

Board of Education Regular Meeting
Monday, July 18, 2022 6:00 PM

School Board Conference Room
P.O. Box 368
Paxton, NE 69155-0368

Agenda

1. Call To Order, Roll Call
2. Notice of Open Meetings Statute
3. Recognition of Visitors
4. Oath of Office
5. Consent Agenda
 - 5.1. Approval of Minutes
 - 5.2. Financial Report
 - 5.3. Reading and approval of general fund bills in the amount of \$279,389.80. Check #32158-32215.
 - 5.4. Approve transfer of \$279,389.80 from MMDA checking to general fund checking. Checks #32158-32215.
 - 5.5. Reading and approval of building fund bills in the amount of \$4,105.24. Checks #1685-1686.
 - 5.6. Activity Fund Report
 - 5.7. Reading and approval of the Lunch fund bills in the amount of \$3,060.11. Checks# 8307-8309.
 - 5.8. Reading and approval of depreciation fund bills in the amount of \$2,675.00. Checks #1126.
6. Information Item
 - 6.1. Keith County Big Give Foundation Report
 - 6.2. Notices, Reports, and Policy Reviews Required by Nebraska School Boards
 - 6.3. Review Multi Cultural Program Annual Report
 - 6.4. District Census Report
7. Action Item
 - 7.1. Public Hearing on Student Fees Policy 5045
 - 7.2. Public hearing on the Parental Involvement Policy 5018
 - 7.3. Discuss, Consider and Take action on the Title I Parental Involvement Policy 5057
 - 7.4. Discuss, Consider and Take action on the Student Bullying Policy 5054
 - 7.5. Discuss, Consider and Take action on Policy 2008 - Meetings
 - 7.6. Discuss, Consider and Take action on Policy 2010 - Preparation for Board Meetings
 - 7.7. Discuss, Consider and Take action on Policy 5001 - Attendance and Excessive Absenteeism.
 - 7.8. Discuss, Consider and Take action on Policy 3012 School Meal Program and Meal Charge Policy.
 - 7.9. Discuss, Consider and Take action on Lunch Prices for the 22-23 School year.
 - 7.10. Discuss, Consider and Take action on Policy 3057 - Title IX
 - 7.11. Discuss, Consider and Take action on Policy 3004.1 - Fiscal Management for Purchasing and Procurement Using Federal Funds
 - 7.12. Discuss, Consider and Take action on Policy 3003.1 -Bidding for Construction, Remodeling, Repair, or Related Projects Financed with Federal Funds

- 7.13. Discuss, Consider and Take action on Policy 4056 - Resignation of Certified Staff.
- 7.14. Discuss, Consider and Take action on Policy 4064.
- 7.15. Discuss, Consider and Take action on Policy 5012 - Testing and Assessment Program.
- 7.16. Discuss, Consider and Take action on Policy 6021 - District Criteria for Selecting Evaluators to be Used for Special Education Evaluation and Verification and Independent Educational Evaluations
- 7.17. Discuss, Consider and Take action on Policy 6037 - Selection and Review of Library Material
- 7.18. Discuss, Consider and Take action on the 2022-2023 Student Activity Handbook.

- 7.19. Discuss, Consider and Take action on the 2022-2023 Student Handbook.
- 7.20. Discuss, Consider and Take action on the 2022-2023 Staff Handbook
- 7.21. Discuss, Consider and Take action to approve STEMscopes Online Science Curriculum for grades K-8 for the 22-23 school year.
- 7.22. Excuse Absent Board Members
- 8. Reports:
 - 8.1. Report of the Superintendent
 - 8.2. Report of the Principal
 - 8.3. Committee Reports:
 - 8.3.1. Finance and Personnel
 - 8.3.2. Building and Grounds
 - 8.3.3. Transportation
 - 8.3.4. Instruction and Americanism
- 9. Next meeting dates and time
- 10. Adjournment

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Oath of Office

No board member is required to take an oath of office pursuant to Nebraska law. However, new board members may voluntarily take the following oath before entering into their official duties:

I, ..., do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Nebraska, against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely and without mental reservation or for purpose of evasion; and that I will faithfully and impartially perform the duties of the office of member of the board of education, according to law, and to the best of my ability. And I do further swear that I do not advocate, nor am I a member of any political party or organization that advocates the overthrow of the government of the United States or of this state by force or violence; and that during such time as I am in this position I will not advocate nor become a member of any political party or organization that advocates the overthrow of the government of the United States or of this state by force or violence. So help me God.

Board members may affirm the oath orally or in writing. Copies of written oaths will be retained as official records of the school district in the main administrative office and such other places as may be required by law. Board members who give the oath orally will be noted in the minutes.

Adopted on: June 14, 2021

Paxton Consolidated Schools

P.O. Box 368
308 North Elm Street
Paxton, NE 69155-0368



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PAXTON CONSOLIDATED SCHOOLS **REGULAR MEETING** **June 13, 2022**

The regular meeting of the Paxton Consolidated Schools Board of Education was called to order by President Cory Holm at 6:00 p.m. Roll Call – Present: Cory Holm, Brittany Hardin, Michael Holzfaster, Doug Wasserman, Leah Fote. Absent: None. Also present for the meeting were Superintendent Del Dack and Business Manager Olene Beck.

President Holm notified the public of the Nebraska Open Meetings Act which was posted. Agendas are posted according to Policy #2015 and published in the Keith County News on June 8, 2022, The Disabilities Education Act. President Holm recognized visitors, no public comments were received.

CONSENT AGENDA: Moved by Michael Holzfaster and seconded by Leah Fote to approve the consent of agenda as presented. Approve the May 9, 2022 regular board minutes. Approve General Fund checks #32100 - #32157 in the amount of \$294,325.04 and transfer this same amount from MMDA checking to General Fund checking. Approve Bond Fund check #1043 in the amount of \$250.00 to BOK Financial. Approve Building Fund check #1683 in the amount of \$49,484.70 to Joseph R Hewgley & Associates and #1684 in the amount of \$17,215.60 to Select Abby Carpet and Tile. Approve Lunch Fund checks #8278 - #8306 in the amount of \$7,292.39. Approve Activity Fund report. Approve Coach/Sponsor transportation request for summer camps. Approve the school lunch milk bid from Hiland Dairy for the 2022-2023 School Year. Voting: Aye – Cory Holm, Brittany Hardin, Michael Holzfaster, Doug Wasserman, Leah Fote. Nay – None. Absent – None. Motion carried. Cory Holm and Doug Wasserman reviewed the bills for June.

INFORMATION ITEMS: Information items discussed were School Safety Protocols for the upcoming school year, 2022-2023 lunch prices, Student Handbook, Student Activity and Staff Handbook discussions.

ACTION ITEMS:

Moved by Michael Holzfaster and seconded by Leah Fote to pass a resolution to recognize and congratulate the Sphero Students and sponsors on their World Competition Placing. Voting: Aye – Cory Holm, Brittany Hardin, Michael Holzfaster, Doug Wasserman, Leah Fote. Nay – None. Absent – None. Motion carried. Motion carried.

Moved by Brittany Hardin and seconded by Doug Wasserman to pass a resolution to recognize and congratulate the State Science Olympiad Students and coaches. Voting: Aye – Brittany Hardin, Michael Holzfaster, Doug Wasserman, Leah Fote, Cory Holm. Nay – None. Absent – None. Motion carried.

Moved by Doug Wasserman and seconded by Michael Holzfaster to pass a resolution to recognize and congratulate the 2022 State Qualifying Track Team and Coaches. Coach Jorgensen recognized and congratulated State Track Qualifiers. Voting: Aye – Michael Holzfaster, Doug Wasserman, Leah Fote, Cory Holm, Brittany Hardin. Nay – None. Absent – None. Motion carried.

Moved by Doug Wasserman and seconded by Leah Fote to pass a resolution to recognize and congratulate the 2022 State Qualifying Golf Student and Coach Beveridge. Voting: Aye – Doug Wasserman, Leah Fote, Cory Holm, Brittany Hardin, Michael Holzfaster. Nay – None. Absent – None. Motion carried.

Moved by Michael Holzfaster and seconded by Brittany Hardin to accept the resignation of Board Member Mitch Mitch effective the June 13, 2022. Discussion about filling the board vacancy. Voting: Aye – Leah Fote, Cory Holm, Brittany Hardin, Michael Holzfaster, Doug Wasserman. Nay – None. Absent – None. Motion carried.

Moved by Leah Fote and seconded by Doug Wasserman to approve the teacher agreement for Amy Dickmader as Math and Business teacher for the 2022-2023 school year. Voting: Aye – Cory Holm, Brittany Hardin, Michael Holzfaster, Doug Wasserman, Leah Fote. Nay – None. Absent – None. Motion carried.

Moved by Doug Wasserman and seconded by Michael Holzfaster to approve the disposal of School Property in regards to disposal of Library books (School Board Policy 3019) in a responsible manner from administration. Voting: Aye – Brittany Hardin, Michael Holzfaster, Doug Wasserman, Leah Fote, Cory Holm. Nay – None. Absent – None. Motion carried.

Moved by Doug Wasserman and seconded by Leah Fote to approve the classified staff and substitute compensation for the 2022-2023 school year as presented. Voting: Aye – Michael Holzfaster, Doug Wasserman, Leah Fote, Cory Holm. Abstain: Brittany Hardin. Nay – None. Absent – None. Motion carried.

Moved by Leah Fote and seconded by Michael Holzfaster to approve the Elementary Principal contract and compensation for the 2022-2023 school as presented. Voting: Aye – Doug Wasserman, Leah Fote, Cory Holm, Brittany Hardin, Michael Holzfaster. Nay – None. Absent – None. Motion carried.

Moved by Doug Wasserman and seconded by Leah Fote to approve the superintendent compensation for the 2022-2023 school year as presented. Voting: Aye – Leah Fote, Cory Holm, Brittany Hardin, Michael Holzfaster, Doug Wasserman. Nay – None. Absent – None. Motion carried.

COMMITTEE REPORTS: The board reviewed the Superintendent, Principals and committee reports.

MEETINGS: There will be a Special Board meeting on Monday, July 11, 2022 at 6:00 p.m. to interview candidates for the board vacancy. The next regular board meeting will be Monday, July 18, 2022 at 6:00 p.m. to be held in the Board Room. Agendas for the meeting will be available for public inspection at the school office and published in the Keith County News three days prior to the meeting.

President Holm adjourned the meeting at 8:17 p.m.

Olene Beck

Olene Beck
Secretary

Paxton Consolidated Schools

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PAXTON CONSOLIDATED SCHOOLS **BOARD VACANCY SPECIAL MEETING** **July 11, 2022**

The Board Vacancy Special Meeting of the Paxton Board of Education was called to order by President Cory Holm at 6:00 p.m. Roll Call – Present: Cory Holm, Brittany Hardin, Doug Wasserman, Michael Holzfaster, Leah Fote. Absent: None. Also present for the meeting were Superintendent Del Dack.

President Holm notified the public of the Nebraska Open Meetings Act which was posted. Agendas are posted according to Policy #2015 and published in the Keith County News on July 6, 2022, The Disabilities Education Act. Visitors present.

APPOINTMENT:

Moved by Doug Wasserman and seconded by Leah Fote to approve the appointment of Jeremy Spurgin to the Paxton Schools Board of Education. Voting: Aye – Cory Holm, Brittany Hardin, Doug Wasserman, Leah Fote. Abstain: None. Nay – Michael Holzfaster. Absent – None. Motion carried.

President Holm adjourned the meeting at 8:00 p.m.

Leah Fote
Secretary

**PAXTON CONSOLIDATED
SCHOOLS**

**REGULAR BOARD
MEETING**

JULY 18, 2022

**PAXTON CONSOLIDATED SCHOOLS
TOTAL CASH**

June 2022

ACTIVITY FUND (Certificate of Deposit)	\$15,204.52
ACTIVITY FUND (Checking Account)	\$116,194.43
BOND FUND	\$864,557.02
BUILDING FUND	\$571,107.65
DEPRECIATION FUND	\$121,814.36
DISTRICT #6 GENERAL FUND	\$1,228,343.68
HOT LUNCH FUND	\$39,764.15
POSTAGE ACCOUNT	\$791.18
REVOLVING BUSINESS FUND	\$19,560.43
ENDING BALANCE 06/30/2022:	<u><u>\$2,977,337.42</u></u>

RECEIPTS **June 2022**

	Beginning Balance: 06/01/2022:	\$1,300,495.47
Drivers Education		\$2,575.00
Keith County Taxes		\$86,782.77
Lincoln County Taxes		\$9.56
Mid-Plains Community College: Spring 2021 Dual Credit, Math		\$3,132.00
Perkins County Taxes		\$16,807.25
State of Nebraska: SPED SA FFR REIMB 20-21		\$33,780.00
Smith Donation		\$150.00
State of Nebraska: State Aid 3110		\$63,375.00
Western Nebraska Bank: Interest		\$626.43
	June 2022 RECEIPT TOTAL	<u>\$207,238.01</u>
	SUB TOTALS	<u>\$1,507,733.48</u>
	Disbursements July 2022	<u>-\$279,389.80</u>
	ENDING BALANCE:	<u><u>\$1,228,343.68</u></u>

**PAXTON CONSOLIDATED SCHOOLS
FINANCIAL REPORT: June 2022**

BUILDING FUND #1

	Beginning Balance: 6/1/2022	\$571,024.23
Receipts		\$3,934.06
Interest		\$254.60
	Ending Balance: 06/30/2022	\$575,212.89
Expenditures (July 2022)		-\$4,105.24
	Ending Balance:	\$571,107.65

BOND FUND

	Beginning Balance: 6/1/2022	\$829,171.57
Receipts		\$35,034.52
Interest		\$350.93
	Ending Balance: 06/30/2022	\$864,557.02
Expenditures (July 2022)		\$0.00
	Ending Balance:	\$864,557.02

ACTIVITY FUND

	Beginning Balance: 6/1/2022	Checking & CD	\$132,216.57
Receipts			\$4,098.28
General Fund Transfer			\$0.00
Expenditures (June 2022)			-\$4,930.87
Interest			\$14.97
	Ending Balance: 06/30/2022		\$131,398.95

HOT LUNCH FUND

	Beginning Balance: 6/1/2022	\$38,033.51
Receipts		\$9,042.98
Revtrak Service Fee (June 2022)		-\$19.95
Expenditures (June 2022)		-\$7,292.39
	Ending Balance: 06/30/2022	\$39,764.15

REVOLVING BUSINESS ACCOUNT

	Beginning Balance: 6/1/2022	\$10,843.30
Receipts		\$45,988.76
Interest		-\$37,271.63
	Ending Balance: 06/30/2022	\$19,560.43

DEPRECIATION FUND

	6/1/2022	\$124,448.45
Receipts - District #6:	\$0.00	
Interest:	\$40.91	
	06/30/2022	\$124,489.36
Expenditures: July 2022		
#1685 Midwest Floor Specialist		-\$2,675.00
New and old Gym Floors		
	Ending Balance:	\$121,814.36

POSTAGE ACCOUNT

	6/1/2022	\$871.73
Receipts:	\$0.00	
Expenditures:	-\$80.55	
	06/30/2022	\$791.18
Expenditures: July 2022		
	Ending Balance:	\$791.18

REVOLVING BUSINESS

		<u>BEGINNING BALANCE: 05/01/2022</u>	\$10,843.30
June 2022	REVENUE	Retirement	\$32,532.69
		403B	\$2,000.00
		ASI: Dependant Care	\$391.67
		Ck #2336-2352 Reimbursed (General Fund)	\$7,685.93
		Unreimbursed Medical	\$470.84
		457b	\$250.00
		Ck #8277 Reimbursed (Hot Lunch Fund)	\$300.00
		#2338 Anthony Julian (Moving Incentive)	\$1,000.00
		Insurance - Wasserman (Reimbursed)	\$1,311.23
		US Bank Reimbursed	\$46.40
		TOTAL RECEIPTS: June 2022	\$45,988.76
		SUB-TOTAL	\$56,832.06
	EXPENDITURES	CHECK #	
		403 B	-\$2,000.00
		457b	-\$250.00
		ASI Fees	-\$50.00
		ASI Dependant Care	\$0.00
		ASI Health Care	-\$80.00
		Retirement	-\$32,532.69
		#2353 Matt Fox (PE Room Carpet)	-\$206.75
		#2354 US Bank (Reimbursed - Above)	-\$46.40
		#2355 Blue Cross Blue Shield (Wasserman)	-\$1,311.23
		#2356 Keep NE Beautiful (Chemical cleanout)	-\$294.56
		#2357 Lodi Valley Landscaping (Front of school)	-\$500.00
		TOTAL EXPENDITURES: June 2022	-\$37,271.63
		ENDING BALANCE 06/30/2022:	\$19,560.43

MMDA BUILDING	
Beginning Balance	\$571,024.23
Keith County	\$3,233.63
Lincoln County	\$0.15
Perkins County	\$700.28
Promontory (WNB) Interest	\$254.60
TOTAL RECEIPTS: BUILDING FUND	\$4,188.66
ENDING BALANCE 06/30/2022:	\$575,212.89
July 2022 Expenditures	
#1685 Midwest Floor Specialist	-\$2,675.00
<i>New and old Gym Floors</i>	
#1686 Simon Materials - Ready Mix	-\$1,430.24
<i>Gravel for Football Parking</i>	
BALANCE:	\$571,107.65

BOND FUND	
Beginning Balance	\$829,171.57
Keith Cty.	\$35,033.66
Lincoln Cty.	\$0.86
Perkins Cty. (Perkins sends to Keith County)	\$0.00
Promontory (WNB) Interest	\$350.93
TOTAL RECEIPTS: BOND FUND	\$35,385.45
ENDING BALANCE 06/30/2022:	\$864,557.02
July 2022 Expenditures	
BALANCE:	\$864,557.02

Revenue Summary Report
Processing Month: 06/2022
JUNE 2022 - GENERAL FUND REVENUE

Fund: 01 GENERAL FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
01 1000	Beginning Balance	1,772,620.00	0.00	0.00	0.00	1,772,620.00
01 1100	Property Taxes & Allowance	2,400,000.00	91,579.17	2,487,238.28	103.63	(87,238.28)
01 1115	Carline Tax	15,000.00	0.00	14,617.43	97.45	382.57
01 1125	Motor Vehicle Tax	100,000.00	7,446.43	96,126.16	96.13	3,873.84
01 1510	Interest On Investments	8,500.00	626.43	5,242.92	61.68	3,257.08
01 1910	RENTAL OF SCHOOL EQUIPMENT & FACILITIES	0.00	150.00	1,950.00	0.00	(1,950.00)
Subtotal: 1000		4,296,120.00	99,802.03	2,605,174.79	60.64	1,690,945.21
01 2110	Fines And License Fees	27,500.00	1,734.62	25,039.55	91.05	2,460.45
01 2210	ESU Reciepts	2,000.00	0.00	1,515.00	75.75	485.00
Subtotal: 2000		29,500.00	1,734.62	26,554.55	90.02	2,945.45
01 3110	State Aid	633,777.00	63,375.00	633,777.00	100.00	0.00
01 3120	Special Ed Programs	150,000.00	33,780.00	143,809.00	95.87	6,191.00
01 3130	Homestead Exemption	0.00	2,839.36	11,357.44	0.00	(11,357.44)
01 3131	Property Tax Relief	0.00	0.00	13,826.79	0.00	(13,826.79)
01 3180	Prorate Motor Vehicles	7,000.00	0.00	4,772.32	68.18	2,227.68
01 3400	State Apportionment	20,000.00	0.00	19,005.82	95.03	994.18
01 3512	Distance Educ Incentive Payments	0.00	0.00	6,754.24	0.00	(6,754.24)
01 3535	High Ability Learners	3,650.00	0.00	0.00	0.00	3,650.00
01 3599	Grants	23,018.00	0.00	591.88	2.57	22,426.12
01 3990	Other State Receipts	0.00	0.00	0.00	0.00	0.00
Subtotal: 3000		837,445.00	99,994.36	833,894.49	99.58	3,550.51
01 4310	REAP Grant	26,982.00	0.00	26,982.00	100.00	0.00
01 4505	TITLE I, PART A NCLB	40,000.00	0.00	43,361.00	108.40	(3,361.00)
01 4516	IDEA 619	0.00	0.00	1,024.00	0.00	(1,024.00)
01 4518	IDEA Part B Base Allocation	45,000.00	0.00	41,687.00	92.64	3,313.00
01 4708	Medicaid in Public Schools	2,500.00	0.00	2,110.55	84.42	389.45
01 4709	Medicaid Admin Claim Reimb.	2,500.00	0.00	5,998.70	239.95	(3,498.70)
01 4969	Title IV - A	0.00	0.00	10,000.00	0.00	(10,000.00)
01 4996	ESSER 1	31,260.00	0.00	31,260.00	100.00	0.00
01 4997	ESSER 2	119,110.00	0.00	119,110.00	100.00	0.00
01 4998	ESSER 3	100,390.00	0.00	0.00	0.00	100,390.00
Subtotal: 4000		367,742.00	0.00	281,533.25	76.56	86,208.75
01 5300	Sale Of Property	20,000.00	0.00	0.00	0.00	20,000.00
01 5301	Insurance Adjustment	200.00	0.00	213.00	106.50	(13.00)
01 5600	Other Non-revenue Receipts	9,000.00	5,707.00	10,152.10	112.80	(1,152.10)
Subtotal: Debt Services		29,200.00	5,707.00	10,365.10	35.50	18,834.90
Fund Total:		5,560,007.00	207,238.01	3,757,522.18	67.58	1,802,484.82

Cash Receipt Listing - Summary
JUNE 2022 - GENERAL FUND REVENUE

<u>Receipt Number</u>	<u>Received From ID/Name</u>	<u>Receipt Date</u>	<u>Description</u>	<u>Receipt Key</u>	<u>Amount</u>
	ADAMSBANK Adams Bank & Trust	06/30/2022	SPeD SA FFR REIMB 20-21	1910	33,780.00
	STATEOFNEB State of Nebraska	06/30/2022	State Aid	1911	63,375.00
	KEITH Keith County	06/30/2022	Keith County Treasurer	1912	86,782.77
	PERKINS Perkins County	06/30/2022	Perkins County Treasurer	1913	16,807.25
		06/30/2022	Rental - Building	1914	150.00
	SPENCERJEA Spencer Jean	06/30/2022	Drivers Education	1915	2,575.00
	MIDPLAINSC Mid-Plains Community College	06/30/2022	Dual - Credit Math	1916	3,132.00
	LINCOLN Lincoln County	06/30/2022	Lincoln County Treasurer	1917	9.56
	WNB Western Nebraska Bank	06/30/2022	June Interest	1918	626.43
Report Total:					<u>207,238.01</u>

Receipt Number: Description: SPeD SA FFR REIMB 20-21 Chart of Account Number 01 3120	Received From: ADAMS BANK Adams Bank & Trust Comment: SPeD SA FFR REIMB 20-21 Received From: STATE OF NEB State of Nebraska	Receipt Date: 06/30/2022 Detail Amount 33,780.00 Cash Account Number 01 103	Receipt Key: 1910 <u>Receivable Account Number</u>	Amount: 33,780.00
Receipt Number: Description: State Aid Chart of Account Number 01 3110	Received From: KEITH County Comment: State Aid Received From: KEITH County	Receipt Date: 06/30/2022 Detail Amount 63,375.00 Cash Account Number 01 103	Receipt Key: 1911 <u>Receivable Account Number</u>	Amount: 63,375.00
Receipt Number: Description: Perkins County Treasurer Chart of Account Number 01 1100 01 1100 01 1125 01 2110 01 3130 01 3130 01 1100	Received From: PERKINS County Comment: Perkins County: RE & PP Tax Keith County: RE & PP Tax Keith County: MV Tax Keith County: Fines & License Keith County: Homestead Keith County: Homestead Keith County: Commission Received From: PERKINS County	Receipt Date: 06/30/2022 Detail Amount 75,468.95 Cash Account Number 01 103 83.85 7,446.02 1,728.53 2,839.34 (28.39) (755.53) 01 103	Receipt Key: 1912 <u>Receivable Account Number</u>	Amount: 86,782.77
Receipt Number: Description: Rental - Building Chart of Account Number 01 1910	Received From: SPENCER JEA Spencer Jean Comment: Rental - Building Received From: SPENCER JEA Spencer Jean	Receipt Date: 06/30/2022 Detail Amount 150.00 Cash Account Number 01 103	Receipt Key: 1913 <u>Receivable Account Number</u>	Amount: 150.00
Receipt Number: Description: Drivers Education Chart of Account Number 01 5600	Received From: MIDPLAINS Community College Comment: Drivers Education Received From: MIDPLAINS Community College	Receipt Date: 06/30/2022 Detail Amount 2,575.00 Cash Account Number 01 103	Receipt Key: 1914 <u>Receivable Account Number</u>	Amount: 2,575.00
Receipt Number: Description: Dual - Credit Math Chart of Account Number 01 5600	Received From: LINCOLN County Comment: Dual - Credit Math Received From: LINCOLN County	Receipt Date: 06/30/2022 Detail Amount 3,132.00 Cash Account Number 01 103	Receipt Key: 1915 <u>Receivable Account Number</u>	Amount: 3,132.00
Receipt Number: Description: Lincoln County Treasurer Chart of Account Number 01 1100	Received From: RE & PP Tax Comment: Lincoln County: RE & PP Tax	Receipt Date: 06/30/2022 Detail Amount 3.51 Cash Account Number 01 103	Receipt Key: 1916 <u>Receivable Account Number</u>	Amount: 9.56

01 1100 Lincoln County: RE & PP Tax (0.04) 01 103
01 2110 Lincoln County: Fines & License 6.09 01 103

Receipt Number: Received From: WNB Western Nebraska Bank Receipt Date: 06/30/2022 Receipt Key: 1918 Amount: 626.43

Description: June Interest
Chart of Account Number
01 1510

Detail Description
June Interest

Detail Amount
626.43

Cash Account Number
01 103

Receivable Account Number

Summary Totals

Account Type
Subtotal Revenue 207,238.01
Subtotal Expense
Subtotal General Ledger
Total: 207,238.01

Cash Accounts
01 103

207,238.01
Total: 207,238.01

Receivable Accounts

Account Number	Account Description	Budget	During Month	YTD Expenses	Budget Balance at EOM	% of Budget w/o Encumbrances
01	GENERAL FUND					
1100	REGULAR INSTRUCTIONAL PROGRAMS					
01 1100 111 001	Regular Salaries Teachers - HS	515,000.00	39,542.66	453,947.08	61,052.92	88.15
01 1100 111 002	Regular Salaries - Teachers ELE	514,000.00	48,323.90	448,954.29	65,045.71	87.35
01 1100 112 001	Regular Salaries - Paras. - HS	15,800.00	0.00	13,550.94	2,249.06	85.77
01 1100 112 002	Regular Salaries - Paras ELE	26,500.00	10.20	26,374.43	125.57	99.53
01 1100 113 001	Regular Salaries Subs- HS	25,500.00	0.00	25,413.82	86.18	99.66
01 1100 113 002	Regular Salaries -Subs ELE	25,000.00	0.00	12,379.94	12,620.06	49.52
01 1100 114 001	Regular Salaries Tech Staff- HS	35,000.00	0.00	32,676.75	2,323.25	93.36
01 1100 114 002	Regular Salaries -Tech Staff ELE	35,000.00	0.00	32,676.75	2,323.25	93.36
01 1100 150 001	Additional compensation - Non Instruc.	36,000.00	13.50	35,329.32	670.68	98.14
01 1100 151 001	Additional compensation - Teachers	110,000.00	7,829.61	90,913.29	19,086.71	82.65
01 1100 210 001	Health Insur - Non Instructional -HS	200.00	0.00	32.99	167.01	16.50
01 1100 211 001	Health Insurance/DIS- HS	185,000.00	16,001.15	174,907.46	10,092.54	94.54
01 1100 211 002	Health Insurance/DIS- ELE	175,000.00	13,024.08	143,264.74	31,735.26	81.87
01 1100 212 001	Para Dis.- HS	200.00	4.66	80.44	119.56	40.22
01 1100 212 002	Para Dis.- ELE	200.00	(2.51)	144.78	55.22	72.39
01 1100 220 001	Social Security- Non Instructional HS	2,800.00	1.04	2,702.75	97.25	96.53
01 1100 221 001	Teacher Social Security- HS	49,000.00	3,666.41	42,126.08	6,873.92	85.97
01 1100 221 002	Teacher Social Security- ELE	41,000.00	3,725.79	34,766.11	6,233.89	84.80
01 1100 222 001	Para Social Security- HS	2,000.00	0.00	1,036.92	963.08	51.85
01 1100 222 002	Para Social Security- ELE	2,000.00	0.78	1,994.96	5.04	99.75
01 1100 223 001	Sub Teacher Social Security- HS	2,000.00	0.00	1,941.86	58.14	97.09
01 1100 223 002	Sub Teacher Social Security- ELE	2,000.00	0.00	946.72	1,053.28	47.34
01 1100 224 001	Tech Staff Social Security- HS	2,800.00	0.00	2,499.81	300.19	89.28
01 1100 224 002	Tech Social Security- ELE	2,800.00	0.00	2,499.73	300.27	89.28
01 1100 230 001	Retirement - Non Instructional - HS	2,600.00	0.00	1,489.61	1,110.39	57.29
01 1100 231 001	Retirement - Teachers - HS	45,000.00	3,531.87	43,028.61	1,971.39	95.62
01 1100 231 002	Retirement - Teachers - ELE	40,000.00	3,569.23	35,161.22	4,838.78	87.90
01 1100 232 001	Para Retirement - HS	1,500.00	0.00	1,064.94	435.06	71.00
01 1100 232 002	Para Retirement - ELE	2,100.00	0.76	2,077.27	22.73	98.92
01 1100 233 001	Subs Retirement - HS	500.00	0.00	242.88	257.12	48.58
01 1100 233 002	Subs Retirement - ELE	200.00	0.00	69.30	130.70	34.65
01 1100 234 001	Tech - Retirement - HS	3,600.00	0.00	2,595.78	1,004.22	72.11
01 1100 234 002	Tech - Retirement - ELE	3,600.00	0.00	2,595.75	1,004.25	72.10
01 1100 237 001	Increased Retirement Contribution Rate	16,000.00	1,136.98	11,838.75	4,161.25	73.99
01 1100 237 002	Increased Retirement Contribution Rate	12,000.00	1,186.13	10,227.32	1,772.68	85.23
01 1100 382 000	Distance Learning Charges	23,000.00	0.00	0.00	23,000.00	0.00
01 1100 610 001	Supplies & Registrations - HS	20,000.00	2,145.45	17,349.51	2,650.49	86.75
01 1100 610 002	Supplies & Registrations - ELE	20,000.00	1,843.24	16,489.02	3,510.98	82.45
01 1100 610 001 411	Facs	2,000.00	0.00	786.15	1,213.85	39.31
01 1100 610 001 412	Ind Tech	4,000.00	55.75	4,046.25	(46.25)	101.16
01 1100 610 001 413	Music - HS	3,000.00	12.14	1,416.23	1,583.77	47.21
01 1100 610 002 413	Music - ELE	1,500.00	0.00	1,495.44	4.56	99.70
01 1100 610 001 414	Science - HS	2,500.00	129.40	557.27	1,942.73	22.29
01 1100 610 001 415	Activites-HS	1,500.00	0.00	626.16	873.84	41.74
01 1100 610 002 415	Activites-ELE	500.00	0.00	44.03	455.97	8.81
01 1100 610 001 416	Art - HS	3,000.00	604.32	2,836.68	163.32	94.56
01 1100 610 002 416	Art - ELE	1,000.00	250.60	250.60	749.40	25.06
01 1100 610 001 417	STEM - HS	1,000.00	0.00	349.00	651.00	34.90
01 1100 610 002 417	STEM - ELE	1,000.00	0.00	28.98	971.02	2.90
01 1100 640 001	Textbooks - HS	3,000.00	0.00	746.40	2,253.60	24.88
01 1100 640 002	Textbooks - ELE	3,000.00	0.00	0.00	3,000.00	0.00
01 1100 643 001	Web Based Software - HS	25,000.00	14,086.74	24,284.19	715.81	97.14
01 1100 643 002	Web Based Software - EL	15,000.00	2,004.59	7,444.30	7,555.70	49.63
01 1100 734 001	Computer Hardware - HS	10,000.00	0.00	5,475.33	4,524.67	54.75
01 1100 734 002	Computer Hardware - ELE	10,000.00	0.00	1,522.50	8,477.50	15.23
01 1100 890 000	Misc Expense	10,000.00	72.45	6,914.11	3,085.89	69.14
01 1100 890 001	Misc. Expenses - HS	0.00	0.00	0.00	0.00	0.00
1100	REGULAR INSTRUCTIONAL PROGRAMS	2,091,900.00	162,770.92	1,784,215.54	307,684.46	85.29
1160	PROVERTY PROGRAMS					
01 1160 610 000	Poverty Instructional Program	40,000.00	0.00	0.00	40,000.00	0.00
1160	PROVERTY PROGRAMS	40,000.00	0.00	0.00	40,000.00	0.00
1200	SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS					
01 1200 110 000	Special Ed Prog. Supv	15,500.00	1,246.25	13,708.75	1,791.25	88.44

Account Number	Account Description	Budget	During Month	YTD Expenses	Budget Balance at EOM	% of Budget w/o Encumbrances
01 1200 111 001	SPED Teacher Salary HS	66,000.00	5,298.43	59,104.05	6,895.95	89.55
01 1200 111 002	SPED Teacher Salary - ELE	50,000.00	4,069.20	43,599.20	6,400.80	87.20
01 1200 112 001	SPED Reg Salaries - Paras HS	50,000.00	0.00	36,509.28	13,490.72	73.02
01 1200 112 002	SPED Para Salary ELE	40,000.00	10.21	30,148.80	9,851.20	75.37
01 1200 113 001	Regular Salaries - Subs	4,000.00	0.00	3,778.81	221.19	94.47
01 1200 113 002	Regular Salaries - Subs	4,000.00	0.00	1,599.80	2,400.20	40.00
01 1200 210 000	Health Insurance Prog. Supv	4,200.00	327.55	3,648.64	551.36	86.87
01 1200 211 001	INSURANCE - Teachers	10,000.00	705.32	8,776.32	1,223.68	87.76
01 1200 211 002	INSURANCE - Teachers	26,500.00	2,149.66	23,644.86	2,855.14	89.23
01 1200 212 001	INSURANCE - Paras	300.00	11.93	191.97	108.03	63.99
01 1200 212 002	INSURANCE - Paras	300.00	(3.69)	161.58	138.42	53.86
01 1200 220 000	Social Security - Prog. Supv	1,300.00	94.75	1,042.17	257.83	80.17
01 1200 221 001	Soc. Security -Teachers/SPED	5,800.00	464.46	5,171.99	628.01	89.17
01 1200 221 002	Soc. Security -Teachers/SPED	4,000.00	307.44	3,293.09	706.91	82.33
01 1200 222 001	SOCIAL SECURITY -Paras	4,000.00	0.00	2,792.80	1,207.20	69.82
01 1200 222 002	SOCIAL SECURITY -Paras	3,500.00	0.79	2,276.18	1,223.82	65.03
01 1200 223 001	SOCIAL SECURITY -Subs	350.00	0.00	289.07	60.93	82.59
01 1200 223 002	SOCIAL SECURITY -Subs	350.00	0.00	122.44	227.56	34.98
01 1200 230 000	Retirement - Prog. Supv	1,200.00	92.52	1,078.88	121.12	89.91
01 1200 231 001	NPERS - Teachers	5,000.00	392.69	4,641.15	358.85	92.82
01 1200 231 002	NPERS - Teachers	3,800.00	302.08	3,421.05	378.95	90.03
01 1200 232 001	NPERS - Paras	3,000.00	0.00	2,929.40	70.60	97.65
01 1200 232 002	NPERS - Paras	3,000.00	0.76	2,386.63	613.37	79.55
01 1200 233 001	SPED NPERS - Subs HS	400.00	0.00	32.76	367.24	8.19
01 1200 233 002	SPED NPERS - Subs ELE	400.00	0.00	2.70	397.30	0.68
01 1200 237 000	Retirement - Prog. Supv Increase	400.00	30.59	275.31	124.69	68.83
01 1200 237 001	Increased Retirement Contribution Rate	3,600.00	129.83	1,872.38	1,727.62	52.01
01 1200 237 002	Increased Retirement Contribution Rate	3,200.00	100.12	1,467.97	1,732.03	45.87
01 1200 330 001	Employee training & Dev.	500.00	0.00	344.90	155.10	68.98
01 1200 330 002	SPED Employee training & Dev.	400.00	0.00	0.00	400.00	0.00
01 1200 591 001	Consultants, Program	15,000.00	899.00	13,614.52	1,385.48	90.76
01 1200 591 002	Consultants, Program	15,000.00	899.00	13,614.52	1,385.48	90.76
01 1200 610 000	Special Ed Supplies	0.00	0.00	0.00	0.00	0.00
01 1200 610 001	SPED SUPPLIES	1,300.00	0.00	1,256.11	43.89	96.62
01 1200 610 002	SPED SUPPLIES	1,000.00	594.09	1,402.61	(402.61)	140.26
01 1200 640 000	Books & Periodicals	0.00	0.00	0.00	0.00	0.00
01 1200 643 000	Web/Cloud Based Software	0.00	0.00	0.00	0.00	0.00
01 1200 890 000	Misc. Expenses	0.00	0.00	0.00	0.00	0.00
01 1200 890 001	Misc. Expenses - HS	0.00	0.00	0.00	0.00	0.00
1200	SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS	347,300.00	18,122.98	288,200.69	59,099.31	82.98
1291	EC NON-REIMBURSABLE					
01 1291 591 002	Consultants, Program: 3-5	2,000.00	0.00	626.99	1,373.01	31.35
1291	EC NON-REIMBURSABLE	2,000.00	0.00	626.99	1,373.01	31.35
1292	SA NON-REIMBURSABLE					
01 1292 591 002	Consultants, Program: B-2	1,500.00	0.00	323.01	1,176.99	21.53
1292	SA NON-REIMBURSABLE	1,500.00	0.00	323.01	1,176.99	21.53
2120	GUIDANCE SERVICES					
01 2120 111 001	Guidance Salary HS	46,500.00	3,768.44	41,452.84	5,047.16	89.15
01 2120 111 002	Guidance Salary EL	15,500.00	1,256.15	13,817.65	1,682.35	89.15
01 2120 211 001	Guidance Health Insurance/Dis.	7,400.00	603.76	6,641.91	758.09	89.76
01 2120 211 002	Guidance Health Insurance-ELE	2,500.00	201.25	2,213.94	286.06	88.56
01 2120 221 001	Guidance Social Security- HS	4,000.00	321.38	3,535.31	464.69	88.38
01 2120 221 002	Guidance Social Security- ELE	1,500.00	107.11	1,178.28	321.74	78.55
01 2120 231 001	Guidance Retirement-HS	3,500.00	279.75	3,262.23	237.77	93.21
01 2120 231 002	Guidance Retirement-ELE	1,200.00	93.25	1,087.41	112.59	90.62
01 2120 237 001	Increased Retirement Contribution Rate	1,200.00	92.49	832.41	367.59	69.37
01 2120 237 002	Increased Retirement Contribution Rate	400.00	30.83	277.47	122.53	69.37
01 2120 610 001	Guidance Supplies - HS	4,000.00	0.00	1,517.20	2,482.80	37.93
01 2120 610 002	Guidance Supplies -ELE	500.00	10.74	179.62	320.38	35.92
01 2120 890 001	Misc. Expenses - HS	1,500.00	0.00	1,135.34	364.66	75.69
01 2120 890 002	Misc. Expenses - ELE	500.00	0.00	0.00	500.00	0.00
2120	GUIDANCE SERVICES	90,200.00	6,765.15	77,131.59	13,068.41	85.51
2141	PSYCH SERVICES					
01 2141 320 001	Professional Educational Services	22,000.00	1,832.00	15,152.00	6,848.00	68.87
01 2141 320 002	Professional Educational Services	22,000.00	1,832.00	15,152.00	6,848.00	68.87

Account Number	Account Description	Budget	During Month	YTD Expenses	Budget Balance at EOM	% of Budget w/o Encumbrances
2141	PSYCH SERVICES	44,000.00	3,664.00	30,304.00	13,696.00	68.87
2151	SPEECH THERAPY					
01 2151 591 001	Consultants, Program - HS	15,025.00	0.00	3,703.60	11,321.40	24.65
01 2151 591 002	Consultants, Program - ELE	38,375.00	0.00	49,610.67	(11,235.67)	129.28
01 2151 610 000	Speech Supplies	0.00	0.00	0.00	0.00	0.00
2151	SPEECH THERAPY	53,400.00	0.00	53,314.27	85.73	99.84
2161	OT SERVICES					
01 2161 591 001	Consultants, Program - HS	7,800.00	0.00	8,906.00	(1,106.00)	114.18
01 2161 591 002	Consultants, Program - ELE	10,200.00	0.00	8,906.00	1,294.00	87.31
2161	OT SERVICES	18,000.00	0.00	17,812.00	188.00	98.96
2171	PT SERVICES					
01 2171 591 001	Consultants, Program - HS	2,500.00	0.00	2,629.04	(129.04)	105.16
01 2171 591 002	Consultants, Program - ELE	3,000.00	0.00	2,629.04	370.96	87.63
2171	PT SERVICES	5,500.00	0.00	5,258.08	241.92	95.60
2213	Instructional Staff Training					
01 2213 330 001	Employee training & Dev.	5,000.00	0.00	2,820.75	2,179.25	56.42
2213	Instructional Staff Training	5,000.00	0.00	2,820.75	2,179.25	56.42
2220	LIBRARY-MEDIA SERVICES					
01 2220 111 001	Librarian Salary-HS	31,000.00	2,507.50	27,645.00	3,355.00	89.18
01 2220 111 002	Librarian Salary-ELE	31,000.00	2,507.50	27,645.00	3,355.00	89.18
01 2220 211 001	Librarian Health Insurance - HS	13,000.00	1,079.63	11,877.09	1,122.91	91.36
01 2220 211 002	Librarian Health Insurance - ELE	13,000.00	1,079.63	11,877.09	1,122.91	91.36
01 2220 221 001	Librarian Social Security-HS	2,400.00	190.59	2,101.30	298.70	87.55
01 2220 221 002	Librarian Social Security-ELE	2,400.00	190.59	2,101.30	298.70	87.55
01 2220 231 001	NPERS - Teachers HS	2,400.00	186.14	2,176.80	223.20	90.70
01 2220 231 002	Librarian Retirement - ELE	2,400.00	186.14	2,176.80	223.20	90.70
01 2220 237 001	Increased Retirement Contribution Rate	600.00	61.54	553.86	46.14	92.31
01 2220 237 002	Increased Retirement Contribution Rate	600.00	61.54	553.86	46.14	92.31
01 2220 610 001	Supplies. - HS	550.00	0.00	544.39	5.61	98.98
01 2220 610 002	Supplies. - ELE	450.00	75.00	294.24	155.76	65.39
01 2220 640 001	Library Books - HS	1,000.00	0.00	1,000.00	0.00	100.00
01 2220 640 002	Library Books - ELE	1,500.00	0.00	347.02	1,152.98	23.13
01 2220 890 001	Misc. Expenses - HS	1,000.00	0.00	573.78	426.22	57.38
01 2220 890 002	Misc. Expenses - ELE	1,000.00	0.00	951.18	48.82	95.12
2220	LIBRARY-MEDIA SERVICES	104,300.00	8,125.80	92,418.71	11,881.29	88.61
2310	BOARD OF EDUCATION					
01 2310 540 000	Advertising & Printing	2,500.00	206.13	2,265.43	234.57	90.62
01 2310 580 000	Travel Exp & Mileage	3,000.00	0.00	2,230.59	769.41	74.35
01 2310 610 000	Supplies & Expenses	7,150.00	0.00	7,099.07	50.93	99.29
01 2310 890 000	Misc Expenses	500.00	0.00	315.27	184.73	63.05
2310	BOARD OF EDUCATION	13,150.00	206.13	11,910.36	1,239.64	90.57
2320	EXECUTIVE ADMINISTRATION					
01 2320 105 000	Salary Of Administration	145,000.00	11,958.33	128,041.67	16,958.33	88.30
01 2320 116 000	Business Mgr. Salary	46,500.00	3,976.02	42,884.99	3,615.01	92.23
01 2320 136 000	Business Mngr - OT	1,000.00	0.00	529.11	470.89	52.91
01 2320 215 000	Health Insurance/Dis	26,500.00	2,201.80	24,220.60	2,279.40	91.40
01 2320 216 000	Insurance - Business Mrg.	9,700.00	798.87	8,789.64	910.36	90.61
01 2320 225 000	Social Security- ADM	12,000.00	887.94	9,499.64	2,500.36	79.16
01 2320 226 000	Social Security - Business Mrg.	4,600.00	363.31	3,971.75	628.25	86.34
01 2320 235 000	Retirement- ADM.	14,500.00	887.73	10,074.96	4,425.04	69.48
01 2320 236 000	Retirement - Business Mrg.	3,500.00	295.16	3,427.30	72.70	97.92
01 2320 237 000	Increased Retirement Contribution Rate	3,300.00	391.07	3,433.76	(133.76)	104.05
01 2320 580 000	Travel Exp & Mileage	5,000.00	170.00	3,337.63	1,662.37	66.75
01 2320 610 000	Supplies - Expenses	3,000.00	0.00	2,305.47	694.53	76.85
01 2320 810 000	Dues & Fees	6,000.00	0.00	3,565.00	2,435.00	59.42
01 2320 890 000	Misc. Expenses	6,000.00	650.00	5,723.38	276.62	95.39
2320	EXECUTIVE ADMINISTRATION	286,600.00	22,580.23	249,804.90	36,795.10	87.16
2330	DISTRICT LEGAL SERVICES					
01 2330 317 000	Legal Services	5,000.00	0.00	2,140.00	2,860.00	42.80
2330	DISTRICT LEGAL SERVICES	5,000.00	0.00	2,140.00	2,860.00	42.80
2410	OFFICE OF PRINCIPAL					
01 2410 110 001	Secretary - HS	17,500.00	488.85	13,099.56	4,400.44	74.85
01 2410 110 002	Secretary - EL	17,500.00	568.85	13,179.50	4,320.50	75.31
01 2410 111 001	Salary Of Principal - HS	109,500.00	9,108.33	100,191.63	9,308.37	91.50

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JULY 2022 - GENERAL FUND EXPENDITURES

User ID: OKB

Account Number	Account Description	Budget	During Month	YTD Expenses	Budget Balance at EOM	% of Budget w/o Encumbrances
01 2410 111 002	Salary Of Principal - ELE	85,000.00	7,062.08	76,670.03	8,329.97	90.20
01 2410 130 001	Overtime Pay - Non Instructional	250.00	0.00	0.00	250.00	0.00
01 2410 130 002	Overtime Pay - Non Instructional	250.00	0.00	0.00	250.00	0.00
01 2410 210 001	LTD Ins - Non Instructional	150.00	6.02	74.54	75.46	49.69
01 2410 210 002	LTD Ins - Non Instructional	150.00	7.34	75.88	74.12	50.59
01 2410 211 001	Health Insurance - HS	10,000.00	664.42	8,939.70	1,060.30	89.40
01 2410 211 002	Health Insurance - ELE	22,500.00	1,856.10	20,372.31	2,127.69	90.54
01 2410 220 001	SOCIAL SECURITY Non Instructional	1,500.00	36.76	994.95	505.05	66.33
01 2410 220 002	SOCIAL SECURITY Non Instructional	1,500.00	42.72	1,000.98	499.02	66.73
01 2410 221 001	Social Security - HS	9,300.00	751.24	8,263.64	1,036.36	88.86
01 2410 221 002	Social Security - ELE	6,600.00	536.92	5,828.71	771.29	88.31
01 2410 230 001	NPERS - Non Instructional	1,300.00	36.29	1,023.82	276.18	78.76
01 2410 230 002	NPERS - Non Instructional	1,300.00	42.23	1,029.78	270.22	79.21
01 2410 231 001	Retirement - HS	10,000.00	676.16	7,884.84	2,115.16	78.85
01 2410 231 002	Retirement - ELE	6,500.00	524.25	6,038.22	461.78	92.90
01 2410 237 001	Increased Retirement Contribution Rate	3,000.00	235.56	2,256.51	743.49	75.22
01 2410 237 002	Increased Retirement Contribution Rate	2,400.00	187.27	1,781.56	618.44	74.23
01 2410 580 001	Travel & Mileage - HS	5,000.00	0.00	4,951.07	48.93	99.02
01 2410 580 002	Travel & Mileage - ELE	1,000.00	0.00	388.00	612.00	38.80
01 2410 610 001	Supplies - HS	1,000.00	250.52	853.79	146.21	85.38
01 2410 610 002	Supplies - ELE	1,500.00	0.00	25.00	1,475.00	1.67
01 2410 810 001	Dues & Fees - HS	2,000.00	125.00	1,445.00	555.00	72.25
01 2410 810 002	Dues & Fees - ELE	2,000.00	275.00	410.00	1,590.00	20.50
01 2410 890 001	Misc Expense HS	5,000.00	104.00	3,237.02	1,762.98	64.74
01 2410 890 002	Misc Expense ELE	5,000.00	104.00	1,240.34	3,759.66	24.81
2410 OFFICE OF PRINCIPAL		328,700.00	23,689.91	281,256.38	47,443.62	85.57
2510 FISCAL SERVICES						
01 2510 352 000	Prof/tech Services Audit	8,000.00	0.00	8,200.00	(200.00)	102.50
01 2510 442 000	Copier Lease	6,000.00	419.00	4,609.00	1,391.00	76.82
01 2510 530 000	telephone	9,000.00	611.53	6,945.55	2,054.45	77.17
01 2510 531 000	Postage	2,500.00	2,300.00	2,436.75	63.25	97.47
01 2510 890 000	Misc Expenses	1,000.00	0.00	0.00	1,000.00	0.00
2510 FISCAL SERVICES		26,500.00	3,330.53	22,191.30	4,308.70	83.74
2610 OPERATION OF BUILDING						
01 2610 110 001	Custodians Salary - HS	52,000.00	3,172.20	38,623.53	13,376.47	74.28
01 2610 110 002	Custodians Salary - ELE	58,000.00	3,880.01	36,192.10	21,807.90	62.40
01 2610 130 001	Custodians - Overtime Pay HS	500.00	0.00	181.28	318.72	36.26
01 2610 130 002	Custodians - Overtime Pay ELE	500.00	0.00	182.74	317.26	36.55
01 2610 210 001	INSURANCE - Non-Instructional	350.00	24.80	252.79	97.21	72.23
01 2610 210 002	INSURANCE - Non-Instructional	350.00	22.10	208.49	141.51	59.57
01 2610 220 001	Social Security- HS	4,000.00	242.68	2,968.55	1,031.45	74.21
01 2610 220 002	Social Security- ELE	4,500.00	296.83	2,777.22	1,722.78	61.72
01 2610 230 001	Retirement - HS	3,900.00	234.56	3,072.26	827.74	78.78
01 2610 230 002	Retirement - ELE	4,400.00	287.10	2,930.00	1,470.00	66.59
01 2610 237 001	Increased Retirement Contribution Rate	1,100.00	77.55	765.55	334.45	69.60
01 2610 237 002	Increased Retirement Contribution Rate	1,400.00	94.91	1,042.78	357.22	74.48
01 2610 410 000	Water-sewer-trash	12,000.00	773.77	8,568.24	3,431.76	71.40
01 2610 520 000	Insurance	30,000.00	0.00	0.00	30,000.00	0.00
01 2610 610 000	Supplies - Expenses	20,000.00	1,168.16	19,328.23	671.77	96.64
01 2610 621 000	Electricity	72,000.00	6,252.80	62,455.17	9,544.83	86.74
01 2610 626 000	GAS	2,000.00	500.00	1,500.00	500.00	75.00
01 2610 720 000	Bldg & Grounds	40,000.00	7,646.62	31,529.25	8,470.75	78.82
01 2610 890 000	Misc. Expenses	20,000.00	1,971.75	9,172.98	10,827.02	45.86
2610 OPERATION OF BUILDING		327,000.00	26,645.82	221,751.16	105,248.84	67.81
2620 MAINTENANCE OF BUILDING						
01 2620 340 000	Repairman	10,000.00	0.00	9,654.90	345.10	96.55
01 2620 733 000	Furniture & Equipment Repair	1,000.00	0.00	0.00	1,000.00	0.00
01 2620 890 000	Misc Expenses	1,000.00	0.00	0.00	1,000.00	0.00
2620 MAINTENANCE OF BUILDING		12,000.00	0.00	9,654.90	2,345.10	80.46
2650 VEHICLE ACQUISITION AND MAINTENANCE						
01 2650 732 000	Vehicle Acquisition	75,000.00	0.00	46,655.64	28,344.36	62.21
2650 VEHICLE ACQUISITION AND MAINTENANCE		75,000.00	0.00	46,655.64	28,344.36	62.21
2710 REGULAR PUPIL TRANSPORTATION						
01 2710 110 000	Bus Drivers' Salaries	52,500.00	53.38	47,500.40	4,999.60	90.48

