/23	10055	Norris Middle School	Track Entry Fee	X	Athletics	-175.00	92,662.76
General Journal	05/12/23				X	-SPLIT-	1,179.00	93,841.76
General Journal	05/15/23				X	Special Olympics	587.00	94,428.76
General Journal	05/15/23	10056	Valentino's	Concession	X	Special Olympics	-156.00	94,272.76
General Journal	05/19/23				X	Courtesy Fund	160.94	94,433.70
General Journal	05/22/23	10057	Jostens	2023 Order	X	Yearbook	-2,255.00	92,178.70
General Journal	05/23/23				X	-SPLIT-	219.60	92,398.30
General Journal	05/23/23	10058	Godfathers		X	Courtesy Fund	-141.50	92,256.80
General Journal	05/24/23	10059	School District of Sew...	Coach fees		Athletics	-587.65	91,669.15
General Journal	05/24/23	10060	NE Coaches Assn	Membership fe...	X	Athletics	-575.00	91,094.15
General Journal	05/24/23				X	-SPLIT-	466.63	91,560.78
General Journal	05/25/23	10061	University of Nebraska	8th Field Trip		Interest	-525.00	91,035.78
General Journal	05/26/23	10062	Seward High School	track fee		Athletics	-84.00	90,951.78
Total Opening Bal Equity							-3,505.21	90,951.78
Retained Earnings								0.00
Total Retained Earnings								0.00
Net Income								0.00
Total Net Income								0.00
Total Equity							-3,505.21	90,951.78
TOTAL LIABILITIES & EQUITY							-3,505.21	90,951.78

