Board of Education Regular Meeting
Monday, June 9, 2025 6:00 PM

School Media Center
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. Consent Agenda
   - 4.1. Approval of Minutes
   - 4.2. Financial Report
   - 4.3. Reading and approval of general fund bills in the amount of $321,993.85. Checks #34148 to #34195
   - 4.4. Approve transfer of $321,993.85 from MMDA checking to general fund checking. Checks ##34148 to #34195
   - 4.5. Reading and approval of bond fund bill in the amount of $250.00. Checks #105
   - 4.6. Activity Fund Report
   - 4.7. Reading and approval of the Lunch fund bills in the amount of $7,123.54. Checks #8616 to #8627
   - 4.8. Hiland Dairy Milk Bid
   - 4.9. Disposal of unused textbooks.
5. Information Item
   - 5.1. Discuss changes to the current cell phone policy 6025.
   - 5.2. Recommended Student Handbook Changes for 2025-26.
   - 5.3. Recommended Staff Handbook Changes for 2025-26.
   - 5.4. Recommended changes to Student Activity Handbook 2025-26
6. Action Item
   - 6.1. Discuss, consider and take action to recognize and congratulate the State Track participants and coaches.
   - 6.2. Discuss, consider and take action to recognize and congratulate the State Golf participants and coach Julian
   - 6.3. Discuss, consider and take action to approve the E3 App for school safety.
   - 6.4. Discuss, consider and take action to approve the proposal from All Team Sports for new Volleyball Equipment.
   - 6.5. Discuss, consider and take action on Enrollment Option request
   - 6.6. Discuss, consider and take action to approve recommended policy changes by KSB School Law.
   - 6.7. Excuse Absent Board Members
7. Reports:
   - 7.1. Report of the Superintendent
   - 7.2. Report of the Principal
   - 7.3. Committee Reports:
     - 7.3.1. Finance and Personnel
     - 7.3.2. Building and Grounds

7.3.3. Transportation
7.3.4. Instruction and Americanism

8. Next meeting dates and time
9. Adjournment

Paxton Consolidated Schools

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

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PAXTON CONSOLIDATED SCHOOLS
REGULAR MEETING
MAY 12, 2025

The regular meeting of the Paxton Consolidated Schools Board of Education was called to order by President Cory Holm at 6:01 p.m. Roll Call – Present: Cory Holm, Brittany Hardin, Michael Holzfaster, Doug Wasserman, Doug Luedke and Molly Thompson. Absent: None. Also present for the meeting were Superintendent Del Dack, Principal Stacy McAbee 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 May 9, 2025, The Disabilities Education Act. President Holm recognized visitors, no public comments were received.

CONSENT AGENDA:
Moved by Molly Thompson and seconded by Doug Wasserman to approve the consent of agenda as presented. Approve the April 14, 2025 Regular Board minutes. Approve General Fund checks #34077 to #34147 in the amount of $365,729.27 and transfer this same amount from MMDA checking to General Fund checking. Approve Activity Fund report. Approve Lunch Fund checks #8598 to #8615 in the amount of $13,146.29. Approve Bond Fund checks #1053 to #1054 in the amount of $28,796.25. Approve Activity Fund report. Approve District transportation request for summer camps. Voting: Aye - Cory Holm, Brittany Hardin, Michael Holzfaster, Doug Wasserman, Doug Luedke and Molly Thompson. Nay – none. Absent: None. Motion carried. Michael Holzfaster and Doug Luedke reviewed the bills for May.

INFORMATION ITEMS: Mr. Jorgensen recognized the following students for being nominated by their coach and high school principal for outstanding classroom performance and significant contributions to their NSAA activities. The NCPA Academic All-State award is a prestigious award only given to two students per activity per school. Girls Track & Field - Jaleigh Hansen and Emmalee Nicholson; Boys Track & Field - Jesse Connick; Golf - Ethan Hardin and Thomas Jay; Music - Mercy Egan and Miah Fox.

ACTION ITEMS:
Moved by Molly Thompson and seconded by Doug Wasserman to recognize and congratulate the State Placing ESports team and Coach Uden. Voting: Aye - Brittany Hardin, Michael Holzfaster, Doug Wasserman, Doug Luedke, Molly Thompson and Cory Holm. Nay – none. Absent: None. Motion carried.

Moved by Brittany Hardin and seconded by Michael Holzfaster to pass a resolution recognizing and congratulating the State Qualifying FPS Team and Mrs. Peters. Voting: Aye - Michael Holzfaster, Doug Wasserman, Doug Luedke, Molly Thompson, Cory Holm and Brittany Hardin. Nay – none. Absent: None. Motion carried.

Moved by Doug Luedke and seconded by Molly Thompson to pass a resolution recognizing and congratulating the State Qualifying and Placing Science Olympiad team, Coach Mullen and Coach Stevenson. Voting: Aye - Doug Wasserman, Doug Luedke, Molly Thompson, Cory Holm, Brittany Hardin and Michael Holzfaster. Nay – none. Absent: None. Motion carried.

Moved by Doug Wasserman and seconded by Michael Holzfaster to pass a resolution recognizing and congratulating the World Qualifying and Placing Sphero team and Coach Gleason. Voting: Aye - Doug Luedke, Molly Thompson, Cory Holm, Brittany Hardin, Michael Holzfaster and Doug Wasserman. Nay – none. Absent: None. Motion carried.

Moved by Brittany Hardin and seconded by Michael Holzfaster to approve the 25-26 salary compensation for Superintendent as presented. Voting: Aye - Molly Thompson, Cory Holm, Brittany Hardin, Michael Holzfaster, Doug Wasserman and Doug Luedke. Nay – none. Absent: None. Motion carried.

Moved by Doug Wasserman and seconded by Molly Thompson to approve the NASB 2025-2030 Strategic Plan as presented. Aye - Cory Holm, Brittany Hardin, Michael Holzfaster, Doug Wasserman, Doug Luedke and Molly Thompson. Nay – none. Absent: None. Motion carried.

Moved by Molly Thompson and seconded by Doug Wasserman to table indefinitely the E3 App for school safety as presented. Voting: Aye - Brittany Hardin, Michael Holzfaster, Doug Wasserman, Doug Luedke, Molly Thompson and Cory Holm. Nay – none. Absent: None. Motion carried.

Moved by Doug Wasserman and seconded by Doug Luedke to approve Policy #3051 - #3060 as reviewed. Voting: Aye - Michael Holzfaster, Doug Wasserman, Doug Luedke, Molly Thompson, Cory Holm and Brittany Hardin. Nay – none. Absent: None. Motion carried.

No absences from the meeting. No action taken.

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

MEETINGS: The next regular board meeting will be Monday, June 9, 2025 at 6:00 p.m. to be held at Paxton Consolidated Schools. 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 8:46 p.m.

Olene K. Beck

Olene Beck
Secretary

PAXTON CONSOLIDATED SCHOOLS



REGULAR BOARD MEETING

JUNE 9, 2025

PAXTON CONSOLIDATED SCHOOLS
FINANCIAL REPORT: May 2025

FINANCIAL REPORT: CASH SUMMARY ENDING May 2025

ACTIVITY FUND (Certificate of Deposit)	**$15,204.52**
ACTIVITY FUND (Checking Account)	**$151,787.42**
BOND FUND	**$873,504.56**
BUILDING FUND	**$109,203.14**
NEBRASKA LIQUID ASSET FUND	**$183,753.86**
DEPRECIATION FUND	**$72,064.05**
DISTRICT #6 GENERAL FUND MMDA	**$1,465,763.60**
DISTRICT #6 CHECKING	**$17,113.01**
HOT LUNCH FUND	**$21,496.77**
POSTAGE ACCOUNT	**$1,850.67**
REVOLVING BUSINESS FUND	**$14,844.93**
ENDING BALANCE: 05/31/2025	**$2,926,586.53**

FINANCIAL REPORT: May 2025
DISTRICT #6 GENERAL FUND

BEGINNING BALANCE: 05/01/2025		**$576,771.94**
RECEIPTS: May		
American Legion (Bus Rental)	$1,800.00	
Building Rental - Bus Barn	$200.00	
County Taxes: Keith	$1,034,673.76	
County Taxes: Lincoln	$536.42	
County Taxes: Perkins	$129,582.60	
Mid-Plains Community College: Dual Credit, Math	$2,137.50	
State of Nebraska: SPED SA FFR REIMB 23-24	$0.00	
State of Nebraska: SPED SCH AGE TRANS 22-23	$47.00	
State of Nebraska: State Aid 3110	$84,182.00	
Western Nebraska Bank: Interest	$1,561.65	
TOTAL RECEIPTS: May 2025	**$1,254,720.93**	
DISBURSEMENTS: May 12, 2025	-$365,729.27	
TOTAL DISBURSEMENTS: May 2025		**-$365,729.27**
STATEMENT ENDING BALANCE: 05/31/2025		**$1,465,763.60**
ESTIMATED REVENUE June 2025:		
Keith County Taxes (Notice not received)	$0.00	
Perkins County Taxes (Notice not received)	$0.00	
Lincoln County Taxes (Notice not received)	$0.00	
IDEA 4516	$0.00	
State of Nebraska: Title I 4505	$3,299.00	
State of Nebraska: SPED SA FFR REIMB 23-24 (MAY)	$51,717.00	
State of Nebraska: SPED SA FFR REIMB 23-24 (JUNE)	$58,620.00	
ESTIMATED TOTAL REVENUE:	**$113,636.00**	
DISBURSEMENTS: June 9, 2025		**-$321,993.85**
ESTIMATED BALANCE: June 30, 2025		**$1,257,405.75**

PAXTON CONSOLIDATED SCHOOLS
FINANCIAL REPORT: May 2025

WNB BUILDING FUND

BEGINNING BALANCE:	**05/01/2025**		**$47,512.42**
RECEIPTS: May			
Keith County		$54,664.04	
Lincoln County		$28.66	
Perkins County		$6,873.56	
Promontory (WNB) Interest		$124.46	
TOTAL RECEIPTS: WNB Building Fund		**$61,690.72**	
TRANSFER OUT - May: InterFund Loan to MMDA		**$0.00**	
ENDING BALANCE:	**5/31/2025**		**$109,203.14**
TRANSFER IN - June NE Liquid Asset Fund (Building)		**$0.00**	
EXPENDITURES: June			
None		$0.00	
TOTAL EXPENDITURES: WNB Building Fund		**$0.00**	
EXPENDITURES: June 2025			
BALANCE:			**$109,203.14**

NEBRASKA LIQUID ASSET FUND (BUILDING)

BEGINNING BALANCE:	**05/01/2025**		**$183,124.26**
RECEIPTS: May			
Deposit from WNB Building Fund		$0.00	
Interest		$629.60	
TOTAL RECEIPTS: Nebraska Liquid Asset Fund		**$629.60**	
ENDING BALANCE:	**05/31/2025**		**$183,753.86**
TRANSFER OUT- June : WNB Building Fund		**$0.00**	
		$0.00	
BALANCE:			**$183,753.86**

BOND FUND

BEGINNING BALANCE:	**05/01/2025**			**$685,901.32**
RECEIPTS: May				
Keith County			$186,358.20	
Lincoln County			$39.11	
Perkins Cty. (Perkins sends to Keith County)			$0.00	
Promontory (WNB) Interest			$1,205.93	
TOTAL RECEIPTS: Bond Fund			**$187,603.24**	
ENDING BALANCE:	**05/31/2025**			**$873,504.56**
EXPENDITURES: June 2025	Check #			
BOK Financial	#1055	Bond Refunding	-$250.00	
TOTAL EXPENDITURES: Bond Fund			**-$250.00**	
BALANCE:				**$873,254.56**

PAXTON CONSOLIDATED SCHOOLS
FINANCIAL REPORT: May 2025

ACTIVITY FUND

BEGINNING BALANCE:	**05/01/2025**		**$170,512.04**
RECEIPTS: May			
Receipts		$15,598.90	
Interest		$55.36	
TOTAL RECEIPTS: Activity Fund		**$15,654.26**	
EXPENDITURES: May			
Credit Card Expenditures		-$5,791.79	
Expenditures		-$13,382.57	
TOTAL EXPENDITURES: Activity Fund		**-$19,174.36**	
ENDING BALANCE:	**5/31/2025**		**$166,991.94**