07/14/2022 03:13 PM

JULY 2022 - GENERAL FUND EXPENDITURES

User ID: OKB

Account Number	Account Description	Budget	During Month	YTD Expenses	Budget Balance at EOM	% of Budget w/o Encumbrances
01 2710 120 000	Bus Drivers' Salaries (subs)	5,000.00	0.00	3,291.34	1,708.66	65.83
01 2710 210 000	Bus Drivers' Ins.- LTD	500.00	0.00	93.47	406.53	18.69
01 2710 220 000	Social Security	4,500.00	4.08	3,884.99	615.01	86.33
01 2710 230 000	Bus Drivers' Retirement	4,200.00	0.00	2,732.69	1,467.31	65.06
01 2710 237 000	Increased Retirement Contribution Rate	800.00	0.00	713.16	86.84	89.15
01 2710 519 000	Student Mileage to Parents	5,000.00	0.00	1,849.05	3,150.95	36.98
01 2710 626 000	Gas & Oil	25,000.00	2,249.98	28,895.71	(3,895.71)	115.58
01 2710 890 000	Misc Expenses	5,000.00	277.53	2,817.62	2,182.38	56.35
2710	REGULAR PUPIL TRANSPORTATION	102,500.00	2,584.97	91,778.43	10,721.57	89.54
2712	SCHOOL AGE SPEC ED TRANSPORT					
01 2712 110 001	SPED Transportation - HS	5,000.00	0.00	0.00	5,000.00	0.00
01 2712 210 001	INSURANCE - Non-Instructional	50.00	0.00	0.00	50.00	0.00
01 2712 220 001	SPED Social Security- HS	400.00	0.00	0.00	400.00	0.00
01 2712 230 001	SPED Retirement- HS	500.00	0.00	0.00	500.00	0.00
01 2712 290 000	SPED Other Benefits	100.00	0.00	0.00	100.00	0.00
01 2712 626 000	SPED Gas & Oil	1,000.00	0.00	0.00	1,000.00	0.00
2712	SCHOOL AGE SPEC ED TRANSPORT	7,050.00	0.00	0.00	7,050.00	0.00
2730	VEHICLE SERVICES					
01 2730 610 000	Bus Maintenance/tires	50,000.00	0.00	21,561.11	28,438.89	43.12
2730	VEHICLE SERVICES	50,000.00	0.00	21,561.11	28,438.89	43.12
3300	COMMUNITY SERVICES					
01 3300 890 000	Misc Expenses	13,500.00	0.00	9,285.40	4,214.60	68.78
3300	COMMUNITY SERVICES	13,500.00	0.00	9,285.40	4,214.60	68.78
3500	STATE CATEGORICAL PROGRAMS					
01 3500 810 000	Dues/fees	1,000.00	0.00	0.00	1,000.00	0.00
3500	STATE CATEGORICAL PROGRAMS	1,000.00	0.00	0.00	1,000.00	0.00
3535	HIGH ABILITY LEARNERS					
01 3535 610 000	High Ability Learner Grant	4,000.00	0.00	3,095.00	905.00	77.38
3535	HIGH ABILITY LEARNERS	4,000.00	0.00	3,095.00	905.00	77.38
3599	GRANTS					
01 3599 610 000 153	Grants	25,000.00	0.00	4,546.87	20,453.13	18.19
3599	GRANTS	25,000.00	0.00	4,546.87	20,453.13	18.19
6200	TITLE I, PART A NCLB IMPROV THE ACADEM					
01 6200 111 002	Title I Salaries Teachers Pro. Staff EL	34,500.00	0.00	33,624.00	876.00	97.46
01 6200 211 002	TITLE I, Insurance - ELE	9,700.00	777.55	8,736.88	963.12	90.07
01 6200 221 002	Title I Social Security EL	4,500.00	58.80	3,203.68	1,296.32	71.19
01 6200 231 002	TITLE I NPERS EL	4,500.00	0.00	2,690.11	1,809.89	59.78
01 6200 237 002	Increased Retirement Contribution Rate	1,200.00	0.00	631.21	568.79	52.60
01 6200 395 000	Title I ESU16 Contract	3,000.00	0.00	2,996.04	3.96	99.87
01 6200 610 000	Title I Homeless	100.00	0.00	0.00	100.00	0.00
01 6200 890 000	Misc Expenses	0.00	0.00	0.00	0.00	0.00
6200	TITLE I, PART A NCLB IMPROV THE ACADEM	57,500.00	836.35	51,881.92	5,618.08	90.23
6210	TITLE I NCLB IMPROVING BSC PRGRMS ACCNT					
01 6210 610 000	misc.	1,000.00	0.00	0.00	1,000.00	0.00
6210	TITLE I NCLB IMPROVING BSC PRGRMS ACCNT	1,000.00	0.00	0.00	1,000.00	0.00
6310	TITLE II, PART A NCLB TCHR QUAL GRANTS					
01 6310 220 001	Title IIA: Soc Security Training & Dev.	500.00	0.00	0.00	500.00	0.00
01 6310 220 002	Title IIA: Soc Security Training & Dev.	500.00	0.00	0.00	500.00	0.00
01 6310 230 001	Title IIA: NPERS Training & Dev	500.00	0.00	0.00	500.00	0.00
01 6310 230 002	Title IIA: NPERS Training & Dev	500.00	0.00	0.00	500.00	0.00
01 6310 330 001	Title IIA: Training & Dev.	1,500.00	0.00	0.00	1,500.00	0.00
01 6310 330 002	Title IIA: Training & Dev	1,500.00	0.00	0.00	1,500.00	0.00
6310	TITLE II, PART A NCLB TCHR QUAL GRANTS	5,000.00	0.00	0.00	5,000.00	0.00
6406	IDEA PRESCHOOL(619) BASE ALLOC					
01 6406 591 000	IDEA 619	1,052.00	0.00	1,052.00	0.00	100.00
6406	IDEA PRESCHOOL(619) BASE ALLOC	1,052.00	0.00	1,052.00	0.00	100.00
6408	IDEA ENROLLMENT/POVERTY					
01 6408 591 000	IDEA Enrollment/Poverty	45,388.00	0.00	16,198.08	29,189.92	35.69
6408	IDEA ENROLLMENT/POVERTY	45,388.00	0.00	16,198.08	29,189.92	35.69
6418	IDEA PART B PEAK					
01 6418 320 001	IDEA Part B PEAK - HS	0.00	0.00	0.00	0.00	0.00
01 6418 320 002	IDEA Part B PEAK ELE	0.00	0.00	0.00	0.00	0.00

JULY 2022 - GENERAL FUND EXPENDITURES

User ID: OKB

Account Number	Account Description	Budget	During Month	YTD Expenses	Budget Balance at EOM	% of Budget w/o Encumbrances
6418	IDEA PART B PEaK	0.00	0.00	0.00	0.00	0.00
6421	IDEA Part B ARP					
01 6421 611 000	IDEA Part B ARP	9,000.00	0.00	6,361.03	2,638.97	70.68
6421	IDEA Part B ARP	9,000.00	0.00	6,361.03	2,638.97	70.68
6422	IDEA Part B ARP					
01 6422 619 000	IDEA Part B ARP	1,000.00	67.01	67.01	932.99	6.70
6422	IDEA Part B ARP	1,000.00	67.01	67.01	932.99	6.70
6969	TITLE IV-A					
01 6969 320 001	Title IV Prof Ed - HS	5,000.00	0.00	5,000.00	0.00	100.00
01 6969 320 002	Title IV A ELE	5,000.00	0.00	5,000.00	0.00	100.00
6969	TITLE IV-A	10,000.00	0.00	10,000.00	0.00	100.00
6992	REAP					
01 6992 610 000	Reap Grant	25,000.00	0.00	24,803.64	196.36	99.21
6992	REAP	25,000.00	0.00	24,803.64	196.36	99.21
6998	ESSERS - 3					
01 6998 610 000	Supplies - Expenses	250,760.00	0.00	22,621.64	228,138.36	9.02
6998	ESSERS - 3	250,760.00	0.00	22,621.64	228,138.36	9.02
8000	TRANSFERS (OUTGOING)					
01 8000 912 000	Lunch	10,000.00	0.00	10,000.00	0.00	100.00
01 8000 913 000	Transfer/activity Fund	10,000.00	0.00	10,000.00	0.00	100.00
8000	TRANSFERS (OUTGOING)	20,000.00	0.00	20,000.00	0.00	100.00
01	GENERAL FUND	4,505,800.00	279,389.80	3,481,042.40	1,024,757.60	77.26

Payee Type: Vendor

Check Type: Check

Checking Account ID: 1

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Check Amount
32158	07/18/2022				USBANK	U S Bank	3,596.99
32168	07/18/2022				AMSTERDAMP	Amsterdam Printing and Litho	250.52
32169	07/18/2022				APPTGEY	Apptegy	3,495.00
32170	07/18/2022				BLACKHILLS	Black Hills Energy	500.00
32171	07/18/2022				BLICKARTMA	Blick Art Materials, Inc.	250.60
32172	07/18/2022				BOMGAARS	Bomgaars	123.28
32173	07/18/2022				CAROLINA	Carolina Biological Supply Co., Inc.	102.47
32174	07/18/2022				CMCNEPTUNE	CMC Neptune	1,000.00
32175	07/18/2022				CONSOLIDA2	Consolidated, Inc.	515.13
32176	07/18/2022				EAKESOFF11	Eakes Office Plus, Inc.	113.50
32177	07/18/2022				EDUCATIONS	Education Service Unit #10	250.00
32178	07/18/2022				ESU16INV	Educational Service Unit #16	1,064.55
32179	07/18/2022				ESU2	Educational Services Unit No 2	300.00
32180	07/18/2022				EGANSUPPLY	Egan Supply Co.	1,255.65
32181	07/18/2022				ENGINEERED	Engineered Controls, Inc.	6,340.00
32182	07/18/2022				ESUCOORDIN	ESU Coordinating Council	51.15
32183	07/18/2022				GOPHER	Gopher	350.45
32184	07/18/2022				HERSHEYPUB	Hershey Public Schools	1,304.72
32185	07/18/2022				HILINECOOP	Hi Line Co-op	661.62
32186	07/18/2022				HOMETOWNLE	Hometown Leasing	419.00
32187	07/18/2022				IDEALLINEN	Ideal Linen, Inc.	240.88
32188	07/18/2022				INNOVATIVE	Innovative Learning Concepts Inc.	1,202.54
32189	07/18/2022				JOHNNYKLEI	Johnny Klein Productions, LLC	716.10
32190	07/18/2022				KKSERVICEI	K & K Service Inc	398.43
32191	07/18/2022				KEITHCOUN1	Keith County News Inc	206.13
32192	07/18/2022		X	07/18/2022	LAQUINTA	LaQuinta	416.00
32193	07/18/2022				MATHESONTR	Matheson Tri-Gas Inc.	55.75
32194	07/18/2022				MCCONNELLD	Luke McConnell	5,462.00
32195	07/18/2022				MFAC	MF Athletic, LLC	72.45
32196	07/18/2022				MIDWESTELE	Midwest Electric	6,252.80
32197	07/18/2022				MIDWESTTEC	Midwest Technology Products	147.91
32198	07/18/2022				MOWPOWER	Mow Power	645.00
32199	07/18/2022				NEBRASKAAS	Nebraska Association of School Boards, Inc.	170.00
32200	07/18/2022				NEBRASKAPR	Nebraska PrintWorks, LLC	67.01
32201	07/18/2022				OGALLALACO	Ogallala Community Hospital	40.00
32202	07/18/2022				PAXTONGROC	Paxton Grocery & Meats	67.59
32203	07/18/2022				POSTMASTER	Postmaster	2,300.00
32204	07/18/2022				POWERSCHOO	PowerSchool Group LLC	4,009.18
32205	07/18/2022				PRESTOX	PrestoX	80.23
32206	07/18/2022				PYRAMIDSCH	Pyramid School Products, Inc.	1,430.60
32207	07/18/2022				SSWORLDWID	S&S Worldwide	109.40
32208	07/18/2022				SCHOOLSPEC	School Specialty, LLC	111.80
32209	07/18/2022				SHERWINWIL	Sherwin Williams Co. (The)	185.87
32210	07/18/2022				SOFTWAREUN	Software Unlimited, Inc.	5,700.00
32211	07/18/2022				VERIZON	Verizon	50.75
32212	07/18/2022				VILLAGEOFP	Village Of Paxton, Inc.	773.77
32213	07/18/2022				WEX	WEX Fleet Universal	2,125.21
32214	07/18/2022				LAQUINTA	LaQuinta	208.00

Checking Account ID: 1

Void Total: 416.00 Total without Voids: 54,774.03

Check Type Total: Check

Void Total: 416.00 Total without Voids: 54,774.03

Payee Type Total: Vendor

Void Total: 416.00 Total without Voids: 54,774.03

Grand Total:

Void Total: 416.00 Total without Voids: 54,774.03

07/14/2022 01:54 PM

JULY 2022 GENERAL FUND CREDIT CARD

User ID: OKB

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number	Detail Description		Amount	
Checking Account ID 1	Fund Number 01	GENERAL FUND		
01 2120 610 002	July 2022 - Kindle	Amazon.com	07/18/2022	10.74
		Guidance - Monthly Subscription	10.74	
	May-June22 - Storer	Amazon.com	07/18/2022	0.00
01 2220 640 002		Library Books	0.00	
	May-June22 - Storer1	Amazon.com	07/18/2022	0.00
01 2220 640 002		Library Books	0.00	
	May-June22 - Storer3	Amazon.com	07/18/2022	0.00
01 2220 640 002		Library Books	0.00	
Total Amazon.com			10.74	
01 1100 610 001	July 2022 - Turner	Angus Burger & Shakes	07/18/2022	24.37
		CDE Conference Meal	24.37	
Total Angus Burger & Shakes			24.37	
01 1100 610 001 416	July 2022 - White	Blick Art Materials, Inc.	07/18/2022	341.25
		Art Supplies	341.25	
Total Blick Art Materials, Inc.			341.25	
01 1100 610 002	July 2022 - Gleason	Capital One	07/18/2022	11.75
		3rd Grade Supplies	11.75	
01 1100 610 002	July 2022 - States	Capital One	07/18/2022	20.52
		Summer Camp Supplies	20.52	
Total Capital One			32.27	
01 2710 890 000	July 2022 - Dack	Carquest - Gothenburg	07/18/2022	237.53
		Battery for Tiger Van	237.53	
Total Carquest - Gothenburg			237.53	
01 1100 610 001	July 2022 - Turner	Dairy Queen	07/18/2022	18.53
		CDE Conference Meal	18.53	
Total Dairy Queen			18.53	
01 1100 643 001	July 2022 - Schutz	Mosyle Corporation	07/18/2022	1,606.00
		Device License Fee	1,606.00	
Total Mosyle Corporation			1,606.00	
01 2410 810 002	July 2022 - States	Nebraska Council of School Administration	07/18/2022	225.00
		Admin Days Registration	225.00	
Total Nebraska Council of School Administration			225.00	
01 1100 610 002	July 2022 - States	Ozzies	07/18/2022	66.95
		Summer Camp Supplies	66.95	
Total Ozzies			66.95	
01 1100 610 002	July 2022 - States	Paxton Grocery & Meats	07/18/2022	19.68
		Summer Camp Supplies	19.68	
Total Paxton Grocery & Meats			19.68	
	July 2022 -	Pit Stop	07/18/2022	124.77

07/14/2022 01:54 PM

JULY 2022 GENERAL FUND CREDIT CARD

User ID: OKB

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
	Morland			
01 2710 626 000		Fuel		124.77
Total Pit Stop				124.77
	July 2022 - Turner	Taco Bell	07/18/2022	7.69
01 1100 610 001		CDE Conference Meal		7.69
Total Taco Bell				7.69
	Credit MayJun	TL Premium	07/18/2022	(70.00)
01 1100 643 001		Web Based Software		(70.00)
Total TL Premium				(70.00)
	July 2022- Telephone	Verizon	07/18/2022	45.65
01 2510 530 000		Telephone Expense		45.65
Total Verizon				45.65
	July 2022 - States	VH Storesmart	07/18/2022	256.56
01 1100 610 002		Homework folders		256.56
Total VH Storesmart				256.56
	July 2022 - Dack	Windy Gap	07/18/2022	650.00
01 2320 890 000		Staff end of year luncheon		650.00
Total Windy Gap				650.00
Fund Number 01				3,596.99
Checking Account ID 1				3,596.99

07/14/2022 01:55 PM

JULY 2022 - GENERAL FUND EXPENDITURES

User ID: OKB

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Checking Account ID 1		Fund Number 01 GENERAL FUND		
	7095442	Amsterdam Printing and Litho	07/13/2022	250.52
01 2410 610 001		Calendar & Planners		250.52
Total Amsterdam Printing and Litho				250.52
	08926	Apptegy	07/13/2022	3,495.00
01 1100 643 001		Web-based Software		3,495.00
Total Apptegy				3,495.00
	07.18.22-0001	Black Hills Energy	07/18/2022	500.00
01 2610 626 000		Gas Expenses		500.00
Total Black Hills Energy				500.00
	8681307	Blick Art Materials, Inc.	07/13/2022	250.60
01 1100 610 001 416		Art Supplies		250.60
Total Blick Art Materials, Inc.				250.60
	90367367-0001	Bomgaars	06/24/2022	123.28
01 2610 610 000		Saw & Blade - Maintenance		123.28
Total Bomgaars				123.28
	51821391 RI	Carolina Biological Supply Co., Inc.	07/13/2022	102.47
01 1100 610 002		Large Owl Pellets - 5th Grade		102.47
Total Carolina Biological Supply Co., Inc.				102.47
	10631	CMC Neptune	07/13/2022	1,000.00
01 1100 643 001		Game Time Music Library		1,000.00
Total CMC Neptune				1,000.00
	05.09.22-0003	Consolidated, Inc.	07/28/2022	515.13
01 2510 530 000		Telephone Service		65.85
01 2510 530 000		Telephone Service		449.28
Total Consolidated, Inc.				515.13
	374319-0001	Eakes Office Plus, Inc.	07/09/2022	113.50
01 2610 610 000		Maintenance: Shampoo machine		113.50
Total Eakes Office Plus, Inc.				113.50
	21932	Education Service Unit #10	07/13/2022	250.00
01 1100 610 001		Powerschool Training: Thompson		125.00
01 2410 810 001		Powerschool Training: Perlinger		62.50
01 2410 810 001		Powerschool Training: Perlinger		62.50
Total Education Service Unit #10				250.00
	1367-0001	Educational Service Unit #16	06/24/2022	1,064.55
01 1200 610 002		Sped expenses 20-21		137.55
01 1200 610 002		SRS Fees 22-23		452.00
01 1100 610 002		LETRS 5/27 & 6/3: Cullers		50.00
01 1100 610 002		LETRS 5/27 & 6/3: Gleason		50.00
01 1100 610 002		LETRS 5/27 & 6/3: Mitchell		50.00
01 2220 610 002		LETRS 5/27 & 6/3: Storer		50.00
01 1100 610 002		mClass 6/9: Merrill		25.00
01 2410 810 002		mClass 6/9: States		25.00

07/14/2022 01:55 PM

JULY 2022 - GENERAL FUND EXPENDITURES

User ID: OKB

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 2220 610 002		mClass 6/9: Storer		25.00
01 1100 610 002		Reveal Math 6/6: Cullers		25.00
01 1100 610 002		Reveal Math 6/6: Gleason		25.00
01 1100 610 002		Reveal Math 6/6: Jay		25.00
01 1100 610 002		Reveal Math 6/6: Kuenning		25.00
01 1100 610 002		Reveal Math 6/6: Merrill		25.00
01 1100 610 002		Reveal Math 6/6: Mitchell		25.00
01 1100 610 002		Reveal Math 6/6: Schaeffer		25.00
01 2410 810 002		Reveal Math 6/6: States		25.00
Total	Educational Service Unit #16			1,064.55
	Canvas0188	Educational Services Unit No 2	07/13/2022	300.00
01 1100 643 001		Canvas Subscription		300.00
Total	Educational Services Unit No 2			300.00
	351906	Egan Supply Co.	07/13/2022	1,255.65
01 2610 610 000		Trash liners, gloves & bags		1,255.65
Total	Egan Supply Co.			1,255.65
	07.18.22	Engineered Controls, Inc.	07/13/2022	6,340.00
01 2610 720 000		Temperature Control Contract		6,340.00
Total	Engineered Controls, Inc.			6,340.00
	COOP002038-0001	ESU Coordinating Council	06/24/2022	51.15
01 1100 643 001		World Book Power School		51.15
Total	ESU Coordinating Council			51.15
	194498	Gopher	07/13/2022	350.45
01 1100 610 001		PE Supplies - L Jorgensen		175.23
01 1100 610 002		PE Supplies - L Jorgensen		175.22
Total	Gopher			350.45
	06.13.22-0002	Hershey Public Schools	07/13/2022	1,304.72
01 1100 111 001		Spanish Teacher 2021-2022: Salary		955.21
01 1100 221 001		Spanish Teacher 2021-2022: FICA		73.07
01 1100 231 001		Spanish Teacher 2021-2022: Retirement		93.42
01 1100 211 001		Spanish Teacher 2021-2022: Insurance		183.02
Total	Hershey Public Schools			1,304.72
	10040336 022	Hi Line Co-op	07/13/2022	661.62
01 2610 720 000		Chemicals - sterilizer (Bus Barn)		661.62
Total	Hi Line Co-op			661.62
	05.09.22-0003	Hometown Leasing	07/09/2022	419.00
01 2510 442 000		Copier Lease		419.00
Total	Hometown Leasing			419.00
	22077560-0002	Ideal Linen, Inc.	07/14/2022	240.88
01 2610 610 000		June Mat cleaning service		240.88
Total	Ideal Linen, Inc.			240.88
	108000	Innovative Learning Concepts Inc.	07/13/2022	55.73

07/14/2022 01:55 PM

JULY 2022 - GENERAL FUND EXPENDITURES

User ID: OKB

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 1100 610 002		Supplies - Mullen		52.85
01 1100 610 002		Supplies - Merrill		2.88
	108209	Innovative Learning Concepts Inc.	07/13/2022	153.36
01 1100 610 002		Supplies - Mullen		153.36
	3823110	Innovative Learning Concepts Inc.	07/13/2022	986.95
01 1100 610 001		Supplies HS		429.81
01 1100 610 002		Supplies ELE		429.80
01 1100 610 001 416		Supplies Art		19.81
01 1100 610 001 414		Supplies Science		107.53
	3848344	Innovative Learning Concepts Inc.	07/13/2022	6.50
01 1100 610 001		Supplies - L. Jorgensen		6.50
Total	Innovative Learning Concepts Inc.			1,202.54
	807	Johnny Klein Productions, LLC	07/13/2022	716.10
01 2610 890 000		Bottom Ash		716.10
Total	Johnny Klein Productions, LLC			716.10
	06.13.22-0002	K & K Service Inc	07/18/2022	398.43
01 2610 610 000		2014 Grasshopper		398.43
Total	K & K Service Inc			398.43
	05.09.22-0003	Keith County News Inc	07/09/2022	206.13
01 2310 540 000		Advertising		206.13
Total	Keith County News Inc			206.13
	07.18.22	LaQuinta	07/18/2022	208.00
01 2410 890 001		Power School: Thompson		104.00
01 2410 890 002		Power School: Perlinger		104.00
	June 2022	LaQuinta	07/13/2022	208.00
01 2410 890 001		PowerSchool - Kearney: Perlinger		208.00
	June 2022 - MT	LaQuinta	07/13/2022	208.00
01 2410 890 001		PowerSchool - Kearney: Thompson		208.00
	V*June 2022	LaQuinta	07/18/2022	(208.00)
01 2410 890 001		PowerSchool - Kearney: Perlinger		(208.00)
	V*June 2022 - MT	LaQuinta	07/18/2022	(208.00)
01 2410 890 001		PowerSchool - Kearney: Thompson		(208.00)
Total	LaQuinta			208.00
	51951771-0003	Matheson Tri-Gas Inc.	07/09/2022	55.75
01 1100 610 001 412		Industrial Tech - Monthly		55.75
Total	Matheson Tri-Gas Inc.			55.75
	22070823-0003	McConnell, Luke	07/09/2022	5,462.00
01 2141 320 001		Contract Services: McConnell		1,832.00
01 2141 320 002		Contract Services: McConnell		1,832.00
01 1200 591 001		Contract Services: Chessmore		899.00
01 1200 591 002		Contract Services: Chessmore		899.00
Total	McConnell, Luke			5,462.00
	214218	MF Athletic, LLC	07/13/2022	72.45
01 1100 890 001		Sidewall Carry Bag for EZ Up Tent		72.45
Total	MF Athletic, LLC			72.45
	05.09.22-0003	Midwest Electric	07/09/2022	6,252.80

07/14/2022 01:55 PM

JULY 2022 - GENERAL FUND EXPENDITURES

User ID: OKB

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 2610 621 000		Electricity		6,200.01
01 2610 621 000		Electricity		52.79
Total Midwest Electric				6,252.80
	2128516-00	Midwest Technology Products	07/13/2022	147.91
01 1100 610 001 416		Drill for White		136.34
01 1100 610 001 414		Hammer for Stevenson		11.57
Total Midwest Technology Products				147.91
	6258-0001	Mow Power	06/24/2022	645.00
01 2610 720 000		Lawn care		645.00
Total Mow Power				645.00
	10404-T6M4B7	Nebraska Association of School Boards, Inc.	07/13/2022	170.00
01 2310 580 000		2022 School Leaders & Law Conference		170.00
Total Nebraska Association of School Boards, Inc.				170.00
	50954	Nebraska PrintWorks, LLC	07/13/2022	67.01
01 6422 619 000		ARP/IDEA Child Visit 3-5yr forms - Brott		67.01
Total Nebraska PrintWorks, LLC				67.01
	44329589	Ogallala Community Hospital	07/13/2022	40.00
01 2710 890 000		DOT - Bus Drivers		40.00
Total Ogallala Community Hospital				40.00
	7685-0001	Paxton Grocery & Meats	07/14/2022	24.12
01 1100 610 002		Summer Camp Supplies		24.12
	8124-0001	Paxton Grocery & Meats	07/18/2022	17.50
01 1100 610 002		Summer Camp Supplies		17.50
	9875-0001	Paxton Grocery & Meats	07/18/2022	25.97
01 2610 610 000		Summer Camp Supplies		25.97
Total Paxton Grocery & Meats				67.59
	07.18.22	Postmaster	07/13/2022	2,300.00
01 2510 531 000		Postage Account Transfer		2,300.00
Total Postmaster				2,300.00
	556383-1	PowerSchool Group LLC	07/13/2022	4,009.18
01 1100 643 001		Annual Hosting		2,004.59
01 1100 643 002		Annual Hosting		2,004.59
Total PowerSchool Group LLC				4,009.18
	14991942-0003	PrestoX	07/28/2022	80.23
01 2610 610 000		Monthly Pest Services		80.23
Total PrestoX				80.23
	S1441660.001	Pyramid School Products, Inc.	07/13/2022	1,430.60
01 1100 610 001 416		Classroom supplies - Art		106.92
01 1100 610 001		Classroom supplies - HS		661.84
01 1100 610 001		Classroom supplies - ELE		661.84
Total Pyramid School Products, Inc.				1,430.60
	101031553	S&S Worldwide	07/13/2022	97.54

07/14/2022 01:55 PM

JULY 2022 - GENERAL FUND EXPENDITURES

User ID: OKB

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 1100 610 002		Classroom Supplies - Mullen		11.86
01 1100 610 001		Classroom supplies - L. Jorgensen		29.04
01 1100 610 002		Classroom supplies - Merrill		56.64
	101033833	S&S Worldwide	07/13/2022	11.86
01 1100 610 002		Classroom Supplies - Mullen		11.86
Total S&S Worldwide				109.40
	208130199586	School Specialty, LLC	07/13/2022	4.55
01 1100 610 001		Supplies - L. Jorgensen		4.55
	308104004662	School Specialty, LLC	07/13/2022	107.25
01 1100 610 001		Classroom supplies - HS		1.05
01 1100 610 002		Classroom supplies - ELE		79.22
01 1200 610 002		Classroom supplies - SPeD ELE		4.54
01 1100 610 001 414		Classroom supplies - Science		10.30
01 1100 610 001 413		Classroom supplies - Music		12.14
Total School Specialty, LLC				111.80
	8275-0	Sherwin Williams Co. (The)	07/13/2022	185.87
01 2610 610 000		Paint and Supplies		185.87
Total Sherwin Williams Co. (The)				185.87
	07.18.22	Software Unlimited, Inc.	07/13/2022	5,700.00
01 1100 643 001		Accounting Software		2,850.00
01 1100 643 001		Accounting Software		2,850.00
Total Software Unlimited, Inc.				5,700.00
	05.09.22-0003	Verizon	07/09/2022	50.75
01 2510 530 000		Telephone Expense		50.75
Total Verizon				50.75
	05.09.22-0003	Village Of Paxton, Inc.	07/09/2022	773.77
01 2610 410 000		Water - Sewer - Trash		727.67
01 2610 410 000		Water - Sewer - Trash		46.10
Total Village Of Paxton, Inc.				773.77
	06.13.2022-0002	WEX Fleet Universal	07/13/2022	2,125.21
01 2710 626 000		Fuel and Oil		2,125.21
Total WEX Fleet Universal				2,125.21
Fund Number 01				51,177.04
Checking Account ID 1				51,177.04

Revenue Summary Report
Processing Month: 06/2022
JUNE 2022 - HOT LUNCH FUND REVENUE

Fund: 06 LUNCH FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
06 1000	Beginning Balance	29,302.00	0.00	0.00	0.00	29,302.00
06 1611	Daily Sales - Reimbursable	1,500.00	0.00	236.75	15.78	1,263.25
06 1620	Daily sales - Non reimbursable	5,000.00	173.15	3,866.75	77.34	1,133.25
	Subtotal: 1000	35,802.00	173.15	4,103.50	11.46	31,698.50
06 4210	Federal Reimbursement	109,000.00	8,869.83	124,402.97	114.13	(15,402.97)
	Subtotal: 4000	109,000.00	8,869.83	124,402.97	114.13	(15,402.97)
06 5200	Transfer	0.00	0.00	10,000.00	0.00	(10,000.00)
06 5690	Other Non-Revenue Receipts	1,000.00	0.00	425.68	42.57	574.32
	Subtotal: Debt Services	1,000.00	0.00	10,425.68	1,042.57	(9,425.68)
	Fund Total:	145,802.00	9,042.98	138,932.15	95.29	6,869.85

Cash Receipt Listing - Summary
JUNE 2022 - HOT LUNCH REVENUE

<u>Receipt Number</u>	<u>Received From ID/Name</u>	<u>Receipt Date</u>	<u>Description</u>	<u>Receipt Key</u>	<u>Amount</u>
	STATEOFNEB State of Nebraska	06/30/2022	SSO LUNCH-S11 FY 2022	1895	6,963.18
	PERLINGERC Perlinger Cher	06/30/2022	Non-Reimbursable -Cullinan	1896	65.65
	PERLINGERC Perlinger Cher	06/30/2022	Non-Reimbursable - Cookout	1897	97.50
	PERLINGERC Perlinger Cher	06/30/2022	Non-Reimbursable - Mitchell	1898	10.00
	STATEOFNEB State of Nebraska	06/30/2022	SSO LUNCH S4-FY 2022	1899	729.19
	STATEOFNEB State of Nebraska	06/30/2022	SSO BREAKFAST FY 2022	1900	1,177.46
Report Total:					9,042.98

Receipt Number:	Received From:	Receipt Date:	Receipt Key:	Amount:
Description: SSO LUNCH-S11 FY 2022	Comment:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cash Account Number</u>	<u>Receivable Account Number</u>	
06 4210	SSO LUNCH-S11 FY 2022	06 101		
Receipt Number:	Received From:	Receipt Date:	Receipt Key:	Amount:
Description: Non-Reimbursable -Cullinan	Comment:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cash Account Number</u>	<u>Receivable Account Number</u>	
06 1620	Non-Reimbursable -Cullinan	06 101		
Receipt Number:	Received From:	Receipt Date:	Receipt Key:	Amount:
Description: Non-Reimbursable - Cookout	Comment:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cash Account Number</u>	<u>Receivable Account Number</u>	
06 1620	Non-Reimbursable - Cookout	06 101		
Receipt Number:	Received From:	Receipt Date:	Receipt Key:	Amount:
Description: Non-Reimbursable - Mitchell	Comment:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cash Account Number</u>	<u>Receivable Account Number</u>	
06 1620	Non-Reimbursable - Mitchell	06 101		
Receipt Number:	Received From:	Receipt Date:	Receipt Key:	Amount:
Description: SSO LUNCH S4-FY 2022	Comment:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cash Account Number</u>	<u>Receivable Account Number</u>	
06 4210	SSO LUNCH S4-FY 2022	06 101		
Receipt Number:	Received From:	Receipt Date:	Receipt Key:	Amount:
Description: SSO BREAKFAST FY 2022	Comment:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cash Account Number</u>	<u>Receivable Account Number</u>	
06 4210	SSO BREAKFAST FY 2022	06 101		

Summary Totals

Account Type	Cash Accounts	Receivable Accounts
Subtotal Revenue	9,042.98	9,042.98
Subtotal Expense		9,042.98
Subtotal General Ledger		
Total:	9,042.98	

Monthly Account Summary

JULY 2022 - HOT LUNCH EXPENDITURES

Account Number	Account Description	Budget	During Month	YTD Expenses	Budget Balance at EOM	% of Budget w/o Encumbrances
06	LUNCH FUND					
3100	Food Service Operations					
06 3100 110 000	Lunch Fund Salaries	70,000.00	914.20	62,356.61	7,643.39	89.08
06 3100 130 000	Lunch Fund OT Pay	1,000.00	0.00	133.16	866.84	13.32
06 3100 210 000	Lunch Fund Dist Health	400.00	6.47	298.34	101.66	74.59
06 3100 220 000	Lunch Fund Dist Fica	5,500.00	69.94	4,728.93	771.07	85.98
06 3100 230 000	Lunch Fund District Ret	5,300.00	67.87	4,793.53	506.47	90.44
06 3100 237 000	Increased Retirement Contribution Rate	1,800.00	22.43	1,182.27	617.73	65.68
06 3100 630 000	Hot Lunch Supplies	60,302.00	1,640.35	56,908.53	3,393.47	94.37
06 3100 695 000	Lunch Other Misc Expenses	1,000.00	338.85	948.13	51.87	94.81
06 3100 890 000	Hot Lunch Travel & Conference	500.00	0.00	406.00	94.00	81.20
3100	Food Service Operations	145,802.00	3,060.11	131,755.50	14,046.50	90.37
06	LUNCH FUND	145,802.00	3,060.11	131,755.50	14,046.50	90.37

Check Register by Type

JULY 2022 - HOT LUNCH EXPENDITURES

Payee Type: Vendor

Check Type: Check

Checking Account ID: 6

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Check Amount
8308	07/18/2022				HOLIDAYINN	Holiday Inn Kearney	338.85
8309	07/18/2022				INNOVAOFFI	Innovative Office Solutions, LLC	1,640.35
Checking Account ID: 6					Void Total:	0.00	Total without Voids: 1,979.20
Check Type Total: Check					Void Total:	0.00	Total without Voids: 1,979.20
Payee Type Total: Vendor					Void Total:	0.00	Total without Voids: 1,979.20
Grand Total:					Void Total:	0.00	Total without Voids: 1,979.20

07/14/2022 01:53 PM

JULY 2022 - HOT LUNCH EXPENDITURES

User ID: OKB

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Checking Account ID 6		Fund Number 06 LUNCH FUND		
	88740	Holiday Inn Kearney	07/13/2022	338.85
06 3100 890 000		Nutrition Conference: Petersen & Neilsen		338.85
06 3100 890 000		Reversal: Nutrition Conference: Petersen		(338.85)
06 3100 695 000		Nutrition Conference: Peters		338.85
Total Holiday Inn Kearney				338.85
	3823110	Innovative Office Solutions, LLC	07/13/2022	1,549.60
06 3100 630 000		Hot Lunch Supplies		1,549.60
	3849607	Innovative Office Solutions, LLC	07/13/2022	90.75
06 3100 630 000		Hot Lunch Supplies		90.75
Total Innovative Office Solutions, LLC				1,640.35
Fund Number 06				1,979.20
Checking Account ID 6				1,979.20

JUNE 2022 - STUDENT ACTIVITY FINANCIALS

Fund: 05 ACTIVITY FUND					
Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance Change
05 704 0100	Activities	1,006.18	156.58	55.75	905.35
05 704 0101	Girls BB	1,318.09	475.00	0.00	843.09
05 704 0102	Boys BB	3,848.65	575.00	330.00	3,603.65
05 704 0103	Volleyball	4,592.64	585.00	0.00	4,007.64
05 704 0104	Football	2,314.66	0.00	0.00	2,314.66
05 704 0105	Track	1,974.40	480.25	0.00	1,494.15
05 704 0113	Elementary	2,230.55	0.00	0.00	2,230.55
05 704 0114	Student Council	326.17	0.00	0.00	326.17
05 704 0115	National Honor Society	4,082.60	480.00	0.00	3,602.60
05 704 0116	FBLA	15.90	0.00	0.00	15.90
05 704 0117	FPS	83.36	0.00	0.00	83.36
05 704 0118	Letterclub	1,833.31	0.00	0.00	1,833.31
05 704 0119	Yearbook	5,691.48	0.00	0.00	5,691.48
05 704 0120	Music	1,162.49	31.81	0.00	1,130.68
05 704 0121	Band	206.56	0.00	0.00	206.56
05 704 0122	science	14.75	0.00	0.00	14.75
05 704 0123	FACS	945.94	0.00	0.00	945.94
05 704 0124	Quiz Bowl	2,075.03	0.00	0.00	2,075.03
05 704 0125	Drama/One Act	1,871.99	17.59	0.00	1,854.40
05 704 0128	Library	1,444.96	0.00	0.00	1,444.96
05 704 0129	Courtesy Fund	966.22	314.15	0.00	652.07
05 704 0130	Student Activity Fees	0.00	0.00	0.00	0.00
05 704 0131	Misc.	996.22	0.00	0.00	996.22
05 704 0132	Shop	1,201.65	0.00	0.00	1,201.65
05 704 0133	Concessions	4,624.24	39.80	139.00	4,723.44
05 704 0136	X-Country	562.53	0.00	0.00	562.53
05 704 0140	FFA	15,413.18	500.43	500.00	15,412.75
05 704 0142	Student Misc.	1,949.87	0.00	0.00	1,949.87
05 704 0143	Class of 2019	70.00	0.00	0.00	70.00
05 704 0144	Prowlers Dance Team	787.88	260.00	2,455.00	2,982.88
05 704 0145	Hanich Trust	49,758.13	0.00	0.00	49,758.13
05 704 0146	Science Olympiad	2,232.57	36.99	0.00	2,195.58
05 704 0147	Tiger Apparel	150.18	0.00	0.00	150.18
05 704 0148	Class of 2020	0.00	0.00	0.00	0.00
05 704 0149	Golf	1,217.20	0.00	0.00	1,217.20
05 704 0150	Class of 2021	561.42	0.00	0.00	561.42
05 704 0151	Class of 2022	966.28	35.00	0.00	921.28

JUNE 2022 - STUDENT ACTIVITY FINANCIALS

Fund: 05 ACTIVITY FUND

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance Change	Balance
05 704 0152	Circle of Friends	631.09	0.00	0.00	0.00	631.09
05 704 0153	Wrestling	532.80	850.00	450.00	0.00	132.80
05 704 0154	Activities Vending Machine	1,830.09	0.00	0.00	0.00	1,830.09
05 704 0155	Tiger I (LifeSkills)	370.03	6.48	183.50	0.00	547.05
05 704 0156	Memorial Fund	625.00	0.00	0.00	0.00	625.00
05 704 0157	Class of 2023	1,272.93	0.00	0.00	0.00	1,272.93
05 704 0158	Class of 2024	4,906.35	86.79	0.00	0.00	4,819.56
05 704 0159	Speech	561.00	0.00	0.00	0.00	561.00
05 704 0160	Class of 2025	3,000.00	0.00	0.00	0.00	3,000.00
05 765	FUND BALANCE	0.00	0.00	0.00	0.00	0.00
Fund Total: 05		132,216.57	4,930.87	4,113.25	0.00	131,398.95

Cash Receipt Listing - Summary
JUNE 2022 - STUDENT ACTIVITY REVENUE

<u>Receipt Number</u>	<u>Received From ID/Name</u>	<u>Receipt Date</u>	<u>Description</u>	<u>Receipt Key</u>	<u>Amount</u>
	HARDINJUST Hardin Justin	06/09/2022	BBB Summer League	1919	330.00
	WNB Western Nebraska Bank	06/14/2022	June CD Interest	1920	40.78
		06/14/2022	Wrestling Donation	1921	300.00
		06/14/2022	Tigers I from General	1922	183.50
		06/14/2022	Concessions from General	1923	139.00
		06/14/2022	FFA Donation	1924	500.00
		06/16/2022	Cheer Fundraiser	1925	1,305.00
		06/21/2022	Cheer Fundraiser	1926	1,000.00
		06/30/2022	Wrestling Camp	1927	150.00
		06/30/2022	Cheer Fundraiser	1928	150.00
		06/30/2022	June Interst	1929	14.97
Report Total:					4,113.25

Receipt Number:	Description:	Received From:	Hardin Justin	Comment:	Detail Description	Detail Amount	Cash Account Number	Receipt Date:	Receipt Key:	Amount:
05 1710 0102	BBB Summer League	Received From:	WNB Western Nebraska Bank	Comment:	BBB Summer League	330.00	05 101	06/09/2022	1919	330.00
					Detail Description	Detail Amount	Cash Account Number	Receipt Date:	Receipt Key:	Amount:
05 1710 0100	June CD Interest	Received From:		Comment:	June CD Interest	40.78	05 101	06/14/2022	1920	40.78
					Detail Description	Detail Amount	Cash Account Number	Receipt Date:	Receipt Key:	Amount:
05 1710 0153	Wrestling Donation	Received From:		Comment:	Wrestling Donation	300.00	05 101	06/14/2022	1921	300.00
					Detail Description	Detail Amount	Cash Account Number	Receipt Date:	Receipt Key:	Amount:
05 1710 0155	Tigers I from General	Received From:		Comment:	Tigers I from General	183.50	05 101	06/14/2022	1922	183.50
					Detail Description	Detail Amount	Cash Account Number	Receipt Date:	Receipt Key:	Amount:
05 1710 0133	Concessions from General	Received From:		Comment:	Concessions from General	139.00	05 101	06/14/2022	1923	139.00
					Detail Description	Detail Amount	Cash Account Number	Receipt Date:	Receipt Key:	Amount:
05 1710 0140	FFA Donation	Received From:		Comment:	FFA Donation	500.00	05 101	06/16/2022	1924	500.00
					Detail Description	Detail Amount	Cash Account Number	Receipt Date:	Receipt Key:	Amount:
05 1710 0144	Cheer Fundraiser	Received From:		Comment:	Cheer Fundraiser	1,305.00	05 101	06/21/2022	1925	1,305.00
					Detail Description	Detail Amount	Cash Account Number	Receipt Date:	Receipt Key:	Amount:
05 1710 0144	Cheer Fundraiser	Received From:		Comment:	Cheer Fundraiser	1,000.00	05 101	06/30/2022	1926	1,000.00
					Detail Description	Detail Amount	Cash Account Number	Receipt Date:	Receipt Key:	Amount:
05 1710 0153	Wrestling Camp	Received From:		Comment:	Wrestling Camp	150.00	05 101	06/30/2022	1927	150.00
					Detail Description	Detail Amount	Cash Account Number	Receipt Date:	Receipt Key:	Amount:
05 1710 0144	Cheer Fundraiser	Received From:		Comment:	Cheer Fundraiser	150.00	05 101	06/30/2022	1928	150.00
					Detail Description	Detail Amount	Cash Account Number	Receipt Date:	Receipt Key:	Amount:
05 1710 0144	June Interest	Received From:		Comment:	June Interest	14.97	05 101	06/30/2022	1929	14.97
					Detail Description	Detail Amount	Cash Account Number	Receipt Date:	Receipt Key:	Amount:

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Detail Amount</u>	<u>Cash Account Number</u>	<u>Receivable Account Number</u>
05 1710 0100	June Interst	14.97	05 101	
<u>Summary Totals</u>				
<u>Account Type</u>			<u>Cash Accounts</u>	<u>Receivable Accounts</u>
Subtotal Revenue	4,113.25		05 101	4,113.25
Subtotal Expense		Total:		4,113.25
Subtotal General Ledger				
Total:	4,113.25			

Payee Type: Vendor

Check Type: Check

Checking Account ID: 5

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Check Amount
3934	06/30/2022	X			USBANK	U S Bank	1,535.76
3945	06/02/2022	X			ARENSDORFM	MIKE ARENSDORF	260.00
3946	06/06/2022	X			OCONNORKEV	Kevin O'Connor	325.00
3947	06/07/2022				NPCC	NPCC	585.00
3948	06/09/2022	X			BEVERJANE1	Janell Beveridge	68.00
3949	06/09/2022	X			NASSP	NASSP	480.00
3950	06/09/2022	X			PAXTONGROC	Paxton Grocery & Meats	67.11
3951	06/09/2022	X			HERSHEYPUB	Hershey Public Schools	175.00
3952	06/13/2022	X			PARTYGIRLC	Party Girl Creations	35.00
3953	06/13/2022				WILCOXHILD	Wilcox - Hildreth HS	300.00
3954	06/22/2022	X			LEGENDSWRE	Legends Wrestling Camp	750.00
3955	06/28/2022				HERSHEYPUB	Hershey Public Schools	250.00
3956	06/30/2022				HAWKWREST	Hawk Wrestling	100.00
Checking Account ID: 5					Void Total:	0.00	Total without Voids: 4,930.87
Check Type Total: Check					Void Total:	0.00	Total without Voids: 4,930.87
Payee Type Total: Vendor					Void Total:	0.00	Total without Voids: 4,930.87
Grand Total:					Void Total:	0.00	Total without Voids: 4,930.87

07/14/2022 02:20 PM

JUNE 2022 - STUDENT ACTIVITY EXPENDITURES

User ID: OKB

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number	Detail Description		Amount	
Checking Account ID 5	Fund Number 05	ACTIVITY FUND		
3948 - golf	Beveridge, Janell	06/09/2022	68.00	
05 2900 890 000 100	Golf - Boys State		68.00	
Total Beveridge, Janell			68.00	
3956 - Wrestling	Hawk Wrestling	05/30/2022	100.00	
05 2900 890 000 153	Wrestling Camp		100.00	
Total Hawk Wrestling			100.00	
3951 - GBB	Hershey Public Schools	06/08/2022	175.00	
05 2900 890 000 101	GBB Team Camp		175.00	
3955 - BBB	Hershey Public Schools	06/28/2022	250.00	
05 2900 890 000 102	Boys BB Camp		250.00	
Total Hershey Public Schools			425.00	
3954 - Wrestling	Legends Wrestling Camp	06/22/2022	750.00	
05 2900 890 000 153	Wrestling Camp		750.00	
Total Legends Wrestling Camp			750.00	
3945 - Cheerleading	MIKE ARENSDORF	06/02/2022	260.00	
05 2900 890 000 144	Cheerleading T-Shirts		260.00	
Total MIKE ARENSDORF			260.00	
3949 - NHS	NASSP	06/09/2022	480.00	
05 2900 890 000 115	NHS Membership Dues		480.00	
Total NASSP			480.00	
3947 -- VB	NPCC	06/07/2022	585.00	
05 2900 890 000 103	HS BBB Summer League		585.00	
Total NPCC			585.00	
3946 - BBB	O'Connor, Kevin	06/06/2022	325.00	
05 2900 890 000 102	HS BBB Summer League		325.00	
Total O'Connor, Kevin			325.00	
3952 - Courtesy	Party Girl Creations	05/13/2022	35.00	
05 2900 890 000 129	Courtesy - Chittenden Retirement		35.00	
Total Party Girl Creations			35.00	
3950 - SA	Paxton Grocery & Meats	06/09/2022	67.11	
05 2900 890 000 155	Tiger I Expenses		6.48	
05 2900 890 000 129	Courtesy Fund - Retirement party		20.83	
05 2900 890 000 133	Concessions		39.80	
Total Paxton Grocery & Meats			67.11	
3953 - GBB	Wilcox - Hildreth HS	06/13/2022	300.00	
05 2900 890 000 101	GBB Camp 06/16/22		300.00	
Total Wilcox - Hildreth HS			300.00	
Fund Number 05			3,395.11	
Checking Account ID 5			3,395.11	

07/14/2022 02:28 PM

JUNE 2022 - STUDENT ACTIVITY CREDIT CARD

User ID: OKB

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number	Detail Description			Amount
Checking Account ID 5	Fund Number 05	ACTIVITY FUND		
	MAY 2022 - K.S. 1	Amazon.com	06/30/2022	28.89
05 2900 890 000 158		Class of 2024 - Graduation Decorations		28.89
	MAY 2022 - Stevenson	Amazon.com	06/30/2022	39.96
05 2900 890 000 158		Class of 2024 - Graduation Decorations		39.96
Total Amazon.com				68.85
	MAY 2022 - Thompson	Apple Inc.	06/30/2022	35.00
05 2900 890 000 151		Music for Graduation		35.00
Total Apple Inc.				35.00
	Dack - Courtesy	Capital One	06/01/2022	29.96
05 2900 890 000 129		Courtesy Party - Mixed nuts		29.96
	Peters - Music	Capital One	06/01/2022	31.81
05 2900 890 000 120		Music Party		31.81
	States - Courtesy	Capital One	06/01/2022	78.36
05 2900 890 000 129		Courtesy-Supplies		78.36
Total Capital One				140.13
	MAY 2022 - Jorgensen	CW Golf	06/30/2022	67.98
05 2900 890 000 100		Golf Invite		67.98
	MAY 2022 - S.J.	CW Golf	06/30/2022	20.60
05 2900 890 000 100		Golf Balls - Invite		20.60
Total CW Golf				88.58
	MAY 2022 - OneAct	Dramatic Publishing	06/30/2022	17.59
05 2900 890 000 125		Fall 2022 One Act		17.59
Total Dramatic Publishing				17.59
	MAY 2022 - Stevenson	Hobby Lobby	06/30/2022	17.94
05 2900 890 000 158		Class of 2024 - Graduation Decorations		17.94
Total Hobby Lobby				17.94
	MAY 2022 - Turner	Nebraska FFA Association	06/30/2022	216.00
05 2900 890 000 140		FFA		216.00
	MAY 2022 - Turner 1	Nebraska FFA Association	06/30/2022	96.00
05 2900 890 000 140		FFA		96.00
Total Nebraska FFA Association				312.00
	MAY 2022 - MULLEN	Paxton Grocery & Meats	06/30/2022	36.99
05 2900 890 000 146		Science Olympiad - Ice Cream		36.99
	MAY 2022 - Turner	Paxton Grocery & Meats	06/30/2022	65.61
05 2900 890 000 140		FFA		65.61
Total Paxton Grocery & Meats				102.60
	Dack - Courtesy JR	Scheels	06/01/2022	150.00
05 2900 890 000 129		Courtesy- Rhodes retirement gift		150.00

07/14/2022 02:28 PM

JUNE 2022 - STUDENT ACTIVITY CREDIT CARD

User ID: OKB

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Total	Scheels			150.00
	SJ - Track	Whitetail Screen Print	06/01/2022	480.25
05 2900 890 000 105		State Track Shirts		480.25
Total	Whitetail Screen Print			480.25
	MAY 2022 - Turner	Windy Gap	06/30/2022	122.82
05 2900 890 000 140		FFA		122.82
Total	Windy Gap			122.82
Fund Number	05			1,535.76
Checking Account ID	5			1,535.76

KAREN A. HAASE ^{NE, SD, IA, WY}
STEVE WILLIAMS ^{NE}
BOBBY TRUHE ^{NE, SD}
COADY H. PRUETT ^{NE, CO}



JORDAN JOHNSON ^{NE}
TYLER COVERDALE ^{SD}
SARA HENTO ^{SD, NE}
SHARI RUSSELL, Paralegal

NOTICES, REPORTS, AND POLICY REVIEWS REQUIRED OF NEBRASKA SCHOOL BOARDS

Each year, school boards are required to provide students, parents, and/or the public with notices, many of which must be provided at the beginning of the school year. Similarly, school boards must review certain policies on an annual basis, even if they do not have to provide a separate notice of that review. This list reviews the notices and policy reviews your board should complete before or during the 2022–23 school year.