## SEWARD HIGH SCHOOL

## General Ledger Report

## Financial Report

From Date:	5/1/2023
To Date:	05/31/2023

From Acct:	1
To Acct:	999999

## Activity Accounts

Acct	Account Name	Beg. Bal.	Recpt / JV	Disb / JV	Transfers	End. Bal.	YTD Payables	Work Bal
100	DUAL CREDIT CLASSES	\$8,333.15	\$0.00	\$0.00	\$0.00	\$8,333.15	\$0.00	\$8,333.15
105	ALTERNATIVE SCHOOL	\$268.84	\$0.00	\$0.00	\$0.00	\$268.84	\$0.00	\$268.84
110	ACT CLASS	\$379.96	\$0.00	\$0.00	\$0.00	\$379.96	\$0.00	\$379.96
115	HONOR SOCIETY	(\$263.05)	\$0.00	\$(31.99)	\$0.00	(\$295.04)	\$0.00	(\$295.04)
120	ALUMNI ASSOCIATION	\$738.03	\$0.00	\$0.00	\$0.00	\$738.03	\$0.00	\$738.03
125	GUIDANCE	\$159.46	\$500.00	\$0.00	\$0.00	\$659.46	\$0.00	\$659.46
126	AMBASSADORS	\$407.09	\$0.00	\$0.00	\$0.00	\$407.09	\$0.00	\$407.09
127	AP EXAMS	\$8,153.50	\$0.00	\$(3,376.00)	\$0.00	\$4,777.50	\$0.00	\$4,777.50
130	CAREER ACADEMY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
135	BOWLING	\$1,629.21	\$0.00	\$0.00	\$0.00	\$1,629.21	\$0.00	\$1,629.21
140	FOOTBALL	(\$131.72)	\$0.00	\$0.00	\$0.00	(\$131.72)	\$0.00	(\$131.72)
142	FOOTBALL-UNIFORMS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
144	GIRLS WRESTLING	\$0.00	\$2,535.00	\$0.00	\$857.90	\$3,392.90	\$0.00	\$3,392.90
145	WRESTLING	\$1,188.32	\$0.00	\$0.00	(\$113.90)	\$1,074.42	\$0.00	\$1,074.42
147	X-COUNTRY	\$559.47	\$0.00	\$0.00	\$0.00	\$559.47	\$0.00	\$559.47
149	TRACK	\$1,711.30	\$0.00	\$(385.40)	\$0.00	\$1,325.90	\$0.00	\$1,325.90
150	GIRLS BB CAMP	\$2,625.49	\$0.00	\$(900.00)	\$0.00	\$1,725.49	\$0.00	\$1,725.49
155	BOYS BB CAMP	\$8,276.54	\$2,865.00	\$(1,678.29)	\$0.00	\$9,463.25	\$0.00	\$9,463.25
160	BOYS SOCCER	\$87.94	\$1,740.00	\$(1,337.73)	(\$200.00)	\$290.21	\$0.00	\$290.21
165	GIRLS SOCCER	\$1,987.85	\$0.00	\$(83.92)	\$200.00	\$2,103.93	\$0.00	\$2,103.93
170	SOFTBALL	\$2,310.98	\$0.00	\$(26.58)	\$0.00	\$2,284.40	\$0.00	\$2,284.40
175	VOLLEYBALL	\$2,762.60	\$0.00	\$0.00	\$0.00	\$2,762.60	\$0.00	\$2,762.60
180	VIDEO ACCOUNT	\$4,405.57	\$400.00	\$0.00	\$0.00	\$4,805.57	\$0.00	\$4,805.57
185	BASEBALL	\$4,155.07	\$0.00	\$(627.40)	\$0.00	\$3,527.67	\$0.00	\$3,527.67
190	GIRLS GOLF	\$1,057.45	\$0.00	\$0.00	\$0.00	\$1,057.45	\$0.00	\$1,057.45
195	BOYS GOLF	\$887.20	\$0.00	\$0.00	\$0.00	\$887.20	\$0.00	\$887.20
200	SMUTNY SCHOLARSHIP	\$0.00	\$0.00	\$(100.00)	\$0.00	(\$100.00)	\$0.00	(\$100.00)
225	ACADEMIC CONTESTS	\$907.00	\$0.00	\$(210.00)	\$266.00	\$963.00	\$0.00	\$963.00
230	SCIP	\$342.50	\$0.00	\$0.00	\$0.00	\$342.50	\$0.00	\$342.50
240	THORELL SCHOLARSHIPS	\$0.00	\$1,000.00	\$(1,000.00)	\$0.00	\$0.00	\$0.00	\$0.00
250	PEPSI SCHOLARSHIPS	\$4,000.00	\$0.00	\$(2,000.00)	\$0.00	\$2,000.00	\$0.00	\$2,000.00
260	SCHOLARSHIP ACCT.	\$140.00	\$0.00	\$0.00	\$0.00	\$140.00	\$0.00	\$140.00
270	BOWMASTER SCHOLARSHIP	(\$25.00)	\$350.00	\$(700.00)	\$0.00	(\$375.00)	\$0.00	(\$375.00)
275	CONCESSIONS	\$9,713.09	\$2,875.50	\$(3,819.72)	(\$4,539.18)	\$4,229.69	\$0.00	\$4,229.69
300	Teacher Pop Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
310	VENDING SALES	\$6,572.15	\$1,433.19	\$(1,929.00)	\$10.00	\$6,086.34	\$0.00	\$6,086.34
315	DLC ACCOUNT	\$25.81	\$0.00	\$0.00	\$0.00	\$25.81	\$0.00	\$25.81
330	DRIVER EDUCATION	\$4,210.00	\$1,020.00	\$0.00	\$0.00	\$5,230.00	\$0.00	\$5,230.00
400	FBLA	(\$4,432.70)	\$940.00	\$0.00	\$0.00	(\$3,492.70)	\$0.00	(\$3,492.70)
410	FFA	\$18,192.56	\$596.00	\$(1,695.30)	\$319.00	\$17,412.26	\$0.00	\$17,412.26
415	FCS LAB FEES	\$8,466.50	\$50.00	\$0.00	\$0.00	\$8,516.50	\$0.00	\$8,516.50
418	DISTRICT 2 FCCLA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
420	FCCLA	\$3,810.60	\$60.00	\$(72.00)	\$106.00	\$3,904.60	\$0.00	\$3,904.60
425	DRILL TEAM/DANCE	\$2,886.82	\$0.00	\$0.00	\$0.00	\$2,886.82	\$0.00	\$2,886.82
430	SOCIAL MEDIA TEAM	\$4,031.18	\$7,500.00	\$0.00	\$0.00	\$11,531.18	\$0.00	\$11,531.18
440	LEADERSHIP TEAM	\$3,640.97	\$0.00	\$(144.00)	\$0.00	\$3,496.97	\$0.00	\$3,496.97
445	E SPORTS	\$306.41	\$0.00	\$0.00	\$0.00	\$306.41	\$0.00	\$306.41
450	MATH	\$44.46	\$0.00	\$0.00	\$0.00	\$44.46	\$0.00	\$44.46
460	SCIENCE LAB FEES	\$243.57	\$0.00	\$0.00	\$0.00	\$243.57	\$0.00	\$243.57
470	KEY CLUB	\$6,243.74	\$1,328.51	\$0.00	\$531.00	\$8,103.25	\$0.00	\$8,103.25
475	SPANISH ACCOUNT	\$66.94	\$0.00	\$0.00	\$0.00	\$66.94	\$0.00	\$66.94