*** Beginning and ending balance includes $15,204.52 Certificate of Deposit ***

DEPRECIATION FUND

BEGINNING BALANCE:	**05/01/2025**		**$71,984.57**
RECEIPTS: May			
Receipts - District #6		$0.00	
Interest		$79.48	
TOTAL RECEIPTS: Depreciation Fund		**$79.48**	
TRANSFER OUT			
Building Asset Fund		$0.00	
ENDING BALANCE:	**5/31/2025**		**$72,064.05**
EXPENDITURES: June			
None		$0.00	
TOTAL EXPENDITURES: Depreciation Fund		**$0.00**	
BALANCE:			**$72,064.05**

HOT LUNCH FUND

BEGINNING BALANCE:	**05/01/2025**		**$20,101.86**
RECEIPTS: May			
Daily Receipts - Reimbursable Daily		$2,020.65	
Daily Receipts - Reimburseable Daily (Rec'd from RevTrak)		$1,128.20	
Non-Reimbursable - Daily Receipts		$1,333.75	
Non-Reimbursable - Second Chance Breakfast & AlaCarte		$751.00	
RevTrak - Collection Fee		$49.31	
State of Nebraska - Breakfast/Lunch - April		$5,998.76	
State of Nebraska - Breakfast/Lunch - May		$3,259.53	
TOTAL RECEIPTS: Hot Lunch Fund		**$14,541.20**	
EXPENDITURES: May			
Expenditures		-$13,084.19	
RevTrak Fee		-$62.10	
TOTAL EXPENDITURES: Hot Lunch Fund		**-$13,146.29**	
ENDING BALANCE:	**5/31/2025**		**$21,496.77**

POSTAGE ACCOUNT

BEGINNING BALANCE:	**05/01/2025**	**$1,969.43**
RECEIPTS: May		$0.00
EXPENDITURES: May		-$118.76
ENDING BALANCE:	**5/31/2025**	**$1,850.67**

PAXTON CONSOLIDATED SCHOOLS
FINANCIAL REPORT: May 2025

REVOLVING BUSINESS

BEGINNING BALANCE:	**05/01/2025**		**$16,772.51**
RECEIPTS: May			
Unreimbursed Medical	*Payroll Deduction*		$466.67
General Fund and Hot Lunch	*Retirement*		$37,054.22
Reimbursement - General Fund	*#2632, 2633, 2635*		$148.19
Reimbursement - Hot Lunch	*#2634, 2637, 2638, 2639*		$737.00
ASI: Dependant Care	*Payroll Deduction*		$616.67
457b	*Payroll Deduction*		$400.00
403B	*Payroll Deduction*		$500.00
Johny Klein Trucking	Tiger Beef Processing		$250.00
TOTAL RECEIPTS: Revolving Business			**$40,172.75**
EXPENDITURES: May			
403 B	*Auto*	Payroll Deduction	-$500.00
457b	*Auto*	Payroll Deduction	-$400.00
ASI Fees	*Auto*	Payroll Deduction	-$50.00
ASI Dependant Care	*Auto*	Payroll Deduction	$0.00
ASI Health Care	Auto	Payroll Deduction	-$423.53
NPERS	Auto	Retirement	-$37,054.22
Schimo's LLC	#2640	Maintenance Vehicles	-$2,262.34
D&L - Ovid Meats	#2641	HL Beef Processing	-$851.45
NP Children's Museum	#2642	AR Reward K & 1st Grade	-$144.00
Void	#2643	Void	$0.00
Mowers N More	#2644	Maintenance Inv#2165 & #2176	-$358.79
Alma Public Schools	#2645	RPAC Mtg Meal (Dack & McAbee)	-$56.00
TOTAL EXPENDITURES: Revolving Business			**-$42,100.33**
ENDING BALANCE:	**5/31/2025**		**$14,844.93**

Fund: 01 GENERAL FUND

Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
01 1000	Beginning Balance	928,178.00	0.00	0.00	0.00	928,178.00
01 1100	Property Taxes & Allowance	2,994,300.00	591,408.74	1,867,420.82	62.37	1,126,879.18
01 1115	Carline Tax	13,000.00	10,908.00	12,211.33	93.93	788.67
01 1120	PUBLIC POWER DIST SALES TAX 5%	0.00	0.00	8,432.49	0.00	(8,432.49)
01 1125	Motor Vehicle Tax	115,000.00	10,722.71	96,816.76	84.19	18,183.24
01 1140	Interest on Taxes	0.00	0.00	0.00	0.00	0.00
01 1510	Interest On Investments	7,500.00	1,561.65	6,308.46	84.11	1,191.54
01 1790	Other Local Reciepts	0.00	0.00	0.00	0.00	0.00
01 1910	RENTAL OF SCHOOL EQUIPMENT & FACILITIES	1,800.00	2,000.00	2,000.00	111.11	(200.00)
	Subtotal: 1000	4,059,778.00	616,601.10	1,993,189.86	49.10	2,066,588.14
01 2110	Fines And License Fees	33,000.00	1,895.31	46,114.09	139.74	(13,114.09)
01 2130	Other County Receipts	0.00	0.00	0.00	0.00	0.00
01 2210	ESU Reciepts	3,000.00	0.00	2,838.00	94.60	162.00
	Subtotal: 2000	36,000.00	1,895.31	48,952.09	135.98	(12,952.09)
01 3110	State Aid	841,822.00	84,182.00	757,638.00	90.00	84,184.00
01 3120	Special Ed Programs	300,000.00	47.00	251,156.00	83.72	48,844.00
01 3130	Homestead Exemption	0.00	48,728.86	56,285.04	0.00	(56,285.04)
01 3131	Property Tax Credit	0.00	501,126.41	1,047,239.92	0.00	(1,047,239.92)
01 3132	Pers Property Tax Credit	0.00	0.00	0.00	0.00	0.00
01 3180	Prorate Motor Vehicles	6,500.00	2.75	5,326.31	81.94	1,173.69
01 3400	State Apportionment	28,000.00	0.00	50,348.72	179.82	(22,348.72)
01 3512	Distance Educ Incentive Payments	0.00	0.00	15,191.20	0.00	(15,191.20)
01 3535	High Ability Learners	3,500.00	0.00	3,656.00	104.46	(156.00)
01 3599	Grants	0.00	0.00	4,647.57	0.00	(4,647.57)
01 3990	Other State Receipts	30,000.00	0.00	0.00	0.00	30,000.00
	Subtotal: 3000	1,209,822.00	634,087.02	2,191,488.76	181.14	(981,666.76)
01 4310	REAP Grant	25,000.00	0.00	25,823.00	103.29	(823.00)
01 4418	IDEA Part B, PEak	0.00	0.00	0.00	0.00	0.00
01 4505	TITLE I, PART A NCLB	39,000.00	0.00	37,175.00	95.32	1,825.00
01 4516	IDEA 619	5,000.00	0.00	1,103.00	22.06	3,897.00
01 4518	IDEA Part B Base Allocation	20,000.00	0.00	45,853.00	229.27	(25,853.00)
01 4519	IDEA Enrollment/Poverty	0.00	0.00	0.00	0.00	0.00
01 4708	Medicaid in Public Schools	4,500.00	0.00	3,147.90	69.95	1,352.10
01 4709	Medicaid Admin Claim Reimb.	4,500.00	0.00	4,028.87	89.53	471.13
01 4969	Title IV - A	10,000.00	0.00	10,000.00	100.00	0.00
01 4998	ESSER 3	170,000.00	0.00	133,337.00	78.43	36,663.00
	Subtotal: 4000	278,000.00	0.00	260,467.77	93.69	17,532.23
01 5300	Sale Of Property	0.00	0.00	0.00	0.00	0.00
01 5301	Insurance Adjustment	1,000.00	0.00	969.00	96.90	31.00
01 5600	Other Non-revenue Receipts	35,000.00	2,137.50	7,175.89	20.50	27,824.11
	Subtotal: Debt Services	36,000.00	2,137.50	8,144.89	22.62	27,855.11
01 9000	Non-Program Receipts	0.00	0.00	0.00	0.00	0.00
	Subtotal: NON-PROGRAM RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Fund Total:	5,619,600.00	1,254,720.93	4,502,243.37	80.12	1,117,356.63

Receipt Number	Received From ID/Name	Receipt Date	Description	Receipt Key	Amount
		05/29/2025	Rental - Bus Barn	3784	200.00
	PERKINS Perkins County	05/15/2025	Perkins County Treasurer	3785	129,582.60
	LINCOLN Lincoln County	05/15/2025	Lincoln County Taxes	3786	536.42
	STATEOFNEB State of Nebraska	05/15/2025	SPED SCH AGE TRANS 22-23	3787	47.00
	STATEOFNEB State of Nebraska	05/20/2025	State Aid	3788	84,182.00
	AMERICANLE Paxton American Legion	05/25/2025	Bus Rental	3789	1,800.00
	MIDPLAINSC Mid-Plains Community College	05/04/2025	Spring 2025 Dual Credit, Math	3790	2,137.50
	KEITH Keith County	05/14/2025	Keith County Treasurer	3791	1,034,673.76
	WNB Western Nebraska Bank	05/30/2025	Interest	3792	1,561.65
	STATEOFNEB State of Nebraska	05/20/2025	SPED SA FFR REIMB 23-24	3793	0.00
				Report Total:	1,254,720.93

Receipt Number: **Received From:** **Receipt Date: 05/29/2025** **Receipt Key: 3784** **Amount: 200.00**

Description: Rental - Bus Barn Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
01 1910	Rental - Bus Barn	200.00	01 103	

Receipt Number: **Received From: PERKINS Perkins County** **Receipt Date: 05/15/2025** **Receipt Key: 3785** **Amount: 129,582.60**

Description: Perkins County Treasurer Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
01 1125	Perkins County: MV Tax 2024	949.03	01 103	
01 1100	Perkins County: RE & PP Tax 2024	58,787.61	01 103	
01 1100	Perkins County: RE & PP Commission	(587.88)	01 103	
01 3130	Perkins County: Homestead	46.86	01 103	
01 3130	Perkins County: Homestead Credit	(0.47)	01 103	
01 3131	Perkins County: Property Tax Credit	25,400.35	01 103	
01 3130	Perkins County: School Tax Credit	44,987.10	01 103	

Receipt Number: **Received From: LINCOLN Lincoln County** **Receipt Date: 05/15/2025** **Receipt Key: 3786** **Amount: 536.42**

Description: Lincoln County Taxes Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
01 3131	Lincoln County: Property Tax Credit	181.92	01 103	
01 3131	Lincoln County: School Tax Credit	341.89	01 103	
01 3180	Lincoln County: Prorate MV	2.75	01 103	
01 1100	Lincoln County: Commission	(0.10)	01 103	
01 1100	Lincoln County: RE & PP Tax	9.96	01 103	

Receipt Number: **Received From: STATEOFNEB State of Nebraska** **Receipt Date: 05/15/2025** **Receipt Key: 3787** **Amount: 47.00**

Description: SPED SCH AGE TRANS 22-23 Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
01 3120	SPED SCH AGE TRANS 22-23	47.00	01 103	

Receipt Number: **Received From: STATEOFNEB State of Nebraska** **Receipt Date: 05/20/2025** **Receipt Key: 3788** **Amount: 84,182.00**

Description: State Aid Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
01 3110	State Aid	84,182.00	01 103	

Receipt Number: **Received From: AMERICANLE Paxton American Legion** **Receipt Date: 05/25/2025** **Receipt Key: 3789** **Amount: 1,800.00**

Description: Bus Rental Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
01 1910	Bus Rental	1,800.00	01 103	

Receipt Number: **Received From: MIDPLAINSC Mid-Plains Community College** **Receipt Date: 05/04/2025** **Receipt Key: 3790** **Amount: 2,137.50**

Description: Spring 2025 Dual Credit, Math Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
01 5600	Spring 2025 Dual Credit, Math	2,137.50	01 103	

Receipt Number: **Received From: KEITH Keith County** **Receipt Date: 05/14/2025** **Receipt Key: 3791** **Amount: 1,034,673.76**

Description: Keith County Treasurer Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
01 1125	Keith County: MV Tax	9,773.68	01 103	
01 2110	Keith County: Fines & License	1,895.31	01 103	

01 3131	Keith County: Property Tax Credit	164,990.17	01 103
01 3130	Keith County: Homestead	3,732.70	01 103
01 1100	Keith County: Commission	(5,385.85)	01 103
01 3130	Keith County: Homestead Commission	(37.33)	01 103
01 1100	Keith County: RE & PP Tax	538,585.00	01 103
01 1115	Keith County: Carline Tax	10,908.00	01 103
01 3131	Keith County: School Tax Credit	310,212.08	01 103