Required Annual Policy Reviews

Parental Involvement Policy (5018). Although it is confusing, there are two “parental involvement” policies: one required by state law and one by federal law under Title I. State law requires the board to hold a public hearing on its parental involvement policy. After the hearing, the board must either alter and adopt the revised policy or reaffirm it as written. NEB. REV. STAT. § 79-533.

Title I Parental Involvement Policy (5057). In addition to the general parental involvement policy, the district must have a policy on the involvement of parents in its Title I program. The board must “conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served....” 20 U.S.C. § 6318(a)(2)(E) (Elementary and Secondary Education Act § 6318(B)). *Note that NDE has been looking for evidence of parental input in the “annual evaluation” of the policy and programs. We recommend that you provide evidence of input from at least one affected parent, even if that is a staff member of the district, such as recording their input in your board meeting minutes or receiving an e-mail from an affected parent suggesting changes or stating that the policy is good as written.*

Student Fees Policy (5045). The board must review the amount of money collected from students and review the waivers of student fees provided to students under its student fee policy. It must then hold a public hearing on a proposed student fee policy for the following school year. NEB. REV. STAT. § 79-2,134.

Bullying (5054). The board must review its bullying policy. No public hearing is required. NEB. REV. STAT § 79-2,137.

Teacher Evaluation (4031). The district must communicate with staff members in writing about the evaluation process. Rule 10 § 007.06A1a. If the district revises its evaluation instrument or process, it must submit the revised policies and procedures to the Nebraska Department of Education for approval. Rule 10 § 007.06A2.

Safety and Security Committee (3040). The district's safety and security committee must meet at least annually to prepare and/or review safety and security plans and procedures. Rule 10 § 011.01C. The district's safety and security plan must be reviewed annually by at least one person who is not on the safety and security committee and is not an employee of the district. Rule 10 § 011.01C.

Attendance and Excessive Absenteeism (5001). The board must annually review its attendance policy at a board meeting. The statute requires that this review be "in collaboration with the county attorney." We interpret the statute to allow an administrator to communicate with the county attorney either before or after the board's annual review of the policy.

SRO Program and Agreement. Section 79-2703(1) requires NDE to develop and distribute a model memorandum of understanding (MOU). NDE's model MOU requires the school, in collaboration with the applicable law enforcement agency, to conduct an annual review of the program and: (a) make modifications as necessary to accomplish stated program goals; and (b) create a report of the review to be provided to both parties and, to the extent permitted by law, made available online. The parties must establish an evaluation process, to include community stakeholders, as part of the regular review of program goals and relevant data, including the specific measures, data points, and metrics included in the report. The first annual report is for the first full school year following the formation of the MOU.

Required Biennial Policy Reviews

Federal Inventory Review (3004.1). The Education Department General Administrative Regulations (EDGAR) regulations require in section 80.32 that "a physical inventory of the property must be taken and the results reconciled with the property records at least once every two years." If you've accepted federal funds to purchase physical items like iPads or kitchen equipment, you'll need to comply with the biennial inventory requirements. You also will need to tag all non-consumable purchases, like network equipment, and small property such as Chromebooks and tablets that can easily be stolen. Those in

charge of grants must ensure that procedures are in place and followed to tag equipment in a visible location and record funding details.

Required Triennial Policy Reviews

Wellness (5052). Under the Healthy and Hunger Free Kids Act of 2010 the district is required to assess and review its wellness policy to determine compliance, compare with NDE model wellness policies, and how much progress has been made toward the goals of the policy. Updates or modifications should be made after review as the board deems appropriate.

Required Reports

Insurance Coverage Report. A school board that opts to permit its members to participate in the school district's hospitalization, medical, surgical, accident, sickness, or term life insurance coverage(s) must report **quarterly** at a board meeting the board members who have elected such coverage. The report must be made available in the school district office for review by the public upon request.

Student Academic Performance (5012). The district must distribute an annual report to patrons about the district's academic performance. Rule 10 § 010.01A and B.

Multicultural Education (6020). The board must receive annually a report about the district's multicultural education curriculum. Rule 10 § 004.01F5.

Financial Literacy Act Report. On or before December 31, 2024, and on or before December 31st of each year thereafter, each school district must provide an annual financial literacy status report to its school board, including, but not limited to, student progress in financial literacy courses and other district determined measures of financial literacy progress from the previous school year.

Computer Science and Technology Education Report. [Beginning December 1, 2025, and each December 1st thereafter] Each school district must provide an annual computer science and technology education status report to its school board and NDE, including student progress in computer science and technology courses and other district-determined measures of computer science and technology education progress from the previous school year.

Required Notices

Family Educational Rights and Privacy Act (5016). The Family Educational Rights and Privacy Act (FERPA), requires school districts to provide parents/guardians and adult students annual notice of their rights to inspect and review education records, amend education records, consent to disclose personally identifiable information in education records, and file a complaint with the U.S. Department of Education. 34 C.F.R. § 99.7. This information is contained in the FERPA policies we have provided you and should be reproduced in your student handbook.

Protection of Pupil Rights Amendment (5015). The Protection of Pupil Rights Amendment (PPRA) requires school districts to adopt a number of policies regarding surveys, instructional materials, physical examinations, personal information used for marketing, etc. Parents must be notified of these policies at least annually at the beginning of the school year and within a reasonable time period after any substantial change is made to the policies. 20 U.S.C. § 1232(h) (c)(2)(A). This information is contained in the PPRA policy we have provided you and should be reproduced in your student handbook.

Child Nutrition Programs (3012). School districts that participate in the National School Lunch Program, the School Breakfast Program, or the Special Milk Program, must provide both parents and the public information near the beginning of the school year, about free and reduced-price meals and/or free milk. 7 C.F.R. § 245.5. Districts must provide parents with an application form. Districts must also notify students and their families of the district's policy for meal purchases by students with negative account balances.

McKinney Vento Act (5014). The McKinney Vento Act requires homeless student liaisons to provide public notice of the education rights of homeless students in places where homeless students receive services under the Act. 42 U.S.C. § 11432(g)(6). This information is included in the policy we have provided you.

The McKinney Vento Act also requires homeless student liaisons to provide public notice of the education rights of homeless students disseminated in places where homeless students receive services under the Act including schools, family shelters, and soup kitchens. The notice must be in a "manner and form" understandable to homeless students and their parents/guardians, "including, if necessary and to the extent feasible," in their native language. 42 U.S.C. § 11432(g)(6). The National Center for Homeless Students (funded by the U.S. Department of Education) has created posters (in black and white

or color, in English or in Spanish, for parents or for students) that can be ordered here: <http://center.serve.org/nche/products.php#electronic>

Title VI, Section 504, Age Discrimination Act, and Title II of the American with Disabilities Act (4001). A number of federal statutes protect the rights of beneficiaries in programs or activities that receive financial assistance from being discriminated against, and most of these statutes require districts to provide public notice of compliance with these laws. The Notice of Non-Discrimination that we have provided with this policy update should appear in your staff and student handbooks.

Drug-Free Workplace (4002). Your staff handbook should contain a notice to all employees that the school is a drug-free workplace. This is required of all recipients of federal funds pursuant to 41 U.S.C. § 702. Be sure to have your employees sign a receipt confirming that they have reviewed and understand that policy.

Notice of Policy on Opting Out of Assessments (5018). The Every Student Succeeds Act requires school districts receiving Title I funds shall notify parents that they may request, information regarding any state or local policy addressing student participation in assessments mandated by state and federal law. Schools must provide this information in a timely manner. We have included in the policy service a sample opt-out notice. If a parent requests this information, you should provide them with a copy of Policy 5018 (as amended in the 2017 Annual Updates).

Information on State and Federal Assessments. ESSA also requires all school districts to take steps to ensure that state and federal assessments are administered with transparency. School districts are required to “make widely available through public means” information on required state assessments and, if available and feasible to report, information on assessments required districtwide. This information must include:

- Subject matter assessed
- Purpose for which the assessment is designed and used
- Source of the requirement for the assessment

If the following information is available, the public notice of assessments must also include:

- Amount of time students will spend taking the assessment
- Schedule for the assessment
- Time and format for disseminating results

This information must be posted “in a clear and easily accessible manner” on the district’s website.

Asbestos Management Plan. Federal law requires districts to have an asbestos management plan for all of its buildings—owned or leased—and to update it periodically, among other requirements for inspections and training if staff work in buildings which contain or may contain asbestos. At least once each school year, schools must notify parents, staff, and local associations of the plan and where it can be found.

Notice of Designation for Support. Schools which are designated by NDE as needing “comprehensive support and improvement” or “targeted support and improvement” must “promptly notify the parents” of every student of the school’s identification for support, the reasons for identification, and how parents can become involved in the improvement process.

Annual Training Requirements

Dating Violence. The Lyndsay Ann Burke Act, adopted by Nebraska in 2010, requires “[e]ach school district shall provide dating violence training to staff deemed appropriate by a school district's administration. The dating violence training shall include, but not be limited to, basic awareness of dating violence, warning signs of dating violence, and the school district's dating violence policy.” Neb. Rev. Stat. § 79-2,141. Notice that this does not have to be an annual training, but you should be able to point to something since 2010 that you have done which counts as “dating violence training.”

Concussion Awareness. The school is obligated to make available training approved by the chief medical officer on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury to all coaches of school athletic teams. Again, this doesn't have to be re-done every year, but you should make sure all of your current coaches have had that. You also have to provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition on an annual basis.

Suicide Prevention. The Nebraska Department of Education is required by NEB. REV. STAT. § 79-2,146 to provide annual suicide prevention training to schools. The statute requires that “all public school nurses, teachers, counselors, school psychologists, administrators, school social workers, and any other appropriate personnel shall receive at least one hour of suicide awareness and prevention training each year.” It is up to the board to determine who constitutes “other appropriate personnel.” The NDE training is web-based and takes 1-2 hours to complete, depending on the individualized responses of the trainee.

Seizure Safe Schools Act. Beginning with the 2022-23 school year:

- Each school must have at least one school employee at each school who has met the training requirements necessary to administer or assist with the self-administration of a seizure rescue medication or medication prescribed to treat seizure disorder symptoms as approved by the United States Food and Drug Administration; and
- *Every* certificated school employee must participate in a minimum of one hour of self-study review of seizure disorder materials at least once in every two school years.

Suggested Annual Reviews and/or Trainings

Although we try hard not to make service on the board of education more onerous than it already is, we think boards would also be well served to review the following policies once per year, whether it be prior to the beginning of the school year, or at the beginning of the calendar year.

Reimbursement and Miscellaneous Expenditures (2007). State statute allows the board of education to provide one recognition dinner each year for the board, employees or volunteers. You may also spend funds on “plaques, certificates of achievement, or items of value awarded to elected or appointed officials, employees, or volunteers.” including persons serving on local government boards or commissions. These expenditures have to be formally authorized by the board “after a public hearing.” You may not amend the policy more than once in any 12-month period after its initial adoption. This is an area that the Nebraska State Auditor has focused on, so we think school boards would be wise to review this policy annually and to have that review recorded in its meeting minutes.

Meetings (2008). Finally, we strongly suggest that your board “repass” this policy or whichever policy you use to designate the method of providing notice of meetings. The Open Meetings Act requires you to use the method designated in your board’s minutes. If you do not have those minutes readily available, repassing the policy and including the methods in your minutes during your next meeting will allow you to comply with that technical requirement.

Data Breach (3047). We recommend that the superintendent, or his/her designee, annually update the data directory. This includes a list of all computing devices purchased by the district, all software installed on district devices, a list of staff members with access to district devices, and a list of staff members with active usernames and passwords for any district software.

Conflict of Interest Training for All Staff Working with Federal Programs. The EDGAR regulations require that each school district has a code of conduct to prevent employees who work in programs funded by federal dollars from engaging in behavior which creates a conflict of interest. Although there is no requirement that you train your staff on this policy, we do not think it is fair to create standards for employees like cooks, special education drivers and Title I paraeducators without providing them with training. We recommend that you train on this issue annually.

Title IX. As of August 14, 2020, the members of your Title IX Team (i.e., Title IX Coordinator, Investigator, Decision-Maker, Appellate Decision-Maker, and Informal Resolution Facilitator) must all receive specific Title IX training. If that hasn't been completed—of if you have a new member to your Title IX Team who has not received that training—that training must occur as soon as possible. As you have most likely heard us say before, we *strongly* recommend that all district employees and board members also receive basic Title IX training, with an emphasis on the legal definitions of sexual harassment and how to report it to the appropriate people. The federal regulations do not explicitly require this basic training to occur on an annual basis. However, we are aware that some OCR personnel have taken the position in the past that training must occur at least every three years, while other OCR personnel scrutinize training that does not occur on an annual basis. At a minimum, for new district employees and new board members to the district, we recommend that they complete the basic employee training. For other employees who were trained last year, receiving the basic training near the beginning of the school year is prudent but not required.

Grade Level	Subject	What activity did you do? (attach link to materials if possible)	What group did this activity educate students about?
2	English	As a part of our EL Reading Curriculum, students learn about schools from around the world. We discuss students that live in various parts of the world (Brazil, Haiti, and Bangladesh) and how those students compare/contrast to us.	Bengali, Haitians, and Brazilians
3	Social Studies	STUDENTS LEARNED ABOUT THE FIGHT FOR THE ABOLISHMENT OF SLAVERY. THEY ALSO LEARNED ABOUT THE STRUGGLES AFRICAN AMERICAN SLAVES DEALT WITH ON PLANTATION LIFE. THIS UNIT WAS A PART OF THE PRESIDENTIAL UNIT.	African Americans
9		Students chose an winter olympic sport. Students researched the sport and made a power point that they presented to the class. The power point contained, history, origin, rules, diet, training, medalists and where they were from,	All of the above.
3	English	In our EL curriculum, 3rd grade has been reading and discussing the importance of water in our country as well as other countries (like those in Africa). The text talks about children having to walk miles every day for water, not necessarily clear, clean water. We are planning to create a commercial on how to clean and save our water.	African Americans
1	Social Studies	First graders studied the contributions of historical figures beginning with Martin Luther King, Jr. and then compared Rosa Parks and Ruby Bridges. Students read books and researched the life of MLK. They then wrote about his life and recorded themselves reading it on Chatterpix. Next we used picture books and a flip book that we completed to compare and learn about Rosa Parks and Ruby Bridges. https://www.teacherspayteachers.com/Product/Ruby-Bridges-Activity-Flip-Up-Book-2365063	African Americans
K	Other	In December we focus on holidays around the world. We learn about different traditions from around the world as we compare and contrast them with our own traditions. We highlight students' unique family traditions and how their ancestry contributes to those traditions.	We learn about holidays and traditions that represent all of the above.
K	Social Studies	We learn about the first Thanksgiving in a historically accurate way.	Native Americans
5	Other	Watched videos of performances, watched interviews of performers. Interviews discuss the history of Mariachi music and demonstrate the instruments involved in Mariachi playing and style. Materials used are from Quaver Music - online curriculum.	Hispanic Americans

		Interview video link - https://users.quavered.com/MobileWebActivities/Applications/ClassPlay/Default.aspx?aid=5040&hm=0	
9	Math	Watched the movie "McFarland USA."	Hispanic Americans
3	Social Studies	learned about native americans, african american rights, slavery	African Americans
12	Other	Native American Beading	Native Americans
7	English	As students came in, there was a poster on the door with the words "What's Your Identity?" I asked them to think about groups or activities with which they were associated. Around the perimeter of the room were many mini-posters of possible groups (like basketball, musician, artist, philanthropist, hunter, rocker, etc.). They spent a few minutes perusing those choices, and then each chose his/her top three identities and shared with a partner why they chose the groups on their list. We then had a class discussion about the characters in our class book, The Outsiders, and the stereotypes, as well as the actual realities, that separate the two main groups in the story. We watched a short video titled, "The Labels We Carry." We finished with each student filling out a self-reflection worksheet about the stereotypes/realities of one of their chosen identities and finished with a short discussion about their findings. For some it was an eye-opening experience about stereotypes (implicit or otherwise) and how the realities of groups are often different from the perceived stereotypes. What we discovered is that most people have more in common than actual differences.	stereotypes in general
6	Social Studies	Students read and discussed art forms from Medieval Japan. Students then learned the basics of this ancient art form to create their own origami art sculptures. Students were able to relate different ethnic and cultural art forms learned over generations and use it in their own lives.	Asian Americans
9	English	Martin Luther King Jr. Informational Text and Biography Study	African Americans
6	Math	Students selected their dream vacation spot. They had to describe why they wanted to go to that country, what sites they'd visit, and any other points of interest. Students then did a currency conversion to know the buying power of a particular currency.	All of the above
10	Science	Research on Designer Babies (Genetically Modified Babies)	Rich vs Poor Culture

4	Other	November is Native American Month I incorporated studying Native Americans with Thanksgiving. Not only did we learn about Squanto this year but we also learned about others. Third grade did a worksheet about Sioux Life and learned some Sioux vocabulary. Fourth grade learned about Chief Joseph of the New Perce people. A band of New Perce, led by Chief Joseph, fought hard for the right to stay on their land, but in the end they were defeated. Later, Chief Joseph would surrender with his famous speech "I Will Fight No More Forever." The fifth grade learned about Sequoyah, who was a Cherokee. Sequoyah created a system of writing for the Cherokee. His system of writing had 86 different symbols.	Native Americans
8	Social Studies	Students were divided into groups and they had to research reasons why each one of the groups listed below migrated to the US, where they were located, where they are currently located, and how their culture has created our diverse American fabric. All of the ethnic groups identified in the question below were covered.	Native Americans
7	Other	"Agriculture around the world". Students research the agriculture industry in different countries around the world to compare their agriculture sector to the ag industry in America.	Africa, Asia, Mexico, Brazil, etc.
7	Math	Different Cross-Curricular Activities Dealing with the Winter Olympics	People from all of the countries around the world
6	Other	Games from around the world https://off.com/en/inspiration/family-fun/5-backyard-games-from-around-the-world	African Americans
4	Science	When learning about types of renewable energy, we read the book "The Boy Who Harnessed the Wind". We also watched a TED talk where he discusses how he came up with the idea, found the materials and made his windmill to bring electricity and fresh water to his village.	African Americans
PK	Other	Description of the activity: How to communicate, interact and include a student/friend. This activity was introduced to preschool in August during our Second Step lesson. This lesson introduces and involves including students during play time. I introduced How to ask to play with someone and how to interact with all students using manners and eye contact. We had to revisit this lesson in April when a new student started attending preschool. Not only did our new student not know any of us, he also did not speak English. During with unique opportunity I introduced a couple of different apps for my students to communicate with each other. We talked about helping and including our new friend in everyday activities to make him feel welcome. Student Outcome: The students were really engaged in this activity and wanted to help our new student with EVERYTHING!! They even pretended to speak spanish to our new friend! It was definitely a an eye opening experience for all of us. The kids had great ideas about how they could help our new student fit in and feel at	Hispanic Americans

		home.	

**SCHOOL DISTRICT
CENSUS REPORT
2022**

NDE 02-023
Data Submitted: 7/8/2022
Date Final: July 20

County-District Number:	District Name:	District City:	Class of District:
51-0006-000	PAXTON CONSOLIDATED SCHOOLS	PAXTON	3

This is the school district's official consolidated census report of children. Please refer to Section 79-528(1) of the Nebraska Revised Statutes for the state requirements in completing this form. The purpose of this form is to report the count of children age five through eighteen years by age, county and school district in which they reside on June 30. Please keep a copy for your files.

Age	COUNTY NAMES AND NUMBERS						
	KEITH 51	LINCOLN 56	PERKINS 68				
Age 5	8	0	0				
Age 6	8	0	0				
Age 7	17	0	0				
Age 8	11	1	0				
Age 9	13	0	0				
Age 10	15	0	0				
Age 11	14	1	0				
Age 12	15	0	0				
Age 13	16	0	0				
Age 14	11	0	0				
Age 15	18	0	0				
Age 16	12	1	0				
Age 17	10	0	0				
Age 18	6	0	0				

This document is for district files. Do not submit hard copy to NDE.

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 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 does 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.

5. Technological Devices

The district will provide students with the technological devices necessary to complete all basic curricular projects.

As with all school property, students may be charged for damage to such devices. To protect against such potential losses, students and parents may, but are not required, to purchase insurance coverage for the devices. The maximum dollar amount of this insurance coverage facilitated by the district will be \$0. The district may also charge a damage deposit which will be returned or may be rolled to cover the damage deposit for the next year

if it is not needed to cover the costs of any damage to the device. The maximum dollar amount of this damage deposit will be \$0.

6. 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: \$ _0__
 - Covers admission to all extracurricular events
- Student Participation Fee: \$ _0__
 - Required of all students who participate in athletics and/or other extracurricular activities
- Future Business Leaders of America: \$ _0__
- DECA: \$ __0__
- National Honor Society: \$ _0__
- Cheerleading, Drill Team, Flag Corps: \$ ____
 - Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be: \$ _0__
- Football: \$ _0__
 - Students must provide their own football shoes, undergarments, and mouthguards
- Golf: \$ __0__
 - Students must provide their own golf shoes, undergarments, and clubs
- Softball and Baseball: \$ _0__
 - Students must provide their own shoes, gloves, and undergarments
- Track, Volleyball, and Wrestling: \$ _0__
 - Students must provide their own shoes and undergarments

- Future Farmers of America: \$_0_
 - Students must purchase their own jackets and pay dues
- Rifle and Trap Teams: \$_0_
 - Students must provide their own weapons and ammunition
- Science Club: \$_0_
- FCCLA: \$_0_
- Spanish Club: \$_0_

7. 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.

8. 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.

The maximum dollar amount of the transportation fee charged by this district shall be \$__0__.

9. 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.

The district will charge a fee of \$__0_ per page for reproduction of student records.

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

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

The maximum dollar amount charged by the district for these services shall be \$__0__.

11. 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.

The maximum dollar amount charged by the district for summer and night school shall be \$__0__.

12. Charges for Food Consumed by Students.

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

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

- Breakfast Program – Grades K-8
 - Regular Price \$1.90
 - Reduced Price \$.30
- Breakfast Program – Grades 9-12
 - Regular Price \$1.90
 - Reduced Price \$.30
- Lunch Program – Grades K-6
 - Regular Price \$2.60
 - Reduced Price \$.40
- Lunch Program – Grades 7-12
 - Regular Price \$3.10
 - Reduced Price \$.40

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

- Band: \$_0__
 - Students must provide their own instruments and marching band shoes, which must be white, rubber-soled sneakers
- Swing Choir: \$_0__
 - Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be \$____

14. 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 \$__0__.

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. Fund-Raising Activities

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

G. 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 as 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.

June 14, 2021

5018

Parent and Guardian Involvement In Education Practices

The school district recognizes the importance of parental and guardian involvement in the education of their children. The school district will take the following steps to ensure that the rights of parents and guardians to participate in the education of their children are preserved.

1. Parents/Guardians will be provided access, as described in district procedures, to district-approved textbooks and other curricular materials and tests used in the district upon request.
 - a. A parental request to review specific approved textbooks and other district- or building-approved curricular materials (written, visual, and audio) should be made to the principal of the building where the textbooks and curriculum materials are used.
 - b. Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the building principal to prevent disruption of the instructional process.
 - c. A parental request to review specific standardized and criterion-referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. Parents wishing to review statewide assessments will be provided with sample questions and a copy of a practice test, but will not be provided with copies of the actual assessment due to testing security. In the case of other secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.
2. Parents/Guardians will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.
 - a. Parents/guardians are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental/guardian observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, in the sole discretion of the building principal.

- b. Parents/guardians may contact the building principal to request permission to attend counseling sessions in which their child is involved.
- 3. Parents/guardians will be permitted, within district procedures, to ask that their children be excused from school experiences that parents find objectionable.
 - a. Building principals may excuse a student from any single school experience at the parent's written request.
 - b. When appropriate, alternative experiences will be provided for the student by the school.
- 4. Parents/guardians will be informed through the student handbook and district policies of the manner that the district will provide access to records of students.
- 5. Parents/guardians will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.
- 6. Parents/guardians will be informed of the circumstances under which they may opt-out of state and federal assessments.
 - a. In accordance with federal law, at the beginning of the school year, the District shall provide notice of the right to request a copy of this policy to parents/guardians of students attending schools receiving Title I funds. The District will provide a copy of this policy to a requesting parent in a timely manner.
 - b. State Assessments

State and federal law simultaneously require students to take state assessments, with few exceptions, but also permit parents or guardians to request to opt their students out of these assessments. Approval of opt out requests is contrary to the mandatory testing laws, so the District cannot "approve" the request. Parents who do not present their child for testing will result in the child receiving the lowest score possible on the assessment.

c. National Assessment of Educational Progress

As a condition of receiving federal funds, the District participates in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. However, student participation in NAEP is voluntary.

The District shall provide parents/guardians of eligible students with reasonable notice prior to the exam being administered. Parents/guardians wishing to opt their students out of the NAEP assessment must notify the district in writing at least three days prior to the exam date to ensure that the District can coordinate supervision and alternative activities for students who have opted out.

7. Parents/guardians will be notified of their right to remove their children from surveys prior to district participation in surveys.
 - a. The principal must approve all surveys intended to gather information from students before they are administered to students.
 - b. Students' participation in surveys is voluntary. Parents/guardians may restrict their child from participating in any survey.

Adopted on: June 14, 2021

5057

District Title I Parent and Family Engagement Policy

The school district will jointly develop with parents a School-Parent-Student Compact that outlines how the parents, school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.

The written District Parent and Family Engagement Policy will be jointly developed and distributed to parents and family members of participating children and the local community in an understandable format and to the extent practicable, in a language the parents can understand. An annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy will be used to design evidence-based strategies for more effective parental involvement, to revise the Parent and Family Engagement Policy and to remove barriers to participation.

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family engagement in the Title I program. Parent and family engagement in the Title I Program shall include, but is not limited to:

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.
2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination and integration with other Federal, State, and district programs, and evaluations of progress.
3. Opportunities for participation in parent involvement activities such as training to help parents work with their children to

improve achievement. A goal of parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.

4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.
5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.
6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.
7. Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

This policy shall be reviewed annually at the annual meeting where concerned parties can have a conversation about possible changes to the Parent and Family Engagement Policy.

June 14, 2021

5054

Student Bullying

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

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

Reporting Bullying. Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students can use the district’s anonymous platform SafeToTell 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.

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

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

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts

the educational environment, the district's day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

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

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

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

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

June 14, 2021

2008 Meetings

The formation of policy is public business and will be conducted openly in accordance with the Nebraska Open Meetings Act.

1. Types of Meetings

- a. The board shall hold its regular meetings on or before the third Monday of each month.
- b. Special and emergency meetings may be called as provided by law.
- c. The board may schedule work sessions and retreats in order to provide board members and administrators with the opportunity to plan, research, and engage in discussion.

2. Notice

The board shall give reasonable advance publicized notice of the time and place of each of its meetings, which generally will be 48 hours or more in advance of the meeting. Such notice shall be transmitted to all members of the board and to the public. Notice of regular and special meetings shall be published in a newspaper of general circulation within the district, if available. Newspapers of general circulation in the district include, but are not necessarily limited to, the Keith County News. Such notice shall contain a statement that the agenda shall be readily available for public inspection at the administration office of the school during the normal business hours. In addition, the superintendent is authorized, but not required, to publish the notice of any meeting on the school district's website, posting in three prominent places within the school district, or by any other appropriate method designated by the board.

When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes of the meeting, and any formal action taken in such meeting shall pertain only to the emergency. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public no later than the end of the next regular business day.

3. Weather Delays

In the event of inclement weather which makes it dangerous or unreasonable for board members or members of the public to attend a meeting for which notice has already been given, such meeting may be postponed by the board president. The board will communicate the delay to members of the public by posting it on the district's website and by following the same communication protocol that the district follows when student attendance at school is called off due to inclement weather. When possible, the board president and superintendent will attempt to communicate the information to local media members and business owners to assist in notifying the public of the delay. Notice of the date, time, and location of the postponed meeting will be advertised as required in the "Notice" section above.

4. Minutes

- a. The board shall keep minutes of all meetings showing the time, place, members present and absent, the method(s) and date(s) of the meeting notice, and the substance of all matters discussed.
- b. Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the board in open session, and the record shall state how each member voted, or if the member was absent or not voting.
- c. The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public record and may be published on the school district's website within ten working days of the last meeting or prior to the next convened meeting, whichever occurs earlier. The minutes shall be available on the website for at least six months.

Adopted on: June 14, 2021

Revised on : July 18, 2022

2010 Preparation for Board Meetings

The superintendent will create the agenda and board packet in consultation with the board president. The materials will be sent or delivered to each board member in advance of the meeting. Members of the public have no entitlement to place an item on the board's agenda, but may address the board during the next meeting at which the board receives public comment. The agenda shall be placed on the district's website at least 24 hours before the school board meeting and shall remain available on the website for at least six months.

Adopted on: June 14, 2021

Revised on: July 18, 2022

5001 Compulsory Attendance and Excessive Absenteeism

"School success is 90 percent showing up; the other half is mental." Yogi Berra

Research on policies and practices that effectively encourage regular student attendance share some key components:

1. Education of parents regarding school attendance requirements.
2. Effective policies and practices to monitor attendance.
3. Clear definition of excessive absenteeism and a two-stage response to excessive absences.

The board has considered this educational research and used it to create the following policy on Compulsory Attendance and Excessive Absenteeism.

Required Attendance

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

Mandatory Attendance Age

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. A copy of the required affidavit is attached to this policy.

Discontinuing Enrollment – 5 Year Old Students

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request and to the superintendent using the form which is attached to this policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any

student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

Discontinuing Enrollment – 16 and 17 Year Old Students

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request and submit it to the superintendent using the form which is attached to this policy. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

Only children disenrolling to attend a non-accredited school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

Attendance Officer

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

Expectations for Regular Attendance:

1. Students are expected to attend every class, every day.
2. The only "excused" absences shall be:
 - a.) absences when a licensed health care provider has confirmed in writing that, in his/her professional medical opinion and within his/her scope of practice, the student or a child whom the student is parenting is so physically or mentally ill that attendance of the student is impracticable or impossible;
 - b.) absences when the Nebraska State Patrol confirms in writing that weather conditions have made the roads impassable so that the student's attendance impracticable or impossible;
 - c.) student attendance at a school-sponsored activity;

- d.) student has been suspended or expelled from school by the school district; and
 - e.) absences required by law enforcement, child protective services or a court of competent jurisdiction, confirmed in writing to the school district.
3. All other absences, including absences for minor illnesses, family events, routine medical appointments are simply "absences."
 4. Upon return from every absence or partial-day absence, students must remain after school for 30 minutes to meet with teachers, work on missed assignments or simply to study. The location and supervision of the student will be determined by the building principal in consultation with the student's classroom teacher(s).
 5. Students must not be absent from any course more than seven days in any given quarter in order to earn academic credit for that course for that quarter. Students who lose credit in any given course due to absences may appeal that loss of credit to his/her building principal.

Attendance Incentives:

Building principals will establish attendance incentives for their students. Those may include:

- Special Recognition of students who have 95% or greater attendance each quarter
- Excusal from certain classroom assignments (final exam, written report) for students with 95% or greater attendance each semester
- Special rewards (movie day, field day, extra recess) for students who have 95% or greater attendance

At the conclusion of each quarter building principals report to the board what incentives were implemented and the effectiveness of the incentive in improving student attendance and engagement.

When students are absent from school, district staff will respond as follows:

First Stage Response to Absences

1. A member of district staff will contact parent via telephone for every absence if the parent has not contacted the school in advance.
2. After a student's third absence in any given quarter, the school's attendance officer will schedule a meeting with the student's parents or guardians. That meeting will be documented on the attached form.
 - a. This meeting must be attended by attendance officer, parents, social worker or principal, and the student (if appropriate)
 - b. The meeting shall be documented
 - c. The meeting shall develop a collaborative plan to assist the student in improving his/her attendance

3. Building principals must meet with teachers who have 10% of their students miss seven or more days of class in any given quarter to review strategies to increase student engagement. A consistent pattern of student absences from a teacher's classes may result in a formal remediation plan.
4. The superintendent must meet with the building principal if more than 10% of students miss seven or more days of class in any quarter to review strategies to improve the school building's climate. A consistent pattern of building-wide absenteeism may result in a formal remediation plan.

Second Stage Response to Absences

Students who accrue more than 20 absences in a school year may be referred to the county attorney for action under NEB. REV. STAT. § 43-247(3)(a) and (b).

Adopted on: June 14, 2021

Acknowledgment of Receipt

I understand that consistent school attendance is required by state law. I also understand that student achievement is directly linked to excellent attendance. I have received the board of education's new policy on student attendance and have reviewed it.

Student
Name_____

Student
Signature_____

Date_____

Parent/Guardian
Name_____

Parent/Guardian
Signature_____

Date_____

3012 School Meal Program and Meal Charges

Meal Program. 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. Households can apply for benefits any time during the school year. Applications are available in the office of the superintendent. Online payment is provided on the school website.

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 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 provided and charged for a limited "courtesy meal" option, such as a plain sandwich. Households will be reminded they can apply for benefits any time during the school year and that we have an online payment system.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from charging a la carte or extra

items if they do not have cash in hand or their account has 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.

In the event that the Nebraska Department of Education develops a state-level meal charge policy, it shall supersede that portion of this policy.

Adopted on: June 14, 2021

3057

Title IX Policy

It is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.

1. Title IX Coordinator

1.1. **Designation.** The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the "**Title IX Coordinator.**" The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).

2. Definitions. As used in this policy, the following terms are defined as follows:

2.1. **Actual knowledge** means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

2.2. **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

2.3. **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3–5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).

2.4. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

2.5. **Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

2.6. **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

- 2.6.1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;
- 2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity;
- 2.6.3. **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:
 - 2.6.3.1. **Sex Offenses, Forcible**—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.
 - 2.6.3.1.1. **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
 - 2.6.3.1.2. **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
 - 2.6.3.1.3. **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.4. **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.2. **Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

2.6.3.2.1. **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

2.6.3.2.2. **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent

2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a), which means violence committed by a person—

2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and

2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:

2.6.4.2.1. The length of the relationship.

2.6.4.2.2. The type of relationship.

2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.

2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a), which includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction receiving grant funding and, in the case of victim services, includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other

coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who—

2.6.5.1. is a current or former spouse or intimate partner of the victim, or person similarly situated to a spouse of the victim;

2.6.5.2. is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;

2.6.5.3. shares a child in common with the victim; or

2.6.5.4. commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.

2.6.6. **Stalking**, as defined in 34 U.S.C. § 12291(a), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

2.6.6.1. fear for his or her safety or the safety of others; or

2.6.6.2. suffer substantial emotional distress.

2.7. **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the

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

3. Discrimination Not Involving Sexual Harassment.

3.1. General Prohibition. Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.

3.2. Specific Prohibitions. Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:

- 3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;
- 3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;
- 3.2.3. Deny any person any such aid, benefit, or service;
- 3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;
- 3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;
- 3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;
- 3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

3.3. Complaint Procedure. All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other

state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district’s general complaint procedure, Board Policy 2006 [**NOTE TO BE DELETED:** Update this policy number if your general complaint procedure is numbered differently from 2006].

4. **Response to Sexual Harassment**

4.1. **Reporting Sexual Harassment.** Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District’s Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

4.2. **General Response to Sexual Harassment.** When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For the purposes of this policy “education program or activity” includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district’s response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

4.3. **Emergency Removal.** Nothing in this policy precludes the district from removing a respondent from the district’s education program or activity on an emergency basis, provided that the district

undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district so removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

4.4. **Administrative Leave.** Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

4.5. **General Response Not Conditioned on Formal Complaint.** With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4.

5. Grievance Process for Formal Complaints of Sexual Harassment.

5.1. General Requirements.

5.1.1. **Equitable Treatment.** The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district's education program or activity. Remedies may include the same individualized services described in subsection 2.7 as "supportive measures"; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

5.1.2. **Objective Evaluation.** This grievance process requires an objective evaluation of all relevant evidence—including

both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.

5.1.3. **Absence of Conflicts of Interest or Bias.** The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

5.1.4. **Training.** The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

5.1.4.1. **All District Employees and Board Members.** All district employees and board members will be trained on how to identify and report sexual harassment.

5.1.4.2. **Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators.** The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:

5.1.4.2.1. The definition of sexual harassment in subsection 2.6;

5.1.4.2.2. The scope of the district's education program or activity;

5.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and

5.1.4.2.4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

5.1.4.3. **Decision-Makers.** The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection **Error! Reference source not found..**

5.1.4.4. **Investigators.** The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.

5.1.5. **Presumption.** It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

5.1.6. **Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

5.1.7. **Range of Possible Sanctions and Remedies.** Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances,

these policies provide for disciplinary sanctions and remedies up to and including expulsion.

5.1.8. **Range of Supportive Measures.** The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.

5.1.9. **Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

5.2. **Notice of Allegations.**

5.2.1. **Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:

5.2.1.1. A copy of this policy.

5.2.1.2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

- 5.2.2. **Supplemental Notice.** If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.

5.3. Dismissal of Formal Complaint.

- 5.3.1. The district will investigate the allegations in a formal complaint.
- 5.3.2. **Mandatory Dismissals.** The district **must** dismiss a formal complaint if the conduct alleged in the formal complaint:
- 5.3.2.1. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;
 - 5.3.2.2. Did not occur in the district's education program or activity; or
 - 5.3.2.3. Did not occur against a person in the United States.
- 5.3.3. **Discretionary Dismissals.** The district **may** dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:
- 5.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
 - 5.3.3.2. The respondent is no longer enrolled in or employed by the district; or
 - 5.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
- 5.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly

send written notice of the dismissal and an explanation of that action simultaneously to the parties.

- 5.3.5. Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

5.4. Consolidation of Formal Complaints. The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.

5.5. Investigation of Formal Complaint. When investigating a formal complaint and throughout the grievance process, the district will:

- 5.5.1. Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint;
- 5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);

- 5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- 5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- 5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;
- 5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
- 5.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and

- 5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

5.6. **Determination Regarding Responsibility**

- 5.6.1. **Decision-Maker(s).** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).
- 5.6.2. **Exchange of Written Questions.** After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.
- 5.6.3. **Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:
- 5.6.3.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;

5.6.3.2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;

5.6.3.3. Findings of fact supporting the determination;

5.6.3.4. Conclusions regarding the application of the district's code of conduct to the facts;

5.6.3.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and

5.6.3.6. The district's procedures and permissible bases for the complainant and respondent to appeal.

5.6.4. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

5.6.5. The Title IX Coordinator is responsible for effective implementation of any remedies.

5.7. **Appeals.** The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

5.7.1. **Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within ten (10) calendar days [NOTE TO BE DELETED: We recommend 10 calendar days to remain consistent with the other timeframes in the

Title IX regulations. However, make sure this timeline is at least as long as any timelines for review or appeal in any general complaint procedure or grievance procedure] of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 5.7.2 below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.

5.7.2. **Grounds for Appeal.** Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:

5.7.2.1. Procedural irregularity that affected the outcome of the matter;

5.7.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

5.7.2.3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

5.7.3. As to all appeals, the district will:

5.7.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;

5.7.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;

5.7.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3–5.1.4.

5.7.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

5.7.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and

5.7.3.6. Provide the written decision simultaneously to both parties.

5.8. Informal Resolution. The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

5.8.1. Provides to the parties a written notice disclosing:

5.8.1.1. The allegations;

5.8.1.2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;

5.8.1.3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and

- 5.8.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
- 5.8.2. Obtains the parties' voluntary, written consent to the informal resolution process; and
- 5.8.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

5.9. Recordkeeping.

- 5.9.1. The district will maintain for a period of seven years records of:
 - 5.9.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;
 - 5.9.1.2. Any appeal and the result therefrom;
 - 5.9.1.3. Any informal resolution and the result therefrom; and
 - 5.9.1.4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.
- 5.9.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken

measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

6. **Superintendent Authorized to Contract.** The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

7. **Access to Classes and Schools.**

7.1. **General Standard.** Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.

7.1.1. **Contact sports in physical education classes.** This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.

7.1.2. **Ability grouping in physical education classes.** This section does not prohibit grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.

7.1.3. **Human sexuality classes.** Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.

7.1.4. **Choruses.** The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.

7.2. Classes and Extracurricular Activities. The district may provide nonvocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.

8. Athletics. It is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.

8.1. Separate Teams. Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.

8.2. Equal opportunity. The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.

9. Certain Different Treatment on the Basis of Sex Permitted. Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.

10. Retaliation Prohibited. Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34

C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

10.1. Specific Circumstances.

10.1.1. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.

10.1.2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

11. Notification of Policy. The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

12. Publication of Policy. The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

13. Application Outside the United States. The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

14. Scope of Policy. Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of

Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.

Adopted on:_____

Reviewed on:_____

Revised on:_____

3004.1

Fiscal Management for Purchasing and Procurement Using Federal Funds

I. Applicability of Policy

This policy applies only to non-construction related purchases undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

All other non-construction purchases will be governed by the Board's general purchasing policy, which can be found earlier in this subsection. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

This procurement policy shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. The district's goal is to fully implement all required procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the Nebraska Department of Education.

II. Procurement System

The District maintains the following purchasing procedures.

A. Responsibility for Purchasing

The authority to make purchases shall be governed by the District's purchasing policy, which can be found elsewhere in this section. Except as otherwise provided in the District's purchasing policy, the acquisition of services, equipment, and supplies shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the purchasing program of the school district. Purchases or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.

B. Methods of Purchasing

The type of purchase procedures required depends on the cost of the item(s) being purchased.

1. Purchases up to \$10,000 (Micro-Purchases)

Micro-purchase means a purchase of supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed \$10,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing, which can be found earlier in this subsection.

2. Purchases between \$10,000 and \$250,000 (Small Purchase Procedures)

Small purchases are purchases that, in the aggregate amount, is more than \$10,000 and less than \$250,000 annually. For small purchases, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts, which can be found earlier in this subsection.

3. Purchases Over \$250,000

a) Sealed Bids (Formal Advertising)

For purchases over \$250,000, the district will generally follow the bidding process outlined in the board's policy on Bidding for Construction, Remodeling, Repair or Site Improvement.

b) Contract/Price Analysis

The District performs a cost or price analysis in connection with every procurement action in excess of \$250,000, including contract modifications. The district will make an independent estimate of costs prior to receiving bids or proposals.

4. Noncompetitive Proposals (Sole Sourcing)

- a) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
 - 1) The item is available only from a single source;
 - 2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - 3) The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District; or
 - 4) After solicitation of a number of sources, competition is determined inadequate.
- b) Noncompetitive proposals may only be solicited with the approval of the superintendent or the board. Sufficient and appropriate documentation that justifies the sole sourcing decision must be maintained by the superintendent or designee.
- c) A cost or price analysis will be performed for noncompetitive proposals when the price exceeds \$250,000.

5. Competitive Proposals.

- a) The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

- 1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
 - 2) Proposals must be solicited from an adequate number of qualified sources; and
 - 3) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.
- b) The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.
- c) The District may select a proposal that offers the best value and that is based upon the proposer's responsiveness to the proposal, experience, reputation, staff qualifications, ability and capacity to carry on the work, price, honesty, integrity, skills, business judgment, financial stability, past performance, and other relevant factors. The evaluation may be conducted by the school board, a designated committee, or another designee of the school board.

C. Use of Purchase (Debit & Credit) Cards

District use of purchase cards is subject to the policy on purchase cards which can be found elsewhere in this subsection.

D. Federal Procurement System Standards

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

The District will maintain and follow general procurement standards consistent with 2 C.F.R. §200.318.

E. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by revising the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

F. Settlements of Issues Arising Out of Procurements

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

III. Conflict of Interest and Code of Conduct

A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.

B. Purchases covered by this policy are subject to the following additional provisions.

1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.
2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, except that this provision does not prohibit the receipt of unsolicited items of nominal value. For purposes of this policy, "nominal value" means a fair market value of \$25 or less.

D. Enforcement

Disciplinary Actions including, but not limited to, counseling, oral reprimand, written reprimand, suspensions without pay, or termination of employment, will be applied for violations of such standards by officers, employees, or agents of the District.

IV. Property Management Systems

A. Property Classifications

1. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$5,000.

2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the District for financial statement purposes or \$5,000, regardless of the length of its useful life. 2 C.F.R. §200.94.
3. Computing Devices means machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or “peripherals”) for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.
4. Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:
 - a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
 - b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

B. Inventory Procedure

Newly purchased property shall be received and inspected by the staff member who ordered it to ensure that that it matches the purchase order, invoice, or contract and that it is in acceptable condition.

Equipment, Computing Devices, and Capital Assets must be tagged with an identification number, manufacturer, model, name of individual who tagged the item, and date tagged).

C. Inventory Records

For equipment, computing devices, and capital assets purchased with federal funds, the following information is maintained in the property management system:

1. Serial number;
2. District identification number;
3. Manufacturer;
4. Model;
5. Date tagged and individual who tagged it;
6. Source of funding for the property;
7. Who holds title;
8. Acquisition date and cost of the property;
9. Percentage of federal participation in the project costs for the federal award under which the property was acquired;
10. Location, use and condition of the property; and
11. Any ultimate disposition data including the date of disposal and sale price of the property.

The inventory list shall be adjusted by the superintendent of schools or his/her designee for property that is sold, lost, stolen, cannot be repaired, or that cannot be located.

D. Physical Inventory

1. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
2. The Superintendent or his/her designee will ensure that the physical inventory is performed. The physical inventory will generally occur during the months of June or July, but may be conducted during other time periods with the approval of the superintendent.