**SEWARD HIGH SCHOOL**

**General Ledger Report**

**Financial Report**

**From Date:** 5/1/2023  
**To Date:** 05/31/2023

**From Acct:** 1  
**To Acct:** 999999

**Activity Accounts**

Acct	Account Name	Beg. Bal.	Recpt / JV	Disb / JV	Transfers	End. Bal.	YTD Payables	Work Bal
490	ART	\$4,711.68	\$160.00	\$0.00	\$0.00	\$4,871.68	\$0.00	\$4,871.68
495	Study Abroad	\$1,665.23	\$0.00	\$(1,250.00)	\$531.00	\$946.23	\$0.00	\$946.23
500	YEARBOOK	\$3,084.24	\$0.00	\$0.00	\$0.00	\$3,084.24	\$0.00	\$3,084.24
520	BAND TRIP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
530	SPEECH	\$(1,342.87)	\$0.00	\$(298.72)	\$0.00	\$(1,641.59)	\$0.00	\$(1,641.59)
535	DRAMATICS	\$5,084.81	\$18.50	\$0.00	\$372.00	\$5,475.31	\$0.00	\$5,475.31
540	LIBRARY	\$1,398.29	\$90.81	\$0.00	\$0.00	\$1,489.10	\$0.00	\$1,489.10
545	ALL SCHOOL READS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
550	BAND	\$3,715.03	\$15.00	\$0.00	\$0.00	\$3,730.03	\$0.00	\$3,730.03
554	CHEERLEADERS	\$6,045.91	\$32.90	\$0.00	\$425.00	\$6,503.81	\$0.00	\$6,503.81
555	CHORUS	\$30,375.63	\$147.54	\$(4,739.46)	\$0.00	\$25,783.71	\$0.00	\$25,783.71
557	SKILLS/TECHNICAL SCIENCE	\$585.00	\$125.00	\$0.00	\$0.00	\$710.00	\$0.00	\$710.00
560	INDUSTRIAL ARTS/WOODS	\$439.69	\$0.00	\$(40.80)	\$0.00	\$398.89	\$0.00	\$398.89
565	TECH PREP/SKILLS USA	\$520.34	\$3,100.00	\$(14,245.00)	\$0.00	\$(10,624.66)	\$0.00	\$(10,624.66)
570	AUTO/WELDING	\$799.45	\$30.00	\$0.00	\$0.00	\$829.45	\$0.00	\$829.45
575	POWER DRIVE	\$76.57	\$0.00	\$0.00	\$0.00	\$76.57	\$0.00	\$76.57
580	PAY TO PLAY	\$6,654.47	\$0.00	\$0.00	\$0.00	\$6,654.47	\$0.00	\$6,654.47
600	PHYSICAL EDUCATION	\$34.11	\$0.00	\$0.00	\$0.00	\$34.11	\$0.00	\$34.11
615	REVOLVING ACCT	\$250.12	\$0.00	\$0.00	\$0.00	\$250.12	\$0.00	\$250.12
620	NOW ACCOUNT	\$7,416.98	\$195.18	\$0.00	\$0.00	\$7,612.16	\$0.00	\$7,612.16
700	SOCIAL STUDIES SCHOL	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00	\$50.00
800	ATHLETICS	\$61,058.42	\$8,190.00	\$(19,775.52)	\$182.18	\$49,655.08	\$0.00	\$49,655.08
825	WEIGHTROOM	\$129.19	\$0.00	\$0.00	\$0.00	\$129.19	\$0.00	\$129.19
850	PRIDE	\$70.72	\$0.00	\$(13.42)	\$(10.00)	\$47.30	\$0.00	\$47.30
860	AOK	\$393.91	\$0.00	\$0.00	\$0.00	\$393.91	\$0.00	\$393.91
865	HOPE SQUAD	\$153.00	\$0.00	\$(17.26)	\$0.00	\$135.74	\$0.00	\$135.74
870	STUDENT HELP FUND	\$431.73	\$15.75	\$0.00	\$0.00	\$447.48	\$0.00	\$447.48
900	MEMORIALS	\$70.00	\$0.00	\$0.00	\$0.00	\$70.00	\$0.00	\$70.00
950	IPAD FEES	\$6,197.60	\$1,185.00	\$0.00	\$0.00	\$7,382.60	\$0.00	\$7,382.60
955	HORTICULTURE	\$505.00	\$0.00	\$0.00	\$0.00	\$505.00	\$0.00	\$505.00
2015	CLASS OF 2015	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2016	CLASS OF 2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2017	CLASS OF 2017	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2018	CLASS OF 2018	\$629.54	\$0.00	\$(629.54)	\$0.00	\$0.00	\$0.00	\$0.00
2019	CLASS OF 2019	\$40.70	\$0.00	\$(40.70)	\$0.00	\$0.00	\$0.00	\$0.00
2020	CLASS OF 2020	\$960.75	\$0.00	\$(960.75)	\$0.00	\$0.00	\$0.00	\$0.00
2021	Class of 2021	\$121.21	\$0.00	\$(121.21)	\$0.00	\$0.00	\$0.00	\$0.00
2022	CLASS OF 2022	\$939.97	\$0.00	\$(134.80)	\$0.00	\$805.17	\$0.00	\$805.17
2023	CLASS OF 2023	\$1,099.35	\$0.00	\$(1,987.00)	\$0.00	\$(887.65)	\$0.00	\$(887.65)
2024	CLASS OF 2024	\$451.59	\$2,410.00	\$(1,093.33)	\$0.00	\$1,768.26	\$0.00	\$1,768.26
2025	CLASS OF 2025	\$2,233.00	\$0.00	\$0.00	\$638.00	\$2,871.00	\$0.00	\$2,871.00
2026	CLASS OF 2026	\$1,192.00	\$0.00	\$0.00	\$425.00	\$1,617.00	\$0.00	\$1,617.00
<b>Activity Accounts Grand Total</b>		<b>\$269,319.21</b>	<b>\$40,908.88</b>	<b>\$(65,464.84)</b>	<b>\$0.00</b>	<b>\$244,763.25</b>	<b>\$0.00</b>	<b>\$244,763.25</b>