Receipt Number: **Received From: WNB Western Nebraska Bank** **Receipt Date: 05/30/2025** **Receipt Key: 3792** **Amount: 1,561.65**

Description: Interest Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
01 1510	Interest	1,561.65	01 103	

Summary Totals

Account Type		Cash Accounts		
Subtotal Revenue	1,254,720.93	01 103	1,254,720.93	
Subtotal Expense		Total:	1,254,720.93	
Subtotal General Ledger				
Total:	1,254,720.93			

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	575,000.00	48,869.39	462,831.05	112,168.95	80.49
01 1100 111 002	Regular Salaries - Teachers ELE	559,000.00	46,502.74	428,694.26	130,305.74	76.69
01 1100 112 001	Regular Salaries - Paras. - HS	30,000.00	1,549.25	23,120.20	6,879.80	77.07
01 1100 112 002	Regular Salaries - Paras ELE	22,000.00	1,245.43	19,290.32	2,709.68	87.68
01 1100 113 001	Regular Salaries Subs- HS	39,000.00	2,709.79	38,568.06	431.94	98.89
01 1100 113 002	Regular Salaries -Subs ELE	22,000.00	3,212.96	21,566.06	433.94	98.03
01 1100 114 001	Regular Salaries Tech Staff- HS	28,000.00	1,368.88	22,863.15	5,136.85	81.65
01 1100 114 002	Regular Salaries -Tech Staff ELE	28,000.00	1,368.87	22,863.11	5,136.89	81.65
01 1100 150 001	Additional compensation - Non Instruc.	50,000.00	0.00	45,823.59	4,176.41	91.65
01 1100 151 001	Additional compensation - Teachers	110,000.00	7,696.54	77,105.40	32,894.60	70.10
01 1100 210 001	Health Insur - Non Instructional -HS	150.00	0.00	87.72	62.28	58.48
01 1100 210 002	Health Insur. -Non Instructional - ELE	0.00	0.00	0.00	0.00	0.00
01 1100 211 001	Health Insurance/DIS- HS	255,000.00	20,818.51	212,666.64	42,333.36	83.40
01 1100 211 002	Health Insurance/DIS- ELE	210,000.00	15,388.90	159,138.54	50,861.46	75.78
01 1100 212 001	Para Dis.- HS	200.00	12.38	121.78	78.22	60.89
01 1100 212 002	Para Dis.- ELE	150.00	9.35	90.82	59.18	60.55
01 1100 213 001	Health Insurance- HS	0.00	0.00	0.00	0.00	0.00
01 1100 213 002	Health Insurance- ELE	0.00	0.00	0.00	0.00	0.00
01 1100 214 001	Health Insurance- Tech Staff -HS	0.00	0.00	0.00	0.00	0.00
01 1100 214 002	Health Insurance- Tech Staff - ELE	0.00	0.00	0.00	0.00	0.00
01 1100 220 001	Social Security- Non Instructional HS	4,000.00	0.00	3,505.60	494.40	87.64
01 1100 220 002	Social Security- Non Instructional ELE	0.00	0.00	0.00	0.00	0.00
01 1100 221 001	Teacher Social Security- HS	50,000.00	4,334.19	41,377.25	8,622.75	82.75
01 1100 221 002	Teacher Social Security- ELE	46,000.00	3,579.10	33,531.67	12,468.33	72.89
01 1100 222 001	Para Social Security- HS	2,500.00	118.51	1,768.63	731.37	70.75
01 1100 222 002	Para Social Security- ELE	2,000.00	94.54	1,469.29	530.71	73.46
01 1100 223 001	Sub Teacher Social Security- HS	2,950.00	207.30	2,950.69	(0.69)	100.02
01 1100 223 002	Sub Teacher Social Security- ELE	1,650.00	245.75	1,649.77	0.23	99.99
01 1100 224 001	Tech Staff Social Security- HS	2,200.00	104.72	1,749.07	450.93	79.50
01 1100 224 002	Tech Social Security- ELE	2,200.00	104.72	1,749.00	451.00	79.50
01 1100 230 001	Retirement - Non Instructional - HS	5,000.00	0.00	1,105.79	3,894.21	22.12
01 1100 230 002	Retirement - Non Instructional -ELE	0.00	0.00	0.00	0.00	0.00
01 1100 231 001	Retirement - Teachers - HS	50,000.00	4,005.45	39,878.17	10,121.83	79.76
01 1100 231 002	Retirement - Teachers - ELE	45,000.00	3,172.24	31,539.38	13,460.62	70.09
01 1100 232 001	Para Retirement - HS	2,400.00	115.01	1,714.11	685.89	71.42
01 1100 232 002	Para Retirement - ELE	1,800.00	92.46	1,227.48	572.52	68.19
01 1100 233 001	Subs Retirement - HS	700.00	10.09	50.45	649.55	7.21
01 1100 233 002	Subs Retirement - ELE	600.00	26.25	28.94	571.06	4.82
01 1100 234 001	Tech - Retirement - HS	2,800.00	101.62	1,697.26	1,102.74	60.62
01 1100 234 002	Tech - Retirement - ELE	2,800.00	101.62	1,697.24	1,102.76	60.62
01 1100 237 001	Increased Retirement Contribution Rate	15,500.00	1,399.21	14,694.22	805.78	94.80
01 1100 237 002	Increased Retirement Contribution Rate	14,000.00	1,121.60	11,403.83	2,596.17	81.46
01 1100 382 000	Distance Learning Charges	23,000.00	0.00	0.00	23,000.00	0.00
01 1100 561 001	Tuition Paid to Other District	50,000.00	0.00	49,867.00	133.00	99.73
01 1100 610 001	Supplies & Registrations - HS	24,000.00	2,533.09	9,724.19	14,275.81	40.52
01 1100 610 002	Supplies & Registrations - ELE	20,000.00	2,062.54	11,338.88	8,661.12	56.69
01 1100 610 001 411	Facs	3,000.00	14.39	2,521.79	478.21	84.06
01 1100 610 001 412	Ind Tech	3,000.00	77.05	3,348.67	(348.67)	111.62
01 1100 610 001 413	Music - HS	4,600.00	0.00	4,539.22	60.78	98.68
01 1100 610 002 413	Music - ELE	900.00	276.06	1,370.39	(470.39)	152.27
01 1100 610 001 414	Science - HS	2,500.00	0.00	1,166.68	1,333.32	46.67
01 1100 610 001 415	Activites-HS	5,000.00	0.00	4,908.02	91.98	98.16
01 1100 610 002 415	Activites-ELE	500.00	0.00	0.00	500.00	0.00
01 1100 610 001 416	Art - HS	4,000.00	943.17	2,365.15	1,634.85	59.13
01 1100 610 002 416	Art - ELE	500.00	0.00	0.00	500.00	0.00
01 1100 610 001 417	STEM - HS	1,000.00	27.62	174.87	825.13	17.49
01 1100 610 002 417	STEM - ELE	1,000.00	0.00	46.94	953.06	4.69
01 1100 640 001	Textbooks - HS	5,000.00	0.00	1,822.21	3,177.79	36.44
01 1100 640 002	Textbooks - ELE	4,000.00	0.00	650.00	3,350.00	16.25
01 1100 643 001	Web Based Software - HS	20,000.00	249.00	13,904.96	6,095.04	69.52
01 1100 643 002	Web Based Software - EL	15,000.00	15.84	9,836.55	5,163.45	65.58
01 1100 733 000	Furniture & Equipment	5,000.00	2,766.87	4,239.13	760.87	84.78
01 1100 733 002	Furniture & Equipment - ELE	5,000.00	0.00	468.19	4,531.81	9.36
01 1100 734 001	Computer Hardware - HS	5,000.00	0.00	2,955.13	2,044.87	59.10

Account Number	Account Description	Budget	During Month	YTD Expenses	Budget Balance at EOM	% of Budget w/o Encumbrances
01 1100 734 002	Computer Hardware - ELE	5,000.00	0.00	29.99	4,970.01	0.60
01 1100 890 001	Misc. Expenses - HS	23,500.00	624.00	2,454.00	21,046.00	10.44
01 1100 890 002	Misc Expense	23,500.00	0.00	4,717.94	18,782.06	20.08
1100 REGULAR INSTRUCTIONAL PROGRAMS		2,436,600.00	179,277.00	1,862,068.44	574,531.56	76.42
1160 PROVERTY PROGRAMS						
01 1160 610 000	Poverty Instructional Program	40,000.00	10,493.12	32,651.98	7,348.02	81.63
1160 PROVERTY PROGRAMS		40,000.00	10,493.12	32,651.98	7,348.02	81.63
1200 SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS						
01 1200 111 001	SPED Teacher Salary HS	44,000.00	3,617.40	32,300.47	11,699.53	73.41
01 1200 111 002	SPED Teacher Salary - ELE	65,000.00	4,663.31	46,843.10	18,156.90	72.07
01 1200 112 001	SPED Reg Salaries - Paras HS	80,000.00	3,312.70	56,950.19	23,049.81	71.19
01 1200 112 002	SPED Para Salary ELE	110,000.00	5,917.04	83,758.65	26,241.35	76.14
01 1200 113 001	Regular Salaries - Subs	17,000.00	0.00	3,659.34	13,340.66	21.53
01 1200 113 002	Regular Salaries - Subs	9,000.00	145.00	7,224.69	1,775.31	80.27
01 1200 211 001	INSURANCE - Teachers	11,500.00	917.85	9,153.74	2,346.26	79.60
01 1200 211 002	INSURANCE - Teachers	31,000.00	2,245.56	22,457.91	8,542.09	72.44
01 1200 212 001	INSURANCE - Paras	500.00	25.85	278.89	221.11	55.78
01 1200 212 002	INSURANCE - Paras	600.00	51.03	510.54	89.46	85.09
01 1200 221 001	Soc. Security -Teachers/SPED	4,000.00	324.94	2,954.13	1,045.87	73.85
01 1200 221 002	Soc. Security -Teachers/SPED	5,000.00	356.75	3,581.19	1,418.81	71.62
01 1200 222 001	SOCIAL SECURITY -Paras	6,200.00	253.05	4,353.44	1,846.56	70.22
01 1200 222 002	SOCIAL SECURITY -Paras	8,500.00	447.98	6,359.32	2,140.68	74.82
01 1200 223 001	SOCIAL SECURITY -Subs	1,400.00	0.00	279.82	1,120.18	19.99
01 1200 223 002	SOCIAL SECURITY -Subs	700.00	11.10	552.67	147.33	78.95
01 1200 231 001	NPERS - Teachers	3,500.00	268.54	2,397.85	1,102.15	68.51
01 1200 231 002	NPERS - Teachers	5,000.00	346.18	3,477.39	1,522.61	69.55
01 1200 232 001	NPERS - Paras	8,000.00	245.92	4,213.40	3,786.60	52.67
01 1200 232 002	NPERS - Paras	11,000.00	439.24	6,122.61	4,877.39	55.66
01 1200 233 001	SPED NPERS - Subs HS	2,000.00	0.00	0.00	2,000.00	0.00
01 1200 233 002	SPED NPERS - Subs ELE	600.00	0.00	0.00	600.00	0.00
01 1200 237 001	Increased Retirement Contribution Rate	2,800.00	170.08	2,185.86	614.14	78.07
01 1200 237 002	Increased Retirement Contribution Rate	3,200.00	259.68	3,173.92	26.08	99.19
01 1200 580 001	Special Ed Travel & Mileage	500.00	0.00	25.00	475.00	5.00
01 1200 580 002	SPED TRAVEL EXPENSE	500.00	0.00	25.00	475.00	5.00
01 1200 591 001	Consultants, Program	20,000.00	896.00	10,932.48	9,067.52	54.66
01 1200 591 002	Consultants, Program	25,000.00	875.00	12,919.33	12,080.67	51.68
01 1200 610 001	SPED SUPPLIES	5,000.00	45.66	1,176.62	3,823.38	23.53
01 1200 610 002	SPED SUPPLIES	5,000.00	0.00	880.79	4,119.21	17.62
01 1200 733 001	FURNITURE AND EQUIPMENT	5,000.00	0.00	0.00	5,000.00	0.00
01 1200 733 002	FURNITURE AND EQUIPMENT	5,000.00	0.00	0.00	5,000.00	0.00
01 1200 890 001	Misc. Expenses - HS	10,000.00	0.00	0.00	10,000.00	0.00
01 1200 890 002	Misc. Expenses - ELE	10,000.00	0.00	375.00	9,625.00	3.75
1200 SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS		516,500.00	25,835.86	329,123.34	187,376.66	63.72
1291 EC NON-REIMBURSABLE						
01 1291 591 002	Consultants, Program: 3-5	1,000.00	0.00	0.00	1,000.00	0.00
1291 EC NON-REIMBURSABLE		1,000.00	0.00	0.00	1,000.00	0.00
1292 SA NON-REIMBURSABLE						
01 1292 591 002	Consultants, Program: B-2	1,000.00	0.00	0.00	1,000.00	0.00
1292 SA NON-REIMBURSABLE		1,000.00	0.00	0.00	1,000.00	0.00
2120 GUIDANCE SERVICES						
01 2120 111 001	Guidance Salary HS	50,000.00	4,220.79	41,106.75	8,893.25	82.21
01 2120 111 002	Guidance Salary EL	17,000.00	1,406.94	13,702.38	3,297.62	80.60
01 2120 211 001	Guidance Health Insurance/Dis.	8,600.00	696.01	6,960.68	1,639.32	80.94
01 2120 211 002	Guidance Health Insurance-ELE	2,900.00	232.01	2,320.21	579.79	80.01
01 2120 221 001	Guidance Social Security- HS	4,000.00	362.88	3,544.56	455.44	88.61
01 2120 221 002	Guidance Social Security- ELE	1,300.00	120.96	1,181.43	118.57	90.88
01 2120 231 001	Guidance Retirement-HS	4,000.00	305.25	3,043.50	956.50	76.09
01 2120 231 002	Guidance Retirement-ELE	1,300.00	101.76	1,014.54	285.46	78.04
01 2120 237 001	Increased Retirement Contribution Rate	1,200.00	100.93	1,006.24	193.76	83.85
01 2120 237 002	Increased Retirement Contribution Rate	500.00	33.64	335.41	164.59	67.08
01 2120 610 001	Guidance Supplies - HS	3,000.00	0.00	2,852.15	147.85	95.07
01 2120 610 002	Guidance Supplies -ELE	500.00	0.00	90.00	410.00	18.00
01 2120 890 001	Misc. Expenses - HS	1,000.00	17.00	841.54	158.46	84.15
01 2120 890 002	Misc. Expenses - ELE	500.00	17.00	17.00	483.00	3.40