E. Maintenance

In accordance with 2 C.F.R. 313(d)(4), the District maintains adequate maintenance procedures to ensure that property is kept in good condition.

F. Lost or Stolen Items

The District maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property.

G. Use of Equipment

Equipment must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be

supported by the federal award, and the District will not encumber the property for any non-federal program use without prior approval of the federal awarding agency and the pass-through entity.

H. Disposal of Equipment

When it is determined that original or replacement equipment acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the Superintendent or his/her designee will contact the awarding agency (or pass-through for a state-administered grant) for disposition instructions.

If the item has a current FMV of \$5,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency.

I. Equipment and Capital Expenditures

All equipment and capital expenditures shall comply with the rules and requirements of 2 CFR 200.439.

J. Depreciation

All depreciation shall comply with the rules and requirements of 2 CFR 200.436

V. Financial Management

A. Identification.

The District will identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as applicable, the CFDA title and number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

B. Financial Reporting

The District will make an accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

C. Accounting Records

The District maintains records which adequately identify the source and application of funds provided for federally-assisted activities. These records must contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

D. Internal Controls

The Superintendent or his/her designee must maintain effective control and accountability for all funds, real and personal property, and other assets through board review and approval of claims, an annual audit of the district's finances pursuant to the applicable Nebraska Department of Education and federal rules and regulations, and comparison of expenditures and outlays to budgeted amounts. The District adequately safeguards all such property and assures that it is used solely for authorized purposes.

E. Budget Control

Actual expenditures or outlays will be compared with budgeted amounts for each federal award at least annually and more often as required by law or deemed prudent by the board or administrative staff.

F. Payment Methods

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the Nebraska Department of Education on a reimbursement basis. 2 CFR § 200.305. However, if the District receives an advance in federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up to \$500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for the Nebraska Department of Education to review upon request.

G. Allowability of Costs

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval.

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part. The Superintendent or his/her designee must consider these factors when making an allowability determination.

The Superintendent or his/her designee will consider Part 200's cost guidelines when federal grant funds are expended. The Superintendent or his/her designee will also consider whether all state - and District-level requirements and policies regarding expenditures have been followed.

H. Use of Program Income – Deduction, Addition, or Cost Sharing or Matching

The default method for the use of program income for the District is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The District may also request prior approval from the federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award. 2 C.F.R. § 200.307(e)(2). The District may also request prior approval from the federal awarding agency to use the cost sharing or matching method.

While the deduction method is the default method, the District always refers to the grant award notice prior to determining the appropriate use of program income.

I. Cost Sharing or Matching

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

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

J. Documentation of Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VI. Written Compensation Policies

A. Time and Effort Standards

All employees who are paid in full or in part with federal funds must keep specific documents to demonstrate the amount of time they spent on grant activities. This includes an employee whose salary is paid with state or local funds but is used to meet a required "match" in a federal program. These documents, known as time and effort records, are maintained in order to charge the costs of personnel compensation to federal grants. Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

- (1) Be supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- (2) Be incorporated into official records;
- (3) Reasonably reflect total activity for which the employee is compensated, not exceeding 100% of compensated activities;

- (4) Encompass both federally assisted and all other activities compensated by the District on an integrated basis;
- (5) Comply with the established accounting policies and practices of the District and
- (6) Support the distribution of the employee's salary or wages among specific activities or costs objectives.

B. Time and Effort Procedures

Time and effort procedures will follow and comply with 2 CFR 200.430(i).

C. Fringe Benefits

Except as provided otherwise by federal law, the costs of fringe benefits will be allowable provided that the benefits are reasonable and required by law, a district-employee agreement, or another policy of the District.

D. Leave

The cost of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if they are provided under established written District leave policies.

E. Unexpected or Extraordinary Circumstances

In the event of a pandemic or other unexpected or extraordinary circumstance, the District may close school or individual buildings. In such case, the District may compensate federally funded or other employees during such closure to ensure the return of staff to employment after the closure as allowed by state or federal law.

F. Documentation for Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VII. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in US or processed in US substantially using agricultural commodities produced in US.

C. Record Keeping

1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.
- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain

records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

- c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Procurement Records

- a) The District must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.
- b) Retention of procurement records shall be in accordance with applicable law and Board policy.

D. Privacy

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the requirements of the Family Educational Rights and Privacy Act (FERPA) and State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

Adopted on: June 14, 2021

Revised on: July 18, 2022

3003.1
Bidding for Construction, Remodeling, Repair, or Related Projects
Financed with Federal Funds

I. Applicability of the Policy

This policy applies only to construction and contracts undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

The District will also comply with the requirements of the public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106) when the contemplated expenditure for the complete project exceeds \$109,000, the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. §§ 13-2901 through 13-2914), energy financing contracts (NEB. REV. STAT. §§ 66-1062 through 66-1066), other applicable state laws, and the board's general policy on Bidding for Construction and Related Projects. In addition, all procurement and construction shall comply with the rules and requirements of 2 CFR part 200.317 through 200.326 and 34 CFR sections 75.601 through 75.615. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

II. All projects undertaken pursuant to this policy will be subject to the following bond requirements

- A.** A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
- B.** A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.
- C.** A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

III. Construction Projects with an Anticipated Cost of Under \$250,000

A. Methods of Bidding/Soliciting Quotations or Estimates

The type of procedures required depends on the anticipated cost of the project.

1. Construction with an Anticipated Cost of up to \$10,000 (Micro-Purchases)

Micro-purchase means a purchase of supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed \$10,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing.

2. Construction with an Anticipated Cost of between \$10,000 and \$250,000 (Small Purchase Procedures)

For construction projects subject to this policy, small purchases are purchases that, in the aggregate amount, is more than \$10,000 and less than \$250,000 annually. For small purchases, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts.

B. Construction Projects with an estimated cost of between \$109,000 and \$249,999 will be made pursuant to the District's Policy on Bid Letting and Contracts.

Pursuant to Nebraska law, construction projects which have an anticipated aggregate cost of \$109,000 or more are subject to state public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106). The board will follow its standard policy on bid letting and contracts for construction projects financed with federal funds which have an anticipated aggregate cost of between \$109,000 and \$250,000.

IV. Construction Projects with an Anticipated Cost Over \$250,000

A. Sealed Bids: All constructions projects subject to this policy with an anticipated cost of \$250,000 or more will be publicly solicited using the sealed bid method

1. Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for state, local, and tribal governments, the invitation for bids must be publicly advertised;
2. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
3. Sealed bids will be publicly opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.
4. The contract will be awarded to the lowest responsive and responsible bidder.
 - a) Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest.
 - b) Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of.
 - c) Any or all bids may be rejected if there is a sound documented reason.
5. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.
6. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

B. Advertising for Bids.

1. The superintendent or designee will arrange to advertise for bids by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date on which bids are due.
2. Nothing shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

C. Bid Documents

1. The bid documents shall identify the day upon which the bids shall be returned, received, or opened and shall identify the hour at which the bids will close or be received or opened.
2. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.
3. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.
4. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.
5. Sealed bids will be opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.
6. Bids will be reviewed by the Superintendent and/or designee and submitted to the board for approval.
7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and

other relevant factors.

8. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

D. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.

V. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible and consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in the U.S. or processed in the U.S. substantially using agricultural commodities produced in the U.S.

C. Full and Open Competition

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

D. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the

District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by revising the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

E. Settlements of Issues Arising Out of Contract

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

F. Record Keeping

1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.
- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records

Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding construction projects for a minimum of five (5) years after the sale or demolition of the building. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

- c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Construction Records for Projects Financed with Federal Funds

- a) The District must maintain records sufficient to detail the history of all construction projects financed with federal funds. These records will include, but are not necessarily limited to the following: rationale for the method of construction, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.
- b) Retention of construction records shall be in accordance with applicable law and Board policy.

VI. Conflict of Interest and Code of Conduct

- A.** Board and staff member conflicts of interest are governed by the district's conflict of interest policies.
- B.** Contracts covered by this policy are subject to the following additional provisions.
 - 1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.
 - 2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
 - 3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, with the limited exception of unsolicited items of nominal value.

D. Enforcement

Disciplinary Actions will be applied for violations of such standards by officers, employees, or agents of the District at the board's discretion.

VII. Financial Management

A. Identification.

The District will identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as applicable, the CFDA

title and number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

B. Financial Reporting

The District will make an accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

C. Accounting Records

The District maintains records which adequately identify the source and application of funds provided for federally-assisted activities. These records must contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

D. Internal Controls

The Superintendent or his/her designee must maintain effective control and accountability for all funds, real and personal property, and other assets through board review and approval of claims, an annual audit of the district's finances pursuant to the applicable Nebraska Department of Education and federal rules and regulations, and comparison of expenditures and outlays to budgeted amounts. The District adequately safeguards all such property and assures that it is used solely for authorized purposes.

E. Budget Control

Actual expenditures or outlays will be compared with budgeted amounts for each federal award at least annually and more often as required by law or deemed prudent by the board or administrative staff.

F. Payment Methods

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the Nebraska Department of Education on a reimbursement basis. 2 CFR § 200.305. However, if the District receives an advance in federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest

amounts up to \$500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for the Nebraska Department of Education to review upon request.

G. Allowability of Costs

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval.

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part. The Superintendent or his/her designee must consider these factors when making an allowability determination.

The Superintendent or his/her designee will consider Part 200's cost guidelines when federal grant funds are expended. The Superintendent or his/her designee will also consider whether all state - and District-level requirements and policies regarding expenditures have been followed.

H. Use of Program Income – Deduction, Addition, or Cost Sharing or Matching

The default method for the use of program income for the District is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The District may also request prior approval from the federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award. 2 C.F.R. § 200.307(e)(2). The District may also request prior approval from the federal awarding agency to use the cost sharing or

matching method.

While the deduction method is the default method, the District always refers to the grant award notice prior to determining the appropriate use of program income.

I. Cost Sharing or Matching

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

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

J. Documentation of Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VIII. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in US or processed in US substantially using agricultural commodities produced in US.

C. Record Keeping

1. Record Retention

a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by

the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

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b) Retention of procurement records shall be in accordance with applicable law and Board policy.

D. Privacy

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the requirements of the Family Educational Rights and Privacy Act (FERPA) and State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

Adopted on: June 14, 2021
Revised on: July 18, 2022

4056
Resignation of Certificated Staff

Certificated staff members who know they will not be returning to employment at the school district for the following school year are encouraged to submit their resignations as early as possible, to enable the board to find suitable replacements.

Staff members who submit their resignations to the board of education by April 15th will be released from the next school year's contract so long as the board is able to obtain the services of a suitable replacement. Staff members who refuse to fulfill their contractual obligations will be reported to the Professional Practices Committee of the Nebraska Department of Education.

Adopted on: June 14, 2021

SELECT ONE OF THE FOLLOWING PARAGRAPHS

Staff members who submit their resignations to the board of education by the earlier of (a) April 15th or (b) the date designated in a written request of the school board or the administrators to accept employment for the next school year pursuant to section 79-829 (provided that such acceptance date may not be earlier than March 15th of each year) will be released from the next school year's contract. Staff members who refuse to fulfill their contractual obligations will be reported to the Professional Practices Committee of the Nebraska Department of Education.

OR

Staff members who submit their resignations to the board of education after _____ but before _____ **[insert whatever date your district uses]** will be released from the next school year's contract so long as the board is able to obtain the services of a suitable replacement. Suitability determinations will be made solely by the district and will be based upon, but not limited to, experience, quality, availability of adequate candidates, effect on extracurricular programs, class offerings, and effect on students. Staff members who refuse to fulfill their contractual obligations will be reported to the Professional Practices Committee of the Nebraska Department of Education.

4064

Transporting Students in Employee Vehicles

[NOTE TO BE DELETED: PICK ONE OF THE OPTIONS BELOW IF YOU ADOPT THIS POLICY, AND DELETE THE OTHER]

[Option 1] With the permission of the superintendent, school employees may transport students in the employee's personal vehicle even if those students do not live within the employee's household. School employees who transport students in their personal vehicles and those children do not live within the employee's household must comply with the board's policies on pupil transportation and school vehicle use, including Pupil Transportation Driver Qualification Criteria.

[Option 2] School employees shall not use their personal vehicle to transport students except for those students who reside in the employee's own household or if an emergency exists. If an emergency occurs, the employee will contact the administration and parents whenever practicable before providing the emergency transportation.

5012

Testing and Assessment Program

I. Basic Testing and Assessment Program

The school district will use a basic testing and assessment program to evaluate the outcome of the educational program and to provide information needed in working with individuals. The program will be supplemented by such individual and supplementary tests as the needs of the educational program and the district indicate. The superintendent and designees will coordinate the program from Kindergarten through twelfth grade to provide continuity. Teachers are prohibited from engaging in any behavior that adversely affects the validity of test scores as a measure of student achievement. Teachers should consult with relevant board policies and district protocols assessment administration and security.

II. Use and Dissemination of Test Results

At the board of education's regular **July** board meeting, **or as soon after as a report can be completed**, the superintendent of schools shall provide an annual written report as required by NDE Rule 10. The report shall be presented to the board and made available to the public. The report must contain the elements required by Rule 10, including but not limited to: student academic performance as reported to NDE (demographics, achievement, educational input characteristics, as defined in section 005.02 of Rule 10); school system demographics; school improvement goals and progress; and financial information about the school district. Building level results will be reported only to appropriate staff for review, goal setting, and intervention as needed

This report shall not include any individual test scores or assessment, but individual student test scores or assessment results will be reported to the student's parents or legal guardian(s). **If the school has fewer than ten students in the grades being reported, or if reporting would allow for the identification of students because they all had comparable scores, no public reports of student performance are provided for those grades.**

A comprehensive evaluation of the district shall be conducted at least once every five years using instruments and guides approved by NDE. ~~the Department of Education.~~

Adopted on: June 14, 2021
Revised on: July 18, 2022

6021

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

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

1. Those in-state service agencies that have approved rates for the current year established by the Nebraska Department of Education. A list of service agencies with approved rates, including state agencies, individual providers, and in-state providers may be found at <https://www.education.ne.gov/sped/service-agencies/>.
2. Those Nebraska providers located within 500 miles of the building of the district where the child attends when driving by ordinary public roadways.
3. Evaluations must consider the educational, health, or other student records of the student provided by the district. The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records unless disclosure is already authorized by state and federal law.
4. Evaluations must be provided to the district, including all educational, health, student, or other records created as part of or relied upon to complete the evaluation. The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records unless disclosure is already authorized by state and federal law.
5. Evaluations must be conducted by a provider that is authorized, available, and willing to discuss, confer, or otherwise cooperate with the district regarding the evaluation, its results, or any other information related to the evaluation. Such cooperation may include reasonable participation in, or the submission of additional reports or information to, an IEP, MDT, or SAT team. **Evaluators must make available to the district any documents or records created in relation to the evaluation, including evaluation and assessment protocols and responses, when the district determines in its sole discretion that such documentation is necessary in order to permit meaningful parental participation.** The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records or information unless disclosure is already authorized by state and federal

law.

6. Evaluations must be sufficiently comprehensive for the evaluator to submit to the district a report that specifically details whether the student should be considered eligible for special education and related services, the nature of special education and related services recommended to accommodate the student's suspected disability, and the particular facts or findings underlying the evaluator's conclusions. This report must be submitted to the district within 45 days after the conclusion of the evaluation.
7. Evaluations must meet the then-current state standards for reliability, research-based processes, and educational or professional best practices.
8. Reimbursement to any evaluator chosen in conformance with this policy shall not exceed the cost that would be charged by the school district's contracted providers for the same or substantially similar evaluation.

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

Adopted on: June 14, 2021

Revised on: July 18, 2022

6037 Selection and Review of Library Media

The board approves curriculum and curriculum-related materials for the district with input from administrators and staff. Those processes are covered in other board policies. Staff members seeking to procure materials for use during instruction must follow board policy, practices, and directives. Those items are not covered by this policy.

The district procures library books and other media available to students that are not part of a specific class or curriculum. For purposes of this policy, those will be called library materials. This policy addresses the selection and review of library materials, regardless of their source. This policy applies regardless of whether library materials are purchased using district funds, donated, or shared at no cost to the district.

No Right to Materials. The board supports having excellent educational opportunities for students, including availability of library materials used to enrich the educational experience. However, the board and administration are responsible for considering materials based on a variety of factors and legal obligations. There is no right to force any material to be included or excluded. Staff requesting library materials do so only within the course and scope of their employment with the district.

Selection Process. The selection and approval of new library materials must comply with the district's general requisition, donation, and budgeting requirements. To ensure materials selected are appropriate for the district's students and consistent with the district's legal obligations, the following process applies to selection of library materials.

[**OPTION 1: PRINCIPAL OR SUPERINTENDENT REVIEW**] The school librarian, media specialist, or any individual requesting library materials is responsible for submitting the request in writing to the building principal or to superintendent if there is no principal assigned to the building. The request must include the following

1. Name of the book, material, or resource;
2. The author, publisher, and supplier of the material;
3. The physical medium (*i.e.*, book, magazine, video, game, digital subscription, etc.);
4. The cost of the material;
5. A summary of the content of the material, including how it supports age-appropriate learning objectives, enriches the curriculum, and/or supports student development and learning;

6. The material's accolades, such as presence on best seller lists, awards won, and recommendations from professional library journals and organizations with a focus on K-12 school library materials; and
7. Whether any of the content in the material represents a perspective that may not be universal, such as a political, religious, or social perspective for which disagreement or differences of opinion exist. The summary should include a description of these items.

The building principal or superintendent will review the library material request and inform the requester whether the material will be accepted or denied. Materials which require expenditure of district funds will be processed consistently with the district's purchasing and procurement policies and practices. There is no appeal from this determination.

[OPTION 2: COMMITTEE REVIEW] The superintendent will establish a library material review committee on an as-needed basis, consisting of at least one administrator, one teacher, and the librarian or media specialist. If the district has no assigned librarian or media specialist, then the committee will include two administrators and a teacher. The superintendent may appoint any teacher he or she deems appropriate based on availability and expertise related to the requested materials.

The school librarian, media specialist, or any individual requesting inclusion of library materials is responsible for submitting the request in writing to the library material review committee. The request must include the following

1. Name of the book, material, or resource;
2. The author, publisher, and supplier of the material;
3. The physical medium (*i.e.*, book, magazine, video, game, digital subscription, etc.);
4. The cost of the material;
5. A summary of the content of the material, including how it supports age-appropriate learning objectives, enriches the curriculum, and/o supports student development and learning;
6. The material's accolades, such as presence on best seller lists, awards won, and recommendations from professional library journals and organizations with a focus on K-12 school library materials; and
7. Whether any of the content in the material represents a perspective that may not be universal, such as a political, religious, or social perspective for which disagreement or differences of opinion exist. The summary should include a description of these items.

The committee will review the requested materials within the timeframe established by the superintendent. In the event the committee does not agree on a particular request, the administrator makes the final determination. There is no appeal from this determination.

[OPTION 3: BOARD COMMITTEE REVIEW—DISCOURAGED, BUT LAWFUL].

The school librarian, media specialist, or any individual requesting library materials is responsible for submitting the request in writing to the superintendent. The superintendent will review the request(s) with the curriculum committee of the board, who will make a recommendation to the board for approval or denial of the request.

The request must include the following:

1. Name of the book, material, or resource;
2. The author, publisher, and supplier of the material;
3. The physical medium (*i.e.*, book, magazine, video, game, digital subscription, etc.);
4. The cost of the material;
5. A summary of the content of the material, including how it supports age-appropriate learning objectives, enriches the curriculum, and/o supports student development and learning;
6. The material's accolades, such as presence on best seller lists, awards won, and recommendations from professional library journals and organizations with a focus on K-12 school library materials; and
7. Whether any of the content in the material represents a perspective that may not be universal, such as a political, religious, or social perspective for which disagreement or differences of opinion exist. The summary should include a description of these items.

There is no appeal from the determination of the board.

Requested Review of Library Materials. A concerned parent of a current student or patron living within the school district boundaries may request the review of a specific library material (*i.e.*, a specific book, magazine, etc.) or portion of a specific library material. The parent or patron must first discuss their concern with the building principal and explain their concern regarding the library material. If there is no principal assigned to that building, the parent or patron should discuss their concern with the superintendent. The board believes most concerns will be resolved in this manner.

[OPTION 1: SUPERINTENDENT REVIEW] If the parent or patron is dissatisfied after the informal review and discussion with the relevant administrator, they may request a review in writing. To request a review,

the individual must complete the Library Material Review Request form and submit it to the superintendent.

The superintendent will review the request within a reasonable time after receiving it. The superintendent may consult with the school's librarian or media specialist, staff, and legal counsel at his or her discretion. The superintendent may decide to remove the material, keep the material, restrict access to the material to students based on age or grade level, or make any other determination the superintendent deems appropriate. The superintendent's decision regarding the review will be communicated to the requester in writing.

The decision of the superintendent is final, and the board will not hear any appeal regarding the review of library material.

[OPTION 2: BOARD COMMITTEE REVIEW] If the parent or patron is unsatisfied after the informal review and discussion with the relevant administrator, they may request a review in writing. To request a review, the individual must complete the Library Material Review Request form and submit it to the superintendent.

The superintendent will review the request with the board curriculum committee within a reasonable time after receiving it. The committee may consult with or seek input from the school's librarian or media specialist, staff, and legal counsel at its discretion. The committee will make a recommendation to the board to remove the material, keep the material, restrict access to the material to students based on age or grade level, or make any other determination or recommendation the committee deems appropriate. The board will review the request, consider the committee's recommendation, and make a determination regarding the requested review. The decision regarding the review will be communicated to the requester in writing by the superintendent.

The decision of the board is final, and there is no appeal regarding the review of library material.

Additional Rules for Library Media Review. Unless the superintendent decides otherwise, the library material will remain in circulation while a review is pending. Unless otherwise required by law, no library material will be reviewed again within 4 years after a requested review is completed. Any parent or patron requesting review of multiple library materials may only request a maximum of 5 materials to be reviewed at one time, and a new request cannot be submitted until the prior review is completed and notice of the determination is provided to the requesting party. Nothing in this policy

prohibits the superintendent or their designee from reviewing library material outside of the review process contained in this policy and taking any action the superintendent or their designee deems appropriate.

Adopted on: _____

Revised on: _____

Reviewed on: _____

Library Material Review Request Form

Only a patron of the district or parent of a current student may request review of a library material. Prior to submitting a request, please review the board's policy on Selection and Review of Library Materials. The policy is located on the district's website, or you can request a copy via email from the superintendent.

Name: _____ **Phone:** _____

Address: _____

Written requests to review library materials will not be considered unless the requester identifies the specific material in question and first discusses their concern with the appropriate administrator as required by board policy. Please list the _____ date _____ of _____ the _____ conversation _____ with _____ the administrator: _____

Title of Material: _____

Author/Publisher: _____

Type of Material (book, magazine, video, etc.): _____

Reason for Requesting Review (attach additional page if necessary):

Please list the specific portion of the material you find objectionable, including specific page references, sections, volumes, etc.:

Signature: _____

For District Use Only

Date Received: _____

Received By: _____

Reviewed on: _____

Date Determination Sent to Requester: _____

Paxton Consolidated Schools Activity Handbook



Rules and Regulations 2022- 2023

Table of Contents

Activity Handbook

Section One: General Information About the Activities Program

6	Academic Eligibility
7	Activity Pass
7	Attendance at Practice and Contests
7	Closings
7	Colors
8	Complaint Procedure
8	Concussion Awareness
9	Dances
10	Middle School Dances
10	High School Dances
10	Homecoming and Prom
11	Electronic Communication
11	Fundraising
11	Individual Training Rules of Conduct
12	Initiations and Hazing
12	Injuries
13	Insurance
13	Lettering Requirements
13	Cross Country
13	Football
13	Volleyball
13	Basketball
14	Wrestling
14	Cheer Squad
14	Golf
14	Track
14	Student Managers
14	Future Problem Solvers
14	Instrumental and Vocal Music
14	Play Production
15	Quiz Bowl
15	Science Olympiad
15	Speech
15	Mascot
15	Practices
15	Secret Organizations
15	Student Managers, Helpers, or Activity Aides
16	Sunday and Wednesday Night Activities
17	Transportation
17	Weight Room

Section Two: Available Activities

17	Athletic Teams List
17	Band
17	Choir
17	Cheer
17	FFA
17	Future Problem Solvers
18	Letter Club
18	National Honor Society
20	Play Production
20	Quiz Bowl
20	Science Olympiad
20	Speech
20	Student Council

Section Three: Nebraska State Activity Association Rules

21	Eligibility
23	NSAA Sportsmanship Rules

Section Four: Code of Conduct

24	Standard of Conduct
24	Coach and Sponsor Rules
24	Prohibited Conduct
26	Discipline
27	Evaluation, Counseling and Treatment
27	Reporting of Incident
28	Discipline Procedures
28	Review of Investigator's Decision
28	Misrepresentations
28	Questions
28	Assistance
29	Concussion
35	Authorization and Acknowledgement
36	Acknowledgement of Conduct Code

Introduction

Student participation in extracurricular activities has been linked to improved attendance, higher academic achievement, and greater student self-confidence and self-esteem. Paxton Consolidated Schools provides students with the opportunity to participate in a comprehensive activities program that includes athletics, fine arts, and select clubs or organizations associated with academic areas.

Although the school district believes strongly in the value of student activities, participation in the activities program is a privilege, not a right. Students must obey the rules set out in this handbook and any additional rules created by their coach or activity sponsor. This handbook is advisory and does not create a “contract” with parents, students, or staff. The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration 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 upon all applicable school district policies, and state and federal statutes and regulations.

Please read this handbook carefully. Students and their parents are responsible for complying with all of the rules and procedures detailed in this booklet.

Parents must sign the acknowledgement and permission to participate form at the end of this handbook before their student will be permitted to participate in the activity programs of the district.

The provisions in this handbook are subject to change at the sole discretion of the Board of Education. From time to time, you may receive updated information concerning changes in the handbook. These updates should be kept within the handbook so that it is up to date. If you have any questions regarding this handbook, please contact the Superintendent for assistance.

NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Mr. Del Dack
Title: Superintendent
Address: Paxton Schools, 308 N Elm St, Paxton, NE 69155
Telephone: 308-239-4283
E-mail: del.dack@paxtonschools.org

For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

For additional prohibited discrimination and related information, please review school district Policy 3053 – Nondiscrimination.

SECTION ONE: GENERAL INFORMATION ABOUT THE ACTIVITIES PROGRAM

Academic Eligibility

To be eligible to participate in the school's activity programs, each student must (1) meet Nebraska State Activities Association (NSAA) requirements concerning scholastic eligibility (see Section Three of this Handbook), (2) be registered for 10 credit hours per semester and be in regular attendance, and (3) have not less than a 70% grade in two or more classes for a period of one week to remain eligible to participate in any portion of the activities program. Academic eligibility begins at the start of the 4th week of each quarter and continues to the end of the quarter. Eligibility is figured at 9 AM Monday. Students who are ineligible remain so until the following Monday when eligibility is once again determined. Participants must attend practices and participate in all conditioning during any period of ineligibility.

The school district will notify a participant and his or her parents whenever the participant is declared academically ineligible.

Students may not participate in any activity, performance or practice while serving a short-term suspension, long-term suspension, or expulsion from school.

All students in grades 6-12 participating in interscholastic activities will have a weekly eligibility requirement. The weekly eligibility requirement will start at the end of the third week of each 9 weeks grading period and continue through that grading period. Students may become ineligible anytime after the first three weeks of each 9 weeks grading period and continue through that grading period. Teachers will report students who are ineligible by 9:00 a.m. on Monday morning.

A student will become ineligible if his/her accumulated academic grade point average drops below 70 percent in two or more academic classes during a week.

A student will not be ineligible if they have only one (I) failing class. Eligibility/ineligibility will be established on a weekly basis from Monday at 9:00 a.m. to the following Monday at 9:00 a.m. The student and parent will be notified of this period of ineligibility.

When a student becomes ineligible the student will not be permitted to participate in or at any interscholastic activities or any NSAA sponsored events during the week that they are ineligible.

Activity Pass

Every student in grades 6-12 who participates in at least one Paxton school-sponsored, interscholastic, extracurricular activity for the duration of that activity during the school year will receive a student activity pass. This pass will provide admission to all home activities during the school year.

Students in grades 6-12 who do not participate in extracurricular activities and any students in grades K-5 may purchase a student activity pass for \$40 per student which will grant them admission to school-sponsored activities at Paxton. The student activity pass does not cover conference or district events that Paxton may host.

Attendance at Practices and Contests

Participants in the activities program are expected to attend and be on time at all practices and meetings scheduled by the coach or sponsor. Participants may be excused for absences resulting from a participant's illness, a death in the family, a doctor's appointment, a court appearance, or other absences that are arranged in advance. The coach, sponsor, or director of an activity may require a participant who has an excused absence to complete an alternate assignment for missing a practice, meeting, event, performance, or contest. A participant who is unable to attend a scheduled practice, meeting, or game must contact the coach or sponsor in advance. Students who are absent from school due to illness are not required to provide the coach or sponsor with additional notification of the student's absence from practice.

Students who are absent from school for any part of the day will not be permitted to practice or participate in an athletic contest or activity performance unless the student has the building principal's prior permission to participate despite the absence.

If a participant misses a scheduled contest or performance, the coach or sponsor may impose discipline up to and including suspension of the participant from the activity for the remainder of the season or length of the activity.

Closings

Unless the administration determines that it is permissible for the activity to continue as scheduled, all activities will be cancelled or postponed in the event that school has been called off for inclement weather or any other reason as determined by the administration. Unless the administration determines that it is permissible for the activity to continue as scheduled.

Colors

The Paxton Consolidated Schools colors are navy and gold.

Complaint Procedure

To reduce conflicts in the school's activities program, students and/or their parents should use the district's formal complaint procedure to manage conflicts about the program. The complaint procedure is printed in the school's student handbook and may be found on the district's web site: www.paxtonschools.org.

Concussion Awareness

The Nebraska Unicameral has found that concussions are one of the "most commonly reported injuries in children and adolescents who participate in sports and recreational activities and that the risk of catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed."

The School District will:

- a. Require all coaches and trainers to complete one of the following on-line courses on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury:
 - Heads UP Concussions in Youth Sports
 - Concussion in Sports—What You Need to Know
 - Sports Safety International
 - ConcussionWise
 - ACTive™ Athletic Concussion Training for Coaches; and
- b. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:
 - 1 The signs and symptoms of a concussion;
 - 2 The risks posed by sustaining a concussion; and
 - 3 The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

A student who participates on a school athletic team must be removed from a practice or game when he/she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school. The student will not be permitted to participate in any school supervised team athletic activities involving physical exertion, including practices or games, until the student:

- a. has been evaluated by a licensed healthcare professional;

- b. has received written and signed clearance to resume participation in athletic activities from the licensed health care professional; and
- c. has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity, the parent or guardian of the student will be notified by the school of:

- a. the date and approximate time of the injury suffered by the student,
- b. the signs and symptoms of a concussion or brain injury that were observed, and
- c. any actions taken to treat the student.

The school district will not provide for the presence of a licensed health care professional at any practice or game.

School officials shall deem the signature of an individual who represents that he/she is a licensed health care professional on a written clearance to resume participation that is provided to the school to be conclusive and reliable evidence that the individual who signed the clearance is a licensed healthcare professional. The school will not take any additional or independent steps to verify the individual's qualifications.

Dances

School dances are part of the district's extracurricular activity program. Students who wish to participate in school dances must comply with the activity code. Students may be prohibited from participating in school dances as a consequence for violating school rules or these activity rules.

In order to promote a healthy, safe, enjoyable evening for all students, the following procedures will be in place for all school-sponsored dances.

1. Once students have entered the dance, they must stay. Once students leave the dance they may not return.
2. The doors will be open for one hour after the scheduled start of the dance. No one will be admitted after the doors close unless special arrangements are made with the Principal in advance.

3. Students should be properly attired. The dress code for dances is the same as defined in the Student Dress Code. An exception to the dress code allows for strapless gowns to be worn at dances as long as the gown adheres to the school dress code pertaining to midriff and length.
4. Sexually suggestive dancing or behavior may result in a student being removed from the event.
5. Dates 21 years of age or older will only be admitted with prior permission of the Principal.
6. All dates not currently enrolled in grades 9-12 at Paxton Consolidated Schools must be registered in the office prior to the dance. Out of town dates still in high school must submit the dance permission form to the Paxton Principal before the dance. Guest permission forms will not be accepted at the door the night of the dance. A phone number where the parent of a guest can be reached on the night of the dance is required. Elementary and Middle School students may not bring dates who do not attend Paxton Consolidated Schools.
7. Students who refuse to follow dance guidelines will be asked to leave and their parents will be notified.

Junior High/Middle School Dances

Junior high/middle school (6-8) dances are restricted to students currently enrolled in the junior high school and will be sponsored by junior high teachers and parents. Any organization wishing to sponsor a junior high dance must obtain permission from the principal regarding date and times. Each dance must be sponsored by at least two faculty members. Once admitted to the dance, students must remain until the close of the dance. Students who leave the dance will not be readmitted.

High School Dances

All high school dances are restricted to Paxton High School students and their guests. Any organization wishing to sponsor a dance must obtain permission from the principal regarding date and times. Each dance must be sponsored by at least two faculty members. Once admitted to the dance, students must remain until the close of the dance. Students who leave the dance will not be readmitted.

Homecoming and Prom

The Homecoming dance and Prom are open to students and guests of Paxton High School freshman, sophomore, junior and senior classes. Guests must follow all rules that the students must follow. Each student is responsible for his/her guest's conduct. Appropriate attire is required for these dances. No blue jeans, shorts, or T-shirts will be allowed at the banquet or dance for Prom.

Electronic Communication

The school board supports the use of technology by coaches, extracurricular sponsors, and other staff members to communicate with students for legitimate educational, extracurricular, and other school-related purposes. However, electronic communication between students and teachers, sponsors, and coaches shall be appropriate at all times and shall not violate any law, district policies, or the Regulations and Standards for Professional Practices Criteria, commonly known as Rule 27 of the Nebraska Department of Education ("Rule 27"). Please see the Social Media Policy For School District Employees for further explanation.

Equipment

Each participant in the athletic portion of the activities program will be issued a locker to store his/her personal belongings and school equipment that has been checked out. Students may secure their athletic lockers with combination locks.

School-owned clothing or equipment that is checked out to individual students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for the intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Each participant is responsible for all equipment checked out to him/her. Students will be assessed the replacement cost for school equipment that has been check out to him/her and is lost or stolen. Students may not personalize school issued attire.

Fundraising

All school-sponsored fundraising activities must be approved by a member of the school district administration. Fundraising for any activity must comply with the district's policies, including applicable provisions specifically pertaining to Booster Clubs and PTOs for non-school-sponsored fundraising. Use of the school mascot shall not be permitted unless approved by the superintendent.

Individual Training Rules and Rules of Conduct

Head coaches or sponsors may develop additional training rules or rules of conduct for their activity. Students are responsible for knowing these rules and complying with them.

Initiations and Hazing

Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law.

Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

Injuries

Participants who suffer any type of injury while involved in extracurricular activities must notify the coach or sponsor immediately. The coach or sponsor will then evaluate the injury and, if necessary, notify the participant's parents or seek immediate medical treatment.

If at any time during participation a doctor removes an athlete from participation because of an illness or injury, the athlete must have a written release from a doctor before participating again. The written release must be given to the coach or sponsor of the activity.

Note: The release requirement will be satisfied if the initial doctor's order specifies the duration of the student's restriction from participation and/or competition. Also see Concussion Awareness above.

Insurance

The school district does not provide medical or other insurance coverage for students who participate in athletic contests or other activities. It is the

parents' responsibility to provide adequate insurance to cover any medical expenses that may be incurred while the student is participating in athletics or other activities.

The school district makes an accident insurance plan available for purchase by participants and their families through an authorized insurance agent. Information about policies which families may purchase will be available prior to each sports season and at fall registration.

Lettering Requirements

The following guidelines will be used in determining students' eligibility for lettering:

Cross Country: Members of the Paxton Cross Country team must accumulate 50 points during the cross country season to letter. Each practice is worth 1 point if the cross country athlete shows leadership, a strong work ethic, and a positive attitude. The athlete may also gain 5 points with a season best in cross country competition. Cross country members finishing in the top ten at a competition will receive 10 points. Athletes that finish 11th – 20th place receive 5 points. Any athlete that completes their 5K but does not place in the top 20 will gain 2.5 points toward their 50 point goal that is required to letter in cross country. A letter may also be presented by the discretion and recommendation of the coaching staff in that sport.

Football: A football letter may be earned by accumulating 100 points during the season. Points will be earned by practice attendance. Points per practice will be determined by dividing the total number of practices for the season by 100. The number of practices will be determined at the beginning of each year as the start date fluctuates. If a student is not at practice, for any reason whatsoever, no points will be awarded. On days where two practices are offered, each practice will count in the total number of practices. Bonus points will be offered for each quarter in a varsity game played. Bonus points will be valued at 50% of a single practice. Letters may be withheld on the recommendation of the coaching staff. Reasons for such recommendation by the coaching staff may include, but are not limited to the following: failure to work in practice, poor attitude, failure to follow training rules, becoming academically ineligible and poor practice attendance. A letter may also be presented by the discretion and recommendation of the coaching staff in that sport.

Volleyball: A volleyball letter shall be earned by competing in one-half of the varsity games or matches which are scheduled. Any player who plays in the sub-district, district or state tournaments shall also letter. Letters may be withheld on the recommendation of the coaching staff. Reasons for such recommendation by the coaching staff may include, but are not limited to the following: failure to work in practice, poor attitude, failure to follow training rules, becoming academically ineligible and poor practice attendance. A letter may also be presented by the discretion and recommendation of the coaching staff in that sport.

Basketball: A basketball letter may be earned by competing in a number of quarters of varsity games played, excluding tournaments, plus one. If the current schedule consists of sixteen games, you will be required to play in at least seventeen quarters. Any athlete who plays in the sub-District, District or State tournament shall also letter. Letters may be withheld on the recommendation of the coaching staff. Reasons for such recommendation by the coaching staff may include, but are not limited to the following: failure to work in practice, poor attitude, failure to follow training rules, becoming

academically ineligible, and poor practice attendance. A letter may also be presented by the discretion and recommendation of the coaching staff in that sport.

Wrestling: The athlete must accumulate 15 varsity team points, or place in a major varsity tournament (eight teams or more), or wrestle in at least five varsity competitions, complete the season and/or have the recommendation of the head coach.

Cheer Squad: A cheer letter shall be earned by participating in 80% of the performances/cheering at games.. Letters may be withheld on the recommendation of the coaching staff. Reasons for such recommendation by the coaching staff may include, but are not limited to the following: failure to work in practice, poor attitude, failure to follow rules, becoming academically ineligible, and poor practice attendance. A letter may also be presented at the discretion and recommendation of the coaching staff.

Golf: To earn a letter in golf, the student must play in 75% of the tournaments as a varsity player including districts, medal at a tournament, or be a member of a state qualifying team. A letter may be presented or withheld at the discretion and recommendation of the coaching staff.

Track: Members of the track team must accumulate 100 points during the season to letter. Each day of practice will be worth x pts. ($\# \text{ practice days} * x = 100$). If a member of the team attends all required practices and fully participates in the whole practice, they will have accumulated enough points to meet the 100-point requirement. Track team members arriving late to practice or leaving practice early will receive half the points. If a member starts practice later due to a prior athletic commitment, the necessary adjustments will be made. No points are awarded if not at practice, for whatever reason. Points can also be earned for meet performances as follows: Any team points won in an individual event, relay points will be divided evenly to the four members of the relay, 5 points for every Season Best they achieve in their events. A letter may be presented or withheld at the discretion and recommendation of the coaching staff in that sport.

Student Managers: The student manager must complete the season and have the recommendation of the head coach of the sport involved.

Future Problem Solvers: Future Problem Solving is a creative problem solving program that is offered to students in Paxton Consolidated Schools in grades 6-12. To letter in Future Problem Solvers, students in grades 9-12 must qualify for the State FPS Bowl or receive a gold, silver, or bronze rating on any of the practice problem

Instrumental Music: The student must be in attendance for all pep band performances at football games, volleyball games, volleyball tournaments, basketball games, et cetera. Attendance at Homecoming, concerts, and district music contest is required. Two excused absences will be allowed per season. The band director should be given prior notification if the student plans to be absent from a scheduled event.

Vocal Music: To receive a varsity letter in Chorus, students must participate in all required performances throughout the year, be active and hard working members, following the four A's (attitude, attentiveness, accountability and achievement), and receive the teacher's recommendation. They must meet all attendance requirements, as stated in the Paxton Schools Student-Parent Handbook.

Play Production: The student must participate in two school presentations or programs. He/she must participate in one-half of the invitational meets. He/she must attend the conference and district

contests as a participant or an active supporter of the speech program. The performing arts coach will make the final decision on individual cases.

Quiz Bowl: To letter in Academic Quiz Bowl a student may earn a letter in one of the following ways:

1. Be a member of the competition team.
2. Be an alternate for the competition team.

Science Olympiad: To letter in Science Olympiad the student must qualify for the state competition by medaling at a regional event (i.e. ESU 16 in Ogallala or ESU 10 in Kearney).

Speech: The student must participate in one-half of the scheduled invitational meets during the school year. He/she must attend the conference and district contests as a participant or an active supporter of the speech program. The speech coach will make the final decision on individual cases.

Mascot

The official emblem for boys' and girls' athletic teams is the tiger. The mascot cannot be used for non-school-sponsored purposes unless approved by the superintendent.

Practices

The individual head coach or sponsor, in cooperation with the high school principal, will schedule all starting times of practices. All participants are expected to be ready at the time set by the coach or sponsor.

To be eligible to practice, a participant must satisfy the following requirements:

Submit to the coach or sponsor a signed physical form and Activities Code that verifies that a physical examination has been completed and that the student and parent(s) understand the school's position regarding the use or possession of alcohol, tobacco, and other related drugs.

Secret Organizations

Secret organizations are prohibited. School officials shall not allow any person or representative of any such organization to enter upon school grounds or school buildings for the purpose of rushing or soliciting students to participate in any secret fraternity, society, or association.

Student Manager, Helpers, or Activity Aides

Students wishing to serve as student volunteers for extracurricular activities must gain the permission of the activity coach or sponsor. Student volunteers must comply with all of the rules and procedures contained in this handbook.

Sunday and Wednesday Night Activities

In order to provide students sufficient time away from school for family-related activities, the school will endeavor not to schedule activities on Wednesday evenings or on Sundays. Practices will be organized so that all participants are showered, dressed, and/or leave the facilities by 6:00 p.m. on Wednesday nights. An exception to this guideline would be when a team, group of students, or an individual may be required to participate in an activity sponsored by the conference, district, or state on a Wednesday night.

The school does not allow Sunday practice sessions, except when a varsity team, group of students, or individual is scheduled to compete or perform on a Monday. Practices scheduled for a Sunday must have the prior approval of the activities director or building principal.

Transportation

All participants are expected to ride to and from away activities by means of approved school transportation.

The students may ride with their parents to and from the activities if prior approval is obtained by a note from the parent or a phone call to the office or if the parent is at the activity and signs a liability sheet and gives it to the sponsor of the activity that the student will ride home with them.

Students may also ride to and from activities with another student's parents, if prior approval has been obtained by a note from the parent or guardian.

Sign off liability sheets will be located in all activity buses for parents to sign when their child is not riding home on the bus from an activity.

Weight Room

The weight room has been developed to help each athlete, student, or adult in the community maintain a level of physical fitness. No one may use the weight room or equipment without proper supervision. The school will develop a schedule for use of the weight room by athletes during the school year and during the summer months.

The weight room is a high demand area within the school facilities. The following guidelines will help determine the priorities in reference to use if more than one group desires to use the facility at the same time:

1. Physical education instruction
2. By the team sports, which are in season
3. Conditioning programs for athletes not currently out for a sport
4. Summer conditioning programs
5. Adult education

SECTION TWO: AVAILABLE ACTIVITIES

Athletic Teams

Basketball (boys and girls)
Cross County (boys and girls)
Football
Golf (boys and girls)
Track (boys and girls)
Volleyball
Wrestling (boys and girls)

Band and Choir

The school district sponsors choir, marching band and pep band in addition to concert band. Participants must be enrolled in band or choir in order to be eligible to participate in these groups.

Cheer Squad

The school district sponsors a cheer squad. Members of the Paxton Tiger Cheer Squad will learn cheer routines and may perform cheer routines at home athletic events and pep rallies.

Future Farmers of America (FFA)

FFA is an integral part of the agricultural education department and all students of that department are urged to belong. The activities include training in leadership, opportunities for travel and recreation, and safety and community service activities. Students may participate in field trips, conventions, judging contests, and hands-on experience.

Future Problem Solvers

Future Problem Solving is a creative problem solving program that is offered to students in Paxton Consolidated Schools in grades 6-12.

I. FPS OBJECTIVES

- A. Enhance creative thinking.
- B. Stimulate young people's knowledge of and interest in the future.
- C. Help young people increase their communication skills, both written and verbal.
- D. Assist young people to function more effectively as members of a team.
- E. Provide students with a problem solving model that can be integrated into their lives.
- F. Assist students to develop and improve their research skills.
- G. Help children to improve their analytical and critical thinking skills.
- H. Guide students to become more self-directed and responsible people.

Letter Club

Any student who has lettered in any sport or school sponsored extracurricular activity is eligible for membership. The purpose of the Letter Club is to stimulate and encourage sportsmanship and to assist in bringing about a closer bond between students in all sports and school sponsored extracurricular activities.

National Honor Society

The National Honor Society is a national organization that recognizes student character, scholarship, leadership, and service to the school.

TIGER CHAPTER OF THE NATIONAL HONOR SOCIETY

Faculty Council Selection Procedure

The following criteria are evaluated. The student must earn a total of **450** points to be selected for membership in National Honor Society.

I. Scholarship Total possible points = 100

Points for scholarship are determined by the student's cumulative grade point average which must be 93% or higher.

II. Co-Curricular and Community Activities Total possible points = 100

Students must have participated in an activity in gr. 9-12 for a minimum of two years to receive points.

Scoring: 100 pts. - Participation in 9-10 activities
90 pts. - Participation in 7-8 activities
80 pts. - Participation in 4-5-6 activities
60 pts. - Participation in 3 activities
40 pts. - Participation in 2 activities
20 pts. - Participation in 1 activity
0 pts. - No Participation in activities

Activities include, but are not limited to: vocal music, instrumental music, student council, speech, play production, football, volleyball, cross country, basketball, wrestling, track, golf, elected officer of class or organization, FPS, FFA, Dance Team, Science Olympiad, Quiz Bowl, 4-H, Girl/Boy Scouts, paid employment

III. Service Activities Total possible points = 100

This involves voluntary contributions made by the student to the school or community, done without compensation. Non-club or class related. 2 points per hour of service.

IV. Leadership Total possible points = 100

The student will be rated on each of the ten qualities listed below. Each quality is worth a maximum of 10 points.

1. Responsibility	6. Flexibility
2. Stimulates Action of Others	7. Poise
3. Handling Temper	8. Making Judgments
4. Gaining Recognition	9. Self-Confidence
5. Acceptance of Criticism	10. Cooperation

V. Character Total possible points = 100

The student will be rated on each of the ten qualities listed below. Each quality is worth a maximum of 10 points.

1. Tone of Voice	6. Friendliness
2. Tact	7. Intelligence
3. Personal Appearance	8. Respect
4. Sense of Humor	9. Facing Reality
5. Loyalty and Trust	10. Perseverance work

VI. Overall Application Total possible points = 50

1. Overall Appearance – neat and organized
2. Completeness – submitted all required sections
3. Personal Statement – submitted as directed
4. Signatures – application includes verification signatures
5. Met Deadline – application submitted on time

**DISMISSAL PROCEDURE
FOR THE
TIGER CHAPTER OF THE NATIONAL HONOR SOCIETY**

In the following cases a warning may be given, due process followed and if necessary dismissal from the National Honor Society.

1. **SCHOLARSHIP** - If a student's average falls below 90 percent, the student will be given a warning and will have one nine week grading period to raise their average.
2. **CO-CURRICULAR, LEADERSHIP, SERVICE, AND CHARACTER** - If a student has fallen below the criteria that was established for selection into the National Honor Society the Faculty Council may ask that the student appear before them and explain why such shortcomings are taking place before a warning is issued. If after a warning is issued, the student does not improve in the particular area(s), the Faculty Council can request a re-evaluation of that member and possible dismissal may occur.
3. **FAILURE TO COMPLETE NATIONAL HONOR SOCIETY INDIVIDUAL AND/OR GROUP PROJECT.** Some possible reasons for warning and/or possible dismissal: (this could mean during the summer also)
 1. Scholarship
 2. Traffic violations
 3. Civil disobedience
 4. Being removed from class
 5. Cheating
 6. Incompleteness of service project for National Honor Society
 7. MIP (minor in possession)
 8. DUI (driving under the influence)
 9. Shoplifting
 10. Vandalism
 11. Et Cetera

The above list is not the only possible situation that warnings and/or possible dismissals may be given. The decisions will be left to the discretion of the Faculty Council.

Play Production

Play Production contests involve the presentation of the one act play at conference, NSAA district and NSAA state competition if eligible. Students may also present the one act play at a performance at the Paxton High School.

Quiz Bowl

Academic Quiz Bowl contests involve two teams competing head-to-head to answer questions from all areas of **knowledge**, including history, literature, science, fine arts, current events, popular culture, sports, and more.

Science Olympiad

Science Olympiad competitions are like academic track meets, consisting of a series of team events in each division (Division B is middle school; Division C is high school.) Each year, a portion of the events are rotated to reflect the ever-changing nature of genetics, earth science, chemistry, anatomy, physics, geology, mechanical engineering and technology. Emphasis is placed on active, hands-on group participation.

Speech

Speech meets allow students the opportunity to compete in individual events including Interpretation of Humorous Prose, Interpretation of Serious Prose, Poetry, Persuasive, Entertainment, Extemporaneous, Informative and group events including Duet Acting and Oral Interpretation of Drama.

Student Council

The purpose of student council is to arouse the spirit of loyalty toward the school, to promote good citizenship, to sponsor school activities, to extend the spirit of good fellowship throughout the student body, to foster a spirit of cooperation between the students and faculty, and to seek to develop a spirit of cooperation, good will, and better understanding with other schools. The organization, operation, and scope of the student government shall be administered by the Superintendent or designee. The Student Council Members shall be elected from the class and by the class they are to represent.