SEWARD HIGH SCHOOL

General Ledger Report

Financial Report

From Date:	5/1/2023
To Date:	05/31/2023

From Acct:	1
To Acct:	999999

GL Accounts

GL Acct	Begin Bal	Recpt / JV	Disb / JV	Transfers	End Bal	YTD Payables	Work Bal
992 CHECK ACCOUNT	\$269,319.21	\$40,908.88	\$(65,464.84)	\$0.00	\$244,763.25	\$0.00	\$244,763.25
<b>General Ledger Grand Total</b>	<b>\$269,319.21</b>	<b>\$40,908.88</b>	<b>\$(65,464.84)</b>	<b>\$0.00</b>	<b>\$244,763.25</b>	<b>\$0.00</b>	<b>\$244,763.25</b>

I have reviewed the above ledger report and attached reports for the current month. I find them accurate and complete to the best of my knowledge.

Bookkeeper: Mary Russell Date: 6/5/23  
 Principal: [Signature] Date: 6/5/23

**SEWARD HIGH SCHOOL  
Bank Reconciliation Report**

Date From 5/1/2023  
Date to 05/31/2023

**Checking Account  
992**

Ending Balance on Statement Dated : 05/31/2023	\$283,360.45
Outstanding Deposits (Bank Deposits) -> +	\$0.00
Less Outstanding Checks:	\$38,597.20
Cash Balance as of : 05/31/2023	<u>\$244,763.25 ***</u>

Cash Balance for Checking as of 5/1/2023	\$269,319.21
Add: Total Deposits (Bank Deposits):	\$40,908.88
Less: Total Checks and Withdrawals:	(\$65,464.84)
Computer Cash Balance as of : 05/31/2023	<u>\$244,763.25 ***</u>