Account Number	Account Description	Budget	During Month	YTD Expenses	Budget Balance at EOM	% of Budget w/o Encumbrances
2120 GUIDANCE SERVICES		95,800.00	7,615.17	78,016.39	17,783.61	81.44
2141 PSYCH SERVICES						
01 2141 320 001	Professional Educational Services	23,000.00	1,500.00	15,000.00	8,000.00	65.22
01 2141 320 002	Professional Educational Services	23,000.00	1,500.00	15,000.00	8,000.00	65.22
2141 PSYCH SERVICES		46,000.00	3,000.00	30,000.00	16,000.00	65.22
2151 SPEECH THERAPY						
01 2151 591 001	Consultants, Program - HS	26,000.00	0.00	17,337.99	8,662.01	66.68
01 2151 591 002	Consultants, Program - ELE	56,000.00	0.00	25,810.42	30,189.58	46.09
01 2151 610 000	Speech Supplies	2,000.00	0.00	0.00	2,000.00	0.00
2151 SPEECH THERAPY		84,000.00	0.00	43,148.41	40,851.59	51.37
2161 OT SERVICES						
01 2161 591 001	Consultants, Program - HS	8,000.00	0.00	2,627.67	5,372.33	32.85
01 2161 591 002	Consultants, Program - ELE	15,500.00	0.00	14,890.16	609.84	96.07
2161 OT SERVICES		23,500.00	0.00	17,517.83	5,982.17	74.54
2171 PT SERVICES						
01 2171 591 001	Consultants, Program - HS	5,500.00	0.00	3,207.23	2,292.77	58.31
01 2171 591 002	Consultants, Program - ELE	13,200.00	0.00	9,621.77	3,578.23	72.89
2171 PT SERVICES		18,700.00	0.00	12,829.00	5,871.00	68.60
2213 Instructional Staff Training						
01 2213 330 001	Employee training & Dev.	2,500.00	0.00	0.00	2,500.00	0.00
2213 Instructional Staff Training		2,500.00	0.00	0.00	2,500.00	0.00
2220 LIBRARY-MEDIA SERVICES						
01 2220 111 001	Librarian Salary-HS	33,000.00	2,727.08	27,270.80	5,729.20	82.64
01 2220 111 002	Librarian Salary-ELE	33,000.00	2,727.09	27,270.90	5,729.10	82.64
01 2220 211 001	Librarian Health Insurance - HS	15,500.00	1,249.79	12,498.38	3,001.62	80.63
01 2220 211 002	Librarian Health Insurance - ELE	15,500.00	1,249.79	12,498.38	3,001.62	80.63
01 2220 221 001	Librarian Social Security-HS	2,600.00	207.41	2,074.10	525.90	79.77
01 2220 221 002	Librarian Social Security-ELE	2,600.00	207.41	2,074.10	525.90	79.77
01 2220 231 001	NPERS - Teachers HS	2,600.00	202.44	2,024.40	575.60	77.86
01 2220 231 002	Librarian Retirement - ELE	2,600.00	202.45	2,024.49	575.51	77.87
01 2220 237 001	Increased Retirement Contribution Rate	1,000.00	66.93	669.30	330.70	66.93
01 2220 237 002	Increased Retirement Contribution Rate	1,000.00	66.93	669.30	330.70	66.93
01 2220 610 001	Supplies. - HS	1,000.00	100.29	420.77	579.23	42.08
01 2220 610 002	Supplies. - ELE	1,000.00	145.41	397.10	602.90	39.71
01 2220 640 001	Library Books - HS	2,000.00	0.00	1,212.09	787.91	60.60
01 2220 640 002	Library Books - ELE	1,500.00	0.00	1,293.53	206.47	86.24
01 2220 890 001	Misc. Expenses - HS	1,000.00	340.19	569.19	430.81	56.92
01 2220 890 002	Misc. Expenses - ELE	1,000.00	0.00	54.07	945.93	5.41
2220 LIBRARY-MEDIA SERVICES		116,900.00	9,493.21	93,020.90	23,879.10	79.57
2310 BOARD OF EDUCATION						
01 2310 540 000	Advertising & Printing	2,500.00	100.30	1,758.14	741.86	70.33
01 2310 580 000	Travel Exp & Mileage	5,330.00	0.00	5,325.22	4.78	99.91
01 2310 610 000	Supplies & Expenses	6,420.00	0.00	6,360.27	59.73	99.07
01 2310 890 000	Misc Expenses	1,750.00	0.00	1,697.28	52.72	96.99
2310 BOARD OF EDUCATION		16,000.00	100.30	15,140.91	859.09	94.63
2320 EXECUTIVE ADMINISTRATION						
01 2320 105 000	Salary Of Administration	165,000.00	13,000.00	130,000.00	35,000.00	78.79
01 2320 116 000	Business Mgr. Salary	57,000.00	4,703.21	46,257.02	10,742.98	81.15
01 2320 136 000	Business Mngr - OT	1,500.00	0.00	172.76	1,327.24	11.52
01 2320 215 000	Health Insurance/Dis	31,000.00	1,927.27	22,999.00	8,001.00	74.19
01 2320 216 000	Insurance - Business Mrg.	11,500.00	923.79	9,239.00	2,261.00	80.34
01 2320 225 000	Social Security- ADM	12,500.00	972.81	9,722.10	2,777.90	77.78
01 2320 226 000	Social Security - Business Mrg.	5,000.00	424.73	4,201.20	798.80	84.02
01 2320 235 000	Retirement- ADM.	13,500.00	965.06	9,650.60	3,849.40	71.49
01 2320 236 000	Retirement - Business Mrg.	5,000.00	349.14	3,446.71	1,553.29	68.93
01 2320 237 000	Increased Retirement Contribution Rate	6,000.00	434.49	4,330.13	1,669.87	72.17
01 2320 580 000	Travel Exp & Mileage	8,000.00	1,110.54	3,100.87	4,899.13	38.76
01 2320 610 000	Supplies - Expenses	6,000.00	0.00	5,227.58	772.42	87.13
01 2320 810 000	Dues & Fees	8,000.00	0.00	5,591.00	2,409.00	69.89
01 2320 890 000	Misc. Expenses	8,000.00	279.87	2,651.71	5,348.29	33.15
2320 EXECUTIVE ADMINISTRATION		338,000.00	25,090.91	256,589.68	81,410.32	75.91
2330 DISTRICT LEGAL SERVICES						
01 2330 317 000	Legal Services	8,000.00	0.00	708.00	7,292.00	8.85

Account Number	Account Description	Budget	During Month	YTD Expenses	Budget Balance at EOM	% of Budget w/o Encumbrances
2330 DISTRICT LEGAL SERVICES		8,000.00	0.00	708.00	7,292.00	8.85
2410 OFFICE OF PRINCIPAL						
01 2410 110 001	Secretary - HS	19,000.00	1,473.42	15,396.23	3,603.77	81.03
01 2410 110 002	Secretary - EL	19,000.00	1,473.41	15,396.18	3,603.82	81.03
01 2410 111 001	Salary Of Principal - HS	100,000.00	8,333.33	83,383.30	16,616.70	83.38
01 2410 111 002	Salary Of Principal - ELE	0.00	0.00	0.00	0.00	0.00
01 2410 130 001	Overtime Pay - Non Instructional	100.00	0.00	18.57	81.43	18.57
01 2410 130 002	Overtime Pay - Non Instructional	100.00	0.00	18.56	81.44	18.56
01 2410 210 001	LTD Ins - Non Instructional	150.00	9.45	94.80	55.20	63.20
01 2410 210 002	LTD Ins - Non Instructional	150.00	9.43	94.77	55.23	63.18
01 2410 211 001	Health Insurance - HS	31,000.00	2,522.68	25,231.30	5,768.70	81.39
01 2410 211 002	Health Insurance - ELE	0.00	0.00	(60.68)	60.68	0.00
01 2410 220 001	SOCIAL SECURITY Non Instructional	1,500.00	109.59	1,147.99	352.01	76.53
01 2410 220 002	SOCIAL SECURITY Non Instructional	1,500.00	109.60	1,148.03	351.97	76.54
01 2410 221 001	Social Security - HS	7,800.00	625.06	6,250.60	1,549.40	80.14
01 2410 221 002	Social Security - ELE	0.00	0.00	0.00	0.00	0.00
01 2410 230 001	NPERS - Non Instructional	1,900.00	109.38	1,144.31	755.69	60.23
01 2410 230 002	NPERS - Non Instructional	1,900.00	109.38	1,144.33	755.67	60.23
01 2410 231 001	Retirement - HS	7,800.00	618.62	6,186.20	1,613.80	79.31
01 2410 237 001	Increased Retirement Contribution Rate	3,500.00	240.67	2,423.49	1,076.51	69.24
01 2410 237 002	Increased Retirement Contribution Rate	500.00	36.17	378.36	121.64	75.67
01 2410 251 001	Tuition Reimb.-Teachers	10,000.00	0.00	6,438.00	3,562.00	64.38
01 2410 580 001	Travel & Mileage - HS	8,000.00	1,079.40	4,779.56	3,220.44	59.74
01 2410 580 002	Travel & Mileage - ELE	0.00	0.00	0.00	0.00	0.00
01 2410 610 001	Supplies - HS	5,000.00	125.03	385.95	4,614.05	7.72
01 2410 610 002	Supplies - ELE	2,000.00	0.00	59.88	1,940.12	2.99
01 2410 810 001	Dues & Fees - HS	5,000.00	0.00	220.00	4,780.00	4.40
01 2410 810 002	Dues & Fees - ELE	1,000.00	0.00	56.25	943.75	5.63
01 2410 890 001	Misc Expense HS	10,000.00	1,148.96	3,863.14	6,136.86	38.63
01 2410 890 002	Misc Expense ELE	4,000.00	435.70	460.70	3,539.30	11.52
2410 OFFICE OF PRINCIPAL		240,900.00	18,569.28	175,659.82	65,240.18	72.92
2510 FISCAL SERVICES						
01 2510 352 000	Prof/tech Services Audit	14,000.00	0.00	14,221.49	(221.49)	101.58
01 2510 442 000	Copier Lease	8,000.00	552.70	5,527.00	2,473.00	69.09
01 2510 530 000	telephone	12,000.00	648.46	6,572.24	5,427.76	54.77
01 2510 531 000	Postage	5,000.00	0.00	0.00	5,000.00	0.00
01 2510 890 000	Misc Expenses	2,000.00	154.00	154.00	1,846.00	7.70
2510 FISCAL SERVICES		41,000.00	1,355.16	26,474.73	14,525.27	64.57
2610 OPERATION OF BUILDING						
01 2610 110 001	Custodians Salary - HS	60,000.00	3,782.43	38,323.02	21,676.98	63.87
01 2610 110 002	Custodians Salary - ELE	60,000.00	4,727.86	44,477.92	15,522.08	74.13
01 2610 130 001	Custodians - Overtime Pay HS	500.00	0.00	94.68	405.32	18.94
01 2610 130 002	Custodians - Overtime Pay ELE	500.00	0.00	94.66	405.34	18.93
01 2610 210 001	INSURANCE - Non-Instructional	500.00	33.01	270.20	229.80	54.04
01 2610 210 002	INSURANCE - Non-Instructional	500.00	28.74	288.63	211.37	57.73
01 2610 220 001	Social Security- HS	4,000.00	289.35	2,938.93	1,061.07	73.47
01 2610 220 002	Social Security- ELE	4,500.00	359.27	3,385.67	1,114.33	75.24
01 2610 230 001	Retirement - HS	4,000.00	280.79	2,851.93	1,148.07	71.30
01 2610 230 002	Retirement - ELE	4,500.00	350.98	3,308.85	1,191.15	73.53
01 2610 237 001	Increased Retirement Contribution Rate	1,500.00	92.82	942.85	557.15	62.86
01 2610 237 002	Increased Retirement Contribution Rate	1,500.00	116.05	1,093.98	406.02	72.93
01 2610 410 000	Water-sewer-trash	10,000.00	551.24	6,439.12	3,560.88	64.39
01 2610 520 000	Insurance	42,000.00	0.00	0.00	42,000.00	0.00
01 2610 610 000	Supplies - Expenses	30,000.00	1,161.79	15,265.21	14,734.79	50.88
01 2610 621 000	Electricity	70,000.00	3,287.55	41,860.78	28,139.22	59.80
01 2610 626 000	GAS	5,000.00	100.00	1,700.04	3,299.96	34.00
01 2610 733 000	Bldg & Grounds	50,000.00	153.95	20,629.51	29,370.49	41.26
01 2610 890 000	Misc. Expenses	10,000.00	0.00	5,450.66	4,549.34	54.51
2610 OPERATION OF BUILDING		359,000.00	15,315.83	189,416.64	169,583.36	52.76
2620 MAINTENANCE OF BUILDING						
01 2620 340 000	Repairman	20,000.00	520.00	8,238.00	11,762.00	41.19
01 2620 733 000	Furniture & Equipment Repair	2,000.00	0.00	0.00	2,000.00	0.00
01 2620 890 000	Misc Expenses	1,500.00	0.00	0.00	1,500.00	0.00
2620 MAINTENANCE OF BUILDING		23,500.00	520.00	8,238.00	15,262.00	35.06
2650 VEHICLE ACQUISITION AND MAINTENANCE						