The Student Council Members shall be selected in this way:

Grade 12 shall elect four class members to the Student Council.

Grades 7, 8, 9, 10, and 11 shall elect three class members each to the Student Council.

SECTION THREE: NEBRASKA STATE ACTIVITY ASSOCIATION RULES

Eligibility

In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules of the Nebraska School Activities Association. Eligibility requirements are established by the NSAA in its Constitution and its Bylaws and Approved Rulings. These documents can be found online at <https://nsaahome.org/constitution-bylaws/>. A summary of the major rules is given below. Contact the principal, activities director or the activity sponsor or coach for an explanation of the complete rule.

1. Student must be a *bona fide* student of their member school and have not graduated from any high school.
2. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership beginning with his/her enrollment in grade nine.
3. Student is ineligible if nineteen years of age before August 1 of current school year. (Student in grades 7 or 8 may participate on a high school team if he/she was 15 years of age prior to August 1 of current school year.)
4. Student must be enrolled in some high school on or before the eleventh school day of the current semester.
5. Student must be continually enrolled in at least twenty credit hours per semester and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition.
6. Student must have been enrolled and received twenty hours of credit in school the immediate preceding semester.
7. **Guardianship does not fulfill the definition of a legal parent.** If a guardian has been appointed for a student, the student is eligible in the school district where his/her legal parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for review and a ruling.
8. A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After a student makes an initial choice of high schools, any subsequent transfer, unless there has been a change of domicile by his/her parents, shall render the student ineligible for ninety school days. If a student has participated on a high school team at any level as a seventh, eight, or ninth grade student, he/she has established his/her

eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days.

9. **Student eligibility related to domicile can be attained in the following manners:**
 - a. If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.
 - b. If the domicile is changed during the summer months and the student is in grade twelve and the student has attended the high school for two or more years, the student may remain at the high school he/she has been attending and retain eligibility.
 - c. If a student elects to remain at the same high school initially enrolled after being promoted from grade eight of a middle or junior high school, or grade nine of a junior high school, he/she is eligible at that school, or is eligible at a high school located within the school district in which the parents established their domicile.
 - d. **If the legal parents of a student change their domicile from one school district that has a high school to another school district that has a high school, the student shall be eligible immediately in the school district where the parents established their domicile.**
10. Nebraska transfer students whose name appears on the NSAA transfer list prior to May 1 shall be eligible immediately in the fall at the transfer high school. Those students whose name does not appear on the NSAA transfer list prior to May 1 shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
11. Nebraska transfer students must have signed and delivered all forms necessary to make such transfer to the school in which he/she intends to enroll for the 2022-23 school year prior to May 1, 2022; for the student to be eligible, the school to which the transfer is being made must have notified the NSAA office via an NSAA online transfer form, no later than May 1, 2022. The student would become ineligible for ninety school days the next fall if the student were to change his/her mind and decide not to transfer. If such student were to transfer to the new school, but later decides to return to his/her former district before 90 school days have elapsed, such student will be ineligible in

the former district for 90 school days, with the ineligibility period commencing at the start of the fall semester. Those students who did not have their enrollment forms signed, delivered, and accepted prior to May 1, 2022, shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.

12. Once the season of a sport begins, a student shall participate in practices and compete only in athletic contests/meets in that sport, which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules.
13. During the season of a particular sport, athletes participating in that sport for a high school may attend, but may not physically take part, either as an individual or as a member of a team, in the sport activity in which instruction is being offered in the clinic, camp, or school. (*Refer to NSAA Bylaw 3.5.1.1 for exception in Swimming and Diving.)
14. A student shall not participate on an all-star team while a high school undergraduate.
15. A student must maintain his/her amateur status.

NSAA Sportsmanship Rules

Students must abide by the Nebraska School Activities Association Sportsmanship Rules. A complete copy of these rules can be found at <http://www.nsaahome.org/nsaaforms/pdf/manualsp.pdf>. Unsportsmanlike conduct shall include physical or verbal assault upon any participant, game official, or spectator, or any acts that may endanger the personal safety of individuals involved, or acts which hinder the normal progress of a contest or lead to the restriction or discontinuance of a contest.

If a student, participant, patron, and/or staff member representing a member school acts in a manner constituting unsportsmanlike behavior during competition the member school and/ or individuals shall be subject to penalties. A student, participant, patron, and/or staff member may not be permitted to attend activities if involved in unsportsmanlike conduct.

SECTION FOUR: CODE OF CONDUCT

All students associated with Paxton Consolidated Schools and participating in extracurricular or school sponsored activities (including all NSAA activities) are required to avoid conduct that is detrimental to the integrity of, and public confidence in, the school. Rules promoting lawful, ethical, and responsible conduct serve the interests of all people associated with the school. Illegal and irresponsible conduct puts people at risk, tarnishes the reputation of the offender and everyone else associated with the school, and undermines the public support and respect of the school district.

Standard of Conduct. Participation in school-sponsored or extracurricular activities is a privilege and not a right. Participants must follow board policy, this code, and all the training rules and rules of conduct of the coaches and/or activity sponsors. Students participating in school-sponsored or extracurricular activities are held to a high standard. Students are expected to conduct themselves in a way that is lawful, responsible, promotes the values upon which the school is based, and that brings credit to themselves and the school. Students who fail to live up to the required standard of conduct are guilty of detrimental conduct and subject to discipline under all school policies, the general student code of conduct, and these Activity Participation Rules.

Coach and Sponsor Rules. Coaches and/or activity sponsors shall establish training rules or rules of conduct for participation in or attendance at the activity or event. General training rules or rules of conduct shall be established prior to the activity or event. This Code shall control in the event that there is a conflict with coach or sponsor rules.

Prohibited Conduct. Students in school-sponsored and/or extracurricular activities may not engage in the following conduct:

1. Receipt of a criminal citation by law enforcement for any reason.
2. Conviction of a crime in adult court or the adjudication of a criminal charge in juvenile court.
3. Any behavior that is illegal under the laws of Nebraska or the United States of America regardless of whether it results in a criminal charge or conviction.
4. Any conduct that substantially interferes with the educational process or disrupts the activity or event.
5. Possession, consumption, use, distribution, or being under the influence of alcohol, illicit drugs, tobacco, controlled substances, or any lookalike or imitations thereof; or being in the presence of alcohol,

illicit drugs, controlled substances, or any lookalike or imitations thereof that are being possessed, consumed, used, or distributed by any person under twenty-one (21) years of age without parental supervision. "Lookalike or imitations" means substances such as K2 and products like electronic nicotine delivery systems, vapor pens, etc. (Note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the use or abuse of any substance for the purpose of inducing a condition of intoxication, stupefaction, depression, giddiness, paralysis, inebriation, excitement, or irrational behavior, or in any manner changing, distorting, or disturbing the auditory, visual, mental, or nervous processes).

6. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.
7. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault.
8. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as

Facebook, cell phones or other devices to send, post, or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send email to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks, or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums; posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages, or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target.

9. Using any Internet or social networking websites to make statements, post pictures, or take any other actions that are indecent, vulgar, lewd, slanderous, abusive, threatening, harassing, or terrorizing.
10. Violating any school policy, handbook provision, or a coach's or activity sponsor's training rules or rules of conduct.
11. Dressing or grooming in a manner which is (A) dangerous to the student's health and safety or a danger to the health and safety of others, (B) lewd, indecent, vulgar, or plainly offensive, (C) materially and substantially disruptive to the work and discipline of the school or an extracurricular activity, (D) interpreted to advocate the use of illegal drugs or other substances by a reasonable observer.
12. Failing to report for an activity at the beginning of a season unless excused by the coach or activity sponsor.
13. Failing to attend scheduled practices and meetings unless excused by the coach or activity sponsor.

Such conduct is prohibited **during the school year**, regardless of whether it occurs on-campus or off-campus. School year means the period commencing on the first day of fall sports practice through the last day of spring sports practice, events, or attendance at school for a given school year.

Discipline. Students who violate any provision of these Activity Participation Rules may be subject to discipline up to and including expulsion from extracurricular activities and school sponsored events. (including but not limited to graduation ceremony and related activities). These disciplinary consequences and this Activity Code of Conduct are in addition to and do not prejudice, diminish, impede, or reduce any discipline that is authorized by the Nebraska Student Discipline Act, NEB. REV. STAT. §§ 79-254 to 79-294, Board Policy, or the Student Handbook. Disciplinary action may

include a probationary period and conditions that must be satisfied prior to or following reinstatement. Administrators and coaches will take the following into consideration when making disciplinary decisions:

1. Any prior or additional misconduct;
2. The nature and seriousness of the offense;
3. The motivation for the offense;
4. The amount of violence involved;
5. The student's demeanor and attitude regarding the violation;
6. The actual, threatened, or potential risk to the student and others due to the student's behavior;
7. Whether the student has compensated or will compensate the victim in the event of property damage or personal injury;
8. Whether the circumstances of the violation are likely to recur;
9. The student's willingness to participate in evaluations, counseling, or other programs;
10. Any mitigating factors;
11. Any other relevant factors.

If suspended, the student must continue to participate in practices and conditioning during the suspension if required by the coach or activity sponsor. The failure to comply with the practice and conditioning requirement will make the student ineligible for reinstatement to the activity.

Evaluation, Counseling, and Treatment. Apart from any other disciplinary procedures, students who violate any provision of these rules may be required to undergo a formal clinical evaluation at the administration's/coach's/sponsor's discretion. Based upon the results of that evaluation, the student may be encouraged or required to participate in an education program, counseling, or other treatment deemed appropriate by the evaluating professional.

Reporting of Incident. Students shall report any violation of these rules to the coach, principal, or superintendent no later than 30 minutes after the beginning of the next school day after the violation has occurred. Failure to report an incident will constitute a violation of these rules and will be taken into consideration in making disciplinary determinations under this policy.

Discipline Procedures. Prior to any disciplinary action under this activities code, the following procedures shall be followed:

As used in this "Discipline Procedures" section, "Investigator" means the coach or activity sponsor of the team or activity in which the student is participating, or any teacher, school official, or school representative whom the Principal or the Superintendent has authorized to perform the duties and responsibilities of "Investigator" as described below.

1. The Investigator shall make an investigation of alleged violation and provide an opportunity for the student to present his or her version of the facts surrounding the alleged violation.
2. The Investigator shall consider all information obtained as a result of the investigation, including information obtained from the student, and shall render a decision regarding disciplinary action. Within a reasonable period of time of the Investigator's decision, the student and his/her parent or guardian shall be given written notice of the disciplinary action taken by the Investigator.

Review of Investigator's Decision. A student or the student's parents may, within five (5) school days of the notice of disciplinary action from the Investigator, notify the superintendent in writing of their request for a review of the coach or activity sponsor's determination. The superintendent or his or her designee shall review the situation and render a decision within three (3) school days from the date of the request for review. The superintendent's decision shall be in writing and shall be final.

Misrepresentations. Any misrepresentation of fact by a student regarding any alleged violation of these rules shall be considered a separate violation of these rules, and the student shall be subject to additional disciplinary action.

Questions. Any parent or student who has questions about board policy, this code, training rules, or rules of conduct of coaches or activity sponsors, or their interpretation or application shall consult with the activities director and/or the superintendent.

Assistance. Students are encouraged to consult with their coach, an administrator, a counselor, or a teacher to obtain access to educational, counseling, and other programs and resources that may be available to help avoid misconduct that may result in discipline under this policy.

A Parent's Guide to Concussions

WHAT IS A CONCUSSION?

A concussion is a brain injury that results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. An athlete does not have to lose consciousness ("knocked-out") to suffer a concussion.

CONCUSSION FACTS

- It is estimated that more than 140,000 high school athletes across the United States suffer a concussion each year. (Data from NFHS Injury Surveillance System).
- Concussions occur most frequently in football, but girl's lacrosse, girls' soccer, boy's lacrosse, wrestling, and girls' basketball follow closely behind. All athletes are at risk.
- A concussion is a traumatic injury to the brain.
- Concussion symptoms may last from a few days to several months.
- Concussions can cause symptoms that interfere with school, work, and social life.
- Athletes who have symptoms from a concussion should not return to sports because they are still at risk for prolonging symptoms and further injury.
- A concussion may cause multiple symptoms. Many symptoms appear immediately after the injury, while others may develop over the next several days or weeks. The symptoms may be subtle and are often difficult to fully recognize.

WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

Signs Observed by Parents or Guardians

▪ Appears dazed or stunned ▪ Is confused about assignment or position ▪ Forgets an instruction ▪ Is unsure of game, score, or opponent ▪ Moves clumsily ▪ Answers questions slowly ▪ Loses consciousness (even briefly) ▪ Shows behavior or personality changes	▪ Can't recall events prior to hit or fall ▪ Can't recall events after hit or fall

Symptoms Reported by Athlete

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not “feel right

WHAT SHOULD I DO IF I THINK MY CHILD HAS HAD A CONCUSSION?

An athlete who is suspected of having a concussion must be removed from play immediately, whether it is in a game or practice. Continuing to participate in physical activity after a concussion can lead to worsening concussion symptoms, increased risk of further injury, and even death. Parents and coaches are not expected to be able to “diagnose” a concussion, as that is the job of a medical professional. However, they must be aware of the signs and symptoms of a concussion and if they are suspicious, the child must stop playing:

WHEN IN DOUBT – SIT THEM OUT!

Every athlete who sustains a concussion needs to be evaluated by a health care professional who is familiar with sports concussions. Parents should call their child’s physician, explain what has happened, and follow the physician’s instructions. A child who is vomiting, has a severe headache, or has difficulty staying awake or answering simple questions should be taken to the parent’s doctor or emergency room immediately.

WHEN MAY AN ATHLETE RETURN TO PLAY FOLLOWING A CONCUSSION?

No athlete who has suffered a concussion should return to play or practice the same day. Previously, athletes were allowed to return to play if their symptoms resolved within 15 minutes of the injury. Studies have shown that the young brain does not recover quickly enough for an athlete to return to activity in such a short time.

Concerns about athletes who return to play too quickly have led state lawmakers in Oregon and Washington to pass laws stating that **no athlete shall return to play on the day he or she suffered a concussion and the athlete must be cleared by an appropriate health care professional before he or she are allowed to return to play in games or practices.** The laws also mandate that coaches receive education on recognizing the signs and symptoms of concussion.

Once an athlete is free of symptoms of a concussion and is cleared to return to play by a healthcare professional knowledgeable in the care of sports concussions, he or she should proceed with activity in a stepwise fashion to allow the brain to readjust to exertion. On average, the athlete will complete a new step each day. The return-to-play schedule should proceed as below following medical clearance:

Step 1: Light exercise, including walking or riding an exercise bike. No weight-lifting.

Step 2: Running in the gym or on the field. No helmet or other equipment.

Step 3: Non-contact training drills in full equipment. Weight training can begin.

Step 4: Full contact practice or training.

Step 5: Game play.

If symptoms occur at any step, the athlete should cease activity and be re-evaluated by a health care provider.

HOW CAN A CONCUSSION AFFECT SCHOOLWORK?

Following a concussion, many athletes will have difficulty in school. These problems may last from days to months and often involve difficulties with short and long-term memory, concentration, and organization.

In many cases, it is best to reduce the athlete's class load after the injury. This may include staying home from school for a few days, followed by a lightened schedule for a few days or perhaps a longer period of time if needed. Decreasing the stress on the brain soon after a concussion may reduce symptoms and shorten the recovery period.

WHAT CAN YOU DO?

- Both you and your child should learn to recognize the "Signs and Symptoms" of a concussion as listed above.
- Emphasize to administrators, coaches, teachers, and other parents your concerns and expectations about concussion and safe play.
- Teach your child to tell the coaching staff if he or she experiences such symptoms.
- Teach your child to tell the coaching staff if he or she suspects that a teammate has a concussion.
- Monitor sports equipment for safety, fit, and maintenance.
- Ask teachers to monitor any decrease in grades or changes in behavior that could indicate concussion.
- Report concussions that occurred during the school year to appropriate school staff. This will help in monitoring injured athletes as they move to the next season's sports.

OTHER FREQUENTLY ASKED QUESTIONS:

Why is it so important that an athlete not return to play until they have completely recovered from a concussion?

An athlete who has not fully recovered from an initial concussion is very vulnerable to recurrent, cumulative, and even catastrophic consequences of a second concussive injury. Such difficulties are prevented if the athlete is allowed time to recover from the concussion and return-to-play decisions are carefully made. No athlete should return to sport or other at-risk participation when symptoms of a concussion are present and recovery is ongoing.

Is a “CT scan” or MRI needed to diagnose a concussion?

Diagnostic testing which includes CT (“CAT”) and MRI scans are rarely needed following a concussion. While these are helpful in identifying life-threatening brain injuries (e.g., skull fracture, bleeding, swelling), they are not normally used, even by athletes who have sustained severe concussions. A concussion is diagnosed based upon the athlete’s story of the injury and the health care provider’s physical examination.

What is the best treatment to help my child recover more quickly from a concussion?

The best treatment for a concussion is rest. There are no medications that can speed the recovery from a concussion. Exposure to loud noises, bright lights, computers, video games, television, and phones (including text messaging) may exacerbate the symptoms of a concussion. You should allow your child to rest as much as possible in the days following a concussion. As the symptoms decrease, you may allow increased use of computers, phone, video games, etc., but the access must be reduced if symptoms worsen.

How long do the symptoms of a concussion usually last?

The symptoms of a concussion will usually go away within one week of the initial injury. You should anticipate that your child will likely be out of sports for about two weeks following a concussion. However, in some cases, symptoms may last for several weeks or even months. Symptoms such as headache, memory problems, poor concentration, and mood changes can interfere with school, work, and social interactions. The potential for such long-term symptoms indicates the need for careful management of all concussions.

How many concussions can an athlete have before he or she should stop playing sports?

There is no “magic number” of concussions that determine when an athlete should give up playing contact or collision sports. The circumstances surrounding each individual injury, such as the way the injury happened and length of symptoms following the concussion are very important and must be considered when assessing the athlete’s risk for further and potentially more serious concussions. The decision to “retire” from sports is a decision best reached following a complete evaluation by your child’s primary care provider and consultation with a physician or neuropsychologist who specializes in treating sports concussion.

I’ve read recently that concussions may cause long-term brain damage in professional football players. Is this a risk for high school athletes who have had a concussion?

The issue of “chronic encephalopathy” in several former NFL players has received a great deal of media attention lately. Very little is known about what may be causing dramatic abnormalities in the brains of these unfortunate retired football players. At this time, we have very little knowledge of the long-term effects of concussions that happen during high school athletics.

In the cases of the retired NFL players, it appears that most had long careers in the NFL after playing in high school and college. In most cases, they played football for over 20 years and suffered multiple concussions in addition to hundreds of other blows to their heads. Alcohol and steroid use may also be contributing factors in some cases. Obviously, the average high school athlete does not come close to suffering the total number or sheer force of head trauma seen by professional football players. However, the fact that we know very little about the long-term effects of concussions in young athletes is further reason to carefully manage each concussion.

Adapted from A Parent’s Guide to Concussion in Sports, National Federation of High School Associations.

Some of this information has been adapted from the CDC’s “Heads Up: Concussion in High School Sports” materials by the NFHS’s Sports Medicine Advisory Committee. Please go to www.cdc.gov/ncipc/tbi/Coaches_Tool_Kit.htm for more information.

AUTHORIZATION AND ACKNOWLEDGEMENT

WARNING: SERIOUS CATASTROPHIC AND PERHAPS FATAL INJURY MAY RESULT FROM ATHLETIC PARTICIPATION

Many forms of athletic competition result in violent physical contact among players, the use of equipment that may result in accidents, strenuous physical exertion, and numerous other exposures to risk of injury. Students and parents must assess the risks involved in such participation and make their choice to participate in spite of those risks. No amount of instruction, precaution, or supervision will eliminate these risks. Students have suffered accidents resulting in death, paraplegia, quadriplegia, and other very serious permanent physical impairment while playing sports. By granting permission for your student to participate in athletic competition, you, the parent or guardian, acknowledge that such risk exists. Students will be instructed in proper techniques to be used in athletic competition and in the proper utilization of all equipment worn or used in practice and competition. Students must adhere to that instruction and utilization and must refrain from improper uses and techniques.

I understand the statement above and I understand that by allowing my student to participate in athletic events, I assume the risk that he/she may be injured, perhaps severely.

Signature of Parent

Printed Name of Parent

Date

ACKNOWLEDGEMENT OF CONDUCT CODE

I understand that as a student representing the school district in activities, I am obligated to comply with the activity handbook, including the code of conduct. **This means that I may not possess, use, or be at parties in the presence of alcohol, illicit drugs, or controlled substances at any time during the school term.** I understand that if I violate the code of conduct or other rules in this handbook, I may be suspended from participation in all co-curricular activities and/or school sponsored activities or events.

Signature of Student

Printed Name of Student

Date

I understand that my student is obligated by this student/activity handbook, including the statements above.

Signature of Parent

Printed Name of Parent

Date

PAXTON CONSOLIDATED SCHOOLS

STUDENT HANDBOOK



2022-23 Edition

308 N ELM ST
P.O. BOX 368
PAXTON, NE 69155

Phone: (308) 239-4283
Fax: (308) 239-4359

PAXTON ELEMENTARY **TIGER PRIDE**

IN ALL SETTINGS:

POSITIVE -BE A LEADER -REPRESENT PAXTON SCHOOLS	RESPECTFUL -TAKE PRIDE IN OUR SCHOOL -BE WELCOMING, HELPFUL AND KIND TO VISITORS -SEEK TO UNDERSTAND OTHERS	RESPONSIBLE -TAKE CARE OF OUR SCHOOL FACILITIES, VEHICLES, AND EQUIPMENT	SAFE -BE AWARE OF SURROUNDINGS -USE TECHNOLOGY & SOCIAL MEDIA RESPONSIBLY

VOICE LEVEL 0 SILENT LIPS ARE ZIPPED NO TALKING	VOICE LEVEL 1 PARTNERS WHISPER SO ONLY 1 OR 2 PEOPLE CAN HEAR YOU	VOICE LEVEL 2 SMALL GROUP THE PEOPLE AT YOUR TABLE CAN HEAR YOU, BUT NOT EVERYONE ELSE	VOICE LEVEL 3 CLASSROOM EVERYONE IN THE ENTIRE CLASSROOM CAN HEAR YOU CLEARLY AS YOU SHARE	VOICE LEVEL 4 OUTSIDE PLAYGROUND OR CELEBRATION VOICE

RESTROOM PAXTON ELEMENTARY TIGERS F loor stays dry L eave it clean U so it quietly S oft voice H ands washed	HALLWAYS PAXTON ELEMENTARY TIGERS H ands at your side A ll eyes, noses, and toes forward L ips zipped L ow speed, walking feet S tay to your right	PLAYGROUND PAXTON ELEMENTARY TIGERS S afety first nothing on the ground steps on the ground and an adult for help A ll eyes, noses, and toes forward L ow speed, walking feet S tay to your right	LUNCH ROOM PAXTON ELEMENTARY TIGERS L ine up quietly U so good manners and stay seated L isten to conversations C lean your area H and signals when you need help	BUS PAXTON ELEMENTARY TIGERS R emember the driver is in charge I s the aisle clear? D o you have everything? E veryone is kind R emain seated

PAXTON TIGERS MATRIX							
	ALL SETTINGS	HALLWAY	RESTROOM	CAFETERIA	LOCKER ROOM	PARKING LOT	BUS
POSITIVE	- Be a leader - Represent Paxton Schools	- Greet others properly - Use kind words and actions	- Wait your turn - Use kind words and actions	- Try new foods - Enjoy those around you - Use kind words and actions	Be a good teammate	Be patient and courteous to other drivers and pedestrians	Use kind words and actions
RESPECTFUL	- Take pride in our school - Be welcoming, helpful and kind to visitors - Seek to understand others	Use appropriate tone of voice and language	- Use bathroom properly - One person per stall - Respect others privacy	Be aware of others and share the space	Respect others privacy and property	- Use appropriate tone of voice and language - Yield to other drivers and pedestrians - Respect others property	- Follow the driver's instructions - Use quiet voices
RESPONSIBLE	Take care of our school facilities, vehicles, and equipment	Keep your area clean and tidy	- Use time wisely - Clean up properly	- Wash hands - Keep floor dry and clean	Keep your area clean and tidy	- Keep the parking lot clean - Be alert and report any incidents	- Be ready to get on and off the bus - Keep track of your belongings
SAFE	- Be aware of surroundings - Use technology & social media responsibly	Be aware of others and share the space	- Wash hands - Keep floor dry and clean	- Follow line routines - Walk slowly - Finish eating before leaving cafeteria	- Practice safe behavior - Be aware of others	- Obey laws regarding driver safety and cell phone use - Park in appropriate area - Use safe speeds	- Stay seated - Keep the aisle clear

Table of Contents

Student Handbook

General Information

- 8 Welcome
- 9 Intent of Handbook
- 9 Notice of Non-Discrimination
- 10 Mission Statement

Section One: Basic School Rules and General Practices

- 11 Attendance
- 15 Band
- 15 Bills
- 15 Books and Supplies
- 15 Breastfeeding and Lactation
- 16 Bulletin Boards
- 16 Bullying
- 17 Cafeteria Rules
- 17 Cell Phones and Other Electronic Communication Devices
- 18 Cheating, Plagiarism, and Academic Dishonesty
- 19 Child Abuse and Neglect
- 19 Class Dismissal
- 19 Classroom Behavior
- 19 Closed Campus
- 19 Communicable Diseases
- 20 Communicating with Parents
- 20 Complaint Procedure
- 25 Computer Network Use by Students & Computer Loan Agreement
- 29 Conferences
- 29 Copyright and Fair Use
- 29 Damage to School Property
- 29 Dating Violence
- 30 Discrimination and Harassment
- 30 Dress Code
- 32 Driving and Parking Personal Vehicles
- 32 Drug Free Schools
- 32 Emergency Contact Information
- 32 Evacuations
- 32 Eye Exams
- 33 Field Trips
- 33 First Aid
- 33 Food Service Program
- 35 Head Lice
- 35 Health Problems Limiting Activities

Section One: Basic School Rules and General Practices

35	Homebound Instruction
35	Homeless Children and Youth
36	Illness or Injury at School
36	Immunizations
37	Initiations and Hazing
37	Lockers and Other School Property
37	Lost and Found
38	Medications
39	Media Center
39	Memorials
39	Opting Out of Assessments
40	Parental Involvement
41	Parties
41	Personal Items
41	Physical Education
41	Physical Exam
41	Pictures
42	Playground Rules
42	Police Questioning and Apprehension
42	Protection of Student Rights (PPRA)
43	Public Displays of Affection
43	Rights of Custodial and Non-Custodial Parents
44	Secret Organizations
44	School Day
44	Self Management of Diabetes or Asthma/Anaphylaxis
44	Smoking and Tobacco
44	Sniffer (Drug) Dogs
44	Standardized Testing
45	Student Assistance
45	Student Fee Policy
51	Student Government
51	Student Illness
52	Student Records (FERPA)
55	Student Schedule Changes
55	Tardiness
55	Telephone Calls
56	Threat Assessment
58	Transportation Services
61	Video Surveillance and Photographs
62	Weather-Related School Closing
62	Withdrawal from School
62	Work Permits

Section Two: Academic Information

- 63 Class Rank
- 63 Grades
- 64 GPA (Grade Point Average)
- 64 Graduation Awards
- 65 Graduation Requirements
- 66 Homework
- 67 Honor Roll
- 67 Late Work Policy
- 68 Mid-Term Graduation
- 68 Promotion & Retention Jr. High & High School
- 69 Report Cards

Section Three: Student Discipline

- 70 Student Discipline
- 80 Student Behavior Offenses and Consequences

Section Four: Directory Information

- 85 Staff Directory
- 88 Calendar
- 89 Daily Schedule
- 90 Title IX Policy
- 110 School Wellness Policy

Section Five: Forms

- 116 Acknowledgement Form (required for each student/parent)
- 117 Emergency Contact Form

WELCOME

Dear Students and Parents:

On behalf of the faculty, administration, and board of education, we welcome you to another school year. We are looking forward to helping your children reach their learning potential and achieve their educational goals in the upcoming year.

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.

There are several forms at the end of this handbook that you must read, sign, and return no later than *August 26, 2022*.

This handbook contains information of value to every student and parent. It contains explanations of school regulations and procedures necessary for our school to run smoothly and efficiently. If you are ever in doubt about what is the right thing to do, ask a classroom teacher, speak with the building principal, or contact my office.

Sincerely,

Del Dack
Superintendent

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.

Notice of Nondiscrimination

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Mr. Del Dack
Title: Superintendent
Address: Paxton Consolidated Schools, POB 368, Paxton NE 69155
Telephone: 308-239-4283
E-mail: del.dack@paxtonschools.org

For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

For additional prohibited discrimination and related information, please review school district Policy 3053 – Nondiscrimination.

MISSION STATEMENT

The mission of the Paxton Consolidated School District is to empower and foster a community of lifelong learners.



SECTION ONE

BASIC SCHOOL RULES AND GENERAL PRACTICES

Attendance (Policy 5001)

Required Attendance

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

Mandatory Attendance Age

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

Exceptions

This policy does not apply when temporary illness or severe weather conditions make attendance impossible or impracticable.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. A copy of the required affidavit is attached to this policy.

Discontinuing Enrollment – 5 Year Old Students

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request and to the superintendent using the form which is attached to this policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

Discontinuing Enrollment – 16 and 17 Year Old Students

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request that demonstrates that the student meets the district's legal criteria allowing for disenrollment to the superintendent

using the applicable district form. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

Only children disenrolling to attend a non-accredited school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

Attendance Officer

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

Excused Absences

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

1. Physical or mental illness of the student or of a child whom the student is parenting (a physician's verification is required after four (4) consecutive days of absence for illness)
2. Severe weather
3. Medical appointments for the student or for a child whom the student is parenting
4. Death or serious illness of the student's family member
5. Attending a funeral, wedding or graduation
6. Appearance at court or for other legal matters
7. Observance of religious holidays of the student's own faith
8. College planning visits
9. Personal or family vacations

Excessive Absenteeism

When a student receives 7 unexcused absences or the hourly equivalent in any semester, the Attendance Officer will follow the district's policy to address barriers to the student's attendance.

When a student is absent more than 20 days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer may file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 23 days of excused absences due to documented illness and is tardy one time, the Attendance Officer may file a report with the appropriate county attorney.

Absences due to illness

The school district will contact parents if a student becomes ill at school. A student who is absent due to illness has two days for every day of absence to complete missed assignments.

Planned absences

Parents who know in advance that a student will be absent must call the school or send a written note at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, are encouraged to complete any work required by the teacher before the absence. Parents should make every attempt to schedule medical and other appointments after school hours when possible.

Students are obligated to:

- 1) Complete all class work in advance for any absence that can be anticipated.
- 2) Provide written permission from a doctor if absent any part of a school day in order to practice or participate in school sponsored activities later in the day.
- 3) Check out of school at the office with administrative approval if leaving school during the school day.
- 4) Make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed.

PROCEDURES TO FOLLOW IN CASE OF ABSENCES

Parents should contact the school when their student is going to be absent so that student safety is assured as well as provisions made for missed work. School personnel will call the student's home or the parents' place of work if not notified of an absence prior to 10:00 AM MT each morning. If no contact is made by and/or note within 2 days of returning to school, the absence or tardy will be considered not school excused.

A student will be allowed ten (10) absences per class per semester. These absences **ARE NOT** cumulative. The student who has exceeded a total of ten (10) or more absences per class will be in violation of Paxton Consolidated School Attendance Policy. There may be cases of long-term illness, hospitalization, and other situations requiring special consideration. These will be considered, preferably before absences, on an individual basis by parents and the administration. Parents will be informed when their child has eight (8) absences per class. Attendance will be recorded on report cards each quarterly grading period.

SCHOOL EXCUSED ABSENCES: Students will be given an opportunity to make up the work missed without penalty. The student will be allowed two days for each full day absent to complete the assigned work. The student will be allowed one day to complete the assigned work if the student misses half a day or less. The student will receive zeroes for any makeup work not completed within the time allowed.

NOT SCHOOL EXCUSED ABSENCES: Students will receive a zero for that day's work.

SCHOOL-SPONSORED ACTIVITY ABSENCES: Students who are absent a half day or less due to their participation in school-sponsored activities (field trips, ball games, quiz bowl, science Olympiad, track meets, etc.) should turn in work the day it is due unless other arrangements have been made with the instructor. Students who are absent due to participation in school-sponsored activities will be allowed one day to turn in their work without penalty per each day on which they miss five or more periods.

CONSEQUENCES FOR VIOLATION OF ATTENDANCE POLICY

Consequences for students in grades 6-12 in violation of the attendance policy may include but shall not be limited to the following:

1. Zeroes recorded for any make-up work not completed on time.
2. Credit will not be granted for the number of absences after ten (10) per class per semester.

Parents are obligated to:

- 1) Call the school office to inform the school of the reason for each absence.
- 2) Submit a doctor's statement, if requested, for each period of absence due to illness that exceeds four days.

Pregnant and Parenting Students

Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student to develop a plan to assist the student in participating in district curriculum and extra-curricular activities.

Band

Students may participate in the elementary band and begin taking band lessons in the 5th grade. Students in grade 6 may also take band lessons. Students in grades 7-12 may participate in the high school band. Instruments will be provided by students or the school as provided by school policy. Fees may be charged as allowed or provided in the Public Elementary and Secondary Student Fee Authorization Act and the school's student fee policy or other applicable policy.

Bills

Students should pay bills for supplies, fines, shop materials, clothing orders, etc. in the school bookkeeper's office. Any check for these payments should be made out to Paxton Consolidated Schools unless otherwise instructed. When students purchase items of significant value, they must make payment at the time of purchase or when the order is placed.

Books and Supplies

Students must take care of books and other supplies provided by the district. The school will assess fines for damage to books and school property. Students supply their own consumable items such as pens, pencils, tablets, notebooks, erasers, and crayons. Teachers will prepare a supply list for students at the beginning of the school year.

Breastfeeding and Lactation

In order to accommodate lactating and breastfeeding students, the district will provide reasonable opportunities to express breast milk or breastfeed in a place, other than a bathroom, which is shielded from view and free from intrusion from district students, employees, and the public. The district will also provide a location for students to store expressed breast milk in or near the location designated for students to express milk to create the least amount of disruption to the student's participation in class or activities.

Students who wish or need to express breast milk on a regular schedule must work with school administrators to create a schedule that accommodates the student's needs while facilitating education to the maximum extent possible.

In order to prevent interference with the educational process, no student shall express breast milk within school classrooms or buses. Nothing in this policy limits the authority of the administration to impose consequences consistent with the Student Discipline Act and other state and federal law.

Bulletin Boards

Bulletin boards are maintained throughout the building to communicate general information, material, and school announcements.

Special, approved announcements may be posted on the school website, e-mailed or announced over the Intercom system when necessary.

Bulletin board or electronic publishing space may be provided for the use of students and student organizations for notices relating to matters of general interest to students. The following general limitations apply to all posting or publishing:

1. All postings must be approved by the appropriate building principal or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that would violate board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.
2. All postings must identify the student or the student organization posting or publishing the notice.
3. Material shall be removed after a reasonable time to assure full access to the bulletin boards or electronic publishing media.

Bullying

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 Nebraska** 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.

Cafeteria Rules

1. All food must be consumed in the areas designated by the school.
2. After students have eaten, they must return trays to the kitchen. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray onto the correct container. Forks and spoons should be placed in the pan with water, NOT THROWN AWAY!
3. Students are to use proper manners including eating quietly.
4. Students may not throw food or other items.
5. Second servings are available to those who have made an effort to clean their trays and have requisite funds as required by board policy.
6. Students should remain at their tables until they are dismissed.
7. Parents who wish their child to eat lunch away from school must provide a written authorization to the student's building principal.
8. Students must treat lunch personnel with respect.
9. Students who violate the above rules will be disciplined.

Cell Phones and Other Electronic Devices

Students may not use cell phones or other electronic devices while at school, except as permitted in this handbook.

Students may use cell phones or other electronic devices on school grounds before and after school, during lunch and during passing time between classes so long as they do not create a distraction or a disruption. Students may not use cell phones or other electronic devices while they are in locker rooms or restrooms. Students must comply with each teacher's classroom rules regarding cell phone use in class.

Students may not use cell phones or other electronic devices while riding in a school vehicle unless they have express permission to do so from the vehicle's driver.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The school district is not responsible for theft, loss, or damage of a cell phone or any calls made on a cell phone.

Students who violate this policy will have their cell phones or other electronic devices confiscated immediately. The administration will return confiscated

devices to the offending student's parent or guardian after meeting with the parent or guardian to discuss the violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution, and possible inclusion on sex offender registries.

Cheating, Plagiarism, and Academic Dishonesty

Students may not cheat, plagiarize, or otherwise participate in any academic dishonesty in any form. Prohibited behavior includes:

- Obtaining, attempting to obtain, or aiding another person to obtain credit for work by any dishonest or deceptive means.
- Lying.
- Copying another person's work or answers.
- Discussing the answers or questions on a test or assignment unless specifically authorized by the teacher.
- Taking or receiving copies of a test without the permission of the teacher.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Submitting work or any portion of work completed by another person.
- Failing to give credit for ideas, statements, facts, or conclusions which rightfully belong to another person.
- Failing to use quotation marks or other appropriate means of attribution when quoting directly from another person or source.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty is subject to discipline, up to and including expulsion. The instructor may refuse to accept the student's work in which the cheating or plagiarism took place, and assign a grade of "F" or zero for the work.

Child Abuse and Neglect

School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; (6) placed in a situation to be sexually exploited through sex trafficking of a minor as defined in state law or by allowing, encouraging, or forcing such person to engage in debauchery, public indecency, or obscene or pornographic photography, films, or depictions; or (7) placed in a situation to be a trafficking victim as defined in state law.

Class Dismissal

Classes are in session from the ringing of the tardy bell until the teacher dismisses the class. The bell at the end of the period is not a dismissal bell, and students may not leave their classrooms until they have been excused by their classroom teacher.

Classroom Behavior

Student behavior and attitude in the classroom must be cooperative and serious. All students must:

- arrive to class on time;
- prepare for class with all necessary materials;
- be considerate of others;
- respond promptly to all directions of the teacher; and
- take care of school property and the property of others.

Teachers will establish classroom conduct rules that students must obey.

Closed Campus

Students may not leave the building without permission from the administration. Students may leave campus for lunch if they have secured their parents' written permission and submitted it to the office for approval.

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 not otherwise specified in board policy or this handbook, please call Southwest Nebraska Public Health Department @ swhealth.ne.gov (308) 345-4223 or your healthcare provider.

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. Parents will also be notified of their student's possible failure to meet graduation requirements. 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.

Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below.

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.

2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
 - a) Determine whether the complainant has discussed the matter with the staff member involved.
 - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant to determine:

- 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.
- d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.
 - a) This appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
 - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.
5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint, he or she may appeal the decision to the board.
 - a) This appeal must be in writing.
 - b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.

- c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
 - e) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the superintendent.
 - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
 - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

No Retaliation.

The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Special Rules Regarding Educational Services and Related Services to Students with Disabilities.

Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

Bad Faith or Serial Filings.

The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Complaints filed (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (d) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Computer Network Use by Students

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.

I. 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 email, 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.
15. Students shall not use the computer for anything other than a teacher-directed or approved activity during instructional time.
16. Students shall not clear browser history or use private mode when browsing the Internet.

II. Enforcement

A. Methods of Enforcement

1. The district monitors all Internet communications, Internet usage, and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student

research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.

4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

B. Consequences for Violation of this Policy

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
 - a. Loss of computer privileges;
 - b. Short-term suspension;
 - c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
 - d. Other discipline as school administration and the school board deem appropriate.
2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

III. Protection of Students

A. Children's Online Privacy Protection Act (COPPA)

1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
2. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

B. Education About Appropriate On-Line Behavior

1. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
2. Staff will specifically educate students on
 - a. Appropriate interactions with other individuals on social networking websites and in chat rooms.
 - b. Cyberbullying awareness and response.
3. The School District's technology coordinator shall inform staff of this educational obligation and shall keep records of the instruction which occurs in compliance with this policy

Computer Loan Agreement

Paxton Consolidated Schools is pleased to make computers available to students in grades 6-12. The equipment is the property of Paxton Consolidated Schools and is being loaned to the student/parent/guardian for educational purposes only for the 2021-2022 school year. The equipment will be returned to the school on a predetermined date or if the student is discharged from the school prior to the end of the school year. A new contract must be signed annually.

In order for Paxton Consolidated Schools to make a computer available as well as continue to provide state of the art technology, all students must take responsibility for appropriate and lawful use of this opportunity. While Paxton Consolidated Schools teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access. The school district shall not be responsible for any claim, losses, damages or costs of any kind suffered directly or indirectly, by a user or his or her parents/guardians arising out of the use of its computer networks or Internet.

Listed within this section are the provisions of your agreement regarding computer network and Internet use. If you have any questions, you should contact an administrator. If any user violates any provisions under this Policy, the student's access will be denied, and he or she may be subject to additional disciplinary action.

Personal Responsibility

By signing the attached acknowledgement form, you are agreeing not only to follow the rules in this Policy, but are also agreeing to report any misuse of technology to an Administrator.

Computer Care

Students must have computers with them or under the direct supervision of a staff member or locked in a school locker at all times.

Computers must never be left unattended. Staff will pick up and give unattended computers to the Office.

Computers must be kept in the protective sleeve issued with the computer when not in use. If computers are kept in book bags or backpacks without the sleeve, students are responsible for any property loss or damage.

If the computer is lost, stolen or damaged while in the student's possession, the student/parent/guardian is responsible for the replacement or repair. Warranty will cover accidental damage. Intentional damages are the responsibility for the student/parent/guardian. Computers must be returned in good usable condition as it was when checked out.

Conferences

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.

Copyright and Fair Use

The school district complies with federal copyright laws. Students must comply with copyright laws when using school equipment or working on school projects and assignments. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Students who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their teacher or building principal, review the school district's copyright compliance policy, and review *Copyright for Students* found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: <http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

Damage to School Property

Students who damage school property either intentionally or unintentionally may be required to pay to replace or restore the property, at the discretion of the administration.

Dating Violence Policy 5030

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle or at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district's student discipline policies.

The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law.

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: Melissa States at 308-239-4283 (melissa.states@paxtonschools.org) 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: Stacy McAbee, Secondary Principal at 308-239-4283 (stacy.mcabee@paxtonschools.org), Paxton Consolidated Schools, POB 368, Paxton, NE 69155 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, Del Dack, at 308-239-4283 (del.dack@paxtonschools.org) 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.

Dress Code

Student dress and personal grooming are to be business-like and conducive to effective instruction and learning. Dress and grooming shall not detract from the educational atmosphere. Administrators determine the standards of dress and personal grooming within District policies. Students and parents shall be informed of the rules and regulations regarding student dress and grooming. All staff members may send students to the office for suspected violation of student dress code policies. Administrators are given general authority and professional discretion in the administration of these policies. Students, determined by building principals to not be properly dressed or groomed in accordance with District policies, will be handled as follows:

1. First violation: the student will be asked to change into appropriate clothing.
2. Second violation: parents or guardians will be contacted.
 - The student will be asked to change. The student will remain in the principal's office until proper dress is brought to the student.
 - Classroom time missed by the student will be made up after regular school hours.
3. Third violation: See Student Behavior - Group One Offenses and Consequences.

The following standards will apply to ALL Paxton students:

- Students are to wear shoes at all times.
- Clothing which contains printed wording, pictures, or designs which advertise or promote alcohol, tobacco, electronic nicotine delivery systems, drugs, or which carries any vulgar or derogatory connotations, profanity, and/or sexual innuendo is strictly prohibited. Shirts or any item of clothing having questionable meanings deemed unacceptable in the educational setting will not be allowed.
- Clothing must properly cover the body. Any top worn in school must completely cover the back, stomach, and top of shoulders (minimum one-inch width covering the shoulder). Tube tops, halter tops, tops that are sheer or have bare shoulders, and clothing with a bare midriff are not permitted. Clothing cannot be excessively tight or allow the midriff, cleavage, undergarments or back to be exposed. When standing or seated tops must touch the top of the pants, shorts, skirts or skorts. Form-fitting leggings, tights, and yoga or spandex style pants will be allowed as long as they are worn with a top that meets the acceptable length and criteria for skirts/shorts/dresses.
- No caps, hats, or bandanas are to be worn in the building. Students are expected to remove such items upon entering the building to start the day. These items are to be placed in the student's locker and should not be carried around during the school day.
- Shorts may be worn. The following are considered acceptable shorts: walking shorts, Bermuda shorts, hemmed cut-offs, athletic (coaching) shorts, split-skirts, and culottes. The shorts should be fingertip length when arms are held straight down along sides.
- Outer coats are not to be worn in classrooms without special permission from the administration. Coats are to be placed in the student's locker and should not be worn during the school day.
- Skirt/Dress length will be treated the same as short lengths.
- Pajamas are not allowed.
- Students may not personalize school-issued attire.
- Any items that are disruptive to the educational process will not be allowed.
- Sponsors of student activities may allow special exceptions to these guidelines with permission of the administration. Examples may include: play performances, student dances such as Homecoming and Prom, class projects, etc.

Driving and Parking Personal Vehicles

Students who drive privately owned motor vehicles to school must obey the following rules:

1. Students may not move their vehicles during the school day without the permission of the building principal or superintendent. Students will not be allowed to sit in or be around their vehicles during the school day, without administrative permission.
2. Students must drive with care to ensure the safety of the pedestrians. Students may not drive carelessly or with excessive speed.
3. By driving personal vehicles to school and parking on school grounds, students consent to having that vehicle searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.

Drug Free Schools

The board of education has adopted policies to comply with the Federal Drug-Free Schools and Communities Act. Students are prohibited from using, possessing, or selling any drug, alcohol, or tobacco while on school grounds, at a school activity or in a school vehicle. In addition, students who participate in the school's activities program should refer to the Activities Handbook which prohibits the use or possession of alcohol, controlled substances and tobacco at all times.

Any student who violates any school policy regarding drug, alcohol, and tobacco use will be disciplined, up to and including short-term suspension, long-term suspension, or expulsion from school and/or referral to appropriate authorities for criminal prosecution.

Emergency Contact Information

Parents must complete an emergency information form for each child enrolled in the district. The form 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.

Evacuations

The school district will hold routine evacuation drills throughout the school year. Classroom teachers will provide students with detailed instructions on building evacuations.

Eye Exams

All students enrolling in kindergarten or transferring into the school district from out of state must undergo a visual examination by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist

which consists of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity, except that no such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing. They must provide evidence of the vision examination within six months prior to entrance. The cost of such physical examination and visual evaluation shall be borne by the parent or guardian of each child who is examined.

Field Trips

Classes occasionally take field trips off school property for educational enrichment. A student's parent, or "caregiver" as that term is defined in the Nebraska Strengthening Families Act, must authorize a student to participate in a field trip by signing a permission slip and providing it to the school before the field trip. Students who have not completed classroom work on time may not be allowed to attend field trips. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

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.

Food Service Program

The school district provides a food service program including breakfast and lunch that is designed to provide adequate nutrition and an educational experience for students.

Meal Program. 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.

Payment for Meals

Students are encouraged to pay for meals several weeks in advance. Payment should be made to the bookkeeper in the office.

If a student has no funds available to pay for a meal, the student will be provided and charged for a limited "courtesy meal" option, such as a plain sandwich.

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.

Nondiscrimination Statement

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

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, 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 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, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form.

To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410

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

(3) Email: program.intake@usda.gov

This institution is an equal opportunity provider

Head Lice

Students found to have head lice, louse eggs, or nits will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice, louse eggs, or nits, the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately.

Students will not be permitted to return to school until the district finds that no live lice, eggs, or nits can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined.

The student cannot ride the school bus until the district has cleared the student to return to school.

Health Problems Limiting Activities

Parents who do not want their children to play outdoors or participate in physical education for health reasons must send a written request to school. If a student persistently requests to be excused from these activities, the building principal or classroom teacher may require a doctor's verification.

Parents should notify the principal or superintendent if their student has any special health problems such as diabetes, asthma, or the like.

Homebound Instruction

The school district may provide a student with instruction in his or her home and under parental supervision if the student is physically or mentally ill or injured and unable to attend regular classes for an extended period of time. Homebound instruction shall be provided when the student's physical and

mental condition are such that the student can benefit from instruction and no other provision will meet the student's educational needs. If you believe that homebound instruction is appropriate for your child, please contact the building principal to initiate the appropriate process to determine eligibility.

Homeless Children and Youth

Homeless students generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable state and federal law.

It is the school's policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is the superintendent, who may be contacted at 308-239-4283.

Illness or Injury at School

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. The school will contact parents to pick students up from school whenever necessary. When school officials determine that a student needs immediate medical attention but the parents cannot be reached by phone, emergency services will be summoned or the student will be taken directly to the doctor and/or hospital. 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.

Immunizations

All students must furnish one of the following to school officials:

- proof of adequate immunizations for mumps, measles, rubella; diphtheria, pertussis, tetanus; polio; and hepatitis B series; or
- a signed parental statement of refusal to provide the immunization history. Homeless students who are in need of immunizations will be referred to the homeless coordinator, who shall assist in obtaining necessary immunizations or medical records.

Provisional Enrollment. Students who meet the statutory requirements for provisional enrollment shall be allowed to attend school for sixty days without the necessary immunizations.

Students who are excepted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

Initiations and Hazing

Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law.

Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

Lockers and Other School Property

The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Students

should not expect privacy regarding usage of or items placed in or on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers, and other such property may be conducted at the discretion of the administration. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause.

Lost and Found

All lost and found articles are to be taken to the school office. 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.

Medications

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled *Methods of Competency Assessment of School Staff Who Administer Medication*), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

Prescription medication. (1) Parents/guardians must provide a physician's written authorization for the administration of the medication. (2) Parents/guardians must provide their own written permission for the administration of the medication. (3) The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

Non-prescription medication. (1) Parents/guardians must provide written permission for the administration of the medication. (2) The medication must be brought to the school in the manufacturer's container. (3) The container must be labeled with the child's name and with directions for provision or administration of the medication

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

Media Center

Students must check out materials from the librarian on duty. Each borrower is responsible for all books checked out in his/her name. If a book is lost and not found by the end of the school year, the student must pay for it. Students must also pay for any damage they cause to library books.