**Summary of Asset Accounts**

<u>Gl Acct</u>	<u>Account Name</u>	<u>Begin Bal</u>	<u>Recpt/JV</u>	<u>Disb/JV</u>	<u>Transfer</u>	<u>End Bal.</u>
992	CHECK ACCOUNT	\$269,319.21	\$40,908.88	(\$65,464.84)	\$0.00	\$244,763.25 ***
<b>Grand Total</b>		<b>\$269,319.21</b>	<b>\$40,908.88</b>	<b>(\$65,464.84)</b>	<b>\$0.00</b>	<b>\$244,763.25</b>

I have reviewed the above ledger report and attached reports for the current month. I find them accurate and complete to the best of my knowledge.

Bookkeeper: Mary Russell Date: 6/5/23  
Principal: [Signature] Date: 6/5/23

**\*\*\* Entries Must Match**

**SEWARD HIGH SCHOOL**

**Reconciliation Activity Account Report**

From Date: 5/1/2023  
To Date: 05/31/2023

From Acct: 800  
To Acct: 800

Date	Payee Source Note	Invoice	PO	Doc Ref	Recp/JV	Disb/JV	Transfer	Balance	Offset Acct
<b>Activity Acct: 800 - ATHLETICS</b>								<b>Beginning Balance: \$61,058.42</b>	
<b>Advisor:</b>	<b>John Moody</b>								
5/1/23	NCA COACHES MEMBERSHIP REGISTR		15193	59994	\$0.00	\$1,845.00	\$0.00	\$59,213.42	992
5/3/23	Transfer in 10% JH TRACK CONC				\$0.00	\$0.00	\$182.18	\$59,395.60	275
5/3/23	RECEIPTS JV TRACK MEET GATE			7849	\$941.00	\$0.00	\$0.00	\$60,336.60	992
5/3/23	LEXINGTON HIGH SCHOC CONF GOLF ENTRY		15608	59997	\$0.00	\$25.00	\$0.00	\$60,311.60	992
5/3/23	YORK HIGH SCHOOL DIST GOLF ENTRY		15609	59998	\$0.00	\$150.00	\$0.00	\$60,161.60	992
5/3/23	WAVERLY HIGH SCHOOL DIST TRACK ENTRY		15614	59999	\$0.00	\$160.00	\$0.00	\$60,001.60	992
5/4/23	RECEIPTS BASEBALL PANTS - HORN			7852	\$20.00	\$0.00	\$0.00	\$60,021.60	992
5/4/23	RECEIPTS GOLF, QZ BWL, JV TRCK ENTRIES			7855	\$560.00	\$0.00	\$0.00	\$60,581.60	992
5/4/23	LOU'S SPORTING GOODS 7268 FB PANTS LESS CREDIT		15173	60004	\$0.00	\$78.40	\$0.00	\$60,503.20	992
5/4/23	SEWARD COUNTY INDEP SR SPRING ACTIVITY POSTERS		15618	60007	\$0.00	\$93.75	\$0.00	\$60,409.45	992
5/4/23	RIDDELL/ALL AMERICAN 60476036 FB HELMETS STRAPS, PADS		15619	60008	\$0.00	\$1,136.79	\$0.00	\$59,272.66	992
5/5/23	MERLES FLOWER SHOP 0000441 SR NIGHT FLOWERS		15621	60012	\$0.00	\$43.75	\$0.00	\$59,228.91	992
5/5/23	AMAZON CAPITAL SERVI 1XNR-CCFR- SB YELLOW CORKBALLS		15592	60013	\$0.00	\$44.68	\$0.00	\$59,184.23	992
5/9/23	RECEIPTS JV TRACK, QZ BOWL ENTRIES			7858	\$515.00	\$0.00	\$0.00	\$59,699.23	992
5/10/23	WELLS FARGO SOFT TOSS BALLS		15593	60048	\$0.00	\$120.99	\$0.00	\$59,578.24	992
5/10/23	WELLS FARGO HALF BAT TRAINERS		15594	60048	\$0.00	\$244.81	\$0.00	\$59,333.43	992
5/11/23	CASH STATE TRACK MEALS		15195	60053	\$0.00	\$792.00	\$0.00	\$58,541.43	992
5/12/23	RECEIPTS SPORTS PHYSICALS			7861	\$2,325.00	\$0.00	\$0.00	\$60,866.43	992
5/15/23	RECEIPTS SMS - ACTIVITY TICKETS			7863	\$3,269.00	\$0.00	\$0.00	\$64,135.43	992
5/15/23	RECEIPTS COACH GOLD CARD MEMB			7866	\$225.00	\$0.00	\$0.00	\$64,360.43	992
5/16/23	RECEIPTS JV TRACK, QZ BOWL ENTRIES			7868	\$225.00	\$0.00	\$0.00	\$64,585.43	992
5/17/23	JASON BROOKS SPORTS PHYSICALS		15645	60061	\$0.00	\$750.00	\$0.00	\$63,835.43	992
5/17/23	JOEL GABRIEL SPORTS PHYSICALS		15645	60062	\$0.00	\$650.00	\$0.00	\$63,185.43	992
5/17/23	MEGHAN SCHILDT SPORTS PHYSICALS		15645	60063	\$0.00	\$500.00	\$0.00	\$62,685.43	992
5/17/23	CONNIE NOVAK SPORTS PHYSICALS		15645	60064	\$0.00	\$425.00	\$0.00	\$62,260.43	992