Account Number	Account Description	Budget	During Month	YTD Expenses	Budget Balance at EOM	% of Budget w/o Encumbrances
01 2650 732 000	Vehicle Acquisition	40,000.00	0.00	40,000.00	0.00	100.00
2650 VEHICLE ACQUISITION AND MAINTENANCE		40,000.00	0.00	40,000.00	0.00	100.00
2710 REGULAR PUPIL TRANSPORTATION						
01 2710 110 000	Bus Drivers' Salaries	70,000.00	5,233.60	68,690.88	1,309.12	98.13
01 2710 120 000	Bus Drivers' Salaries (subs)	10,000.00	0.00	217.92	9,782.08	2.18
01 2710 210 000	Bus Drivers' Ins.- LTD	500.00	11.02	99.87	400.13	19.97
01 2710 220 000	Social Security	6,200.00	400.37	5,271.41	928.59	85.02
01 2710 230 000	Bus Drivers' Retirement	6,200.00	161.59	2,008.66	4,191.34	32.40
01 2710 237 000	Increased Retirement Contribution Rate	1,500.00	53.43	664.12	835.88	44.27
01 2710 519 000	Student Mileage to Parents	8,000.00	34.91	2,572.71	5,427.29	32.16
01 2710 626 000	Gas & Oil	40,000.00	1,681.58	25,311.74	14,688.26	63.28
01 2710 890 000	Misc Expenses	5,000.00	48.00	1,606.58	3,393.42	32.13
2710 REGULAR PUPIL TRANSPORTATION		147,400.00	7,624.50	106,443.89	40,956.11	72.21
2712 SCHOOL AGE SPEC ED TRANSPORT						
01 2712 110 001	SPED Transportation - HS	2,000.00	0.00	0.00	2,000.00	0.00
2712 SCHOOL AGE SPEC ED TRANSPORT		2,000.00	0.00	0.00	2,000.00	0.00
2730 VEHICLE SERVICES						
01 2730 610 000	Bus Maintenance/tires	40,000.00	12,457.80	30,284.35	9,715.65	75.71
2730 VEHICLE SERVICES		40,000.00	12,457.80	30,284.35	9,715.65	75.71
3300 COMMUNITY SERVICES						
01 3300 890 000	Community Services Misc	27,777.00	0.00	0.00	27,777.00	0.00
3300 COMMUNITY SERVICES		27,777.00	0.00	0.00	27,777.00	0.00
3535 HIGH ABILITY LEARNERS						
01 3535 610 000	High Ability Learner Grant	4,000.00	290.00	1,936.61	2,063.39	48.42
3535 HIGH ABILITY LEARNERS		4,000.00	290.00	1,936.61	2,063.39	48.42
3599 GRANTS						
01 3599 610 000 153	Grants	30,000.00	0.00	5,809.03	24,190.97	19.36
3599 GRANTS		30,000.00	0.00	5,809.03	24,190.97	19.36
6200 TITLE I, PART A NCLB IMPROV THE ACADEM						
01 6200 111 002	Title I Salaries Teachers Pro. Staff EL	27,500.00	2,386.20	23,862.00	3,638.00	86.77
01 6200 211 002	TITLE I, Insurance - ELE	5,800.00	459.70	4,619.35	1,180.65	79.64
01 6200 221 002	Title I Social Security EL	2,700.00	215.64	2,156.48	543.52	79.87
01 6200 231 002	TITLE I NPERS EL	2,300.00	177.14	1,771.40	528.60	77.02
01 6200 237 002	Increased Retirement Contribution Rate	700.00	58.56	585.60	114.40	83.66
01 6200 395 000	Title I ESU16 Contract	2,900.00	0.00	2,608.32	291.68	89.94
01 6200 610 000	Title I Homeless	100.00	0.00	0.00	100.00	0.00
6200 TITLE I, PART A NCLB IMPROV THE ACADEM		42,000.00	3,297.24	35,603.15	6,396.85	84.77
6406 IDEA PRESCHOOL(619) BASE ALLOC						
01 6406 591 000	IDEA 619	1,144.00	0.00	1,144.00	0.00	100.00
6406 IDEA PRESCHOOL(619) BASE ALLOC		1,144.00	0.00	1,144.00	0.00	100.00
6408 IDEA ENROLLMENT/POVERTY						
01 6408 111 002	IDEA Salaries Teachers ELE	8,000.00	518.15	5,181.50	2,818.50	64.77
01 6408 211 002	IDEA INSURANCE - Teachers	3,000.00	249.50	2,495.09	504.91	83.17
01 6408 221 002	IDEA SOCIAL SECURITY -Teachers	500.00	39.64	396.31	103.69	79.26
01 6408 231 002	IDEA NPERS - Teachers	500.00	38.46	384.61	115.39	76.92
01 6408 237 002	IDEA Increased Retirement Contribution Rate	200.00	12.72	127.20	72.80	63.60
01 6408 591 000	IDEA Enrollment/Poverty	47,106.00	0.00	33,421.12	13,684.88	70.95
6408 IDEA ENROLLMENT/POVERTY		59,306.00	858.47	42,005.83	17,300.17	70.83
6969 TITLE IV-A						
01 6969 320 001	Title IV Prof Ed - HS	5,000.00	400.00	4,000.00	1,000.00	80.00
01 6969 320 002	Title IV A ELE	5,000.00	400.00	4,000.00	1,000.00	80.00
6969 TITLE IV-A		10,000.00	800.00	8,000.00	2,000.00	80.00
6992 REAP						
01 6992 610 000	Reap Grant	25,000.00	0.00	21,926.55	3,073.45	87.71
6992 REAP		25,000.00	0.00	21,926.55	3,073.45	87.71
8000 TRANSFERS (OUTGOING)						
01 8000 912 000	Lunch	30,000.00	0.00	30,000.00	0.00	100.00
01 8000 913 000	Transfer/activity Fund	15,000.00	0.00	15,000.00	0.00	100.00
8000 TRANSFERS (OUTGOING)		45,000.00	0.00	45,000.00	0.00	100.00
01 GENERAL FUND		4,882,527.00	321,993.85	3,508,757.48	1,373,769.52	71.86

Payee Type: Vendor **Check Type: Check** **Checking Account ID: 1**

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Check Amount
34148	06/09/2025				USBANK	US Bank Credit Card	6,912.98
34149	06/09/2025				REVOLVINGB	Revolving Business Account	2,821.13
34158	06/09/2025				AMSTERDAMP	Amsterdam Printing and Litho	125.03
34159	06/09/2025				BLACKHILLS	Black Hills Energy	100.00
34160	06/09/2025				BLICKARTMA	Blick Art Materials, Inc.	56.78
34161	06/09/2025				BOMGAARS	Bomgaars	31.96
34162	06/09/2025				BSNSPORTS	BSN Sports, Inc.	251.91
34163	06/09/2025				CONSOLIDA2	Consolidated, Inc.	544.67
34164	06/09/2025				DACKDEL	Del Dack	595.00
34165	06/09/2025				EAKESOFFI1	Eakes Office Solution, Inc.	3,607.65
34166	06/09/2025				ESU16INV	Educational Service Unit #16	290.00
34167	06/09/2025				EMBASSYSUI	Embassy Suites-LaVista	1,253.70
34168	06/09/2025				FAIRFIELD	Fairfield Inn & Suites	639.80
34169	06/09/2025				NEBRASKATR	Floyds Truck Center	10,195.46
34170	06/09/2025				FRICKANGE	Angela Fricke	34.91
34171	06/09/2025				HOMETOWNLE	Hometown Leasing	552.70
34172	06/09/2025				IDEALLINEN	Ideal Linen/Bluff Facility Solutions	278.76
34173	06/09/2025				JWPEPPERS1	J.W. PEPPER & SON	14.99
34174	06/09/2025				KEITHCOUN1	Keith County News Inc	100.30
34175	06/09/2025				LAKESHORE	Lakeshore Learning	20.84
34176	06/09/2025				LORDMATH	Lord Math	397.00
34177	06/09/2025				MATHESONTR	Matheson Tri-Gas Inc.	77.05
34178	06/09/2025				MCABEESTA	Stacy McAbee	215.60
34179	06/09/2025				MCGRAWHILL	Mcgraw-Hill Companies, Inc.	10,096.12
34180	06/09/2025				MOWPOWER	Mow Power, LLC	153.95
34181	06/09/2025				NPPD	Nebraska Public Power District	3,287.55
34182	06/09/2025				PAXTONGROC	Paxton Grocery & Meats	47.63
34183	06/09/2025				PLATTEPIAN	Ken Odean	210.00
34184	06/09/2025				POSTMASTER	Postmaster	154.00
34185	06/09/2025				PRESTOX	PrestoX	103.90
34186	06/09/2025				RAPIDS	Rapids	6.47
34187	06/09/2025				REESEMECHA	Reese Mechanical, Inc.	520.00
34188	06/09/2025				SCHOOLHEAL	School Health Corp.	52.19
34189	06/09/2025				SCHOOLSPEC	School Specialty, LLC	206.04
34190	06/09/2025				SCOTTIESPO	Scotties Potties Inc.	390.00
34191	06/09/2025				STUDENTACT	Student Activity	22.00
34192	06/09/2025				VERIZON	Verizon	50.08
34193	06/09/2025				VILLAGEOFP	Village Of Paxton, Inc.	551.24
34194	06/09/2025				WEX	WEX Fleet Universal	1,649.62
34195	06/09/2025				YANDASMUSI	Yanda's Music & Pro Audio	51.07