Memorials

Memorials or plaques honoring deceased students are generally not allowed in or on the school grounds unless authorized by board policy. Dedications to students will not be allowed.

Scholarships in the deceased person's name will not be set up by the school. Scholarships set up by outside organizations or individuals, such as a foundation, will be allowed.

Opting Out of Assessments

The Board of Education has adopted a policy on approval and denial of state and federal assessment opt-out requests, which is based on requirements in law. The policy can be requested by contacting the Superintendent of Schools.

Parental Involvement

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family engagement in the Title I program. Parent and family engagement in the Title I Program shall include, but is not limited to:

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.
2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination, and integration with other Federal, State, and district programs, and evaluations of progress.
3. Opportunities for participation in parent involvement activities, such as training to help parents work with their children to improve achievement. A goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.
4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.
5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.

6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.
7. The district will educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

Parties

Elementary classes may have seasonal parties during the year. Parents shall communicate with their student's classroom teacher for the teacher's rules regarding birthday and holiday parties. Invitations for private parties and non-school-sponsored events may not be distributed at school.

Personal Items

The school provides the necessary equipment for classroom and school day activities. Students should not bring items such as athletic equipment, electronic devices, toys, or other similar personal items to school unless they have the prior permission of their classroom teacher or a school administrator. The school is not responsible for damaged or lost personal items or equipment.

Physical Education

The school district requires students to receive physical education to assist them in developing gross and fine motor skills. Students are not required to wear P.E. uniforms, but are encouraged to wear tennis shoes for P.E.

Physical Exam

Students entering kindergarten and the seventh grade, and those entering school from another state, are statutorily required to show evidence that they have had a physical examination within six months prior to the date of entering school.

Pictures

The school district arranges for a photographer to be present at school in the fall to take class pictures. Parents will be notified of the date. Included in the individual packet is a class composite. Parents who want pictures of their students or of their student's class composite may purchase them directly from the photographer.

Playground Rules

Students must follow these rules to keep the playground safe when they are using the playground as part of the school day:

1. Students must obey the playground supervisor, and remain in sight of the supervisor at all times.
2. Students may not enter the street/parking lot to retrieve items unless given permission by the playground supervisor.
3. Students must play away from the school windows.
4. Touch and flag football are permitted, but tackle football is prohibited. Students may only play football on grassy areas.
5. Students may throw balls and other authorized play equipment. They may not throw rocks, gravel, snowballs, and/or clothing.
6. Students must use the playground equipment properly and in a safe manner.
7. Students may not leave the playground during recess time, and must request permission to go inside the building for any reason.

Students who violate these rules will be disciplined with the loss of recess or other privileges, detention, and/or other consequences.

The school's playgrounds, equipment, and surrounding areas are generally not supervised. Staff will supervise students when the students are using these areas as part of the school day or as part of a school activity. At all other times and in all other circumstances, the school district does not provide supervision of its playgrounds, equipment, and surrounding areas.

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.

Protection of Student Rights

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA). The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in

activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

ACT Exam

Students taking the ACT Exam will be prompted to complete a short, optional questionnaire addressing a number of topics. If you wish to review this questionnaire prior to the administration of the exam, please submit a written request to the superintendent.

Public Displays of Affection

Students may not engage in public displays of affection that are disruptive to the school environment or distracting to others. Prohibited conduct includes hugging, kissing, touching or any other display of affection that a staff member determines to be inappropriate.

Reasonable Suspicion Testing

Students may be required to submit to drug or alcohol testing if there is a reasonable suspicion that the student is under the influence of^[A1] drugs or alcohol.

Rights of Custodial and Non-Custodial Parents

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term “custodial parent” refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and non-custodial parents to their students and their students’ records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order.

The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent’s request unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

Secret Organizations

Secret organizations are prohibited. School officials shall not allow any person or representative of any such organization to enter upon school grounds or school buildings for the purpose of rushing or soliciting students to participate in any secret fraternity, society, or association.

School Day

The school day typically begins at 8:00 a.m. and ends at 3:42 p.m. Monday through Thursday with a 2:40 dismissal on Fridays. Students are to leave the school grounds after dismissal. **There will be no supervision provided by the school before or after these times.** Parents must arrange for their children to leave school promptly at the end of the day.

Self Management of Diabetes or Asthma/Anaphylaxis

Subject to school policy, the school district will work with the parent or guardian in consultation with appropriate medical professionals to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis. Parents desiring to develop such a plan should contact the building principal.

Sniffer (Drug) Dogs

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified of the following:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Standardized Testing

The MAP [Measures of Academic Progress] test is administered in grades K-12 to determine the students' achievement probability for individual success. Tests are administered in fall, winter and spring and the results are shared with parents.

Student Assistance

Parents who believe their students have any learning, behavior, or emotional needs that they believe are not being addressed by the school district should contact the student's teacher. If appropriate, the teacher may convene the Student Assistance Team (SAT). The SAT can explore possibilities and strategies that will best meet the educational needs of the student.

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 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 does 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.

5. Technological Devices

The district will provide students with the technological devices necessary to complete all basic curricular projects.

As with all school property, students may be charged for damage to such devices. To protect against such potential losses, students and parents may, but are not required, to purchase insurance coverage for the devices. The maximum dollar amount of this insurance coverage facilitated by the district will be \$0. The district may also charge a damage deposit which will be returned or may be rolled to cover the damage deposit for the next year if it is not needed to cover the costs of any damage to the device. The maximum dollar amount of this damage deposit will be \$0.

6. 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: \$ 0
 - Covers admission to all extracurricular events
- Student Participation Fee: \$ 0
 - Required of all students who participate in athletics and/or other extracurricular activities
- Future Business Leaders of America: \$ 0
- DECA: \$ 0
- National Honor Society: \$ 0
- Cheerleading, Drill Team, Flag Corps: \$
 - Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be: \$ 0
- Football: \$ 0
 - Students must provide their own football shoes, undergarments, and mouthguards

- Golf: \$ 0
 - Students must provide their own golf shoes, undergarments, and clubs
- Softball and Baseball: \$ 0
 - Students must provide their own shoes, gloves, and undergarments
- Track, Volleyball, and Wrestling: \$ 0
 - Students must provide their own shoes and undergarments
- Future Farmers of America: \$ 0
 - Students must purchase their own jackets and pay dues
- Rifle and Trap Teams: \$ 0
 - Students must provide their own weapons and ammunition
- Science Club: \$ 0
- FCCLA: \$ 0
- Spanish Club: \$ 0

7. 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.

8. 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.

The maximum dollar amount of the transportation fee charged by this district shall be \$ 0.

9. 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.

The district will charge a fee of \$ 0 per page for reproduction of student records.

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

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

The maximum dollar amount charged by the district for these services shall be \$ 0.

11. 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.

The maximum dollar amount charged by the district for summer and night school shall be \$ 0.

12. Charges for Food Consumed by Students.

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

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

- Breakfast Program – Grades K-8
 - Regular Price \$1.90
 - Reduced Price \$.30
- Breakfast Program – Grades 9-12
 - Regular Price \$1.90
 - Reduced Price \$.30
- Lunch Program – Grades K-6
 - Regular Price \$2.60

- Reduced Price \$.40
- Lunch Program – Grades 7-12
 - Regular Price \$3.10
 - Reduced Price \$.40

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

- Band: \$ 0
 - Students must provide their own instruments and marching band shoes, which must be white, rubber-soled sneakers
- Swing Choir: \$ 0
 - Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be \$_____

14. 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 \$ 0.

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. Fund-Raising Activities

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

G. 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.

Student Government

Students are encouraged to formulate and participate in elective and representative student government activities. The organization, operation, and scope of the student government shall be administered by the superintendent or designee.

Student Illness

Students who suffer from a significant illness which has an actual or expected duration of six months or more may be eligible for accommodations and supports under Section 504 of the Rehabilitation Act or under the Individuals with Disabilities in Education Act. The school will provide accommodations to students who are returning to school after a prolonged absence due to illness, including pediatric cancer, through a 504 plan or an IEP, as appropriate. The student's plan will include informal or formal accommodations, modifications of curriculum and monitoring by medical or academic staff as determined by the student's IEP team or 504 committee. Parents and staff will engage in ongoing communication about the needs of a student who is facing these circumstances.

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parent(s) and arrange for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child. If the parents cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician's statement before allowing such students to return to school.

Student Records

The Family Education Rights and Privacy Act ("FERPA") provides parents certain rights with respect to their student's education records. These rights include the right to inspect and review the student's education records within 45 days of the date the school receives a request for access; and the right to request the amendment of the student's education records that you believe to be inaccurate.

If parents believe one of their student's records is inaccurate, they should write to the school principal, clearly identify the part of the record they want changed, and specify why they believe it is inaccurate. If the school decides not to amend the record as requested, it will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment.

Directory Information. FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children. The school district has designated the following as directory information:

name and grade, name of parent and/or guardian, address, telephone number, including the student's cell phone number, e-mail address, 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, social media usernames and handles, weight and height of members of athletic teams, most recent previous school attended, certain class work which may be published onto the Internet, classroom assignment and/or home room teacher, 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). Directory information does not include a student's social security number.

Directory information about students may be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses, and telephone listings of high school students unless parents have notified the school district in writing that they do not want this information disclosed without prior written parental consent. Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

Parents who **OBJECT** to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released.

Non-Directory Information

All of the other personally identifiable information about students that is maintained in the school district's education records will generally not be disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of the FERPA statutes

and related administrative regulations, or (2) in accordance with the parent's written instructions.

One FERPA exception permits disclosure to school officials with legitimate educational interests without consent. A school official includes, but is not necessarily limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

The district will share information with the Department of Education necessary to comply with the requirement of state law that all third-year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Transfer of Records Upon Student Enrollment

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform parents when it makes a disclosure under this provision.

Complaints

Individuals who wish to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA may contact the Office that administers FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Student Schedule Changes

Student schedule changes may be made without penalty during the first three days of each semester. Drop and Add slips are to be obtained from the office of the Guidance Counselor and must be signed by the guidance counselor, the building principal and the teacher of the class that is to be added and dropped. The student and the parent/guardian must also sign the drop and add form.

Tardiness

A student who does not have a valid excuse for being tardy to any class may be required to serve detention. After five tardies to school, the student and parents may be required to meet with the principal to discuss the situation.

SCHOOL EXCUSED TARDY: (1) Excuse must be given by phone or by note from the parent. (2) Ten minutes or less will be considered tardy. After 10 minutes an absence will be recorded for that period. Parents will be notified when their student has five (5) tardies per semester. Each subsequent tardy will result in an absence recorded for that class period for that semester.

NOT SCHOOL EXCUSED TARDY: Parents will be notified if their student has tardy the first period of the day and/or the first period after lunch. Each three (3) tardies will count as one absence for that class per semester. If a student has more than three tardies per semester, each subsequent tardy (beyond three) will be recorded as an absence for that class for that semester. Teachers will be responsible for tardies during periods other than the first period of the day and the first period after lunch.

Telephone Calls

The school's telephone may be used only with permission of staff.

Threat Assessment and Response Policy 3039

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

1. Definitions

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

a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

2. Obligation to Report Threatening Statements or Behaviors.

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

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

3. Threat Assessment Team

The threat assessment team (team) shall consist of School Safety Team Members. Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

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

4. Threat Assessment Investigation and Response

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

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

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

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

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

5. Communication with the Public about Reported Threats

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

6. Coordination with the Crisis Team After Resolution of Threat

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

Transportation Services

The district operates school buses as a convenience for students and parents. They represent a substantial investment, and students are expected to care for and respect them.

Transportation to School

Students who ride the bus to school will arrive in time for them to eat breakfast at school. Parents must contact their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

The Superintendent will schedule bus routes, and questions concerning them should be directed to that office.

Bus Regulations

Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as teachers while transporting students. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

a) Rules of Conduct on School Vehicles:

- 1) Students must obey the driver promptly.
- 2) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
- 3) Students are prohibited from fighting, engaging in bullying, harassment, or horseplay.
- 4) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
- 5) Students must remain seated and keep aisles and exits clear while the vehicle is moving.
- 6) Students are prohibited from throwing or passing objects on, from, or into vehicles.
- 7) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
- 8) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
- 9) Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.

- 10) Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
- 11) Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
- 12) Student must respect the rights and safety of others at all times.
- 13) Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
- 14) Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
- 15) Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

b) Consequences

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include a note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school suspension, short term or long term suspension from school, and/or expulsion.

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

c) Records

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

Requests to be dropped off at a point **not** on the regular route will not be accommodated, unless extenuating circumstances arise and the request is approved by the transportation director or administration.

Students who are not regular route riders may not ride the bus home with a friend, unless the parent of the non-route student presents written permission to the bus driver ahead of time. The written permission should include the date, the non-route rider's name, the signature of the non-rider's parent, and the place approved for drop off. Such requests may not be granted if they cause overcrowding of the vans or buses (Vans-10 riders only, plus driver).

Transportation to Activities

The school district provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle. Students who wish to take private transportation home from a school event must submit a release form to the sponsor that has been signed by that student's parent.

Video Surveillance and Photographs

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. In such an instance, the students remain subject to the district's appropriate use and student discipline policies. For example, students are not prohibited from making recordings of an athletic event for their personal use similar to a parent or other patron are permitted, subject to other applicable board policy. However, this policy generally prohibits students from using smart-speakers or other devices which actively or passively create or transmit audio or video recordings, including Google Home, Amazon Alexa, Apple HomePod, and AngelSense devices.

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.

Weather-Related School Closing

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow, or ice. School closings will be announced on radio station KMCX 106.5, KOGA 99.7, KELN 97.1, KX104, Wild Country 93.5, the Hawk 98.5 and Rock 100.7 and television stations 10-KOLN, 6-NTV, and 99 or 2-KNOP and the school district's web page & social media outlets. Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the district office.

When school is closed there will be no school-sponsored activities held without the permission of the superintendent or building administrator.

Withdrawal From School

Students who are moving from the district must notify the school office.

Work Permits

The building principal or other authorized school official shall be responsible for the issuance of work permits for children in accordance with state law.

SECTION TWO

ACADEMIC INFORMATION

Class Rank Policy 6008

Student class rank shall be determined by using a numeric grade point average derived from all classes graded on a numeric basis. To be included in the class ranking, a student must have received a numeric grade for each core curriculum class in which he/she was enrolled. For the purposes of this policy, core curriculum shall include all courses in the areas of language arts, mathematics, science, and social studies.

Students who transfer into the school district will be eligible to be included in class ranking after two semesters of attendance.

Students who transfer into the school district in the middle of their senior year will be eligible to be included in class ranking, although a mid-year transfer will not displace the ranking of a student who has not transferred mid-year. In those circumstances there will be two students holding the relevant class ranking. Mid-year transfer students will not be eligible to receive senior awards such as valedictorian and salutatorian unless the student has been enrolled in the district's high school for the last two semesters.

Grades

Students will receive letter grades for their academic core classes.

The middle and high school grading system is as follows:

A	Superior	100% - 93%
B	Above Average	92% - 85%
C	Average	84% - 76%
D	Unsatisfactory/Below Average	75% - 70%
F	Failing (no credit)	69% - 0%
I	Incomplete	

A student may earn an incomplete when he or she fails to complete classroom assignments. Any student in grades 6-11 who receives an incomplete will have this grade recorded on his/her permanent record until the required work is completed to the teacher's satisfaction. If a student does not remove an incomplete by completing the minimum classroom assignments, the incomplete will be calculated as a failing grade in determining the student's grade point average.

If a student does not remove an incomplete by completing the necessary work within two weeks of the end of the grading period, the incomplete will become a failing grade that the student may make up only by taking the entire course again. The two-week period may be extended by mutual agreement of the teacher, principal, and student.

A student who receives an incomplete during his/her senior year must satisfactorily complete the classroom assignments to participate in the graduation ceremony. Seniors with incompletes will not be dismissed from school attendance until the classroom assignments are completed to the teacher's satisfaction.

GPA

A student's GPA (grade point average) is figured on a semester basis. The GPA is determined by averaging the students' cumulative grades in academic courses.

Graduation Awards Policy 6007

The valedictorian and salutatorian of the graduating class shall be the students with the highest and second highest cumulative percentage grade point averages respectively in core curriculum course work completed in grades nine through twelve. These students will receive their awards during commencement exercises.

Students to be considered as being the salutatorian or valedictorian of the senior class must be in attendance at Paxton Consolidated Schools both semesters of their senior year. If they enter Paxton Consolidated Schools during their senior year and the school has been in session for two weeks or more, the student will be considered only as a possible tie for the salutatorian of the class. All senior students who have an "A" average for the four years of attendance shall be announced at graduation exercises.

A Valedictorian and Salutatorian shall be honored from each graduating class. These individuals must complete all Paxton Consolidated School graduation requirements and must accumulate 240 credits of which 230 will be academic credits. These credits must include:

- 40 credits of English
- 40 credits of Math (includes Algebra I & II, Geometry and one unit that builds on Algebra or Geometry)
- 30 credits of Natural Science
- 35 credits of Social Studies
- 20 credits of World Language
- 65 additional academic credits

Note: Algebra I taken in Jr. High does not count towards the requirement to earn 40 credits of high school math. Students taking academic courses to fulfill graduation requirements as pass/fail credit (i.e. Edgenuity) will not be eligible for valedictorian or salutatorian recognition.

Graduation Requirements

Students must earn two hundred thirty (230) total credit hours in order to graduate from high school.

Required courses and credit hours that students must complete in order to qualify for the Paxton Consolidated Schools High School Diploma are:

GRADUATION REQUIREMENTS

Policy 6005

- A. 40 credits English
- B. 30 credits Math
- C. 30 credits Science
- D. 30 credits Social Studies
- E. 10 credits Vocational Arts
- F. 10 credits Fine Arts
- G. 1 year Personal Health and Physical Fitness
- H. 10 credits Personal Finance/Business Math

230 Total credits

Students must pass all the above listed required courses plus enough additional courses to total 230 credits.

Students will be required to earn 10 credits of American History and 10 credits of American Government as part of their Social Studies credits.

Vocational courses will include any course taught in these areas:

- Business
- Family and Consumer Science
- Industrial Technology
- Information Technology
- Agriculture
- Life Skills

Fine arts courses will include any course taught in these areas:

Music
Band
Art

Academic and Non-academic Classes: Non-academic classes include vocal and instrumental music, personal health and physical fitness, student aide, and School-to-Career. Only 30 of the 230 credits may be earned in non-academic classes. All other courses are considered to be academic classes. World language, speech, art, ag, business, information and industrial technology are all examples of academic classes.

Credit: A student must successfully complete a class to earn credit. Failed classes receive no credit.

Academic credit is earned at a rate of 5 credits per semester in an academic class that meets five days per week. If the class meets for a full year, the student earns 10 credits upon successful completion of the class. Algebra I, if taken in Jr. High, does not count towards high school graduation requirements.

Transfer students must meet the minimum hour requirement for graduation both in terms of total number and specific subject areas. Substitutions may be made for deficiencies in required courses, provided that it was not possible to include the courses on the student's schedule while enrolled at this school district.

Students who receive special education services are mainstreamed into the regular education curriculum when appropriate. The curriculum content of regular education classes may be modified to accommodate the individual needs and abilities of verified special education students. Each curriculum modification will be included on the student's Individual Education Plan by the Multidisciplinary Team and/or school staffing teams composed of special and regular education staff. Hours in special education will be counted toward a high school diploma.

Parents of students who may not qualify for their high school diploma because of academic deficiencies will be notified of this possibility by the beginning of the second semester of the student's senior year.

Homework

Homework consists of assignments made by teachers that students must complete during non-class time. Homework is intended to ensure student learning of certain concepts and/or skills found in the written and taught curriculum.

Teachers are encouraged to assign homework and must use their professional judgment in determining the length, difficulty, and student readiness to proceed with homework assignments. Homework assignments shall be kept minimal on Wednesday nights, which is traditionally considered "family night" in the community.

Honor Roll

Honor Roll will be figured at the end of each grading period based on the student's academic grade average.

No modified academic program will be accepted for inclusion on either Honor Roll.

93 to 100 = A Honor Roll

85 to 92 = B Honor Roll

* Students acknowledged as achieving all A's during the grading period will be designated with an asterisk.

Example: A Honor Roll B Honor Roll

92	90
90	92
97	90
93	91
98	89
470 / 5=94	452 / 5 = 90.4

Late Work Policy

The late work penalty is a 25% deduction per day for students in grades 6-12. The purpose of the late work policy is to help students become more responsible, meet deadlines and complete tasks on time. Students are assigned tasks to help master content standards and course objectives. Students often fail classes when they do not complete their work in a timely manner. The 25% per day late work penalty for grades 6-12 has been established to help our students learn an important life skill as well as to learn course material. There are few jobs or careers in which consistently late completion of assigned tasks is acceptable. Note: If a student has a school-excused absence, the late work penalty applies when the make-up slip due date has expired.

Students who are absent a half day or less due to their participation in school-sponsored activities (field trips, ball games, quiz bowl, Science Olympiad, track meets, etc.) should turn in work the day it is due unless other arrangements have been made with the instructor. Students who are absent due to participation in school-sponsored activities will be allowed one day to turn in their work without penalty per each day on which they miss five or more periods.

Mid-Term Graduation

Students are generally required to attend four years of high school (minimum of seven semesters) to be eligible to receive a diploma from the school district.

The Board of Education, upon receiving administrative recommendation, may grant mid-term exit from high school to students who have completed the requirements for graduation. To be considered for mid-term exit from high school, the student and his/her parents or guardian should apply during the first quarter of the student's senior year. The Board of Education will act on all requests. Any student who is granted mid-term exit from high school forfeits all privileges of high school enrollment, except the right to participate in commencement exercises.

Promotion & Retention

Junior High Promotion Requirements

To be promoted from the 7th to the 8th grade, a student must earn a minimum of 45 credits. These credits will be earned from academic and non-academic courses including math, science, social studies, English and electives.

To be promoted from the 8th grade, a student must earn 45 credits in addition to those earned as a 7th grader.

7-8 Academic Class Credits

Language Arts-5/semester
Math-5/semester
History-5/semester
Science-5/semester
Reading-5/semester
Computer Applications/STEM 7 – 5/semester
Careers 8 - 2.5/9 wks.
Health 8 – 2.5/9 wks.
Ag Education 7/8 -2.5/9 wks. & Art 7/8 – 2.5/9 wks

7-8 Non-Academic Class Credits

Music-1/semester
Personal Health & Physical Fitness-5/sem
Band-5/semester

9-12 Grade Level Promotion Classification

To be classified at the following grade levels in grades 9-12 you must meet the requirements below:

Freshmen must have met criteria set for promotion from the 8th grade. Sophomore students must have accumulated a minimum of 50 high school credits as a freshman.

Junior students must have accumulated a minimum of 100 high school credits during their freshman and sophomore years.
Senior students must have accumulated a minimum of 150 high school credits during their freshman, sophomore, and junior years.

Report Cards

Report cards are sent home the week following the end of the nine-week reporting period. Progress reports are also sent to parents of students who are having difficulty in an academic subject at the start of the 4th & 7th week of the quarter.

SECTION THREE

STUDENT DISCIPLINE

General Discipline Philosophy

The school district has the authority to discipline students who behave inappropriately on the way to school, at school, during lunch, on the way home, and at all school activities (home and away or any time while on school or district property).

The school district's discipline is guided by the following principles:

1. The school district's discipline policy is intended to ensure that students take responsibility for their behavior.
2. Behavior expectations and the consequences for failing to meet those expectations will be clearly communicated to all students and their parents.
3. The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each instance of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.
4. Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
5. Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement.

Extracurricular activities including athletics, ~~cheerleading~~, band, chorus, and club activities, are governed by the Student Activity Handbook. Students who are involved in extracurricular activities may face consequences related to the activity in addition to the consequences discussed in this handbook.

The school district reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county, or local law. The administration will cooperate with these agencies in their investigations.

Forms of School Discipline

Administrative and teaching personnel may take actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, referral to restorative justice practices or services,

rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day or mandatory attendance at Saturday school. When in-school suspensions, after-school assignments, Saturday School, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures; a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school. District administrators may develop building-specific protocols for the imposition of student discipline.

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

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

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

After School Sessions and Detentions

Teachers and administrators may require students to stay after school or to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given a 24-hour notice of after-school time or a detention so that the parents may make plans to pick up the student the following day.

- After-school sessions will not exceed 30 minutes from the time of dismissal and are to be served in the teacher's room. A student who fails to attend an after school session may be given a detention by the teacher or may face additional disciplinary consequences up to and including long-term suspension and/or expulsion. A student who

has a conflict with an after-school session is responsible for working it out with the teacher.

- Detentions are 30 minutes, served in the central office or the detention room designated by the building principal.

In-School Suspension

The building administrator may require a student to serve in-school suspension. Students may be required to attend school-sponsored suspension at a designated location where they will work on school-related assignments, tasks and activities. There will be zero tolerance for behavior problems from students placed in in-school suspension. Students not completing their In-School Suspension will face further disciplinary action.

Emergency Exclusion

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

Short-Term Suspension

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

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

The following process will apply to short-term suspensions:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.

3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student and the student's parent or guardian, describing the student's conduct, misconduct, or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, under the following conditions: supervised by school personnel.

Weapons and/or Firearms

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

Long-Term Suspension

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

Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be

conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise, the student may be readmitted by action of the Superintendent.

3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall provide either an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

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

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

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;

3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (see also board policy on weapons and firearms);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults that occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:

- a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, sex, national origin, or religion;
- b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
- c. Violating school bus rules as set by the school district or district staff;
- d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.;
- e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
- f. Possession of pornography;
- g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
- h. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent;
- i. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced

consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;

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

- o. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

The length of any suspension, expulsion, or mandatory reassignment shall be as provided or allowed by law.

Reporting Requirement to Law Enforcement

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

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

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

The following procedures shall be followed with regard to any long-term suspension, expulsion, or mandatory reassignment.

1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;

- b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
 - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
 - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
 - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
4. Nothing in this policy shall preclude the student, student's parents, guardian, or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.

5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

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

STUDENT BEHAVIOR OFFENSES AND CONSEQUENCES

GROUP ONE

OFFENSES

- 1.1 Littering on school grounds or in the building.
- 1.2 Disturbance of class, study hall, cafeteria, school function or while traveling in a school vehicle.
- 1.3 Inappropriate display of affection.
- 1.4 Inappropriate behavior.
- 1.5 Skipped detention.
- 1.6 Lack of respect for other students, teachers, personal, and school property.
- 1.7 Leaving school grounds without permission or going to the parking lot without office permission.
- 1.8 Any other items of misbehavior.
- 1.9 Being in restricted areas of building or grounds without permission.
- 1.10 Improper care or deliberate damage to books or school property.
- 1.11 Traffic or parking violations related to school rules.
- 1.12 Violation of dress code.
- 1.13 Violation of Acceptable Use of Technology

CONSEQUENCES

- 1.1 First offense—Oral reprimand, detention (4 hours or less), teacher/student conference.
- 1.2 Second offense—Long-term detention (4 -16 hours), notification of parents.

- 1.3 Third offense—Office referral, in-school suspension, parent/student/teacher/principal conference.
- 1.4 Fourth offense—Short-term out-of-school suspension, parent/principal conference. A parent may be asked to accompany the student to class for the same length of time.
- 1.5 Fifth offense—Long-term out-of-school suspension, parent/principal conference. A parent may be asked to accompany the student to in-school suspension for half the suspension time.
- 1.6 Sixth offense—Recommendation to superintendent for expulsion. For Group One offenses the first two offenses will be handled by the classroom teacher or by whoever sees the offense. After a student reaches the 1.3 status they will progress to 1.4 regardless of what class or by whom they are referred.

GROUP TWO

OFFENSES

- 2.1 Truancy
- 2.2 Use of profanity.
- 2.3 Smoking, chewing tobacco, use or possession of tobacco or electronic nicotine delivery systems on school grounds or within the school building or during school sponsored activities.
- 2.4 Insubordination. (disobedience to authority).
- 2.5 Possession of a pocket knife. (a single edge blade no longer than two and a half inches)
- 2.6 Verbal assault or verbal/written threats. (student-to-student)
- 2.7 Disturbance of class, cafeteria, or any other school function.
- 2.7 Smoking, chewing tobacco, use or possession of smoking materials including electronic nicotine delivery systems on school property, in any facilities belonging to the school system, or during times when students are to be in the direct control of the school system.
- 2.9 Tampering with report cards, passes, or any other school records.
- 2.10 Defiance of staff/personnel authority.
- 2.11 Use of violence, force, coercion, threat, intimidation or similar conduct against any student, school employee, or other person.
- 2.12 Possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
- 2.13 Verbal abuse, harassment, profanity towards, or disrespect for school personnel and/or students.

CONSEQUENCES

- 2.1 First offense—Office referral, long-term detention, notification of parents.
- 2.2 Second offense—Office referral, in-school suspension, parent/student/teacher/principal conference, school counselor/student counseling sessions and parent contact.

- 2.3 Third offense—Short-term out-of-school suspension, parent/principal conference. A parent may be asked to accompany the student to class for the same length of time.
- 2.4 Fourth offense—Long-term out-of-school suspension, parent/principal conference. A parent may be asked to accompany the student to in-school suspension for half the suspension time.
- 2.5 Fifth offense—Recommendation to superintendent for expulsion.

GROUP THREE

OFFENSES

- 3.1 Damage to property of substantial value. The administration will determine what constitutes "substantial value". (Financial restitution will be required of the student in all cases of damage, defacing, or destruction.) If damage is over \$100.00, it may be turned over to the appropriate law enforcement agency.
- 3.2 Fighting or causing to fight in school, on school property, or during a school-sponsored activity. A student would not be considered to have violated the policy if the student participated in the fight, but does so only in self-defense.
- 3.3 Trespassing.
- 3.4 Verbal abuse, harassment, profanity towards, or disrespect for school personnel and/or students.
- 3.5 Threat to obtain money or anything of value; theft or attempted theft.
- 3.6 Use of profanity toward school personnel.
- 3.7 Willfully causing or attempting to cause substantial damage to private or school property or stealing or attempting to steal private or school property.
- 3.8 Extortion of any student.
- 3.9 Public indecency.
- 3.10 Sexually assaulting or attempting to sexually assault any school employee or any student.
- 3.11 Engaging in any other activity forbidden by the laws of the State of Nebraska which constitutes a danger to other students or interferes with school purposes.
- 3.12 Sexting.

CONSEQUENCES

- 3.1 First offense—Office referral, in-school suspension, parent/student/teacher/principal conference.
- 3.2 Second offense—Short-term out-of-school suspension, parent/student/teacher/principal conference, counselor/student counseling sessions. A parent may be asked to accompany the student to class for the same length of time.
- 3.3 Third offense—Long-term out-of-school suspension, parent/principal conference. A parent may be asked to accompany the student to in-school suspension for half the suspension time.
- 3.4 Fourth offense—Recommendation to superintendent for expulsion.

GROUP FOUR

OFFENSES

- 4.1 Unlawfully possessing, consuming or being under the influence of any drug, narcotic, or alcohol;
unlawfully possessing or consuming any "look-alike" drug, or drug paraphernalia; or the abuse of
over the counter drugs at school, at school sponsored events, or prior to attending school or school events.

CONSEQUENCES

- 4.1 First offense—Out-of-school suspension up to nineteen (19) days, notification of parents, notification of law enforcement personnel, recommendation of drug/alcohol assessment at the expense of the student or his/her parents, or possible recommendation to the superintendent for expulsion.

Five Day Suspension:

*The student has been proven to be in violation of a school policy on drug/alcohol use.

*The student has agreed to a drug alcohol assessment.

*The student has revealed the source of their chemical to the proper school official after having been informed this information will be passed on to the appropriate law enforcement official for their further handling of the matter. Under no circumstances will a student be told that nothing further will happen to them. Since the matter has been referred to law enforcement officials, the issue is now in their hands and must be dealt with according to their policies and procedures.

Ten Day Suspension:

*A suspension for 10 days is to be made when a student has been proven to have been violating the Paxton Consolidated School District drug and alcohol rules and who has agreed to a formal drug and alcohol assessment, but who has refused to reveal the source of the chemical. In other words, a student who has been drinking but who refuses to tell who got the liquor for them can receive no less than a 10 day suspension, assuming that he/she is agreeable to a chemical assessment.

Nineteen Day Suspension:

*A 19 day suspension is to be given to all students who refuse a chemical assessment or who for severity of infraction or other extenuating reasons do not fall into the first time recommendation to the superintendent for expulsion.

GROUP FIVE

OFFENSES

- 5.1 Assault and/or battery on an employee or student of the Paxton Public Schools.
- 5.2 Threatening or causing bodily harm to school personnel or students.
- 5.3 Pulling fire alarm.
- 5.4 Making bomb threat.
- 5.5 Possession of fireworks.
- 5.6 Engaging in any activity forbidden by law which interferes with school purposes.
- 5.7 Verbal abuse, harassment, profanity towards school personnel.
- 5.8 Stealing of personal or school property.

CONSEQUENCES

- 5.1 First offense—Long-term out-of-school suspension, parent/principal conference.
- 5.2 Second offense—Recommendation to superintendent for expulsion.

GROUP SIX

OFFENSES

- 6.1 Possession of a weapon (Ex. Knife or gun) as defined by local law enforcement.

CONSEQUENCES

- 6.1 First offense—Recommendation to superintendent for expulsion.

IMPORTANT FACTS

On Group two and three offenses, students will be able to move back one step (i.e., move from 3.4 to 3.3) if the student can go forty-five (45) school days without an office referral.

Regardless of the offense within a given group, the student will progress to the next level of consequences. Furthermore if a student receives an offense in a different group than what he/she has previously obtained the most severe consequences will be administered.

Students may receive full credit for their school assignments while serving an in-school suspension. Students may receive a maximum of 70% on school assignments while serving an out-of-school suspension. Students will receive zeroes in all school assignments while serving an expulsion.

SECTION FOUR

STAFF DIRECTORY

Members of the Board of Education:

Cory Holm..... President
 Doug Wasserman..... Vice-President
 Leah Fote..... Secretary
 Michael Holzfaster..... Treasurer
 Brittany Hardin..... Member
 Jeremy Spurgin Member

Administrative Staff:

Del Dack..... Superintendent
 Stacy McAbee Secondary Principal, Activities Director, Title IX Coordinator
 Melissa States.....Elementary Principal, Student Services & 504 Coordinator

Teaching Staff:

Ken Bartels DL HS Accounting
 Mariah Bottom DL Spanish I/II/III
 Brittany Brott Resource, Elem Reading, Early Childhood
 Jordan Cullers.....Grade 2, Science Olympiad
 Amy Dickmader Elementary, Business, FACS
 Bethany Essink Resource, Junior Class Sponsor
 Elizabeth Gleason.....Grade 3, HAL Coordinator, Ass't HS Track
 Kendra Jay... Grade 4, Gr 4-6 ELA, STEPS Co-Chair, Elementary SAT Member
 Lindsey Jorgensen Health, P.E., JH/HS Cross Country Coach,
 JH Girls Basketball Coach, JH Girls Track Coach, Assistant Track Coach
 Scott Jorgensen..... Social Studies 9-12, Weightlifting 9-12, Athletic
Director, Head FB, GBB & Head Track Coach
 Anthony Julian ...7-8 Science, 6-8 Social Studies, 7th Grade Class Sponsor,
 JH P.E., Science Olympiad Coach 9-12
 Erin Kuenning Title I, Preschool & Assistant HS Volleyball
 Dana Merrill.....Grade 1, SAT Chair Elementary
 Lisa Mitchell.....6-8 Reading/Language Arts,
Head Volleyball Coach, Head MS Volleyball Coach
 Megan Mullen.....Grade 5, Gr 6/7 STEM, Science Olympiad
 Tara Peters.....Vocal and Instrumental Music, FPS (6-12)
 Morgan Schaeffer Kindergarten
 Jean Spencer..... School Counselor, Nat'l Honor Society Sponsor, SAT Chair
 Katie Stevenson 9-12 Science, Soph Class Sponsor, Quiz Bowl Coach
 Jodi Storer..... Reading, Media Specialist, 8th Grade Class Sponsor
 Molly Thompson 6-12 Math, Senior Class Sponsor, STEPS Co-Chair
Data and Assessment

Corey Turner Ag Education 7-12, FFA Sponsor
 Mary Vasquez 9-12 English, FACS
 Trey White Art, Yearbook/Journalism, Assistant FFA Sponsor

Paraprofessionals:

Lisa Babbitt
 Dana Cassell
 Kim Connick Cheerleading Sponsor
 Crystal Fox Asst. Speech
 Hayley Hebblethwaite
 Ana James Freshman Class Sponsor
 Brittany Kugler

Office Staff

Olene Beck..... Business Manager
 Cher Perliger..... Administrative Assistant
 Stacy Schutz Technology Coordinator

Custodians

Chance Morland.....Secondary Custodian & Head GBB Coach
 Mike Morland..... Head Custodian
 Nicole Potts..... Elementary Custodian

Food Service Program

Jan Neilsen..... Assistant Cook
 Assistant Cook
 Robin Peterson..... Food Service Manager
 Paula Rosentrater.....Concessions Manager

Transportation Department

Matt Fox..... JH FB Coach, HS FB Ass't Coach, Route Driver
 Jim Knothe..... Route Driver

Additional Coaching Staff

Janell Beveridge HS Boys Golf Coach
 Tyler Cassell Assistant HS Cross Country Coach
 Linda Drews Assistant One Acts Coach
 Tania Fox One Acts Coach
 Brian Neilsen Assistant HS FB Coach
 Jill Markussen Cheerleading Sponsor

Special Services Staff

Kristi Chessmore.....Special Education Director
Jennie Dyer ESU 16 Physical Therapist
Angie McBride Speech Pathologist
Dr. Luke McConnell School Psychologist

SCHOOL CALENDAR 2022-2023

August 18	1st Day of School 8:00 a.m. - 3:42 p.m.
August 29	1st Day of Preschool 12:15-3:42 p.m.
September 5	Labor Day - No School
September 21 & 28	2:00 Dismissal, Parent Teacher Conf 3:00 – 7:00
October 10	No School – Teacher PLC Day
October 14	End of Q1 (40 Days)
October 17	Q2 begins
October 21	No School - Fall Break
November 4	No School – Staff Inservice
November 23-25	No School - Thanksgiving Break
December 20	End Q2 (41 days) End S1 (81 days), 2:00 Dismissal
December 21	Christmas Break Begins
December 23-27	NSAA Moratorium - No Winter NSAA Practice
January 3	No School - Staff Inservice
January 4	School Resumes – S2 and Q3 begin
January 30	No School – Mid Winter Break
February 20	No School – Teacher PLC Day
March 8	End of Q3 - (44 days)
March 9-10	No School - Spring Break
March 13	No Elementary PK-5, PTC 1:00-7:00 pm
April 7 & 10	No School - Easter Break
May 9	Seniors' Last Day
May 13	Graduation 3:00 p.m.
May 25	Students Last Day
	End of 2nd Semester (91 days), End Q4 (47 days)
May 26	Teacher Checkout (Following Last Student Day)

*Please note that our school calendar has 5 extra days built into it for unscheduled dismissal (i.e. snow days, state tournaments). The earliest day for dismissal will be May 18, 2023. The final day of school will be announced in the May 2023 newsletter. **The calendar is subject to change with Board approval.**

DAILY SCHEDULE

REGULAR DAY SCHEDULE:

Start	End	Period
8:00	8:48	1
8:50	9:38	2
9:40	10:28	3
10:30	10:50	ACCESS
10:52	11:40	4
11:42	12:30	5
12:30	1:00	Lunch
1:02	1:50	6
1:52	2:40	7
2:42	3:42	8

2:00 DISMISSAL BELL & PERIODS

Start	End	Period
8:00	8:37	1
8:39	9:16	2
9:18	9:55	3
9:57	10:12	ACCESS
10:14	10:51	4
10:53	11:30	5
11:32	12:09	6
12:09	12:39	Lunch
12:41	1:18	7
1:20	2:00	8

School dismissed at 2:40 on Fridays.

10:00 DISMISSAL BELL & PERIODS

Start	End	Period
10:00	10:37	1
10:39	11:16	2
11:18	11:55	3
11:57	12:33	4
12:33	1:03	Lunch
1:03	1:40	5
1:42	2:20	6
2:22	3:00	7
3:02	3:42	8

3057 Title IX Policy

It is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.

1. Title IX Coordinator

1.1. **Designation.** The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the "**Title IX Coordinator.**" The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).

2. **Definitions.** As used in this policy, the following terms are defined as follows:

2.1. **Actual knowledge** means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

2.2. **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

2.3. **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3–5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).

2.4. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

2.5. **Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

2.6. **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

2.6.1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;

2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity;

2.6.3. **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:

2.6.3.1. **Sex Offenses, Forcible**—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

2.6.3.1.1. **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

2.6.3.1.2. **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.3. **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.4. **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.2. **Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

2.6.3.2.1. **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

2.6.3.2.2. **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent

2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a), which means violence committed by a person—

2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and

2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:

2.6.4.2.1. The length of the relationship.

2.6.4.2.2. The type of relationship.

2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.

2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a), which includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction receiving grant funding and, in the case of victim services, includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who—

2.6.5.1. is a current or former spouse or intimate partner of the victim, or person similarly situated to a spouse of the victim;

2.6.5.2. is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;

2.6.5.3. shares a child in common with the victim; or

2.6.5.4. commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.

2.6.6. **Stalking**, as defined in 34 U.S.C. § 12291(a), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

2.6.6.1. fear for his or her safety or the safety of others; or

2.6.6.2. suffer substantial emotional distress.

2.7. **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

3. Discrimination Not Involving Sexual Harassment.

3.1. **General Prohibition.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.

3.2. **Specific Prohibitions.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:

3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;

3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;

3.2.3. Deny any person any such aid, benefit, or service;

3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;

3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;

3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;

3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

3.3. **Complaint Procedure.** All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district’s general complaint procedure, Board Policy 2006

4. **Response to Sexual Harassment**

4.1. **Reporting Sexual Harassment.** Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District’s Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

4.2. **General Response to Sexual Harassment.** When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For the purposes of this policy “education program or activity” includes locations, events, or circumstances over which the district exercised

substantial control over both the respondent and the context in which the sexual harassment occurs. The district's response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

4.3. Emergency Removal. Nothing in this policy precludes the district from removing a respondent from the district's education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district so removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

4.4. Administrative Leave. Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

4.5. General Response Not Conditioned on Formal Complaint. With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4.

5. Grievance Process for Formal Complaints of Sexual Harassment.

5.1. General Requirements.

5.1.1. Equitable Treatment. The district will treat complainants and respondents equitably by providing remedies to a complainant where a

determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district's education program or activity. Remedies may include the same individualized services described in subsection 2.7 as "supportive measures"; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

5.1.2. **Objective Evaluation.** This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.

5.1.3. **Absence of Conflicts of Interest or Bias.** The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

5.1.4. **Training.** The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

5.1.4.1. **All District Employees and Board Members.** All district employees and board members will be trained on how to identify and report sexual harassment.

5.1.4.2. **Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators.** The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:

5.1.4.2.1. The definition of sexual harassment in subsection 2.6;

5.1.4.2.2. The scope of the district's education program or activity;

5.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and

5.1.4.2.4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

5.1.4.3. **Decision-Makers.** The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.6.

5.1.4.4. **Investigators.** The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.

5.1.5. **Presumption.** It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

5.1.6. **Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

5.1.7. **Range of Possible Sanctions and Remedies.** Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.

5.1.8. **Range of Supportive Measures.** The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.

5.1.9. **Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

5.2. **Notice of Allegations.**

5.2.1. **Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:

5.2.1.1. A copy of this policy.

5.2.1.2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

5.2.2. **Supplemental Notice.** If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.

5.3. **Dismissal of Formal Complaint.**

5.3.1. The district will investigate the allegations in a formal complaint.

5.3.2. **Mandatory Dismissals.** The district **must** dismiss a formal complaint if the conduct alleged in the formal complaint:

5.3.2.1. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;

5.3.2.2. Did not occur in the district's education program or activity; or

5.3.2.3. Did not occur against a person in the United States.

5.3.3. **Discretionary Dismissals.** The district may dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:

5.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;

5.3.3.2. The respondent is no longer enrolled in or employed by the district; or

5.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

5.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.

5.3.5. Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

5.4. **Consolidation of Formal Complaints.** The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.

5.5. **Investigation of Formal Complaint.** When investigating a formal complaint and throughout the grievance process, the district will:

5.5.1. Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint;

5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);

5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;

5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;

5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;

5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;

5.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory

evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and

5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

5.6. Determination Regarding Responsibility

5.6.1. **Decision-Maker(s).** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).

5.6.2. **Exchange of Written Questions.** After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

5.6.3. **Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:

5.6.3.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;

5.6.3.2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;

5.6.3.3. Findings of fact supporting the determination;

5.6.3.4. Conclusions regarding the application of the district's code of conduct to the facts;

5.6.3.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and

5.6.3.6. The district's procedures and permissible bases for the complainant and respondent to appeal.

5.6.4. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

5.6.5. The Title IX Coordinator is responsible for effective implementation of any remedies.

5.7. **Appeals.** The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

5.7.1. **Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within ten (10) calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 5.8.2 below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a

waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.

5.7.2. Grounds for Appeal. Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:

5.7.2.1. Procedural irregularity that affected the outcome of the matter;

5.7.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

5.7.2.3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

5.7.3. As to all appeals, the district will:

5.7.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;

5.7.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;

5.7.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3–5.1.4.

5.7.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

5.7.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and

5.7.3.6. Provide the written decision simultaneously to both parties.

5.8. Informal Resolution. The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not

require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

5.8.1. Provides to the parties a written notice disclosing:

5.8.1.1. The allegations;

5.8.1.2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;

5.8.1.3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and

5.8.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

5.8.2. Obtains the parties' voluntary, written consent to the informal resolution process; and

5.8.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

5.9. **Recordkeeping.**

5.9.1. The district will maintain for a period of seven years records of:

5.9.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;

5.9.1.2. Any appeal and the result therefrom;

5.9.1.3. Any informal resolution and the result therefrom; and

5.9.1.4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.

5.9.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

6. **Superintendent Authorized to Contract.** The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

7. **Access to Classes and Schools.**

7.1. **General Standard.** Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.

7.1.1. **Contact sports in physical education classes.** This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.

7.1.2. **Ability grouping in physical education classes.** This section does not prohibit grouping of students in physical education classes and

activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.

7.1.3. **Human sexuality classes.** Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.

7.1.4. **Choruses.** The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.

7.2. **Classes and Extracurricular Activities.** The district may provide nonvocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.

8. **Athletics.** It is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.

8.1. **Separate Teams.** Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.

8.2. **Equal opportunity.** The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.

9. **Certain Different Treatment on the Basis of Sex Permitted.** Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.

10. **Retaliation Prohibited.** Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual

has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

10.1. Specific Circumstances.

10.1.1. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.

10.1.2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

11. **Notification of Policy.** The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

12. **Publication of Policy.** The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address,

and telephone number of the employee or employees designated as the Title IX Coordinator(s).

13. **Application Outside the United States.** The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

14. **Scope of Policy.** Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.

5052 School Wellness Policy

The school district is committed to providing a school environment that enhances learning and the development of lifelong wellness. The goals outlined in this policy were determined and selected after reviewing and considering evidence-based strategies.*

1. Goals for Nutrition Promotion and Education

- a. The district will promote healthy food and beverage choices for all students, as well as encourage participation in school meal programs by such methods as implementing evidence-based healthy food promotion techniques through the school meal programs and promoting foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards.
- b. The health curriculum will include information on good nutrition and healthy living habits.
- c. Teachers will incorporate information on nutrition and wellness into the classroom curriculum as appropriate.
- d. The district will collaborate with public and private entities to promote student wellness.
- e. Water will be made available to students throughout the school day.

2. Goals for Physical Activity

- a. The school district's curriculums shall include instruction on physical activity and habits for healthy living.
- b. Students will be encouraged to engage in physical activities throughout the school day and will be provided with opportunities to do so.
- c. The district encourages parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

3. Goals for Other School-Based Activities Designed to Promote Student Wellness

- a. The district will participate in state and federal child nutrition programs as appropriate.
- b. The district will provide professional development, support, and resources for staff about student wellness.
- c. Students will be provided sufficient time in which to eat school-provided meals.
- d. The district's lunchrooms will be attractive and well-lighted.
- e. The district will allow other health-related entities to use school facilities for activities such as health clinics and screenings so long as the activities meet the district's requirements and criteria for the use of facilities.
- f. The district may partner with other individuals or entities in the community to support the implementation of this policy.
- g. The district will strive to provide physical activity breaks for all students, recess for elementary students, and before and after school activities, as well as encourage students to use active transport (walking, biking, etc.)
- h. The district will use evidence-based strategies to develop, structure, and support student wellness.

4. Standards and Nutrition Guidelines for All Foods and Beverages Sold to Students on the School Campus and During the School Day

- a. The district will ensure that student access to foods and beverages meet federal, state and local laws and guidelines including, but not limited to:
 - i. USDA National School Lunch and School Breakfast nutrition standards
 - ii. USDA Smart Snacks in School nutrition standards.
- b. The district will offer students a variety of age-appropriate, healthy food and beverage selections with plenty of fruits,

vegetables, and whole grains aimed at meeting the nutrition needs of students within their calorie requirements in order to promote student health and reduce childhood obesity.

5. Standards for All Foods and Beverages Provided, But Not Sold to Students During the School Day

The district may provide a list of healthy party ideas or food and beverage alternatives to parents, teachers, and students for classroom parties, rewards and incentives, or classroom snacks. The district discourages the use of food and beverages as a reward or incentive for performance or behavior.

6. Food and Beverage Marketing

Marketing and advertising is only allowed on school grounds or at school activities for foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards, except as follows:

- a. This requirement does not apply to marketing that occurs at events outside of school hours such as after school sporting or any other events, including school fundraising events.
- b. The district will not immediately replace menu boards, coolers, tray liners, beverage cups, and other food service equipment with depictions of noncompliant products or logos to comply with the new USDA Smart Snacks in Schools nutrition requirements. All previously purchased products will be used, and all existing contracts honored.
- c. All equipment that currently displays noncompliant marketing materials will not be removed or replaced (e.g., a score board with a Coca-Cola logo). However, as the district reviews and considers new contracts, and as scoreboards or other such durable equipment are replaced or updated over time, any products that are marketed and advertised will meet or exceed the USDA Smart Snacks in School nutrition standards

7. Public Participation

Parents, students, representatives of the school food authority, teachers, school health professionals, board members, school administrators, and members of the general public shall be allowed to provide their input to the school district during the wellness policy adoption and review process.