**SEWARD HIGH SCHOOL**

**Reconciliation Activity Account Report**

From Date: 5/1/2023  
To Date: 05/31/2023

From Acct: 800  
To Acct: 800

Date	Payee Source Note	Invoice	PO	Doc Ref	Recp/JV	Disb/JV	Transfer	Balance	Offset Acct
5/18/23	RECEIPTS CONF QZ BWL ENTRY - SEWARD			7873	\$110.00	\$0.00	\$0.00	\$62,370.43	992
5/22/23	NSAA ACTIVITIES 23/24 REGISTRATION		15197	60066	\$0.00	\$1,680.00	\$0.00	\$60,690.43	992
5/23/23	LYON AVILA POLE VAULT RENTAL 22/23		15654	60081	\$0.00	\$320.00	\$0.00	\$60,370.43	992
5/24/23	NEBRASKA SPORTS FB BELTS, KNEE PDS, SCRMG CAPS	NNC758260	15173	60083	\$0.00	\$1,142.35	\$0.00	\$59,228.08	992
5/25/23	KRATOS PERFORMANCE STRNGTH & COND PROG 22/23		15655	60086	\$0.00	\$9,000.00	\$0.00	\$50,228.08	992
5/26/23	ASPI SOLUTIONS HS/MS TRACK SERVICES	16892	15657	60091	\$0.00	\$228.00	\$0.00	\$50,000.08	992
5/26/23	JOHN MOODY REIMB AD 6MO CELL PHONE		15708	60092	\$0.00	\$150.00	\$0.00	\$49,850.08	992
5/30/23	BILL COVERT REIMB COACH CERT, CLASSES		15659	60095	\$0.00	\$195.00	\$0.00	\$49,655.08	992
<b>Totals</b>					<b>\$8,190.00</b>	<b>\$19,775.52</b>	<b>\$182.18</b>	<b>\$49,655.08</b>	
								<b>Accounts Payable</b>	<u>\$0.00</u>
								<b>Working Balance</b>	<u>\$49,655.08</u>
								<b>Currently Encumbered (PO)</b>	<u>\$0.00</u>

I have reviewed the above ledger report and attached reports for the current month. I find them accurate and complete to the best of my knowledge.