Checking Account ID:	1	Void Total:	0.00	Total without Voids:	46,670.08
Check Type Total:	Check	Void Total:	0.00	Total without Voids:	46,670.08

Payee Type: Vendor **Check Type: Direct Deposit** **Checking Account ID: 1**

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Check Amount
30654901	06/09/2025				MCCONNELLD	Luke McConnell	5,571.00

Checking Account ID:	1	Void Total:	0.00	Total without Voids:	5,571.00
Check Type Total:	Direct Deposit	Void Total:	0.00	Total without Voids:	5,571.00
Payee Type Total:	Vendor	Void Total:	0.00	Total without Voids:	52,241.08
	Grand Total:	Void Total:	0.00	Total without Voids:	52,241.08

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description	Amount	
Checking Account ID 1		Fund Number 01 GENERAL FUND		
	7854526	Amsterdam Printing and Litho	05/16/2025	125.03
01 2410 610 001		50 Calendar Planners	125.03	
Total Amsterdam Printing and Litho			125.03	
	06.09.25-0001	Black Hills Energy	06/09/2025	100.00
01 2610 626 000		Natural Gas Expenses	100.00	
Total Black Hills Energy			100.00	
	5209751	Blick Art Materials, Inc.	06/03/2025	40.58
01 1100 610 002		Supplies - Kuenning COOP	40.58	
	5227954	Blick Art Materials, Inc.	06/03/2025	16.20
01 1100 610 002		Supplies - Kuenning COOP	16.20	
Total Blick Art Materials, Inc.			56.78	
	55263136	Bomgaars	06/09/2025	31.96
01 2710 626 000		DEF - Fuel	31.96	
Total Bomgaars			31.96	
	929871255	BSN Sports, Inc.	06/03/2025	251.91
01 1100 890 001		Supplies - Morland COOP	54.00	
01 1100 890 001		Supplies - S Jorgensen COOP	60.97	
01 1100 890 001		Supplies - Mitchell COOP	33.96	
01 1100 890 001		Supplies - S Jorgensen COOP	102.98	
Total BSN Sports, Inc.			251.91	
	06.09.25-0001	Consolidated, Inc.	06/09/2025	544.67
01 2510 530 000		Telephone Service	458.82	
01 2510 530 000		Telephone Service	85.85	
Total Consolidated, Inc.			544.67	
	06.09.25-0001	Dack, Del	06/09/2025	595.00
01 2320 580 000		850 Miles @ $.70/mi Ovid, Omaha	595.00	
Total Dack, Del			595.00	
	651251-0001	Eakes Office Solution, Inc.	06/09/2025	1,962.82
01 1100 610 002		Copier Usage: Office	689.88	
01 1100 610 001		Copier Usage: HS	322.75	
01 1100 610 002		Copier Usage: Ele	255.32	
01 1100 610 001		Copier Usage: Office	689.87	
01 1100 610 001		Service Charge	5.00	
	9131988-1-0001	Eakes Office Solution, Inc.	06/09/2025	85.23
01 2610 610 000		Maintenance Supplies: Vac bags	85.23	
	PO 653044	Eakes Office Solution, Inc.	06/11/2025	1,559.60
01 1100 610 001		1 Pallet paper	779.80	
01 1100 610 002		1 Pallet paper	779.80	
Total Eakes Office Solution, Inc.			3,607.65	
	2284-0002	Educational Service Unit #16	06/12/2025	290.00
01 3535 610 000		HAL HS Science Olympiad 04/09/25	290.00	
Total Educational Service Unit #16			290.00	
	788814A	Embassy Suites-LaVista	06/12/2025	1,253.70

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description	Amount	
01 2410 580 001		State Track Room Jorgensen	417.90	
01 2410 580 001		State Track Room Gleason	417.90	
01 2320 580 000		State Track Room Dack	417.90	
Total Embassy Suites-LaVista			1,253.70	
	233 APR 30 2025	Fairfield Inn & Suites	04/30/2025	319.90
01 2220 890 001		NETA Conference 2 days Mrs. Storer	319.90	
	304 APR 30 2025	Fairfield Inn & Suites	06/15/2025	319.90
01 1100 890 001		NETA Conference 2 days Mrs. Mullen	319.90	
Total Fairfield Inn & Suites			639.80	
	NPLRO481782	Floyds Truck Center	05/07/2025	10,195.46
01 2730 610 000		2015 Thomas #1100	10,195.46	
Total Floyds Truck Center			10,195.46	
	06.09.25-0001	Fricke, Angela	06/09/2025	34.91
01 2710 519 000		35 miles (5 days) @ $.9975 (7 miles)	34.91	
Total Fricke, Angela			34.91	
	06.09.25-0001	Hometown Leasing	06/09/2025	552.70
01 2510 442 000		Copier Lease	552.70	
Total Hometown Leasing			552.70	
	22193857-0001	Ideal Linen/Bluff Facility Solutions	06/09/2025	278.76
01 2610 610 000		Mat cleaning service	278.76	
Total Ideal Linen/Bluff Facility Solutions			278.76	
	367501758	J.W. PEPPER & SON	04/23/2025	14.99
01 1100 610 002 413		RPAC & Contest Music	14.99	
Total J.W. PEPPER & SON			14.99	
	06.09.25-0001	Keith County News Inc	06/09/2025	100.30
01 2310 540 000		Advertising	100.30	
Total Keith County News Inc			100.30	
	90641435	Lakeshore Learning	06/03/2025	20.84
01 1100 610 002		Supplies - Paper Supply Closet	20.84	
Total Lakeshore Learning			20.84	
	136730-000197	Lord Math	06/09/2025	397.00
01 1160 610 000		Poverty: Mathemagical K-2 Curriculum	397.00	
Total Lord Math			397.00	
	0052514484-0001	Matheson Tri-Gas Inc.	06/09/2025	77.05
01 1100 610 001 412		Industrial Tech - Monthly	77.05	
Total Matheson Tri-Gas Inc.			77.05	
	06.09.25-0001	McAbee, Stacy	06/14/2025	215.60
01 2410 580 001		308 Miles @ $.70 RPAC Conf / Alma 05/27	215.60	
Total McAbee, Stacy			215.60	
	136790513001	Mcgraw-Hill Companies, Inc.	06/09/2025	5,372.82

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description	Amount	
01 1160 610 000		ReVeal Math Grade 2	901.44	
01 1160 610 000		ReVeal Math Grade 3	751.20	
01 1160 610 000		ReVeal Math Grade 4	901.44	
01 1160 610 000		ReVeal Math Course 2	111.12	
01 1160 610 000		ReVeal Math Course 2	111.12	
01 1160 610 000		Algebra I	378.00	
01 1160 610 000		Algebra I	378.00	
01 1160 610 000		Geometry	1,840.50	
	136792109001	Mcgraw-Hill Companies, Inc.	06/09/2025	4,690.48
01 1160 610 000		ReVeal Math Grade 5	567.36	
01 1160 610 000		ReVeal Math Course 1	732.03	
01 1160 610 000		ReVeal Math Course 2	675.72	
01 1160 610 000		ReVeal Math Course 3	1,126.20	
01 1160 610 000		Algebra I	764.25	
01 1160 610 000		Shipping	824.92	
	136823782001	Mcgraw-Hill Companies, Inc.	06/09/2025	32.82
01 1160 610 000		ReVeal Math Spanish (2 year)	32.82	
Total Mcgraw-Hill Companies, Inc.			10,096.12	
	8133	Mow Power, LLC	06/13/2025	153.95
01 2610 733 000		Sterilant Application	153.95	
Total Mow Power, LLC			153.95	
	06.09.25-0001	Nebraska Public Power District	06/09/2025	3,287.55
01 2610 621 000		Electricity	45.58	
01 2610 621 000		Electricity	3,241.97	
Total Nebraska Public Power District			3,287.55	
	5259	Paxton Grocery & Meats	06/12/2025	37.37
01 1200 610 001		SPED Snacks	37.37	
	6006	Paxton Grocery & Meats	06/12/2025	10.26
01 1100 610 002		Ele Snacks	7.97	
01 1200 610 001		SPED Snacks	2.29	
Total Paxton Grocery & Meats			47.63	
	150638	Platte Piano Service	05/21/2025	210.00
01 1100 610 002 413		Tuning: Kimball Console	100.00	
01 1100 610 002 413		Tuning: Warlitzer Spirit	100.00	
01 1100 610 002 413		Fuel	10.00	
Total Platte Piano Service			210.00	
	06.09.25	Postmaster	06/09/2025	154.00
01 2510 890 000		Post Office Box Fee	154.00	
Total Postmaster			154.00	
	77148053-0001	PrestoX	06/12/2025	103.90
01 2610 610 000		Monthly Pest Services	103.90	
Total PrestoX			103.90	
	I2030621	Rapids	06/03/2025	6.47
01 1100 610 001 411		FACS Supplies - Dickmander COOP	6.47	
Total Rapids			6.47	
	12967	Reese Mechanical, Inc.	05/12/2025	520.00

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description	Amount	
01 2620 340 000		Refrigerator in lounge	520.00	
Total Reese Mechanical, Inc.			520.00	
	CIN000242497	School Health Corp.	06/03/2025	52.19
01 1100 890 001		Supplies - S Jorgensen COOP	52.19	
Total School Health Corp.			52.19	
	308104684833	School Specialty, LLC	06/03/2025	132.15
01 1100 610 001		Supplies - Kuenning COOP	132.15	
	308104684840	School Specialty, LLC	06/03/2025	73.89
01 1100 610 001		Supplies - Julian COOP	73.89	
Total School Specialty, LLC			206.04	
	853324O-0001	Scotties Potties Inc.	06/09/2025	390.00
01 2610 610 000		Pottie Rental (1) Bus Barn	130.00	
01 2610 610 000		Pottie Rental (2) Track Field	260.00	
Total Scotties Potties Inc.			390.00	
	COUPONS 5/16/25	Student Activity	06/15/2025	22.00
01 2410 890 001		Honor roll and Attendance 5/16/25	22.00	
Total Student Activity			22.00	
	06.09.25-0001	Verizon	06/09/2025	50.08
01 2510 530 000		Telephone Expense	50.08	
Total Verizon			50.08	
	06.09.25-0001	Village Of Paxton, Inc.	06/09/2025	551.24
01 2610 410 000		Water - Sewer - Trash	493.27	
01 2610 410 000		Water - Sewer - Trash	57.97	
Total Village Of Paxton, Inc.			551.24	
	06.09.25-0001	WEX Fleet Universal	06/09/2025	1,649.62
01 2710 626 000		Fuel and Oil	1,649.62	
Total WEX Fleet Universal			1,649.62	
	756684	Yanda's Music & Pro Audio	06/11/2025	51.07
01 1100 610 002 413		Clarinet Mouthpiece	51.07	
Total Yanda's Music & Pro Audio			51.07	
Fund Number 01			36,935.97	
Checking Account ID 1			36,935.97	

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description	Amount	
Checking Account ID 1		Fund Number 01 GENERAL FUND		
	JORGENSEN L JUN 25	Amazon.com	06/01/2025	135.80
01 1100 610 002		Ele T&F Day 5/16	135.80	
Total Amazon.com			135.80	
	STORER JUN 25	Angus Burger & Shakes	06/09/2025	40.57
01 2220 890 001		NETA Conference Kearney Storer	20.29	
01 1100 610 001		NETA Conference Kearney Mullen	20.28	
Total Angus Burger & Shakes			40.57	
	SCHUTZ JUN 25	Apple Inc.	06/11/2025	13.86
01 1100 643 002		Software Apps - Reds 1st flight	13.86	
	SCHUTZ JUN 25 1	Apple Inc.	06/11/2025	1.98
01 1100 643 002		Software Apps - Reds 1st flight	1.98	
Total Apple Inc.			15.84	
	7042 JUN 25	Barnes and Noble	06/12/2025	20.95
01 2410 890 001		AR Reward	20.95	
Total Barnes and Noble			20.95	
	WHITE JUN 25	Blick Art Materials, Inc.	06/03/2025	783.05
01 1100 610 001 416		Art Supplies	783.05	
Total Blick Art Materials, Inc.			783.05	
	DACK JUN 25	Capital One	06/09/2025	38.59
01 2320 890 000		Staff Appreciation Week	38.59	
	DACK JUN 25 1	Capital One	06/09/2025	70.07
01 2410 890 001		Sr Breakfast	28.79	
01 2320 890 000		Staff Appreciation Week	41.28	
	DACK JUN 25 2	Capital One	06/09/2025	14.30
01 2410 890 001		Sr Breakfast	14.30	
	DICKMANDER JUNE 25	Capital One	06/15/2025	42.12
01 1100 610 001 411		FACS Supplies	7.92	
01 1100 610 001		Classroom Supplies	34.20	
	ESSINK JUN 25	Capital One	06/15/2025	66.51
01 1100 610 002		Preschool Supplies	66.51	
	MCABEE JUN 25	Capital One	06/13/2025	77.15
01 2410 890 001		Staff Appreciation	77.15	
	MCABEE JUN 25 1	Capital One	06/13/2025	29.64
01 2410 890 001		Staff Appreciation	29.64	
	MCABEE JUNE 25	Capital One	06/09/2025	63.60
01 2610 610 000		Maintenance Wall Hooks	63.60	
	MULLEN JUN 25	Capital One	06/09/2025	18.64
01 1100 610 001 417		STEM Totes	18.64	
	MULLEN JUN 25 1	Capital One	06/09/2025	8.98
01 1100 610 001 417		STEM Totes	8.98	
	STORER JUN 25	Capital One	06/09/2025	65.83
01 2220 610 001		Library Supplies	50.65	
01 1100 610 001		English Supplies	15.18	
	STORER JUN 25	Capital One	06/09/2025	13.24