8. Competitive Foods (Includes Food and Beverages Sold in Vending Machines, School Stores, Fundraisers or in Competition with the National School Lunch and Breakfast Programs)

1. Except as otherwise allowed by the Nebraska Department of Education (NDE), all foods and beverages sold during the school day as part of a fundraiser or for any other purpose in competition with the National School Lunch and Breakfast Programs must meet the nutrition standards of those programs.
2. Fundraiser food or beverages are NOT exempt from the USDA Smart Snacks in School nutrition standards. Therefore, if food is sold as a fundraiser:

(1) It shall not be sold in competition with school meals in the food service area during the meal service.

(2) It shall not be sold or otherwise made available to students anywhere on school premises during the period beginning one half hour prior to the serving period for breakfast and/or lunch and lasting until one half hour after the serving of breakfast and/or lunch.

(3) The sale of food items during the school day shall meet the USDA Smart Snacks in School nutrition requirements

(4) This restriction does not apply to food sold during non-school hours, weekends, and off-campus fundraising events such as concessions during after-school sporting events, school plays or concerts; or to bulk food items that are sold for consumption at home. (Ex: frozen pizzas, cookie dough tubs, etc.)

9. Triennial Assessment

The school board shall assess and review this policy at least every three years to determine:

- a. Compliance with this policy;
- b. How this policy compares to NDE model wellness policies;
- c. Progress made in attaining the goals of this policy.

The school board will update or modify this policy as appropriate.

10. Public Notice

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of this policy at least annually to the public and other stakeholders identified in this policy by one or more of the following methods: on its webpage, in its newsletter, in the student and employee handbooks, newspaper advertisements, direct mailings, electronic mail, and public postings.

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of the Triennial Assessment and progress reports towards meeting the goals in this policy using one or more of those same methods.

11. Recordkeeping

The District will retain records to document compliance with the requirements of the wellness policy at its central office.

12. Operational Responsibility

The superintendent is responsible for coordinating the implementation of this policy and for monitoring the district's progress in meeting the goals established by this policy. The superintendent will periodically report to the board on the district's progress in implementing this policy.

* These strategies include, but are not necessarily limited to, those cited in the Alliance for a Healthier Generation's Model Wellness Policy (Updated 9/2016 to Reflect the USDA Final Rule) found at https://www.healthiergeneration.org/asset/wtqdwu/14-6372_ModelWellnessPolicy.doc.

Adopted on: June 14, 2021

SECTION FIVE

FORMS

This section contains forms that students and their parents must complete and return to the school office **NO LATER THAN** August 22 , 2022.

RECEIPT

This Student Handbook is distributed in accordance with Nebraska State Law, Section 79-262, paragraph three which states in part: "Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment..."

Parents (or guardians) and students are required to sign & return the receipt form below by August 22, 2022.

PARENT/STUDENT AGREEMENT

I have received and read the Student Handbook that describes the Paxton Consolidated School District's discipline policies, regulations, rules, and expectations to be followed by students enrolled in the Paxton Consolidated Public Schools, including the Drug Free School Policy. My child and I have discussed these policies and understand that we must comply with them.

RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS

In light of the unique challenges and circumstances posed by the outbreak of the novel coronavirus and the recent promulgation of expansive federal regulations, the rules and information provided in this handbook may be supplemented or amended by the School District's administration at any time, consistent with applicable law and board policy. All parents shall be provided notice of any such changes by the district's regular means of contact. By signing below, you agree that you will read any such information and communications, discuss them with your child, and recognize that you must comply with all rules, procedures, and requirements as they apply at that time.

Student's Signature Date

Parent/Guardian's Signature Date

Cell Phone Number (Optional)

Cell Phone Number (Optional)

Parent's Email Address (Optional)

Parent's Email Address (Optional)

**PAXTON CONSOLIDATED SCHOOLS
2022-2023 STUDENT & PARENT/GUARDIAN ACKNOWLEDGEMENT FORM**

Please Print: STUDENT: _____ **GRADE:** _____

► **SCHOOL POLICIES** CAN BE FOUND AT: <http://www.paxtonschoools.org>

► **STUDENT HANDBOOK:** I (We) have read the 2022-2023 Student Handbook for Paxton students as approved by the Paxton Consolidated Schools Board of Education and administration. The handbook can be found at <http://www.paxtonschoools.org>. We understand that these guidelines may not cover all incidents and that some situations may need to be handled by the administration on an individual basis. We also understand that we have the right based on the Student Discipline Act (sections 79-4, 170 to 79-4, 205 of the Nebraska statutes) to meet with the administration about an individual situation or problem.

► **SCHOOL TECHNOLOGY ACCOUNT:** Your signature below verifies your acceptance of the Paxton Consolidated Schools Technology System Agreement and the conditions outlined. By your signature, you acknowledge that you have read and retained the Paxton Consolidated Schools Technology System Use Rules and Agreement located in the Paxton Consolidated Schools Student Handbook. Your signature herein indicates that you are bound with said agreement.

► **INSURANCE: (check only ONE)**

_____ We have adequate insurance and DO NOT wish to participate in any of the policies offered.
_____ We wish to participate with insurance policy offered (form available on website and enclosed in back-to-school mailing)

► **IMAGE RELEASE: (check only ONE)** From time to time, we feature some of our students on our school's website, especially if your child is involved in extracurricular activities. We need you to sign this form and check the appropriate box indicating yes that we can post your child's picture as well as to allow news and media when they do their school coverage; or no that you do not wish us to do so.

_____ YES we authorize Paxton Consolidated Schools permission to post our child's picture/video AND first name on the school website as well to allow news and media coverage.
_____ YES we authorize Paxton Consolidated Schools permission to post our child's picture/video WITHOUT first name on the school website as well as to allow news and media coverage.
_____ NO we do not authorize photo/video release of our child.

► **CONCUSSION FORM:** I (We) have received a copy of the Concussion Protocol Form; and will comply with it.

► **SCHOOL COMPUTER LOAN AGREEMENT Gr 6-12:** I (We) acknowledge we have read the Computer Loan Agreement located within the Paxton Consolidated Schools student handbook and agree to comply with the Computer Loan Agreement. **The signature of both the student and parent/guardian are needed on this form for students to receive a school-issued digital device.**

DRUG-FREE SCHOOLS STATEMENT: RECEIPT SHALL ALSO SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OR A STUDENT ATTENDING PAXTON CONSOLIDATED SCHOOLS HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXPECTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO THE SAFE AND DRUG-FREE SCHOOLS LAW AND 34C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN FEDERAL FINANCIAL ASSISTANCE.

YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND THE POSSESSION, USE, OR DISTRIBUTION OF ALCOHOL OR TOBACCO ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREIN ABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS.

► With your **signature** below you are acknowledging you have read all the information on the acknowledgement form and any documentation that is pertinent. Your signature below states that you have read and agree to comply with each of the forms, documents and policies outlined above. **Please return this signed form to the Paxton School Office by August 22, 2022.**

Student: _____

Parent/Guardian: _____ **Date signed:** _____

Note: Paper copies of any of the forms, documents and policies outlined above are available at the school office upon request. **Note:** A separate acknowledgement form is required for each student.

Paxton Consolidated Schools

Staff Handbook



2022-2023

"THE MISSION OF THE PAXTON CONSOLIDATED SCHOOL DISTRICT IS TO EMPOWER AND FOSTER A COMMUNITY OF LIFELONG LEARNERS."

TABLE OF CONTENTS

5	INTRODUCTION
6	NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES
6	DRUG-FREE WORKPLACE REQUIREMENTS
7	POLICIES AND PROCEDURES RELATED TO ALL STAFF
7	Accidents And Injuries
7	Activity Accounts And Fundraising
8	Agents, Salesmen And Other Business Representatives
8	Announcements And Circulars
8	Board Policies, Rules, And Directives
9	Child Abuse
9	Complaint Procedure
15	Computers And The Internet: Acceptable Use By Staff
15	Conflict Of Interest
15	Contact Information
16	Copyright And Fair Use
16	Corporal Punishment
17	Crisis Response Team
17	Daily Schedule
18	Disability Leave (Short-term)
18	Discrimination And Harassment
18	Dress Code
19	Drug And Alcohol Testing
20	Duty to Report
20	Electronic Communication While Driving
21	Expenses
21	Family and Medical Leave (FMLA)
21	In-School Communication
21	Intellectual Property
22	Jury and Witness Duty Leave
22	Keys
22	Locker Room Supervision
22	Maintenance & Cleaning Request Forms
23	Meals Program

23	Military Leaves of Absence
23	Milk Expression
23	News and Press Releases
24	Newsletters
24	Obligations Related to American Civics Instruction
24	Outside Employment
24	Political Activities
25	Pregnant or Parenting Students
25	Professional Boundaries Between Staff and Students
26	Professional Growth
26	Purchasing
27	Records and Reports
27	Recordings of Students and Classrooms
27	School Property
28	School Vehicle Use
28	Security
28	Smoking on School Premises or at School Activities
28	Sniffer (Drug) Dogs
29	Social Media Usage by Staff
29	Solicitation and Distribution of Merchandise
29	Student Interviews
29	Telephones
30	Threat Assessment and Response
33	Transportation Request Forms
33	Visitors
34	Wage and Salary Payments
34	Weather-Related Closings
35	Workplace Searches
36	POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF
36	Absences
37	Assemblies
37	Assignment of Teachers
37	Certificates, Teacher Contracts, Salary Information
38	Cheating
38	Check-out Forms
38	Classroom Management and Student Discipline
39	Classroom Sanitation
40	Coaching Supplies

40	Collection of Student Money
40	Community Involvement
40	Display of Classroom Work in the School and the Community
41	Down Slips
41	Duties of Certified Staff
42	Eligibility Grades 6-12
42	Extracurricular Activities
43	Evacuations
45	Evaluations
45	Faculty Meetings
45	Field Trip Request Forms
45	Grading Policy
46	Guest Lecturers
47	Hall Duty
47	Homework Policy
47	Instructional Materials
47	Lesson Plans
48	Media Center
48	Paraeducators
48	Parent-Teacher Communication
49	Parties
49	Planning Time
49	PowerSchool and PowerGrade
50	Private Tutoring
50	Pupils' Records
50	Rights of Certified and Probationary Teachers
51	School Day
51	Sponsors
51	Student Activities
52	Student Aides
52	Student Attendance
52	Student Attire
53	Student Illness
53	Student Medication
53	Student Passes
53	Student Searches
54	Substitute Teaching During Planning Period
54	Teaching Controversial Issues

54	Textbooks
56	STAFF DIRECTORY
58	Staff Expectations in Use of the Internet
59	School Affiliated Websites
62	SCHOOL CALENDAR
63	BLANK COPY OF DISTRICT EVALUATION FORM
71	Title IX Policy
91	ACKNOWLEDGMENT OF RECEIPT

INTRODUCTION

This handbook provides information to persons who are employed by the school district and are referred to in this handbook as employees, staff, or staff members. It is designed to provide practical information about the daily operation of the schools in the district and contains building and district directories, safety and emergency information, as well as district policies and procedures. Each staff member should carefully review this handbook. The administration and the board of education continually review policies and procedures, so staff members should discuss comments, concerns, or suggestions about this handbook with their building principal or another member of the administrative staff.

This handbook does not create a “contract” of employment. Staff positions and assignments that do not require a teaching certificate or are not otherwise governed by the teacher tenure laws may be ended or changed on an at-will basis notwithstanding anything in this handbook or any other publication or statement, except a contract approved by the board of education.

Many situations may arise that are not covered by this handbook. In those instances, staff members should use their own good judgment or consult with the administration. If any information contained in this handbook conflicts with board policy or state statute, the policy or statute will govern.

The provisions in this handbook are subject to change at the sole discretion of the Superintendent and the Board of Education. From time to time, you may receive updated information concerning changes in the handbook. These updates should be kept within the handbook so that all procedures can be kept up to date. If you have any questions regarding this handbook, please ask your supervisor or the Superintendent for assistance.

Your suggestions about ways to improve the school are welcome and will always be considered.

NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Del Dack

Title: Superintendent

Address: 308 North Elm St, Paxton, NE 69155

Telephone: 308-239-4283

E-mail: del.dack@paxtonschools.org

For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

For additional prohibited discrimination and related information, please review school district Policy 3053 – Nondiscrimination

DRUG-FREE WORKPLACE REQUIREMENTS

It is vitally important to have a healthy workforce that is free from the effects of illegal drugs. The use or possession of unlawful drugs in the workplace has a very detrimental effect upon safety and morale of the affected employee, coworkers, and the public at large; and on productivity and the quality of work.

Federal law requires this school district, as a recipient of federal funds, to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the district's workplace is prohibited. The term "workplace" includes every location where district employees may be found during their working hours or while they are on duty, regardless of whether the location is within the geographic boundaries of the district. Any employee who violates this policy will be

disciplined with measures up to and including discharge. The district may, in its sole discretion, require or allow an employee who violates this policy to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.

The district shall provide every current employee with a copy of this policy, and shall provide each newly hired employee with a copy upon hiring. Every employee shall be required to signify receipt of a copy of the policy in writing. All district employees must abide by this policy, including those who are not directly engaged in the performance of work pursuant to a federal grant.

An employee must notify his/her supervisor of any conviction of a criminal drug statute for a violation occurring in the workplace within five days. The failure to report such a conviction will be grounds for dismissal. If the employee convicted of such an offense is engaged in the performance of work pursuant to the provisions of a federal grant, the district shall notify the grant agency within 10 days of receiving notice of a conviction from the affected employee or of receiving actual notice of such a conviction.
(Policy 4002)

POLICIES AND PROCEDURES REGARDING ALL STAFF

Accidents and Injuries

Staff must inform the building office immediately of all accidents and/or injuries to students or staff, and complete the appropriate accident form that is available from the office secretary. The accident form must be returned to the office within twenty-four hours.

Activity Accounts and Fundraising

Activity accounts are handled through the superintendent's office. No student or sponsor may make any purchase without a signed purchase order from the superintendent. **Purchases made without permission are the personal obligation and responsibility of the purchaser.**

The administration is responsible for authorizing any fundraising on the part of student activities. **No fundraising may occur without express administrative permission.**

Agents, Salesmen and Other Business Representatives

All business representatives calling on school matters must obtain permission from the superintendent or building principal before conferring with staff. Staff must determine whether the business representative has been granted permission before discussing business matters. Classroom teachers may not interrupt class work to confer with such representatives.

Staff may not use school time or school facilities for any personal activity for personal financial gain or confer with any business representative for personal business during school time.

Announcements and Circulars

No announcements shall be made before any school group without authorization of the principal or superintendent.

Any circulars or advertising displayed within the school shall have the approval of the building principal or superintendent before posting.

Board Policies, Rules, and Directives

The board of education has adopted policies that govern the operation of the school district. A complete policy manual is available on the district's website or in the main administrative office. These manuals will be updated as the board adopts new policies or modifies existing policies. In particular, the 4000 series deals with policies that affect personnel. Additionally, the Board has authorized the Superintendent and his or her designee to adopt rules and directives regarding the conduct of students, staff, and other persons. Many of these rules and directives are published in the Student Handbook, Staff Handbook, and Activity Handbook, respectively. Each of these handbooks are available on the district's website and in the main administrative office. **By signing below, you agree that you have read and understood these policies, handbooks, rules, and directives, their application to you, and that you have had an opportunity to discuss any questions with the administration.**

Child Abuse

School employees who have reasonable cause to believe that a child has been subjected to child abuse or neglect or observe a child being subjected

to conditions or circumstances which reasonably would result in child abuse or neglect will report the suspected abuse or neglect according to the following procedure.

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately. Employees shall also personally report or cause a report to be made to local law enforcement or to the Department of Health and Human Services.
2. When the principal makes a report of suspected child abuse or neglect, he/she shall inform the employee(s) who made the initial report.
3. Nothing in the paragraph above shall hinder a school employee from fulfilling his/her/their obligation to report suspected abuse or neglect if he, she or they have reasonable cause to believe that a child has been abused or neglected.
4. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential. (Policy 4054)

Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students, and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below.

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.

2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.

a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.

b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.

c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.

d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:

a) Determine whether the complainant has discussed the matter with the staff member involved.

1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.

2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Interview the complainant to determine:

1) All relevant details of the complaint;

2) All witnesses and documents which the complainant believes support the complaint;

3) The action or solution which the complainant seeks.

d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.

4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.

a) This appeal must be in writing.

b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.

c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.

5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint, he or she may appeal the decision to the board.

a) This appeal must be in writing.

b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.

c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving

discrimination or harassment shall be promptly and thoroughly investigated.

d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.

e) There is no appeal from a decision of the board.

6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:

a) Determine whether the complainant has discussed the matter with the superintendent.

1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.

2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.

d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

No Retaliation. The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Special Rules Regarding Educational Services and Related Services to Students with Disabilities. Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Complaints filed (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (d) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section (Policy 2006)

Computers and the Internet: Acceptable Use by Staff

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. Staff members must refer to and comply with the board policy regarding Staff Internet and Computer Use. A copy of this policy is attached below. Staff should also refer to and comply with the board policy regarding Staff and District Social Media Use.

Conflict of Interest

All staff members are subject to the board's policy governing conflict of interest. That policy provides, in part, that no employee shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the employee would thereby be influenced.

Contact Information

Staff are required to keep the district informed of any change in their name, address, telephone or other contact information. Contact the building secretary to report a change.

Copyright and Fair Use

The school district complies with federal copyright laws. Staff members must comply with copyright laws when using school equipment or working on behalf of the district. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The “fair use” doctrine allows limited reproduction of copyrighted works for educational and research purposes. “Fair use” of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Staff who are unsure whether their proposed reproduction of copyrighted material constitutes “fair use” should consult with their building principal, review the school district’s copyright compliance policy, and review *Reproduction of Copyrighted Works by Educators and Librarians* from the U.S. Copyright Office found at <https://www.copyright.gov/circs/circ21.pdf> and *Copyright for Students* found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: <http://www.loc.gov/teachers/usingprimarysources/copyright.html>. (Policy 3020)

Corporal Punishment

Corporal punishment is the infliction of bodily pain as a penalty for disapproved behavior, and is prohibited by law. Some physical contact is inevitable, and most of it is appropriate. Corporal punishment does not include the use of physical force that is reasonable and necessary to (1) protect school employees; (2) protect students or property; or (3) remove a student from a situation that endangers the student, persons, or property. Staff members should promptly report any event that required the use of physical force to their building principal.

____(Policy 4018)

Crisis Response Team

Any staff member appointed by the district administration will serve on the Crisis Response Team as outlined in the board policies. The Crisis Response Team serves a vital role in supporting the district’s staff and students. It is the responsibility of the appointed staff member to discuss with the district administration any circumstances that may affect the staff member’s ability to perform the tasks required by board policy.

DAILY SCHEDULE

REGULAR DAY SCHEDULE: PERIODS

<u>Start</u>	<u>End</u>	<u>Period</u>
<u>Period</u>		
8:00	8:48	1
8:50	9:38	2
9:40	10:28	3
10:30	10:50	ACCESS
10:52	11:40	4
11:42	12:30	5
12:30	1:00	Lunch
1:02	1:50	6
1:52	2:40	7
2:42	3:42	8

2:00 DISMISSAL BELL &

<u>Start</u>	<u>End</u>	
8:00	8:37	1
8:39	9:16	2
9:18	9:55	3
9:57	10:12	ACCESS
10:14	10:51	4
10:53	11:30	5
11:32	12:09	6
12:09	12:39	Lunch
12:41	1:18	7
1:20	2:00	8

School dismissed at 2:40 on Fridays.

10:00 DISMISSAL BELL & PERIODS

<u>Start</u>	<u>End</u>	<u>Period</u>
10:00	10:37	1
10:39	11:16	2
11:18	11:55	3
11:57	12:33	4
12:33	1:03	Lunch
1:03	1:40	5
1:42	2:20	6
2:22	3:00	7
3:02	3:42	8

Disability Leave (Short-Term)

Short-term disability leave will be treated in the manner required by state and federal law and consistent with the negotiated agreement with the school district's local education association. Short-Term Disability leave will run concurrently with FMLA leave.

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: Melissa States at 308-239-4283 (melissa.states@paxtonschools.org) 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: Sheri Chittenden, Secondary Principal at 308-239-4283 (sheri.chittenden@paxtonschools.org), Paxton Consolidated Schools, POB 368, Paxton, NE 69155 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, Del Dack, at 308-239-4283 (del.dack@paxtonschools.org) 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.

Dress Code

The attire worn by staff members conveys an important image to students and the general public. The appearance of professional staff members shall be appropriate to their assigned duties and indicative of their professional standing in the school and community.

Certified staff, paraeducators, and office staff should generally dress in business casual attire that is clean and professional.

The following are examples of unprofessional attire which should not be worn by classroom staff during the traditional school day, when students or visitors are in attendance, or when the employee is supervising, directing, or coaching students when the public is in attendance:

- For men: shirts without collars, unless the shirt can be deemed professional by other standards.
- Athletic wear, including sweat, jogging and wind suits, except when teaching a physical education activity in the gymnasium, on a playing field, or at athletic or other activity practices.

- Shorts, except when teaching physical education class or at athletic or other activity practices.
- Blue jeans, except at athletic or other activity practices, or on days considered to be “dress down” days.
- Hats, except when worn outside for sun coverage.
- Rubber soled ‘flip flop’ thong sandals.
- Any attire which is excessively wrinkled or torn, so that it is no longer neat and professional.
- Any attire which is immodest or may distract other employees or students in the learning environment.

Custodial, maintenance, and transportation staff should dress in attire appropriate to the work they are performing.

The superintendent or principal shall maintain the discretion to make determinations on staff dress and appearance. Administrators may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for school employees (e.g., special “casual days” or field days). Any violation of school policy and rules may result in disciplinary action. (Policy 4041)

Drug and Alcohol Testing

School district administrators who suspect that drugs or alcohol may be present in a staff member’s system may require the staff member to provide a body fluid or breath sample as provided in Nebraska law. Staff members who refuse a lawful directive to provide a body fluid or breath sample may be subject to disciplinary or administrative action by the employer, including denial of continued employment.

Duty to Report

School personnel shall self-report any of the following to the District’s Superintendent within 24 hours of its occurrence or at the beginning of the next school day, whichever is earlier.

- Any criminal citation if the alleged offense is a misdemeanor or felony under federal or Nebraska law or in the state in which the alleged offense occurred;
- Any arrest for any reason;
- Any criminal conviction;

- Any sentence of incarceration;
- Any criminal or civil filing or Department of Health and Human Services or law enforcement investigation against the employee for child abuse and/or neglect;
- Any complaint or other administrative filing against the employee that could impact any certificate or professional license held by the employee;
- Any action or threat of action by any entity against the employee's driver's license or ability or authority to operate a motor vehicle if the employee's job duties may require the operation of a motor vehicle.

The failure to make a report required by this section may result in disciplinary action up to and including cancellation, termination, and non-renewal.

Electronic Communication While Driving

Except as provided below, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle or while using a school-issued electronic communication device while operating a private vehicle. This prohibition includes but is not limited to answering or making telephone calls not related to the transportation and reading or responding to e-mails, instant messages, or text messages.

The superintendent or building principal may grant exceptions and allow verbal communication on an as needed basis for specific district-related work based upon employees' duties and responsibilities.

Expenses

The board will reimburse staff for all approved expenses incurred in attending to school business. Reimbursement for mileage, supplies, overnight travel expense, and credit course reimbursement fees are processed on an expense report form that is available from business manager. Appropriate receipts must be attached.

To be reimbursed for an item or for personal vehicle use, staff members must complete a reimbursement claim form, attach receipts and submit it to the Superintendent for approval.

All claims for reimbursement must be approved by the board, so some delay is probable. Mileage reimbursement will be denied if a school vehicle was available.

Family and Medical Leave (FMLA)

Qualified employees will be provided leave under the Family and Medical Leave Act (FMLA) as provided in board policy. (Policy 4011)

In-School Communication

Every staff member will be assigned a mailbox in the building where he or she works. Staff members are expected to check their mailboxes for messages in the morning upon arrival at school, at lunch time, and at the end of the day before departing.

A great deal of information is distributed to staff via the school's e-mail system. Each staff member must check his or her e-mail account frequently throughout the school day. Staff members are allowed to use their school e-mail accounts for a moderate amount of personal e-mail correspondence. However, sending or receiving personal e-mail during class time is prohibited, regardless of whether that personal e-mail is received on the staff member's school e-mail account or a personal account.

Intellectual Property

All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district, whether published or not, shall be the exclusive property of the district. The district has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and to such property. (Policy 4020)

Jury and Witness Duty Leave

An employee who has been called to serve as a juror will be granted paid leave. Employees must sign over to the district the compensation they receive for jury duty, but not compensation for expenses.

An employee who has been subpoenaed to testify as a witness in a court proceeding shall be entitled to one day of paid leave. To receive paid leave, the employee must sign over to the district his or her witness fee.

____(Policy 4016)

Keys

Staff will not lend or have any duplicate keys made of any school key. Staff will make sure all doors are locked when they enter or leave the building other than regular school hours and are responsible for setting the security system after hours.

Staff members are responsible at all times for all keys issued to them and must keep their keys in a secure location or on the employee's person. Each classroom teacher must check that the doors and windows in his or her room are closed and locked at the end of the school day. Staff must report lost or stolen keys to the superintendent immediately.

Locker Room Supervision

Staff members must review and comply with the board's policy regarding locker room supervision. (Policy 4062)

Maintenance & Cleaning Request Forms

Staff members should fill out maintenance requests forms just as soon as they need or see a maintenance problem. These forms must be turned into the Superintendent.

Meals Program

Staff may take advantage of meals offered through the district's foods program. Staff may purchase lunches from the school cafeteria for \$3.75 per meal. The lunch price includes one carton of milk. Extra cartons cost 40 cents. Staff members are responsible to deposit funds in their lunch accounts before purchasing meals.

Military Leaves of Absence

Leaves of absence without pay for military or Reserve duty are granted to all employees as required by law. An employee who is called to active military duty or to Reserve or National Guard training or who volunteers for the same should submit copies of the military orders to the Superintendent as soon as is practicable. An administrator, at his or her discretion, may require an employee who requests leave under the Nebraska Family Military Leave Act to provide certification from the proper military authority to verify the employee's eligibility for the leave requested.

Military Leave under the Federal Family and Medical Leave Act (FMLA) and the Nebraska Family Military Leave Act will be governed by the board's policies.

Milk Expression

The district will provide reasonable break time for an employee who wishes to express breast milk for her nursing child in a place, other than a bathroom, which is shielded from view and free from intrusion from co-workers, students, and the public for one year after the child's birth.

News and Press Releases

Positive media coverage of the school district and its activities is good for the school, its staff, and its students. Staff should endeavor to establish and maintain cordial relationships with local media outlets.

Activity sponsors and other staff who are involved in newsworthy activity should submit typed press releases to the office for distribution to the media when noteworthy events have occurred. Coaches must communicate with local TV, radio, and print media promptly after matches or games to disseminate the results.

Communicating with the public, keeping the public informed, and public relations with the community are important tasks. News of important and/or interesting events and activities are usually welcomed by the newspapers.

Newsletters

The district secretary will inform staff of the relevant deadlines for each newsletter. Staff members are encouraged to submit articles for the newsletter that reports recent classroom activities and emphasizes positive aspects of the district's mission.

Obligations Related to American Civics Instruction

All staff members shall be familiar with, and comply with, the requirements of state law, board policy, and district curriculum to properly instruct students regarding American Civics, Social Studies, American History, and appropriate patriotic exercises on particular days of the year. Neglect of any such responsibilities by any employee may be considered just cause for dismissal.

Outside Employment

No full-time staff member may accept any other employment or carry on any business or activity for profit that interferes with the complete and competent discharge of his or her responsibilities to the school district.

Political Activities

District employees retain all rights of citizenship, including, but not limited to, engaging in political activities. An employee of the District may participate in the political process, including seeking an elective office, provided that the staff member does not campaign on school property during working hours, and provided all other legal requirements are met. The District assumes no obligation beyond making such opportunities available.

While the District supports its employees by allowing them to exercise their rights, any impact on the employee's ability to perform his or her functions as required by the district is grounds for discipline. For further guidance regarding political conduct on school grounds, contact the superintendent and consult the board policies.

Pregnant or Parenting Students

The school district encourages students who are pregnant or parenting are encouraged to continue to participate in the district's educational and extracurricular programs. Students who anticipate deviations from their

regular school experience or accrue absences due to pregnancy or parenting have been told to notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student and appropriate district staff to develop a plan to assist the student in participating in district curriculum and extra-curricular activities. Such a plan may include:

1. If the student cannot regularly attend classes, the provision of online courses;
2. The arrangement of meeting times with teachers;
3. If the student has not identified appropriate childcare, the identification of child care providers that meet statutory requirements for quality and care; and
4. All other curricular adjustments, modifications, and means of supplementing classroom attendance deemed appropriate by the school administrators including, but not limited to, modification of attendance policies.

Professional Boundaries Between Staff and Students

All district employees must follow board policy when interacting with students in any way. School district employees are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. District employees must be aware of professional boundaries between students and staff, and they must never blur the boundaries. These standards of behavior apply to social networking sites, such as Facebook, Twitter, Instagram, etc., along with communications and interactions of any kind between staff and students.

Examples of unprofessional misconduct include: inappropriate sexual communications or interactions with students, meeting with students in private outside of school, and intruding on a student's personal space. These are a few examples of inappropriate behavior, not an exhaustive list. For further guidance, refer to the district's policies regarding professionalism and staff-student interactions.

Any teacher or student who witnesses or knows information about a district employee violating board policy should report the violation to the district

administration *immediately*. Minor violations and questionable violations should be reported as soon as possible, but always within 24 hours.

A violation of board policies for professionalism will form the basis for employee discipline up to and including termination or cancellation of employment, filing a report with law enforcement officials, and filing a report with the Commissioner of Education.

Professional Growth

All employees must participate in district professional growth activities and shall be provided opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties.

In addition to this requirement, the superintendent will select in-service programming to provide additional professional growth activities for certified and classified staff.

Purchasing

All requisitions for books and school supplies must be filed with the superintendent. The requisition must include the name of the article being requested, where it may be purchased, how many articles are required and their cost. Requisition forms and purchase orders are available from the office. Once an order has been received, the staff member must notify the building secretary so payment can be processed. Failure to follow the procedure for requisitions may prevent the staff member from receiving the items requisitioned. All orders or supplies must be authorized by the administration. Staff may be personally liable for any orders placed without such authorization.

When routine supplies are needed for immediate use, staff should contact the building secretary. When it is necessary to make a special or emergency requisition for supplies or equipment, staff should contact the superintendent for approval and necessary forms.

Records and Reports

Staff members must refer to and comply with Board Policy No. 5016 regarding the management and maintenance of student records.

All staff members shall promptly furnish the administration with any information relating to their professional training, experience, activities or work required for reports to county, state or federal officials or for official school records. Personal information will be treated confidentially by school officials.

Recordings of Students and Classrooms

Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator. Staff should refer to Board Policy 5063 for information on recording by students.

School Calendar

The official school calendar is maintained in each building office. All activities and events must be scheduled and approved by the building principal. To avoid conflict, a sponsor should not call a meeting of any activity until the schedule has been checked and the meeting approved by the office.

School Property

School property is not to be lent to individuals except by permission of the superintendent.

Staff or groups who wish to use school facilities should make requests to the superintendent as early as possible so that they may be placed on the school calendar.

Staff must inform the superintendent and/or building principal of any school property that needs repair or that is lost, stolen, or damaged beyond repair. Matters regarding custodial service in the building should be handled through the superintendent's office.

School Vehicle Use

The transportation of students in a pupil transportation vehicle is governed by the rules of the Nebraska Department of Education and the district's safe pupil transportation plan or safety and security plan. School district employees, board members, and other elected or appointed school district

officials who are not transporting children are authorized to use a school district vehicle to travel to a designated location or to their home when the primary purpose of the travel serves a school district purpose. Staff should refer to the board policy regarding the use of school vehicles. (Policy 4060)

Security

Each staff member is responsible for the security of his/her own classroom or work area. Staff must lock the doors and windows of their classrooms and/or other work areas each night.

Staff members who use the building after it has been locked by the custodian or on weekends are responsible for turning off all lights and locking all windows and doors that they or students under their supervision may have used.

Under no circumstances are pupils to be allowed in the building after school hours without faculty or adult supervision. Keys to any school areas are not to be loaned to students under any circumstances.

Smoking on School Premises or at School Activities

Smoking, including the use of cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is permitted on school property only in specifically designated areas.

Sniffer (Drug) Dogs

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified that:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

(Policy 3045)

Social Media Usage by Staff

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. All staff members must refer to and comply with the board's policies regarding Staff Internet and Computer Use and Staff and District Social Media Use. Staff members who are uncertain about the applicability of board policy to a particular situation must confer with their supervising administrator prior to posting on social media.

Solicitation and Distribution of Merchandise

In the interest of maintaining a proper school environment and preventing interference with school purposes, employees may not sell merchandise, solicit financial contributions, solicit, or distribute literature or printed material for any non-school related cause during working time or on school grounds.

Student Interviews

Employees shall refer any police officer, child protective service worker, or other similar individual seeking to speak to or interview a student to an administrator.

Telephones

School telephones are maintained for the primary purpose of conducting school business. Staff members should limit their use of school phones to brief conversations. Teachers will not be called to the telephone during class time except in the case of an emergency.

Staff members may not use personal cell phones to make or receive calls or to send or receive text messages during instructional time.

Threat Assessment and Response

Team Concept

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to

immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

1. Definitions

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

term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

2. Obligation to Report Threatening Statements or Behaviors.

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

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

3. Threat Assessment Team

The threat assessment team (team) shall consist of the School Safety Team. Not every team member needs to participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

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

4. Threat Assessment Investigation and Response

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment

team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

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

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

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

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

5. Communication with the Public about Reported Threats

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

6. Coordination with the Crisis Team After Resolution of Threat

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

(Policy 3039)

Transportation Request Forms

If transportation is needed, the **TRANSPORTATION REQUEST FORM** is located on the district webpage as "Staff Transportation Request" Once approved, the **Transportation** Director will make the necessary transportation arrangements. Be sure to give as much advance notice as possible to assure availability and reservation of necessary transportation.

Visitors

Staff should welcome members of the public who wish to visit school, but should ensure that visitors follow the district's requirements.

All visitors must report to the building office before visiting any classroom or other areas of the building.

Visitors must comply with the following guidelines:

- if a visitor wishes to observe a specific skill or subject, he or she will be asked to observe during a specified time period
- children under the age of 10 years must be accompanied by a parent or guardian
- all visitors must have the prior approval of the principal or superintendent
- salespeople and other such agents will not be allowed to solicit staff members during school hours
- visitors must wear the visitor's badge supplied by the building office

Wage and Salary Payments

Staff members are paid on the 22nd of each month. The district provides direct deposit of paychecks to designated financial institutions. Otherwise, paychecks will be delivered personally at school or mailed to the address on file in the district office. Staff who wish to activate or modify their direct

deposits or who wish to have paychecks mailed to a different address must contact the district office. The school district will mail staff paychecks to the last address on file for each employee during months when school is not in session. Employees shall not be paid in advance under any circumstances.

All required deductions, such as for federal, state, and local taxes, retirement contributions, and all authorized voluntary deductions, such as for insurance or union dues, will be withheld automatically from your paychecks. Garnishments are legal proceedings imposed by a court of law upon the school district requiring payment to a third party of monies earned by district employees. The school district will accept all legal garnishments and tax levies against wages in compliance with state and federal law. An employee's pay will be held upon receipt of a garnishment until a court order is issued indicating satisfaction of the indebtedness or until ordered to surrender the monies to the court or its agent. The school district prohibits improper pay deductions, and employees shall be reimbursed for any improper pay deductions. If you believe that an improper deduction has been made to your pay, you should immediately report this information to the Business Manager or the Superintendent.

Staff members, by their signature on the acknowledgement page of this handbook, authorize the school district to withhold such sums from their paychecks as necessary to cover property damage, cash shortages or other amounts owed to the school district by the employee.

Weather-Related Closings

If school is called off because of bad weather or for any other reason, it will be announced on radio station KMCX 106.5, KOGA 99.7, KELN 97.1, KX104, Wild Country 93.5, the Hawk 98.5 and Rock 100.7 and television stations 10-KOLN, 6-NTV, and 99 or 2-KNOP and the school district's web page & social media outlets. The Superintendent or his/her designee is responsible for determining when school and/or extracurricular activities should be cancelled or dismissed due to severe weather or other emergency conditions. Coaches and/or sponsors may not conduct practices on days that school is cancelled without first securing the superintendent's specific permission. (Policy 6026)

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. Staff members should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in case of a tornado) at any time during the school day.

Workplace Searches

To safeguard the property and interests of our students, employees, and patrons; to help prevent the possession, sale, and use of illegal drugs on school grounds, and in keeping with the spirit and intent of the district's drug-free workplace policy and other policies, the school district reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from school when it has reasonable grounds to do so. The school also reserves the right to search any employee's office, desk, files, locker, or any other area or article on school grounds. All offices, desks, files, lockers, and so forth, are school district property and are issued or provided for the use of employees only during their employment with the district. Inspections may be conducted at any time at the discretion of the administration. Employees who refuse to cooperate with this provision will be subject to disciplinary action up to and including discharge.

POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF

Absences

The accumulation of leave for teaching staff is governed by the Negotiated Agreement between the Board of Education and the Education Association. This handbook sets forth the process for using that leave

1. Sick Leave

Certified staff members who are too ill to perform their teaching duties must contact their building principal by 6:00 a.m.

2. Personal Leave

Certified staff who wish to take personal leave must submit a leave request to their building principal at least three days in advance of the proposed leave. Building principals may deny personal leave requests if the school district is unable to secure the services of a qualified substitute teacher on the day of the proposed leave. Staff members may not take personal leave adjacent to a school break. For example, if school is not in session on a Monday, certified staff may not take personal leave the preceding Friday or following Tuesday.

3. Professional Leave

The board and administration recognize the value of continuing education and encourage certified staff to participate in seminars, workshops and other activities which will continue their professional growth. Certified staff members who wish to take professional leave must submit a leave request to their building principal, along with a description of the proposed event and any written materials about the event. Building principals may deny requests for professional leave if they are unable to secure the services of a qualified substitute or if the principal determines that the activity will not enhance the certified staff member's effectiveness as an employee of the district. Certified staff members who feel they have been unfairly denied professional leave may grieve the principal's decision, pursuant to the grievance procedure contained in the district's Negotiated Agreement.

4. Substitute Folders

Each teacher must prepare a substitute folder and keep the completed folder in the upper right-hand drawer of his/her desk. The folder must contain:

- a.) the current seating chart for each class;
- b.) the daily routine followed by each class;
- c.) all schedules (fire drill procedures, lunch schedule, etc.);
- d.) a copy of this handbook; and
- e.) plans for the day if the teacher's absence was anticipated. (These plans are in addition to the teacher's regular lesson plan book.)

Certified staff members may not make arrangements for their own substitute.

Assemblies

Classroom teachers must attend assemblies and pep rallies and sit with students to help maintain order.

All certified staff members should attend school assemblies and should try to attend as many of the school functions as possible regardless of whether they have specific assigned duties or not.

Assignment of Teachers

The administration will assign certified staff to individual duties. Certified staff will also be assigned for various forms of hall, extracurricular, recess, traffic, lunch period and other noontime duties, and athletic events.

Certificates, Teacher Contracts, Salary Information

Teaching certificates must be registered with the Superintendent before they may legally be paid. It is the certified staff member's responsibility to make sure this is done.

Each certified staff member must provide the superintendent's office with the following information:

- a. social security number,
- b. retirement number,
- c. withholding form W-4, and
- d. authorization to withhold for insurance benefits.

Each new certified staff member must fill out forms for retirement benefits before the first pay day as well as the family coverage of the district hospital/medical insurance program.

It is the sole responsibility of the certified staff member to inform the superintendent of any changes, including but not limited to changes in certification, endorsements, benefits plans, and salary payment information.

Cheating

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty is subject to discipline, up to and including expulsion. The instructor may refuse to accept the student's work in which the cheating or plagiarism took place, and assign a grade of "F" or zero for the work.

Check-out Forms

All certified staff must complete a check-out form and obtain appropriate signatures on the form prior to departing for the summer.

Classroom Management and Student Discipline

Classroom discipline is first and foremost the responsibility of the classroom teacher. Individual teachers are expected to assume responsibility for good discipline throughout the school system. However, if a certified staff member needs assistance with student discipline, they should seek the advice and counsel of the principal or superintendent.

Classroom teachers may not leave their classrooms unless the students are supervised by a competent adult.

Classroom teachers should have a well-defined discipline plan that is known to the students. Rules and consequences should be stated clearly and posted where appropriate.

Each building has its own specific procedures concerning student discipline. Classroom teachers should consult with their building principal for more information.

Teachers may remove a student from the classroom for failure to comply with established rules of conduct. Only an administrator can suspend or expel students from class or school and due process must be followed.

Students may be kept after school for matters relating to discipline or to assist in their academic progress. Certified staff should allow all elementary students and junior/senior high students who ride the bus to arrange parental transportation for the next day with their parents. Students who do not have transportation concerns may be kept without delay. Students may not avoid being kept after school because they have an after school practice or other school activity.

Both elementary and secondary certified staff are responsible for assisting with hallway discipline between classes and in the school lunchroom.

Classes should begin on time and end promptly. Work should continue throughout the period assigned for it. Classroom teachers have no right to waste the pupils' time. Classroom teachers may not dismiss classes early except by permission of the building principal.

Staff members may never send a student off school grounds without the authorization of the building principal.

Classroom teachers may not admit tardy students to class without an admit slip from the principal or the student's teacher from the previous period.

Classroom Sanitation

1. Handling of Body Fluids

All body fluids of all persons should be considered to potentially contain infectious agents (germs). Hand washing after contact with a school child is recommended if physical contact has been made with any child's blood or body fluids. The term "body fluids" includes: blood, semen, drainage from scrapes and cuts, tears, feces, urine, vomit, respiratory secretions, and saliva.

2. Infectious Diseases

Certified staff should promptly report any indication of an infectious or contagious disease to the school nurse or building principal. Certified staff

should report to the school nurse or the student's parents any pupil whom they suspect of having been exposed to any infectious or contagious disease.

Coaching Supplies

Coaching supplies will be distributed by the athletic director. Such items include tape, prewrap, heel pads, band aids, ankle braces, game balls, etc. Coaches should request additional supplies from the activities directory only when they have run out of supplies.

Coaches must fill out and submit inventory forms to the activities director immediately after the season is complete.

Collection of Student Money

Staff members must comply with the school district's student fee policy before collecting any funds from students.

Money collected from students should be turned into the office on the day it is collected for deposit in the proper activity or school district fund. Any checks written by students or parents for various payments should be made out to Paxton Schools unless otherwise instructed. Certified staff must submit a financial accountability form when they turn funds into the office.

When students purchase items such as coats, rings, etc., through the school district, they must pay for these and other major items before the order is sent. The sponsor of any school organization is not to give merchandise to students; items will be distributed by the office after proper payment.

Community Involvement

Certified staff are encouraged to take part in civic affairs in the community and must do so when required by state law and board policy.

Display of Classroom Work in the School and the Community

Classroom teachers are encouraged to display student work for public viewing. Students and parents enjoy viewing the display and may be even more supportive of their school because the display shows them many of the things the students do. Classroom teachers may use bulletin boards or the commons area to display student work or they may do so during an evening activity. Certified staff must contact the principal before displaying student work at an evening activity.

Down Slips

Down Slips are due by 9:00 AM Monday ~~whenever the week ends~~ on the first day of the school week starting the 4th week of each quarter continuing through the end of the quarter.

Duties of Certified Staff

The duties of certified staff include, but are not limited to, the following:

- a) Becoming acquainted with board policies, district rules and regulations, and the state laws concerning teachers and pupils.
- b) Attending such education conferences as are required by law or administrative directives.
- c) Attending school assemblies unless excused by the principal.
- d) Instructing pupils in the proper use of equipment and instructional supplies.
- e) Reporting in writing to the principal any injury to any child while under the jurisdiction of the school, including athletic injuries.
- f) Complying with the Teachers Professional Code of Ethics which has been promulgated by the Nebraska Department of Education (92 Neb. Admin. Code § 27) and adopted by the Board of Education of the district.
- g) Discussing a student only with the child's parents and the superintendent, principal, guidance counselor or classroom teachers who may know the circumstances and have a need to know. It is unprofessional and inappropriate to discuss students or other staff members in the staff lounge.
- h) Being responsible for students whom they keep in school at times other than during regular school time. Certified staff will be responsible for any special work done by their students, including field trips, joint assemblies, school programs, etc.
- i) Refraining from joining book clubs or film clubs using the school name.
- j) Turning in all monies collected to the main office by the end of the school day.

- k) Clearing all class meetings or trips through the principal's office.
- l) Participating in Student Assistance Teams pursuant to board policy.
- m) Assisting with the administration of standardized testing as assigned by the administration.
- n) Provide homebound instruction as assigned by the administration.
- o) Performing additional duties as assigned by the administration.

Eligibility Grades 6-12

Student academic eligibility for participation in extracurricular activities will be determined on a weekly basis. A student will become ineligible by maintaining an average of less than seventy percent (70%) in two or more classes weekly. Eligibility will be based on the weekly cumulative semester mathematical average of each student. The grading period will end at the conclusion of school on the last school day of the week. Beginning on the fourth Monday of each quarter, classroom teachers must submit the names of all students who are not academically eligible to the office by 9:00 AM on the first school day of each school week. At the discretion of the sponsor, ineligible students will be allowed to participate in practice. Activities affected by the eligibility rule are:

1. All interscholastic contests, including but not limited to, athletics, FFA, FBLA, speech contests, and similar organizations or events.
2. Cheerleading.
3. Music competition, performances (except Christmas and Spring concerts), and clinics.
4. All school dances.
5. Other activities deemed appropriate by the principal.

Extracurricular Activities

Staff must schedule all events and other extracurricular activities at the activity director's office to avoid conflicts. Activities must be put on the school calendar located in the activity director's office at least one week before the activity. Staff should avoid or shorten practices and activities on

Wednesday evenings and Sundays, in order to give students sufficient time away from school for family-related activities.

Certain activities require time to be scheduled outside regular school hours. Any school sponsored activity involving students must have approval of the principal prior to the activity, including all fund raising activities.

Regular classroom work in all grades will have precedence over any other activity. Students will not be dismissed from classes to participate in extra-curricular activities without permission from the principal. Make up slips must be completely signed and returned to the sponsor of the activity prior to dismissal from class. All evening activities, except practices, must have no less than two school sponsors. Non school sponsors must be approved by the administration. If vehicles are used for transportation, the drivers must be adults who have been approved by the school.

The activities director has the responsibility for all activities. Therefore, any ruling or handbook decision he/she makes will be school regulation in lieu of further board action.

No student may participate in a field trip off school property without written permission of his or her parent or guardian.

Evacuations

Early in the semester, classroom teachers should review instructions for leaving the classroom with all of their students. Classroom teachers should also periodically review with each class what to do in case of fire, tornado or other emergency.

1. Fire Drills

Fire drills will be held on a regular basis. Certified staff may or may not be notified in advance. These drills are important exercises that help ensure the safety of students in case of an emergency.

When the fire alarm is sounded, all students and staff immediately must cease the activity in which they are engaged and leave the building at once, following these regulations:

- a) Students nearest the windows will close them before leaving.

- b) The classroom teacher will be the last to leave the room. He or she will turn out all the lights and close the door as he or she leaves.
- c) Classroom teachers will take their crisis manuals with them when they leave their classrooms.
- d) Students reaching the exit doors may hold the doors wide open until everyone has filed out.
- e) Staff and students will move far enough away from the building to avoid possible injury from fire and falling embers, and also, to remain clear of emergency vehicle traffic.
- f) Once outside, each class sponsor assigned teacher must account for every student in the class. Classroom teachers will take roll for their class and;
 - 1) hold up a Green Card (all students accounted for)
 - 2) hold up a Red Card (missing or extra student (s) listed)

The decision to return to the school building will be made by the administration. Students will return in an orderly manner.

2. Tornado Drills

When a tornado warning has been issued, the school will evacuate classrooms and move students to the designated tornado shelters. Tornado alerts will be given via the bell system by using short repeated bell signals. When a tornado alert is given, all students and staff immediately must cease the activity in which they are engaged immediately and seek shelter, following these regulations:

- a) All students and staff should proceed to the designated tornado shelter.
- b) Each teacher must account for every student in the class.
- c) Classroom teachers should be sure that each student is sitting with his or her back to the wall, their knees up and their heads should be between their legs.

3. Protocol for all Evacuations

Upon evacuation signals, all students and staff must exit each building. Classroom teachers should do the following:

- 1) Take the class roster;
- 2) Lock the classroom door after all occupants have exited the room;
- 3) Keep the class together and move promptly in an orderly fashion; and

4) Upon arriving at the evacuation point, take roll, maintain order, and supervise students.

Evaluations

The appropriate district administrator will evaluate tenured and probationary teachers as required by law and district policy. Additional evaluations, both formal and informal, may be conducted as the district administration deems appropriate. Copies of the district's evaluation forms are contained at the end of this handbook.

Faculty Meetings

The superintendent and principals will call meetings as needed. Certified staff are required to be present at all faculty meetings unless excused by the administration.

Field Trip Request Forms

Certified staff who wish to take students off school property must submit a request to the building principal at least seven calendar days prior to the date of the requested activity.

Elementary grades will be limited to one field trip per year. Additional requests may be granted on a case by case basis.

Grading Policy

Failing reports for Jr.-Sr. High School students must be turned into the office on or before 9:00 a.m. on each Monday starting the 4th week of the quarter.

Grades are given as letter or percentage as requested by the building principal. No incompletes or condition grades will be given, but grades may be changed by request of the classroom teacher to the principal. If a student fails the first semester and passes the second semester, a classroom teacher may pass a student for the full year.

A student is to be graded on academic performance. **A student's grade is not to be reduced for discipline.** Prejudice or favoritism has no place in grading a student. All grading should be explained in simple, understandable terms to the student.