Bookkeeper: Mary Russell Date: 6/5/23  
Principal: [Signature] Date: 6/5/23

**SCHOOL DISTRICT OF SEWARD  
PROPOSED WARRANTS  
JUNE 12, 2023**

Salaries for May	Salaries	686,216.22
Jones Bank	FIT/FICA	19,698.08
Tennessee Child Support	Garnishment	9.99
Jones Bank	FIT/FICA	170,279.56
Nebraska Child Support	Garnishment	1,160.00
ASPIRE	403b	10,625.00
Tyler Technologies	Transportation	7.50
Jones Bank	FIT/FICA	24,571.31
Tennessee Child Support	Garnishment	9.99
NPERS	Retirement	177,457.01
NE Dept. of Revenue	State Tax	32,495.65
Pay Flex	Section 125	3,700.43
ACCO Brands	Supplies	1,435.60
Amazon Capital Services	Supplies	10,278.74
Ameritas	Vision Insurance	981.92
Aschenbrenner, Joelene	Mileage	293.44
Awards Unlimited	Other	107.00
Axt, Scott	Phone	150.00
Baker, Noelle	Supplies	106.42
Band Shoppe	Supplies	501.75
BEST	Pupil Services	16,886.30
BlueCross BlueShield	Health Insurance	220,116.27
CAERT, Inc	Subscription	825.00
Caldwell Piano Service	Services	320.00
Campbells Cleaning	Services	12,000.00
Canon Financial Services	Lease	1,204.04
Capital Business Systems, Inc	Lease	2,076.92
Career Safe	Subscription	1,920.00
Carlson, Maddie	Supplies	86.87
CDWG	Technology	3,553.50
Central Nebraska Rehabilitation Services	Pupil Services	5,567.49
City of Seward Utility Dept	Utilities	30,231.82
CAN Surety	Insurance	250.00
Computer Hardware	Tech. Repairs	599.00
Concordia University	St. John's Title IIA	225.00
Culligan	Maintenance	40.00
DAS	Distance Learning	238.13
Doane, Maggie	Supplies	225.00
Dominy, Jessica	Phone	150.00
Dominy, Matt	Phone	150.00
Eakes	Supplies	2,461.24
Eber, Rich	Phone	191.80
Ebsco	Books	453.33
Egan Supply Co	Maintenance	13,803.21
Engineered Controls, Inc	Maintenance	323.15
ESU 5	Services	12,342.80
ESU 6	ESU Expense	18,041.89
Farmers Coop	Transportation	9,390.65
Fields, Josh	Phone	600.00
Follett	Books	144.80
Freightliner Truck Center	Transportation	6,766.86
General Parts Group	Hot Lunch Repairs	1,798.32
Gopher	Supplies	2,868.66

**SCHOOL DISTRICT OF SEWARD  
PROPOSED WARRANTS  
JUNE 12, 2023**

Gottschalk, Kirk	Phone	150.00
Grainger	Maintenance	394.15
Gray, Jocelyn	Mileage	92.70
Grizzly	Machinery	619.95
Hardinger, Denise	Transportation	85.00
Heather Guarantee LLC	Garnishment	6.01
Hire Right	Transportation	115.65
Home Depot Pro	Maintenance	2,611.20
Houghton Mifflin Harcourt	Books	14,101.04
Husker Sew Vac, INC	Services	1,005.25
In tune Partners	Periodicals	399.00
John Deere Financial	Maint. Of Equip	280.07
Junior Library Guild	Subscription	864.00
JW Pepper	Supplies	19.44
KSB School Law	Legal Fees	1,445.00
Lakeshore	Supplies	412.69
Learning Without Tears	Books	164.29
Lee's Refrigeration	Maintenance	253.60
Lincoln Journal Star	Periodicals	103.99
Livestockjudging.com	Subscription	200.00
Madison National Life	LTD Ins.	2,780.86
Matheson	Supplies	1,455.97
McGraw Hill	Books	265,810.30
McKeown, Sarah	Mileage	464.94
Meehl, Jan	Pupil Services	1,312.50
Memorial Health Care Systems	Transportation	170.00
Middle Creek Printing	Supplies	413.60
Midwest Auto Parts	Transportation	325.58
Midwest Petroleum	Maintenance	7,234.85
Midwest Technology Products	Tech. Supplies	526.40
Nasco	Supplies	274.00
National FFA Organization	Staff Dev	2,170.00
NCS Pearson	Supplies	393.64
Nebraska Academic Decathlon Foundation, Inc	HAL	250.00
Nebraska Agricultural Educators Association	Dues & Fees	470.00
Nebraska ASCD	Mental Health Grant	765.00
Nebraska Association for Curriculum	Dues & Fees	40.00
Nebraska Library Commission	Software	3,039.10
Nebraska Safety Center	Drivers ED	650.00
One Source	Admin. Expense	205.00
O'Reilly	Transportation	252.39
OnSolve, LLC	Subscription	2,796.38
Pac N Save	Supplies	409.36
Paper Tiger	Business Support	30.00
Pay Flex	Section 125	117.30
Pinkall, Jenny	Supplies	22.10
Pitney Bowes	Postage	132.79
PowerSchool	Software	6,515.29
Precision Alignment LLC	Maintenance	1,493.12
Professional Choice Recovery	Garnishment	658.74
Providence Canines	Services	324.90