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description	Amount	
	22			
01 2220 610 001		Library Supplies	13.24	
	STORER JUN 25 3	Capital One	06/09/2025	145.41
01 2220 610 002		Million Word Club Breakfast	145.41	
Total Capital One			654.08	
	7042 Jun 25	City Bakery	06/15/2025	34.00
01 2120 890 001		Guidance Principal Appreciation	17.00	
01 2120 890 002		Guidance Principal Appreciation	17.00	
Total City Bakery			34.00	
	MCABEE JUN 25	Costco	06/13/2025	59.94
01 2410 890 001		Staff Appreciation	59.94	
Total Costco			59.94	
	DACK JUNE 25	Elitch Gardens	06/13/2025	280.93
01 2410 890 002		ELE AR/Reward	140.46	
01 2410 890 001		MS AR Reward	140.47	
Total Elitch Gardens			280.93	
	DACK JUN 25	Embassy Suites-LaVista	06/09/2025	20.00
01 2320 580 000		State Track Meal	20.00	
Total Embassy Suites-LaVista			20.00	
	STEVENSON JUN 25	Flinn Scientific	06/03/2025	2,273.56
01 1100 733 000		Science Cabinets	2,273.56	
Total Flinn Scientific			2,273.56	
	DACK JUN 25	Freddy's	06/09/2025	11.67
01 2320 580 000		State Track Meal	11.67	
Total Freddy's			11.67	
	POSPISIL JUN 25	Hobby Lobby	06/15/2025	11.65
01 1100 610 002		Card Supplies	11.65	
Total Hobby Lobby			11.65	
	DACK JUN 25	Liberty Car Wash	06/12/2025	10.00
01 2710 890 000		Wash vehicle	10.00	
Total Liberty Car Wash			10.00	
	THOMAS JUN 25 1	Loyverse.com	06/09/2025	50.00
01 1100 643 001		Webbased software for Concession Tablet	50.00	
Total Loyverse.com			50.00	
	DACK JUN 25	Menards	06/09/2025	493.31
01 1100 733 000		Shelving in MPR	493.31	
Total Menards			493.31	
	MCABEE JUN 25	North Platte Rec Center	06/14/2025	115.50
01 2410 890 001		AR Trip Reward - Elementary	115.50	
Total North Platte Rec Center			115.50	

PO Number / Account Number	Invoice Number	Vendor Name / Detail Description	Invoice Date	Amount	Amount
	MCABEE JUNE 25	Ole's	06/13/2025		182.09
01 2410 890 001		MS AR Reward		182.09	
Total Ole's				182.09	
	MCABEE JUN 25	Paxton Grocery & Meats	06/15/2025		7.69
01 2410 890 001		Testing Rewards		7.69	
	THOMAS JUN 25	Paxton Grocery & Meats	06/21/2025		9.97
01 1100 610 001		Carnival Supplies		9.97	
Total Paxton Grocery & Meats				17.66	
	MULLEN JUN 25	Pepper Jax	06/09/2025		17.58
01 1100 610 002		NETA Conference- Kearney		17.58	
Total Pepper Jax				17.58	
	MCABEE JUN 25	Pronto Pit Stop	06/15/2025		112.00
01 2410 890 001		Testing Rewards		112.00	
	MORLAND JUN 25	Pronto Pit Stop	06/11/2025		15.99
01 2610 610 000		Fuel 5 gal Edger @ $3.099		15.99	
	MORLAND JUN 25 1	Pronto Pit Stop	06/11/2025		16.76
01 2610 610 000		Fuel 5 gal Edger @ $3.099		16.76	
Total Pronto Pit Stop				144.75	
	DACK JUN 25	Runza	06/09/2025		11.79
01 2320 580 000		Science Olympiad Meal		11.79	
Total Runza				11.79	
	WHITE JUN 25	School Specialty, LLC	06/03/2025		160.12
01 1100 610 001 416		Art Supplies		160.12	
Total School Specialty, LLC				160.12	
	MULLEN JUN 25	Science Olympiad	06/12/2025		450.00
01 1100 610 001		Science Olympiad Training		450.00	
Total Science Olympiad				450.00	
	MCABEE JUN 25	Scooters Coffee	06/13/2025		10.00
01 2410 890 001		Staff Appreciation		10.00	
Total Scooters Coffee				10.00	
	DACK JUN 25	Sickies Garage	06/09/2025		17.97
01 2320 580 000		State Track Meal		17.97	
Total Sickies Garage				17.97	
	MCABEE JUN 25	Starbucks	06/13/2025		10.00
01 2410 890 001		Staff Appreciation		10.00	
Total Starbucks				10.00	
	DACK JUN 25	Subway	06/09/2025		8.21
01 2320 580 000		Science Olympiad Meal		8.21	
	MCABEE JUN 25	Subway	06/13/2025		308.14

PO Number / Account Number	Invoice Number	Vendor Name / Detail Description	Invoice Date	Amount	Amount
01 2410 890 001		Staff Appreciation		308.14	
Total Subway				316.35	
	JORGENSEN S JUN 25	Super Suds	06/12/2025		18.00
01 2710 890 000		Wash vehicle		18.00	
	MCABEE JUN 25	Super Suds	06/12/2025		10.00
01 2710 890 000		Wash vehicle		10.00	
Total Super Suds				28.00	
	ESSINK JUN 25	Teacher Pay Teacher	06/15/2025		6.00
01 1200 610 001		State Report Research		6.00	
	JAY JUN 25	Teacher Pay Teacher	06/15/2025		2.42
01 1100 610 002		Mother's Day Butterfly Craft		2.42	
	POSPISIL JUN 25	Teacher Pay Teacher	06/15/2025		17.99
01 1100 610 002		World, Memory Book and Math		17.99	
	STORER JUN 25 2	Teacher Pay Teacher	06/09/2025		36.40
01 2220 610 001		Library Supplies		36.40	
Total Teacher Pay Teacher				62.81	
	Peters Jun 25	Theta Music, The	06/09/2025		199.00
01 1100 643 001		Webbased License Music		199.00	
Total Theta Music, The				199.00	
	6758 JUN 25	Verizon	06/14/2025		53.71
01 2510 530 000		Telephone Expense		53.71	
Total Verizon				53.71	
	DACK JUN 25	Walgreens	06/09/2025		200.00
01 2320 890 000		Staff Service Year Appreciation		200.00	
Total Walgreens				200.00	
	7042 JUN 25	Wild West Car Wash, The	06/12/2025		10.00
01 2710 890 000		Wash vehicle		10.00	
Total Wild West Car Wash, The				10.00	
	MCABEE JUN 25	Windy Gap	06/13/2025		10.30
01 2410 890 001		Staff Appreciation		10.30	
Total Windy Gap				10.30	
Fund Number 01				6,912.98	
Checking Account ID 1				6,912.98	

PO Number / Account Number	Invoice Number / Detail Description	Vendor Name	Invoice Date	Amount	Amount
Checking Account ID 1		Fund Number 01 GENERAL FUND			
	2645 - RPAC	Alma Schools	06/09/2025		56.00
01 2320 580 000		RPAC Exec Meeting - Dack		28.00	
01 2410 580 001		RPAC Exec Meeting - McAbee		28.00	
Total Alma Schools				56.00	
	2644 - MOWER	Mowers N More, LLC	06/09/2025		358.79
01 2610 610 000		Maintenance - Mower #2165		207.55	
01 2410 890 002		Maintenance - Mower #2176		151.24	
Total Mowers N More, LLC				358.79	
	2642 - AR TRIP	North Platte Area Childrens Museum	06/09/2025		144.00
01 2410 890 002		100Pt Club AR trip		144.00	
Total North Platte Area Childrens Museum				144.00	
	2640 - TRANS	Schimo's LLC	06/10/2025		2,262.34
01 2730 610 000		Maintenance 2024 Expedition		423.67	
01 2730 610 000		Maintenance 2014 Freightliner		684.69	
01 2730 610 000		Maintenance 2020 Bluebird		300.00	
01 2730 610 000		Maintenance 2011 Freightliner		300.60	
01 2730 610 000		Maintenance 2018 Freighliner		306.36	
01 2730 610 000		Maintenance 2011 Chevy Surburban		247.02	
Total Schimo's LLC				2,262.34	
Fund Number 01				2,821.13	
Checking Account ID 1				2,821.13	

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description	Amount	
Checking Account ID 1		Fund Number 01	GENERAL FUND	
	06.09.2025-0001	McConnell Psycological Solutions PC	06/12/2025	5,571.00
01 1200 591 001		Contract Services: Chessmore	896.00	
01 1200 591 002		Contract Services: Chessmore	875.00	
01 2141 320 001		Contract Services: McConnell	1,500.00	
01 2141 320 002		Contract Services: McConnell	1,500.00	
01 6969 320 001		Contract Services: McConnell	400.00	
01 6969 320 002		Contract Services: McConnell	400.00	
Total McConnell Psycological Solutions PC			5,571.00	
Fund Number 01			5,571.00	
Checking Account ID 1			5,571.00	

Fund: 06 LUNCH FUND

Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
06 1000	Beginning Balance	5,071.00	0.00	0.00	0.00	5,071.00
06 1611	Daily Sales - Reimbursable	40,000.00	3,148.85	23,613.45	59.03	16,386.55
06 1620	Daily sales - Non reimbursable	21,329.00	2,084.75	12,840.80	60.20	8,488.20
	Subtotal: 1000	66,400.00	5,233.60	36,454.25	54.90	29,945.75
06 3150	State Reimbursement	4,800.00	0.00	2,656.49	55.34	2,143.51
	Subtotal: 3000	4,800.00	0.00	2,656.49	55.34	2,143.51
06 4210	Federal Reimbursement	68,000.00	9,258.29	52,140.56	76.68	15,859.44
	Subtotal: 4000	68,000.00	9,258.29	52,140.56	76.68	15,859.44
06 5200	Transfer	30,000.00	0.00	30,000.00	100.00	0.00
06 5690	Other Non-Revenue Receipts	1,000.00	49.31	465.38	46.54	534.62
	Subtotal: Debt Services	31,000.00	49.31	30,465.38	98.28	534.62
	Fund Total:	170,200.00	14,541.20	121,716.68	71.51	48,483.32

Receipt Number	Received From ID/Name	Receipt Date	Description	Receipt Key	Amount
	PERLINGERC Perlinger Cher	05/22/2025	Daily Sales Reimb & Non	3730	1,349.90
	REVTRAK RevTrak	05/27/2025	Hot lunch - Revtrak	3731	318.54
	REVTRAK RevTrak	05/27/2025	Hot lunch - Revtrak	3732	333.98
	REVTRAK RevTrak	05/27/2025	Hot lunch - Revtrak	3733	15.66
	PERLINGERC Perlinger Cher	05/22/2025	Daily Sales Reimb & Non	3734	1,518.85
	STATEOFNEB State of Nebraska	05/16/2025	Hot Lunch reimbursement	3735	5,998.76
	PERLINGERC Perlinger Cher	05/16/2025	2nd Chance Breakfast 05/12-5/16	3736	121.00
	REVTRAK RevTrak	05/15/2025	Hot lunch - Revtrak	3737	354.86
	REVTRAK RevTrak	05/13/2025	Hot lunch - Revtrak	3738	44.88
	PERLINGERC Perlinger Cher	05/09/2025	2nd Chance Breakfast 05/5-5/9	3739	135.00
	PERLINGERC Perlinger Cher	05/22/2025	Daily Sales Reimb	3740	46.65
	REVTRAK RevTrak	08/07/2025	Hot lunch - Revtrak	3741	36.53
	PERLINGERC Perlinger Cher	05/02/2025	Daily Sales Reimb & Non	3742	880.00
	REVTRAK RevTrak	05/02/2025	Hot lunch - Revtrak	3743	73.06
	PERLINGERC Perlinger Cher	05/09/2025	2nd Chance Breakfast 04/28 - 5/02	3744	54.00
	PERLINGERC Perlinger Cher	05/30/2025	AlaCarte sales	3745	0.00
	STATEOFNEB State of Nebraska	05/29/2025	Hot Lunch reimbursement	3783	3,259.53
				Report Total:	14,541.20