Classroom teachers should provide students and parents with frequent updates regarding the student's progress during the quarter. At the conclusion of each quarter, students will receive an end-of-quarter report card. Classroom teachers should use the following symbols for each subject area:

<u>Report Cards</u>	<u>Numerical Scale for Report Cards</u>
A= Excellent	93-100 = A
B= Above Average	85-92 = B
C= Average	76-84 = C
D= Below Average	70-75 = D
F= Failing	69 and below = F
S= Satisfactory Progress	
U= Unsatisfactory Progress	

In the elementary grades, students will receive letter grades only in designated "core" curricular subjects. Elementary teachers should report student progress on grade reports using the following system:

Students in grades K-2 receive, "progressing", "met", or "not met", standards-based marks on their quarterly report cards for Language Arts, Math, Science/Health, and Social Studies. PE and Music teachers give these students letter grades based on the same grading scale used for students in grades 3-12.

Students in grades 3-5 receive letter grades, based on the same grading scale used for students in grades 6-12 for Language Arts, Math, Science/Health, Social Studies, and PE and Music.

Guest Lecturers

Guest lecturers must be approved by the administration before they are asked to address a class. The guest lecturer must have a specific, relatable objective in his/her lecture.

Hall Duty

Every classroom teacher is on hall duty before school in the morning and between classes. Classroom teachers are responsible especially for the part of the hall adjacent to their classrooms.

Homework Policy

Homework consists of assignments made by teachers that students must complete during non-class time. Homework is intended to ensure student learning of certain concepts and/or skills found in the written and taught curriculum.

Teachers are encouraged to assign homework and must use their professional judgment in determining the length, difficulty, and student readiness to proceed with homework assignments. Homework assignments shall be kept minimal on Wednesday nights, which is traditionally considered "family night" in the community.
(Policy 6017)

Instructional Materials

All instructional materials and media must be previewed for suitability by the classroom teacher before being shown to students.

Lesson Plans

Each teacher will prepare and complete a proper lesson plan by Monday at **9** AM. These plans must be written so that they are clear to any substitute teacher and readily available. An up-to-date seating chart of the class or classes shall be part of the substitute folder. Other regulations relative to lesson plans will be made by individual building principals. The lesson plans of all classroom teachers are subject to review of the building principal or other members of the school district's administration at any time.

Lesson plans must **identify major instructional objectives and show page assignments and general direction that might be followed by anyone who might be called upon to teach the classes.**

Lesson plans for the upcoming week must be submitted by 9 AM on Monday of each week or the first day of the school week.

Media Center

The media center is set up to serve the needs of certified staff and students. Certified staff who need assistance with textbooks, literature sets, magazines and other reference materials should consult with the media specialist.

Staff will be provided with Media Center Guidelines at the beginning of each year.

Paraeducators

Paraeducators provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraeducator must not, however, assume teaching responsibilities. The classroom teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Paraeducators may be used to assist the classroom teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculating and recording grades. Paraeducators are to work only on and within their assigned work days. If the classroom teacher desires the paraeducator to work hours other than the assigned work hours or assigned work day, he or she must contact the administration for approval.

Parent-Teacher Communication

Students' academic success has been closely linked to parental involvement in school. Certified staff should strive to develop open and supportive relationships with parents and guardians. Each classroom teacher is responsible for keeping a student's parents informed about the student's progress. This may be done by letter, telephone, e-mail, or personal conference. Certified staff must attend parent teacher conferences, promptly return phone calls, participate in teacher events for students and parents, and where necessary utilize a planner as a communication tool. Certified staff who need additional support in communicating with parents should contact their building principal or guidance counselor.

Parties

1. No activities or picnics shall be held by an organization of the school without the presence of the sponsor or sponsors.
2. The number of activities and the closing hour for activities will be determined by the building principal and organization sponsor.
3. In making arrangements for activities and picnics, staff must avoid disturbing the routine of the school.
4. Cleaning up after the activity is the responsibility of the sponsor.

Planning Time

Each classroom teacher is provided with duty-free time for planning, preparation of school-related materials, and a brief respite from the duties of the day.

The Board defines planning time as time for educational planning and other task-related functions that cannot normally be accomplished during instructional periods. Planning time should not be confused with personal time.

Planning time should not be used for running personal errands, conducting personal business, or pursuing non-school hobbies and/or interests without administrative approval.

PowerSchool and PowerGrade

All teachers/classroom aides will be required to use PowerSchool and PowerGrade. Attendance will be taken as follows: Elementary – at the beginning of the morning, and right after lunch; and Secondary – at the beginning of every period. Attendance must be taken within the first five minutes of each period / beginning session. Lunch count will also be taken with PowerGrade.

A "comment bank" will be developed for comments on progress reports, report cards, and discipline reports at a later date. You may use the "comment bank" or enter your own free-form comment.

Classroom teachers are not permitted to install PowerGrade on their home computer.

Private Tutoring

Classroom teachers must provide individual assistance to students as a part of their duties. Any certified staff member who engages in private tutoring for pay (compensation of any kind from a source other than the District) is subject to the following rules:

- Certified staff may not arrange to provide private tutoring for any child enrolled in the staff member's class.
- Certified staff are not to provide private tutoring in a school building.
- Certified staff are not to provide private tutoring during duty time.
- Certified staff are prohibited from advertising or promoting the private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

Pupils' Records

1. Each classroom teacher must keep a set of records in-Powerschool.
2. Report cards will be issued within one week following the end of the quarter unless otherwise announced.
 - a) Reports should be conscientiously and accurately made because they are a serious estimate of the degree of success of the pupil.
 - b) Each classroom teacher should be adequately prepared to defend all decisions given on the report card.
 - c) Each classroom teacher is responsible for distribution of class cards on time.
 - d) Classroom teachers must confer with the principal before recording any incomplete, failing, or conditional grades on report cards.

Rights of Certified and Probationary Teachers

Certified and probationary teachers are entitled to the legal and procedural rights outlined in the board policies and state and federal law with regard to the amendment, cancellation, or termination of the teacher's employment contract. For specific questions relating to those procedural or legal rights, please refer to the district's board policies.

School Day

All certified staff must be at school or on duty between the hours of 8:00 a.m. and 4:00 p.m., Monday through Thursday and 8:00 a.m. and 2:40 p.m. on Fridays. On Fridays and days preceding certain holidays or vacation periods, certified staff are permitted to leave after the students are dismissed. Under special circumstances, certified staff may seek permission from their building principal to vary these duty hours. In addition, certified staff may be assigned responsibilities at other hours by the principal or superintendent for supervising or directing school activities or affairs or for participation in affairs under the direct sponsorship of the school.

Each teacher will be in his or her classroom and ready to teach at 8:00 a.m. each day. Classroom teachers will stand at their doors when class is dismissed and must be outside their classroom doors before each class period. Classroom teachers must be physically present in their classrooms at all times during class periods and conference periods.

Personal work may not be done on school time.

Sponsors

Certified staff members are assigned by the superintendent as class and club sponsors. Sponsors must be present at all meetings and activities of the sponsored group. Purchasing of supplies must be approved by the Superintendent.

Student Activities

Staff members who sponsor extracurricular activities such as athletics, class plays, and class activities may leave the school building only after making sure that all students and other individuals have left the building. No student is to be left unattended in the school building at any time.

School-owned clothing or equipment that is checked out to students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for its intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Certified staff will be held responsible for clothing and equipment that is not returned.

Student Aides

Student aides are to be directly supervised by the certified staff member and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the certified staff member by helping supervise another student, grade tests or class work, calculate student grades, or record grades. A student aide should not be present and assisting a certified staff member without another adult present after the end of regular teacher duty hours.

Student Attendance

Students are expected to arrive at each class, be seated and ready for instruction prior to the beginning of the class day or class period, as appropriate. Student tardiness is the classroom teacher's professional responsibility. Classroom teachers must insist that students be on time.

Each teacher must maintain an accurate record of student attendance each day. Classroom teachers must carefully check and record attendance information at the beginning of each school day and, in upper grades, at the beginning of each period. Students and student assistants are not permitted to check attendance. Excessive absenteeism should be reported to the building principal or guidance counselor.

Students returning from an absence must report to the office prior to going to class. A returning absentee must show each classroom teacher the admittance pass that was issued by the school office. No student should be accepted back into class after an absence without this pass.

A student who departs school during the school day must report to the office and sign out before leaving the building. A student who returns during the school day must sign in at the building office before returning to class. (Policy 5001)

Student Attire

The responsibility for proper daily grooming and dress is primarily the responsibility of students and parents/guardians. However, certified staff members must insist that students do not remain in school while wearing attire that violates the dress code set forth in the Student Handbook.

Classroom teachers must report students who are not in compliance with the dress code to the building principal. The final decision on what is considered proper grooming and appearance is the responsibility of the building principal.

(Policy 5031)

Student Illness

In the event of student illness or injury, classroom teachers should notify the building principal or superintendent immediately. Staff should never send a pupil home without notifying school officials and checking to see if his/her parents are home. (Policy 5023)

Student Medication

Student medications should not be dispensed by staff members unless they have the proper medication dispensing certification.

Staff members are not authorized to dispense prescription medicine without an agreement with a parent or guardian to provide a prescription container for the medicine that includes a pharmaceutical label, the physician's name, a child guard cap and directions for administering the medication.

After receiving the medication, the school employee should lock the medication in a cabinet or place it in an area where access is restricted to school employees only.

(Policy 5024)

Student Passes

Students may not go to another classroom without permission from the teacher.

Student Searches

Certified staff members may not search students or their belongings. If a staff member suspects that a student is in possession of contraband, he/she should immediately contact a member of the administration and supervise the student until the administrator arrives. Students who are suspected of having an item in violation of school rules may be directed to wait with a staff member.

Substitute Teaching During Planning Period

Certified staff may be required to substitute during their planning period. If a classroom teacher is requested to supervise another teacher's class during free or preparation period, the compensation will be $\frac{1}{8}$ of daily substitute pay per period. (Negotiated Agreement, Substitute Salary p. 8)

Teaching Controversial Issues

Teachers may teach or lead discussions about controversial issues if they comply with the following criteria:

- The issues discussed must be relevant to the curriculum and be part of a planned educational program.
- Students must have free access to appropriate materials and information for analysis and evaluation of the issues.
- The teacher must encourage students to consider and discuss a variety of viewpoints.
- The topic and materials used must be within the range, knowledge, maturity, and competence of the students.
- The teacher must inform parents and the building principal before discussing sensitive or controversial issues.
- The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.
- Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda through any classroom or a school device; however, a teacher shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.

Textbooks

Classroom teachers will issue textbooks to the pupils, keeping a record of the number and condition of the book assigned to each pupil. If the books are new, classroom teachers must make sure the books are stamped and numbered before distribution.

Textbooks are to be stored in the classroom or storeroom. Textbooks are to be checked out to the students with teachers keeping an accurate record of each book by number in the place provided in grade books. Pupils are to pay for lost or damaged books. Student textbooks must be covered with a book cover.

Workbooks do not become the property of the students and in most cases should be retained by the school.

**POLICIES AND PROCEDURES REGARDING CLASSIFIED STAFF ARE
OUTLINED IN INDIVIDUAL AGREEMENTS**

STAFF DIRECTORY

Members of the Board of Education:

Cory Holm..... President
Doug Wasserman..... Vice-President
Leah Fote..... Secretary
Michael Holzfaster..... Treasurer
Brittany Hardin..... Member
Jeremy Spurgin Member

Administrative Staff:

Del Dack..... Superintendent
Stacy McAbee Secondary Principal, Activities Director, Title IX Coordinator
Melissa States.....Elementary Principal, Student Services & 504 Coordinator

Teaching Staff:

Ken Bartels DL HS Accounting
Mariah Bottom DL Spanish I/II/III
Brittany Brott Resource, Elem Reading, Early Childhood
Jordan Cullers.....Grade 2, Science Olympiad
Amy Dickmader Elementary, Business, FACS
Bethany Essink Resource, Junior Class Sponsor
Elizabeth Gleason.....Grade 3, HAL Coordinator, Ass't HS Track
Kendra Jay... Grade 4, Gr 4-6 ELA, STEPS Co-Chair, Elementary SAT Member
Lindsey Jorgensen Health, P.E., JH/HS Cross Country Coach,
..... JH Girls Basketball Coach, JH Girls Track Coach, Assistant Track Coach
Scott Jorgensen..... Social Studies 9-12, Weightlifting 9-12, Athletic
.....Director, Head FB, GBB & Head Track Coach
Anthony Julian ...7-8 Science, 6-8 Social Studies, 7th Grade Class Sponsor,
..... JH P.E., Science Olympiad Coach 9-12
Erin Kuenning Title I, Preschool & Assistant HS Volleyball
Dana Merrill.....Grade 1, SAT Chair Elementary
Lisa Mitchell.....6-8 Reading/Language Arts,
.....Head Volleyball Coach, Head MS Volleyball Coach
Megan Mullen.....Grade 5, Gr 6/7 STEM, Science Olympiad
Tara Peters.....Vocal and Instrumental Music, FPS (6-12)
Morgan Schaeffer Kindergarten
Jean Spencer..... School Counselor, Nat'l Honor Society Sponsor, SAT Chair
Katie Stevenson 9-12 Science, Soph Class Sponsor, Quiz Bowl Coach
Jodi Storer..... Reading, Media Specialist, 8th Grade Class Sponsor
Molly Thompson 6-12 Math, Senior Class Sponsor, STEPS Co-Chair
.....Data and Assessment
Corey Turner Ag Education 7-12, FFA Sponsor
Mary Vasquez 9-12 English, FACS

Trey White Art, Yearbook/Journalism, Assistant FFA Sponsor

Paraprofessionals:

Lisa Babbitt
Dana Cassell
Kim Connick Cheerleading Sponsor
Crystal Fox Asst. Speech
Hayley Hebblethwaite
Ana James Freshman Class Sponsor
Brittany Kugler

Office Staff

Olene Beck..... Business Manager
Cher Perlinger..... Administrative Assistant
Stacy Schutz Technology Coordinator

Custodians

Chance Morland.....Secondary Custodian & Head GBB Coach
Mike Morland..... Head Custodian
Nicole Potts..... Elementary Custodian

Food Service Program

Jan Neilsen..... Assistant Cook
..... Assistant Cook
Robin Peterson..... Food Service Manager
Paula Rosentrater.....Concessions Manager

Transportation Department

Matt Fox..... JH FB Coach, HS FB Ass't Coach, Route Driver
Jim Knothe..... Route Driver

Additional Coaching Staff

Janell Beveridge HS Boys Golf Coach
Tyler Cassell Assistant HS Cross Country Coach
Linda Drews Assistant One Acts Coach
Tania Fox One Acts Coach
Brian Neilsen Assistant HS FB Coach
Jill Markussen Cheerleading Sponsor

Special Services Staff

Kristi Chessmore.....Special Education Director
Jennie Dyer ESU 16 Physical Therapist
Angie McBride Speech Pathologist
Dr. Luke McConnell School Psychologist

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching and learning skills. The following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district's faculty and staff. Staff should also refer to the district's policy on Staff and District Social Media Use.

I. Staff Expectations in Use of the Internet

A. Acceptable Use While on Duty or on School Property

1. Staff shall be restricted to use the Internet to conduct research for instructional purposes.
2. Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents, and patrons.
3. Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.
4. Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

B. Unacceptable Use While on Duty or on School Property

1. Staff shall not access obscene or pornographic material.

2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.
3. Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.
4. The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.
5. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

II. School Affiliated Websites

Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated web page which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any website which identifies the school district by name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated web pages and must only publish content appropriate for the school setting. Staff must also comply with all board policies in their school-affiliated websites and must comply with the board's policy on professional boundaries between staff and students at all times and in all contexts.

Publication of student work or personality-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information on the Internet.

III. Enforcement

A. Methods of Enforcement

The district owns the computer system and monitors e-mail and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any electronic communications or files, which are stored or accessed on or using school property and these are subject to search and inspection at any time.

1. The district uses a technology protection measure that blocks access to some sites that are not in accordance with the district's policy. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
2. Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measures that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.
3. The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

B. Any violation of school policy and rules may result in that staff member facing:

1. Discharge from employment or such other discipline as the administration and/or the board deem appropriate;
2. The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;

3. When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

IV. Off-Duty Personal Use

School employees may use the internet, school computers, and other school technology while not on duty for personal use as long as such use is (1) consistent with other district policies, (2) consistent with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education "Rule 27"), and (3) is reported as compensation in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid. All of the provisions of Rule 27 will apply to non-certificated staff for the purposes of this policy. In addition, employees may not use the school's internet, computers, or other technology to access obscene or pornographic material, sext, or engage in any illegal activities.

(Policy 4012)

SCHOOL CALENDAR 2022-2023

August 18	1st Day of School 8:00 a.m. - 3:42 p.m.
September 5	Labor Day - No School
September 21 & 28	2:00 Dismissal, Parent Teacher Conf 3:00 – 7:00
October 10	No School – Teacher PLC Day
October 14	End of Q1 (40 Days)
October 17	Q2 begins
October 21	No School - Teacher Comp Day
November 4	No School - Fall Break
November 23-25	No School - Thanksgiving Break
November 28	No School - Teacher Inservice
December 20	End Q2 (41 days) End S1 (81 days)
December 21	Christmas Break Begins
December 23-27	NSAA Moratorium - No Winter NSAA Practice
January 3	No School – Teacher In-service
January 4	School Resumes – S2 and Q3 begin
January 30	No School – Mid Winter Break
February 20	No School – Teacher PLC Day
March 8	End of Q3 - (44 days)
March 9-10	No School - Spring Break
March 13	No Elem – PK-5 Parent Teacher Conf 1:00-7:00
April 7 & 10	No School - Easter Break
May 9	Seniors' Last Day
May 13	Graduation 3:00 p.m.
May 25	Students Last Day
	End of 2nd Semester (91 days), End Q4 (47 days)
May 26	Teacher Checkout (Following Last Student Day)

*Please note that our school calendar has 5 extra days built into it for unscheduled dismissal (i.e. snow days, state tournaments). The earliest day for dismissal will be May 18, 2023. The final day of school will be announced in the May 2023 newsletter. **The calendar is subject to change with Board approval.**

TEACHER/EDUCATIONAL SPECIALIST FORMATIVE/SUMMATIVE EVALUATION

District Name: [Click here to enter text.](#)

TEACHER/SPECIALIST INFORMATION:

Teacher/Specialist Name: [Click here to enter text.](#) Grade/Subject Area: [Click here to enter text.](#)
 School(s) 1. [Click here to enter text.](#) Evaluator: [Click here to enter text.](#) 2. [Click here to enter text.](#)
 School Year: [Click here to enter text.](#) 3. [Click here to enter text.](#)

- ☐ Probationary ☐ Permanent ☐ Year 1 ☐ Year 2 ☐ Year 3 (locally determined)
- ☐ Semester 1 (Formative-Ratings required) ☐ Formative (Ratings optional) ☐ Semester 2 (Summative-Ratings required) ☐ Summative (Ratings required)

Part I: Nebraska Effective Practices. Probationary teachers/educational specialists are rated on the Effective Practices each semester based on at least one formal observation for a full instructional period and such other observation data or artifacts as may have been collected. Permanent teachers/specialists are rated on the Effective Practices at the end of the summative year.

EFFECTIVE PRACTICE: (1) Foundational Knowledge. The teacher demonstrates a comprehensive knowledge of content, pedagogy, students, and standards needed to provide each student with effective opportunities for learning, development, and achievement.	
Evaluator Rating	Description
☐ Exemplary	The teacher demonstrates a current and comprehensive knowledge of content, pedagogy, students, and standards needed to provide each student with effective opportunities for learning, development and achievement
☐ Proficient	The teacher demonstrates a comprehensive knowledge of content, pedagogy, students, and standards needed to provide each student with effective opportunities for learning, development, and achievement.
☐ Basic	The teacher demonstrates limited knowledge of content, pedagogy, students, or standards needed to provide each student with effective opportunities for learning, development and achievement.
☐ Unsatisfactory	The teacher demonstrates a lack of knowledge of content, pedagogy, students, or standards needed

	to provide each student with effective opportunities for learning, development, and achievement.
Comments (Required for Basic or Unsatisfactory rating):	
Click here to enter text.	

Teacher/Educational Specialist Formative/Summative Evaluation Page 1 of 7 
www.education.ne.gov/EducatorEffectiveness

EFFECTIVE PRACTICE: (2) Planning and Preparation. The teacher integrates knowledge of content, pedagogy, students, and standards with the established curriculum to set high expectations and develop rigorous instruction for each student that supports the growth of student learning, development, and achievement.

Evaluator Rating	Description
☐ Exemplary	The teacher purposefully and consistently integrates a comprehensive knowledge of content, pedagogy, students, and standards with the established curriculum to develop units, lessons, and other learning experiences that support the growth of individual student learning, development, and achievement.
☐ Proficient	The teacher consistently integrates knowledge of content, pedagogy, students, and standards with the established curriculum to develop coherent and rigorous units, lessons, and activities that support the growth of student learning, development, and achievement.
☐ Basic	The teacher demonstrates a basic knowledge of content, pedagogy, students, and curriculum standards, but fails to integrate them consistently to develop units, lessons, and learning activities.
☐ Unsatisfactory	The teacher displays a very limited knowledge of content, pedagogy, students, or curriculum standards, and/or fails to develop coherent and rigorous units, lessons, and learning activities.
Comments (Required for Basic or Unsatisfactory rating):	
Click here to enter text.	

EFFECTIVE PRACTICE: (3) The Learning Environment. The teacher creates and maintains a learning environment that fosters positive relationships and promotes active student engagement in learning, development, and achievement.

Evaluator Rating	Description
☐ Exemplary	The teacher creates and consistently maintains an exceptional learning environment that fosters positive relationships and promotes active student engagement in learning, development, and achievement.
☐ Proficient	The teacher creates and maintains an effective learning environment that fosters positive relationships and promotes active student engagement in learning, development, and achievement.

☐ Basic	The teacher strives to create and maintain a learning environment that fosters positive relationships and promotes active student engagement in learning, development and achievement; however, the results are not consistent.
☐ Unsatisfactory	The teacher fails to create and/or maintain an effective or engaging learning environment.
Comments (Required for Basic or Unsatisfactory rating):	
Click here to enter text.	

EFFECTIVE PRACTICE: (4) Instructional Strategies. The teacher uses effective instructional strategies to ensure growth in student achievement.	
Evaluator Rating	Description
☐ Exemplary	The teacher consistently uses highly effective instructional strategies that result in continuous growth in learning for each student.
☐ Proficient	The teacher regularly uses effective instructional strategies to ensure growth in student achievement.
☐ Basic	The teacher strives to use effective instructional strategies to ensure growth in student achievement, but has inconsistent results.
☐ Unsatisfactory	The teacher fails to use effective instructional strategies and growth in student achievement is below expectations.
Comments (Required for Basic or Unsatisfactory rating):	
Click here to enter text.	

EFFECTIVE PRACTICE: (5) Assessment. The teacher systematically uses multiple methods of formative and summative assessment to measure student progress and to inform ongoing planning, instruction, and reporting.	
Evaluator Rating	Description
☐ Exemplary	The teacher is viewed as an assessment leader for the building/district. He/she consistently and systematically creates and uses multiple methods of formative and summative assessment to measure student progress. The teacher disaggregates data for use in planning, preparing for instruction, and reporting.
☐ Proficient	The teacher consistently and systematically develops and uses multiple methods of formative and summative assessment to measure student progress. The teacher uses assessment results when planning, preparing for instruction, and reporting.
☐ Basic	The teacher has limited understanding of the various methods of assessment, and/or the teacher

	uses assessment results inconsistently.
☐ Unsatisfactory	The teacher has little or no understanding of assessment methods and uses them inconsistently or incorrectly. Assessment results are ignored or not used appropriately.
Comments (Required for Basic or Unsatisfactory rating):	
Click here to enter text.	

EFFECTIVE PRACTICE: (6) Professionalism. The teacher acts as an ethical and responsible member of the professional community.	
Evaluator Rating	Description
☐ Exemplary	The teacher serves as a role model for ethical and responsible behavior and serves as a leader in the professional community.
☐ Proficient	The teacher consistently models ethical and responsible behavior as a member of the professional community.
☐ Basic	The teacher understands ethical and responsible behavior, but is inconsistent in demonstrating a high level of professional practice
☐ Unsatisfactory	The teacher fails to act in an ethical and/or professional responsible manner.
Comments (Required for Basic or Unsatisfactory rating):	
Click here to enter text.	

EFFECTIVE PRACTICE: (7) Vision and Collaboration. The teacher contributes to and promotes the vision of the school and collaborates with students, families, colleagues, and the larger community to share responsibility for the growth of student learning, development and achievement.	
Evaluator Rating	Description
☐ Exemplary	The teacher takes a leadership role in contributing to and promoting the vision of the school and continuously collaborates with students, families, colleagues, and the larger community to share responsibility for the growth of student learning, development, and achievement.
☐ Proficient	The teacher contributes to and promotes the vision of the school and collaborates with students, families, colleagues, and the larger community to share responsibility for the growth of student learning, development, and achievement.
☐ Basic	The teacher strives to promote the vision of the school and to collaborate with students, families, colleagues, and the larger community to share responsibility for the growth of student learning,

	development, and achievement, but with limited or inconsistent results.
☐ Unsatisfactory	The teacher fails to contribute to and promote the vision of the school. The teacher fails to recognize his/her responsibility to collaborate with students, families, colleagues, and the larger community, and to share responsibility for the growth of student learning, development, and achievement.
Comments (Required for Basic or Unsatisfactory rating):	
Click here to enter text.	

SUMMARY OF EFFECTIVE PRACTICES:

Areas of Strength
Click here to enter text.
Areas of Development
Click here to enter text.

- ☐ Plan for Improvement attached (Optional)
- ☐ Plan for Assistance attached (required for rating “Unsatisfactory” on any of the Effective Practice

Teacher/Educational Specialist Formative/Summative Evaluation Page 4 of 7 www.education.ne.gov/EducatorEffectiveness

Part II: Student Learning Objectives/Specialist Program Objectives. For probationary teachers/educational specialists, SLO's/SPO's are reviewed during the first semester evaluation conference and rated during the second semester evaluation conference. Combined rating; attach SLO/SPO template. For permanent teachers/specialists, SLO/SPOs are reviewed at the annual conference.

Evaluator Rating Description

☐ Exemplary	Results across all Student Learning Objectives/Specialist Program Objectives demonstrate that objectives have been met or exceeded in all respects. Students, including those in special populations, show exceptional learning gains, or program elements improved at a level beyond expectations. SLO/SPO design shows exemplary quality and rigor and implementation strategies were executed diligently. The teacher/educational specialist's impact on student learning or program improvement can serve as a model for other faculty.
☐ Proficient	Results across all Student Learning Objectives/Specialist Program Objectives demonstrate that objectives have been met or nearly met on an overall basis, and all or nearly all students or program criteria show growth. Special populations show significant learning gains, or program elements improved at the expected level. SLO/SPO design shows appropriate quality and rigor and implementation strategies were effectively carried out. The teacher/educational specialist's impact on student learning or program improvement is evident.

☐ Basic	Results across all Student Learning Objectives/Specialist Program Objectives demonstrate that objectives have not been met on an overall basis, although some student achievement growth or program criteria improvement is evident. Growth in student achievement or program improvement is somewhat below expectations. SLO/SPO design may have been somewhat lacking in quality and/or rigor and implementation strategies were not carried out as effectively as could be expected.
☐ Unsatisfactory	Results across all Student Learning Objectives/Specialist Program Objectives demonstrate that objectives were not met or met only partially, and student achievement growth or program improvement is significantly below expectations. In addition, SLO/SPO design may have been deficient in quality and/or rigor and implementation strategies were not effectively carried out.
Comments (Required for Basic or Unsatisfactory rating):	
Click here to enter text.	

☐ Plan for Improvement attached (Optional)

☐ Plan for Assistance attached (required for rating “Unsatisfactory”)

Teacher/Educational Specialist Formative/Summative Evaluation Page 5 of 7 www.education.ne.gov/EducatorEffectiveness

Part III: Individual Professional Development Plan. The Individual Professional Development Plan is evaluated only in Probationary Years 2 and 3. In those years, the IPD Plan is reviewed in the first semester evaluation conference and rated in the second semester evaluation conference. For permanent teachers / specialists, IPDP is reviewed at the annual conference

Evaluator Rating Description

☐ Exemplary	The Individual Professional Development Plan's goals have been met or exceeded in all respects. There is evidence that implementation and completion of the Plan has led to significant, positive, and lasting change in job performance.
☐ Proficient	The Individual Professional Development Plan's goals have been met or nearly met on an overall basis. There is evidence that implementation and completion of the Plan has led to a positive change in job performance.
☐ Basic	The Individual Professional Development Plan's goals have not been met or have been only partially met on an overall basis. There is limited evidence to date that implementation of the Plan has led to a positive change in job performance.
☐ Unsatisfactory	The Individual Professional Development Plan's goals have not been met to a satisfactory degree. Implementation of the plan has not led to a positive change in job performance.
Comments (Required for Basic or Unsatisfactory rating):	
Click here to enter text.	

- ☐ Plan for Improvement attached (Optional)
- ☐ Plan for Assistance attached (required for rating “Unsatisfactory”)

Part IV: Local District Standards (Optional). Local standards may be evaluated in either or both semesters. **Local District Standards Meets District Standards Meets District Standards**

☐ Not Applicable	☐ YES	☐ NO

Teacher/Educational Specialist Formative/Summative Evaluation Page 6 of 7 
www.education.ne.gov/EducatorEffectiveness

Part V: Overall Rating. An overall rating is provided in the second semester conference only for probationary teachers/ specialists. For permanent teachers/specialists, an overall rating is provided at the final conference of the summative year. **Evaluator Rating Description**

☐ Exemplary	In the judgment of the evaluator based on a review of the evidence collected, the teacher/educational specialist meets district performance standards for all evaluative criteria and exceeds expected performance in many respects. He/she takes a leadership role in professional development and school leadership activities.
☐ Proficient	In the judgment of the evaluator based on a review of the evidence collected, the teacher/educational specialist meets district performance standards for the evaluative criteria on an overall basis and is actively engaged in professional development and school leadership efforts.
☐ Basic	In the judgment of the evaluator based on a review of the evidence collected, the teacher/educational specialist meets district performance standards for most evaluative criteria and is satisfactorily participating in an improvement plan for those criteria rated below “Proficient.”
☐ Unsatisfactory	In the judgment of the evaluator based on a review of the evidence collected, the teacher/educational specialist does not meet district performance standards for a significant segment of the evaluative criteria and improvement efforts have been inadequate.
Comments (Required for Basic or Unsatisfactory rating):	
Click here to enter text.	

Narrative Feedback
Areas of Strength
Click here to enter text.
Areas of Development

Click here to enter text.

☐ Plan for Improvement (Optional)

☐ Plan for Assistance

Teacher/Specialist Signature: _____ **Date:**

_____ **Evaluator Signature:** _____ **Date:**

My signature certifies that the evaluation results have been discussed with me. I understand my signature does not necessarily indicate agreement and that I may respond in writing to any issues contained in the evaluation.

Title IX Policy

It is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.

1. Title IX Coordinator

1.1. Designation. The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the "**Title IX Coordinator.**" The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).

2. Definitions. As used in this policy, the following terms are defined as follows:

2.1. Actual knowledge means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

2.2. Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

2.3. **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3–5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).

2.4. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

2.5. **Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

2.6. **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

2.6.1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;

2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity;

2.6.3. **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:

2.6.3.1. **Sex Offenses, Forcible**—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

2.6.3.1.1. **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

2.6.3.1.2. **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.3. **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.4. **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.2. **Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

2.6.3.2.1. **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

2.6.3.2.2. **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent

2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a), which means violence committed by a person—

2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and

2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:

2.6.4.2.1. The length of the relationship.

2.6.4.2.2. The type of relationship.

2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.

2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a), which includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction receiving grant funding and, in the case of victim services, includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who—

2.6.5.1. is a current or former spouse or intimate partner of the victim, or person similarly situated to a spouse of the victim;

2.6.5.2. is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;

2.6.5.3. shares a child in common with the victim; or

2.6.5.4. commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.

2.6.6. **Stalking**, as defined in 34 U.S.C. § 12291(a), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

2.6.6.1. fear for his or her safety or the safety of others; or

2.6.6.2. suffer substantial emotional distress.

2.7. **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

3. Discrimination Not Involving Sexual Harassment.

3.1. **General Prohibition.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.

3.2. **Specific Prohibitions.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:

3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;

3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;

3.2.3. Deny any person any such aid, benefit, or service;

3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;

3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;

3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;

3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

3.3. **Complaint Procedure.** All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district’s general complaint procedure, Board Policy 2006

4. **Response to Sexual Harassment**

4.1. **Reporting Sexual Harassment.** Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District’s Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

4.2. **General Response to Sexual Harassment.** When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For the purposes of this policy “education program or activity” includes locations, events, or circumstances over which the district exercised

substantial control over both the respondent and the context in which the sexual harassment occurs. The district's response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

4.3. Emergency Removal. Nothing in this policy precludes the district from removing a respondent from the district's education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district so removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

4.4. Administrative Leave. Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

4.5. General Response Not Conditioned on Formal Complaint. With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4.

5. Grievance Process for Formal Complaints of Sexual Harassment.

5.1. General Requirements.

5.1.1. Equitable Treatment. The district will treat complainants and respondents equitably by providing remedies to a complainant where a

determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district's education program or activity. Remedies may include the same individualized services described in subsection 2.7 as "supportive measures"; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

5.1.2. **Objective Evaluation.** This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.

5.1.3. **Absence of Conflicts of Interest or Bias.** The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

5.1.4. **Training.** The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

5.1.4.1. **All District Employees and Board Members.** All district employees and board members will be trained on how to identify and report sexual harassment.

5.1.4.2. **Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators.** The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:

5.1.4.2.1. The definition of sexual harassment in subsection 2.6;

5.1.4.2.2. The scope of the district's education program or activity;

5.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and

5.1.4.2.4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

5.1.4.3. **Decision-Makers.** The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.6.

5.1.4.4. **Investigators.** The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.

5.1.5. **Presumption.** It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

5.1.6. **Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

5.1.7. **Range of Possible Sanctions and Remedies.** Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.

5.1.8. **Range of Supportive Measures.** The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.

5.1.9. **Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

5.2. **Notice of Allegations.**

5.2.1. **Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:

5.2.1.1. A copy of this policy.

5.2.1.2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

5.2.2. **Supplemental Notice.** If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.

5.3. **Dismissal of Formal Complaint.**

5.3.1. The district will investigate the allegations in a formal complaint.

5.3.2. **Mandatory Dismissals.** The district **must** dismiss a formal complaint if the conduct alleged in the formal complaint:

5.3.2.1. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;

5.3.2.2. Did not occur in the district's education program or activity; or

5.3.2.3. Did not occur against a person in the United States.

5.3.3. **Discretionary Dismissals.** The district may dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:

5.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;

5.3.3.2. The respondent is no longer enrolled in or employed by the district; or

5.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

5.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.

5.3.5. Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

5.4. **Consolidation of Formal Complaints.** The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.

5.5. **Investigation of Formal Complaint.** When investigating a formal complaint and throughout the grievance process, the district will:

5.5.1. Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint;

5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);

5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;

5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;

5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;

5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;

5.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory

evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and

5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

5.6. Determination Regarding Responsibility

5.6.1. **Decision-Maker(s).** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).

5.6.2. **Exchange of Written Questions.** After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

5.6.3. **Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:

5.6.3.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;

5.6.3.2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;

5.6.3.3. Findings of fact supporting the determination;

5.6.3.4. Conclusions regarding the application of the district's code of conduct to the facts;

5.6.3.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and

5.6.3.6. The district's procedures and permissible bases for the complainant and respondent to appeal.

5.6.4. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

5.6.5. The Title IX Coordinator is responsible for effective implementation of any remedies.

5.7. **Appeals.** The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

5.7.1. **Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within ten (10) calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 5.8.2 below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a

waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.

5.7.2. Grounds for Appeal. Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:

5.7.2.1. Procedural irregularity that affected the outcome of the matter;

5.7.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

5.7.2.3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

5.7.3. As to all appeals, the district will:

5.7.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;

5.7.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;

5.7.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3–5.1.4.

5.7.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

5.7.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and

5.7.3.6. Provide the written decision simultaneously to both parties.

5.8. Informal Resolution. The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not

require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

5.8.1. Provides to the parties a written notice disclosing:

5.8.1.1. The allegations;

5.8.1.2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;

5.8.1.3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and

5.8.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

5.8.2. Obtains the parties' voluntary, written consent to the informal resolution process; and

5.8.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

5.9. **Recordkeeping.**

5.9.1. The district will maintain for a period of seven years records of:

5.9.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;

5.9.1.2. Any appeal and the result therefrom;

5.9.1.3. Any informal resolution and the result therefrom; and

5.9.1.4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.

5.9.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

6. **Superintendent Authorized to Contract.** The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

7. **Access to Classes and Schools.**

7.1. **General Standard.** Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.

7.1.1. **Contact sports in physical education classes.** This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.

7.1.2. **Ability grouping in physical education classes.** This section does not prohibit grouping of students in physical education classes and

activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.

7.1.3. **Human sexuality classes.** Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.

7.1.4. **Choruses.** The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.

7.2. **Classes and Extracurricular Activities.** The district may provide nonvocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.

8. **Athletics.** It is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.

8.1. **Separate Teams.** Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.

8.2. **Equal opportunity.** The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.

9. **Certain Different Treatment on the Basis of Sex Permitted.** Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.

10. **Retaliation Prohibited.** Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual

has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

10.1. Specific Circumstances.

10.1.1. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.

10.1.2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

11. **Notification of Policy.** The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

12. **Publication of Policy.** The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address,

and telephone number of the employee or employees designated as the Title IX Coordinator(s).

13. **Application Outside the United States.** The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

14. **Scope of Policy.** Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.

ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received a copy of the Paxton School District Staff Handbook which includes the district's drug-free workplace policy statement. I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook and by all board policies governing my employment. Further, if I have any questions about any provision of this handbook or any board policy, I should confer with my supervisor or building principal.

Signature

Date



Accelerate Learning Inc.

STEMscopes Quote

Quote/Invoice
Number 00080917

Account Name Paxton Consolidated Schools
Bill To 308 Elm St
Paxton, Nebraska 69155
United States

Shipping Address 308 Elm St
Paxton, Nebraska 69155-1538
United States

Created Date 7/5/2022

Prepared By Heidi Florcruz

MAIL PO & CHECKS TO:

Division Accelerate Learning Inc.
Company Address PO BOX 732464
Dallas, 75373-2464
Fax (281) 833-4510
Phone (800) 531-0864

The quantity below represents the total number of students for each grade level.

Product Name	ISBN	Grade	Quantity	Years	Sales Price	Total Price
NGSS 3D Grade K Online	978-1-64304-474-3	K-5	15.00	1 Year	\$7.45	\$111.75
NGSS 3D Grade 1 Online	978-1-64304-475-0	K-5	15.00	1 Year	\$7.45	\$111.75
NGSS 3D Grade 2 Online	978-1-64304-476-7	K-5	15.00	1 Year	\$7.45	\$111.75
NGSS 3D Grade 3 Online	978-1-64304-477-4	K-5	15.00	1 Year	\$7.45	\$111.75
NGSS 3D Grade 4 Online	978-1-64304-478-1	K-5	15.00	1 Year	\$7.45	\$111.75
NGSS 3D Grade 5 Online	978-1-64304-473-6	K-5	15.00	1 Year	\$7.45	\$111.75
NGSS 3D Grade 6 Online	978-1-64305-869-6	MS	15.00	1 Year	\$7.45	\$111.75
NGSS 3D Grade 7 Online	978-1-64305-872-6	MS	15.00	1 Year	\$7.45	\$111.75
NGSS 3D Grade 8 Online	978-1-64305-875-7	MS	15.00	1 Year	\$7.45	\$111.75
PD Virtual Science: STEMscopes Implementation Training (up to 3 hours)	978-1-64306-217-4	K-12	1.00	1 Year	\$1,800.00	\$1,800.00
BBC STEMscopes Streaming Student K-12 Online	978-1-64306-077-4	K-12	135.00	1 Year	\$1.95	\$263.25
NGSS 3D Grade K Teacher Planning Companion TPC	978-1-64168-537-5	K-5	1.00	1 Year	\$19.95	\$19.95

STEMscopes Quote

NGSS 3D Grade 1 Teacher Planning Companion TPC	978-1-64168-538-2	K-5	1.00	1 Year	\$19.95	\$19.95
NGSS 3D Grade 2 Teacher Planning Companion TPC	978-1-64168-539-9	K-5	1.00	1 Year	\$19.95	\$19.95
NGSS 3D Grade 3 Teacher Planning Companion TPC	978-1-64168-540-5	K-5	1.00	1 Year	\$19.95	\$19.95
NGSS 3D Grade 4 Teacher Planning Companion TPC	978-1-64168-541-2	K-5	1.00	1 Year	\$19.95	\$19.95
NGSS 3D Grade 5 Teacher Planning Companion TPC	978-1-64168-542-9	K-5	1.00	1 Year	\$19.95	\$19.95
NGSS 3D Grade 6 Teacher Planning Companion TPC	978-1-64306-988-3	MS	1.00	1 Year	\$25.95	\$25.95
NGSS 3D Grade 7 Teacher Planning Companion TPC	978-1-64306-989-0	MS	1.00	1 Year	\$25.95	\$25.95
NGSS 3D Grade 8 Teacher Planning Companion TPC	978-1-64306-990-6	MS	1.00	1 Year	\$25.95	\$25.95
NGSS 3D Grade K Student Journal	978-1-94736-579-7	K-5	1.00	1 Year	\$21.95	\$21.95
NGSS 3D Grade 1 Student Journal	978-1-94736-580-3	K-5	1.00	1 Year	\$21.95	\$21.95
NGSS 3D Grade 2 Student Journal	978-1-94736-581-0	K-5	1.00	1 Year	\$21.95	\$21.95
NGSS 3D Grade 3 Student Journal	978-1-94736-582-7	K-5	1.00	1 Year	\$21.95	\$21.95
NGSS 3D Grade 4 Student Journal	978-1-94736-583-4	K-5	1.00	1 Year	\$21.95	\$21.95
NGSS 3D Grade 5 Student Journal	978-1-94736-584-1	K-5	1.00	1 Year	\$21.95	\$21.95
NGSS 3D Grade 6 Student Journal	978-1-64305-871-9	MS	1.00	1 Year	\$29.95	\$29.95
NGSS 3D Grade 7 Student Journal	978-1-64305-874-0	MS	1.00	1 Year	\$29.95	\$29.95
NGSS 3D Grade 8 Student Journal	978-1-64305-877-1	MS	1.00	1 Year	\$29.95	\$29.95
NGSS 3D Grade K STEMscopedia Print	978-1-64168-819-2	K-5	1.00	1 Year	\$12.95	\$12.95
NGSS 3D Grade 1 STEMscopedia Print	978-1-64168-820-8	K-5	1.00	1 Year	\$12.95	\$12.95
NGSS 3D Grade 2 STEMscopedia Print	978-1-64168-821-5	K-5	1.00	1 Year	\$12.95	\$12.95
				1		



Accelerate Learning Inc.

STEMscopes Quote

NGSS 3D Grade 3 STEMscopedia Print	978-1-64168-822-2	K-5	1.00	Year	\$12.95	\$12.95
NGSS 3D Grade 4 STEMscopedia Print	978-1-64168-823-9	K-5	1.00	1 Year	\$12.95	\$12.95
NGSS 3D Grade 5 STEMscopedia Print	978-1-64168-824-6	K-5	1.00	1 Year	\$12.95	\$12.95
NGSS 3D Grade 6 STEMscopedia Print	978-1-64305-870-2	MS	1.00	1 Year	\$21.95	\$21.95
NGSS 3D Grade 7 STEMscopedia Print	978-1-64305-873-3	MS	1.00	1 Year	\$21.95	\$21.95
NGSS 3D Grade 8 STEMscopedia Print	978-1-64305-876-4	MS	1.00	1 Year	\$21.95	\$21.95

Subtotal	\$3,631.65
Shipping	\$45.01
Order Total	\$3,676.66

State laws require that we collect sales tax based on where our physical products are shipped to or used. If you wish to claim tax exemption we must have a Tax Exemption Certificate on file for you. Please submit your Tax Exemption Certificate by visiting **[STEMscopes.com/contact](https://www.stemscopes.com/contact)** so that we can update your account accordingly. If you are not tax-exempt and are not claiming tax exemption, please disregard this notice. Should you have any questions or concerns, please contact us.

STEMscopes Quote

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Superintendent Report - July 2022

I hope this report finds you well and enjoying the HOT summer days! Not sure who is control of the sprinkler system from above, but it sure wouldn't hurt to turn it on for a couple of days.

I would like to welcome Jeremy back as a school board member. Thank you for taking the time to interview board member candidates last week.

Back to school night??? We would like to host the Back to School Night on Tuesday, August 16th from 6:00 - 7:00 pm this coming year. When I say WE, I really mean, would YOU please help us host the Back to School night on the 16th? Our plan is to grill hamburgers and hotdogs again this year for our families. This is a great opportunity for our families to meet our school board, staff and students can bring school supplies for the new year. We can visit more on Monday. Thank you!!!

I have met and shown the school to three new option enrollment students within the last couple of weeks. One of the three has the paperwork complete and the other two are letting me know this week. Students will be in grades 4, 7 and 9. Also, Alyssa Lake has enquired about sending Emma to school as a part time student. Emma will be in 7th grade and would like to participate in activities. The part time enrollment policy would allow her to do this as long as she is enrolled in two classes each semester. Emma plans to participate in band and PE.

We received the \$5000.00 check from Bayer and the America Grow project. Brenda Hahn nominated the Tiger Beef Program for this award and was selected. Brenda and I plan to meet this coming week for a picture and article in the paper.

We will be interviewing on Monday for an Assistant Kitchen position. Mandie Peterson will not be returning to this position. We have 3 applicants for this opening and hope to have a selection by Monday.

The Championship pictures are in place in the hallway. I had to take the Play Production Championship back to Cindas for resizing, but the rest of the pictures are in place. Mr. Morland did a great job mounting these. Take a look when you come on Monday.

The maintenance staff has been busy finishing up classroom and building projects. I think all that is left is refinishing some of the tile areas. Mrs. Storer has been back working on reorganizing the Media Center. She is doing some rearranging of

shelves and then the books will go back on the shelf. I hope! :). New furniture is still on her wish list, so we will keep this in mind. Both Gymnasiums were refinished this past week and they look great. Tory Copeland was in this weekend taking care of some projects for us as well. We are a little over 4 weeks from welcoming students back to school, so things are taking shape.

Building and grounds news; I had Johnny Klein bring some bottom ash for the parking lot and Tim James spread it out for us. We had discussed doing this a while ago and I kept putting Johnny on hold until summer activities slowed down a little. Now if we could just get some rain on it to settle it in.

Ogallala Redi Mix delivered limestone rock to the west end of the football/track facility this past week. We will get this spread out soon.

I visited with Joe Callihan to look at the project to concrete behind the bleachers at the football/track facility. We have not met at this time, but plan too soon.

We are on hold with the Multi Purpose room. It does not appear they are getting much of a break on costs to build. I have shared with Mr. Jorgensen that we will need work out a plan to share gym facilities this winter.

I attached as summary of my contract days for 2021-2022 to my Superintendents report. Please let me know if you have any questions.

Have a great weekend and I will see you on Monday.

Del

Superintendent Contract Days (230 days – July 1, 2021 to June 30, 2022)

Report for 1st Semester (July 1 to December 31)

July -	20 days
August -	21 days
September -	22 days
October -	22 days
November -	19 days
December -	20 days

Report for 2nd Semester (January 1 to June 30)

January -	22 days
February -	22 days
March -	22 days
April -	21 days
May -	23 days
June -	14 days
Total days -	248 days

124 days – 1st Semester

124 days – 2nd Semester

July 2022
Elementary Principal Report
Submitted By: Melissa States

I hope you are all having a wonderful summer! I have certainly enjoyed some time off this month to spend with family and friends. ☺
This report will be short and sweet!

Summer School

We hosted 9 students in grades K-3 during summer school in June. We met two days each week from 9:00-2:00. We spent the majority of that time providing reading intervention services, but also have time for math, and a little fun at the Paxton Pool and Paxton Public Library. HUGE thanks to Mrs. Kuenning, and Mrs. Mitchell for teaching during summer school, and also to Mr. Dack for being my assistant chef! ☺

Professional Development:

Mrs. Kuenning, Mrs. Storer, Mrs. Mitchell, Mrs. Gleason and Mrs. Cullers have completed the LETRS2 training through ESU16. I am so proud of our K-2 Team commitment to constantly improving reading instruction and interventions for our youngest readers. Additionally, Miss Schaeffer has been working all summer on Seesaw, Really Great Reading and EL training modules that have helped to bring her up to speed on some of the resources we use in elementary.

I will be participating in a few webinars in the coming weeks. One for updates and beginning of the year maintenance for our SeeSaw platform, and the other is a “train-the trainer” session for our Second Step social/emotional learning curriculum.

Preschool And Kindergarten Orientations

We are delighted to be welcoming the class of 2036 into our preschool classroom and the class of 2035 into our kindergarten classroom in August. We are expecting about 13 in each class, and Mrs. Kuenning, Miss Schaeffer and myself have been working on plans for orientations for both of these groups.

Preschool Orientation will take place on Friday, August 19, and Kindergarten orientation will take place on Monday, August 15.

The elementary teachers have already been in classrooms beginning to prepare for the school year. They are a hardworking and talented bunch and I am getting excited for another new school year! GO TIGERS!

July 2022
Athletic Directors Report

Summer camps have wrapped up for the basketball, volleyball, and football teams.

The pocket and poster activity calendars have been sent to Nebraska Printworks for printing. Hopefully I will have those out on the 1st of August.

Summer conditioning will be wrapping up the week of July 18th. Attendance for the girls has been very consistent. Attendance by the boys has steadily decreased since mid-June.

We will be conducting the baseline testing for high school volleyball, cross country, and football teams on August 1st at 10 AM in the band room. I will catch the junior high and other high schoolers during the school year.

I am currently working on the 2023-2024 basketball schedules.

The new football uniforms should be shipped in the coming weeks.

Fall high school sports practices will begin on August 8th.

Currently, we have seven coaches who are planning on attending the Nebraska Coaches Association Multi-Sport Clinic in Lincoln on July 26th - July 28th.