**SCHOOL DISTRICT OF SEWARD  
PROPOSED WARRANTS  
JUNE 12, 2023**

Quality Resource Group	Supplies	2,276.24
Ratkovec, Tina	Mileage	85.54
Riverside Insights	HAL	361.25
S & S Worldwide	Supplies	408.65
Savvas	Textbook Loan	10,316.58
School Dist. Of Seward Activity Fund-SHS	Reimbursement	26,383.36
School Specialty	Supplies	870.51
School Health Corporation	Supplies	13.78
Shaw, Karen	Transportation	85.00
Seward County Independent	Advertising	230.18
Seward Lumber	Maintenance	550.00
Sherwin Williams	Maintenance	1,786.26
Sodexo	Services	71,408.65
Southpaw	Supplies	50.00
Stepp, Nate	Mileage	97.68
Sweetwater	Supplies	599.97
Teacher Direct	Supplies	235.58
Teacher's Discovery	Supplies	137.95
Time Warner Cable	Phone	119.98
TK Elevator Corp	Maintenance	380.58
Trautman, Laura	HAL	175.87
Turnwall, Kim	Mileage	577.24
Uline	Maintenance	764.13
Unite Private Networks	Distance Learning	1,462.56
UNUM	Life Ins.	532.80
Uribe	Services	2,117.00
USA Clean	Maint. Of Equip	223.19
US Cellular	Communications	217.45
Verizon	Telephone	157.29
Virco	Furniture	17,952.96
Waterlink	Maintenance	225.00
Wells Fargo	Maintenance	455.20
Wells Fargo	Transportation	293.56
Windstream	Telephone	2,136.79
WoodRiver Energy	Utilities	4,945.96
Worthington Direct	Furniture	4,566.76
<b>TOTAL GENERAL FUND CLAIMS</b>		<b>1,983,966.30</b>

SCHOOL DISTRICT OF SEWARD  
PROPOSED BOND FUND CLAIMS  
JUNE 12, 2023

CATTLE BANK	DEBT SERVICE PAYMENT REFUNDING BONDS 2017	71,595.00
	TOTAL	<u>71,595.00</u>

**SCHOOL DISTRICT OF SEWARD  
PROPOSED QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND CLAIMS  
JUNE 12, 2023**

<b>CATTLE BANK</b>	<b>DEBT SERVICE PAYMENT ELEMENTARY SCHOOL</b>	<b>1,680.00</b>
<b>CATTLE BANK</b>	<b>BOND FEE</b>	<b>300.00</b>
	<b>TOTAL</b>	<b><u>1,980.00</u></b>

**SCHOOL DISTRICT OF SEWARD  
PROPOSED UNEMPLOYMENT FUND CLAIMS  
JUNE 12, 2023**

<b>NEBRASKA UC FUND</b>	<b>UNEMPLOYMENT</b>	<b>185.97</b>
	<b>TOTAL</b>	<b><u>185.97</u></b>

**School District of Seward  
Staff Item for  
Placement on School Board Agenda**

I request the following item or items be placed on the Seward Board of Education agenda for the June 2023 (month/day/year) meeting.

The title of the agenda item and the request (may need to include what action you would like the board to take):

The SkillsUSA Chapter would like to request  
out of State Travel to Atlanta Georgia for  
the SkillsUSA National Leadership and Skills Conference.

Pertinent Background Information:

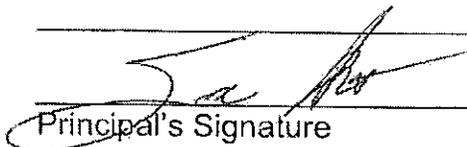
Seward High School will be sending 15 High school  
and Middle school students who won their state  
competitions and would like to represent Seward  
at Nationals in their respective competitions.

Kurt Holliday  
Name of Staff Member

5-24-23  
Date

Principal's Comments:

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

  
Principal's Signature

5-24-23  
Date