Receipt Number: **Received From: PERLINGERC Perlinger Cher** **Receipt Date: 05/22/2025** **Receipt Key: 3730** **Amount: 1,349.90**

Description: Daily Sales Reimb & Non Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
06 1611	Daily Sales Reimbursable	397.40	06 101	
06 1620	Daily Sales Non-Reimbursable	952.50	06 101	

Receipt Number: **Received From: REVTRAK RevTrak** **Receipt Date: 05/27/2025** **Receipt Key: 3731** **Amount: 318.54**

Description: Hot lunch - Revtrak Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
06 1611	Hot lunch: Revtrak	305.20	06 101	
06 5690	Revtrak Deposit Fee 4.37%	13.34	06 101	

Receipt Number: **Received From: REVTRAK RevTrak** **Receipt Date: 05/27/2025** **Receipt Key: 3732** **Amount: 333.98**

Description: Hot lunch - Revtrak Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
06 1611	Hot lunch: Revtrak	320.00	06 101	
06 5690	Revtrak Deposit Fee 4.37%	13.98	06 101	

Receipt Number: **Received From: REVTRAK RevTrak** **Receipt Date: 05/27/2025** **Receipt Key: 3733** **Amount: 15.66**

Description: Hot lunch - Revtrak Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
06 1611	Hot lunch: Revtrak	15.00	06 101	
06 5690	Revtrak Deposit Fee 4.37%	0.66	06 101	

Receipt Number: **Received From: PERLINGERC Perlinger Cher** **Receipt Date: 05/22/2025** **Receipt Key: 3734** **Amount: 1,518.85**

Description: Daily Sales Reimb & Non Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
06 1611	Daily Sales Reimbursable	1,437.60	06 101	
06 1620	Daily Sales Non-Reimbursable	81.25	06 101	

Receipt Number: **Received From: STATEOFNEB State of Nebraska** **Receipt Date: 05/16/2025** **Receipt Key: 3735** **Amount: 5,998.76**

Description: Hot Lunch reimbursement Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
06 4210	LUNCH-SECT 4 6CENT FY2025	187.02	06 101	
06 4210	LUNCH-SECTION 4 FY 2025	872.76	06 101	
06 4210	LUNCH-SECTION 11 FY 2025	4,133.45	06 101	
06 4210	BREAKFAST FY 2025	805.53	06 101	

Receipt Number: **Received From: PERLINGERC Perlinger Cher** **Receipt Date: 05/16/2025** **Receipt Key: 3736** **Amount: 121.00**

Description: 2nd Chance Breakfast 05/12-5/16 Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
06 1620	2nd Chance Breakfast 05/12-5/16	121.00	06 101	

Receipt Number: **Received From: REVTRAK RevTrak** **Receipt Date: 05/15/2025** **Receipt Key: 3737** **Amount: 354.86**

Description: Hot lunch - Revtrak Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
06 1611	Hot lunch: Revtrak	340.00	06 101	
06 5690	Revtrak Deposit Fee 4.37%	14.86	06 101	

Receipt Number: **Received From: REVTRAK RevTrak** **Receipt Date: 05/13/2025** **Receipt Key: 3738** **Amount: 44.88**

Description: Hot lunch - Revtrak Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
06 1611	Hot lunch: Revtrak	43.00	06 101	
06 5690	Revtrak Deposit Fee 4.37%	1.88	06 101	

Receipt Number: **Received From: PERLINGERC Perlinger Cher** **Receipt Date: 05/09/2025** **Receipt Key: 3739** **Amount: 135.00**

Description: 2nd Chance Breakfast 05/5-5/9 Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
06 1620	2nd Chance Breakfast 05/5-5/9	135.00	06 101	

Receipt Number: **Received From: PERLINGERC Perlinger Cher** **Receipt Date: 05/22/2025** **Receipt Key: 3740** **Amount: 46.65**

Description: Daily Sales Reimb Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
06 1611	Daily Sales Reimbursable	46.65	06 101	

Receipt Number: **Received From: REVTRAK RevTrak** **Receipt Date: 08/07/2025** **Receipt Key: 3741** **Amount: 36.53**

Description: Hot lunch - Revtrak Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
06 1611	Hot lunch: Revtrak	35.00	06 101	
06 5690	Revtrak Deposit Fee 4.37%	1.53	06 101	

Receipt Number: **Received From: PERLINGERC Perlinger Cher** **Receipt Date: 05/02/2025** **Receipt Key: 3742** **Amount: 880.00**

Description: Daily Sales Reimb & Non Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
06 1611	Daily Sales Reimbursable	580.00	06 101	
06 1620	Daily Sales Non-Reimbursable	300.00	06 101	

Receipt Number: **Received From: REVTRAK RevTrak** **Receipt Date: 05/02/2025** **Receipt Key: 3743** **Amount: 73.06**

Description: Hot lunch - Revtrak Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
06 1611	Hot lunch: Revtrak	70.00	06 101	
06 5690	Revtrak Deposit Fee 4.37%	3.06	06 101	

Receipt Number: **Received From: PERLINGERC Perlinger Cher** **Receipt Date: 05/09/2025** **Receipt Key: 3744** **Amount: 54.00**

Description: 2nd Chance Breakfast 04/28 - 5/02 Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
06 1620	2nd Chance Breakfast 04/28 - 5/02	54.00	06 101	

Receipt Number: **Received From: PERLINGERC Perlinger Cher** **Receipt Date: 05/30/2025** **Receipt Key: 3745** **Amount: 0.00**

Description: AlaCarte sales Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
06 1611	AlaCarte - HS	(371.50)	06 101	
06 1611	AlaCarte - ELE	(69.50)	06 101	
06 1620	AlaCarte - ELE	69.50	06 101	
06 1620	AlaCarte - HS	371.50	06 101	

Receipt Number: **Received From: STATEOFNEB State of Nebraska** **Receipt Date: 05/29/2025** **Receipt Key: 3783** **Amount: 3,259.53**

Description: Hot Lunch reimbursement Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
06 4210	LUNCH-SECT 4 6CENT FY2025	464.94	06 101	
06 4210	LUNCH-SECTION 4 FY 2025	99.63	06 101	
06 4210	LUNCH-SECTION 11 FY 2025	2,248.19	06 101	

06 4210	BREAKFAST FY 2025		446.77	06 101

Summary Totals

Account Type		Cash Accounts		
Subtotal Revenue	14,541.20	06 101		14,541.20
Subtotal Expense			Total:	14,541.20
Subtotal General Ledger				
Total:	14,541.20			

Receivable Accounts

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	80,000.00	3,931.46	57,306.35	22,693.65	71.63
06 3100 113 000	Hot Lunch - Subs	0.00	0.00	0.00	0.00	0.00
06 3100 130 000	Lunch Fund OT Pay	500.00	0.00	0.00	500.00	0.00
06 3100 150 000	Lunch Fund Addition Comp Pay	0.00	0.00	0.00	0.00	0.00
06 3100 210 000	Lunch Fund Dist Health	500.00	21.81	219.10	280.90	43.82
06 3100 220 000	Lunch Fund Dist Fica	6,200.00	286.97	4,239.27	1,960.73	68.38
06 3100 230 000	Lunch Fund District Ret	6,200.00	202.75	3,187.83	3,012.17	51.42
06 3100 237 000	Increased Retirement Contribution Rate	2,000.00	67.03	1,053.94	946.06	52.70
06 3100 630 000	Hot Lunch Supplies	60,000.00	1,281.02	45,531.11	14,468.89	75.89
06 3100 695 000	Lunch Other Misc Expenses	13,300.00	1,332.50	4,460.07	8,839.93	33.53
06 3100 733 000	Hot Lunch Equipment Purchased	0.00	0.00	0.00	0.00	0.00
06 3100 890 000	Hot Lunch Travel & Conference	1,500.00	0.00	550.00	950.00	36.67
3100 Food Service Operations		170,200.00	7,123.54	116,547.67	53,652.33	68.48
06 LUNCH FUND		170,200.00	7,123.54	116,547.67	53,652.33	68.48

Payee Type: Vendor **Check Type: Automatic Payment** **Checking Account ID: 6**

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Check Amount
292120161	06/09/2025				REVTRAK	RevTrak	66.09
	Checking Account ID: 6					Void Total: 0.00 Total without Voids:	66.09
	Check Type Total: Automatic Payment					Void Total: 0.00 Total without Voids:	66.09

Payee Type: Vendor **Check Type: Check** **Checking Account ID: 6**

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Check Amount
8616	06/09/2025				USBANK	US Bank Credit Card	111.40
8617	06/09/2025				REVOLVINGB	Revolving Business Account	851.45
8622	06/09/2025				CASHWADIST	Cash-wa Distributing, Inc.	579.88
8623	06/09/2025				HDSUPPLY	HD Supply	162.20
8624	06/09/2025				HILANDDAIR	Hiland Dairy	515.29
8625	06/09/2025				PAXTONGROC	Paxton Grocery & Meats	74.45
8626	06/09/2025				RAPIDS	Rapids	30.35
8627	06/09/2025				SCHOOLSPEC	School Specialty, LLC	222.41
	Checking Account ID: 6					Void Total: 0.00 Total without Voids:	2,547.43
	Check Type Total: Check					Void Total: 0.00 Total without Voids:	2,547.43
	Payee Type Total: Vendor					Void Total: 0.00 Total without Voids:	2,613.52
	Grand Total:					Void Total: 0.00 Total without Voids:	2,613.52

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description	Amount	
Checking Account ID 6		Fund Number 06 LUNCH FUND		
	14606098	Cash-wa Distributing, Inc.	05/02/2025	579.88
06 3100 630 000		Hot Lunch Supplies	579.88	
Total Cash-wa Distributing, Inc.			579.88	
	857916308	HD Supply	06/09/2025	162.20
06 3100 695 000		Paper towels - Hot Lunch Rosentater	162.20	
Total HD Supply			162.20	
	1817702	Hiland Dairy	06/10/2025	137.74
06 3100 630 000		Hot Lunch Supplies	137.74	
	1817798-001	Hiland Dairy	06/10/2025	114.72
06 3100 630 000		Hot Lunch Supplies	114.72	
	1817891-01	Hiland Dairy	06/10/2025	68.68
06 3100 630 000		Hot Lunch Supplies	68.68	
	1817985	Hiland Dairy	06/10/2025	183.40
06 3100 630 000		Hot Lunch Supplies	183.40	
	1817987	Hiland Dairy	06/10/2025	(46.04)
06 3100 630 000		Hot Lunch Supplies	(46.04)	
	1818093	Hiland Dairy	06/10/2025	136.98
06 3100 630 000		Hot Lunch Supplies	136.98	
	1818180	Hiland Dairy	06/10/2025	137.36
06 3100 630 000		Hot Lunch Supplies	137.36	
	1818181	Hiland Dairy	06/10/2025	(80.19)
06 3100 630 000		Hot Lunch Supplies	(80.19)	
	1818207	Hiland Dairy	06/10/2025	(137.36)
06 3100 630 000		Hot Lunch Supplies	(137.36)	
Total Hiland Dairy			515.29	
	5119	Paxton Grocery & Meats	05/02/2025	48.65
06 3100 630 000		Hot Lunch Supplies	48.65	
	6022	Paxton Grocery & Meats	05/02/2025	25.80
06 3100 630 000		Hot Lunch Supplies	25.80	
Total Paxton Grocery & Meats			74.45	
	I2030621 HL	Rapids	06/09/2025	30.35
06 3100 695 000		Hot Lunch supplies Rosentater	30.35	
Total Rapids			30.35	
	308104686057	School Specialty, LLC	06/09/2025	222.41
06 3100 695 000		Hot Lunch supplies Rosentater	222.41	
Total School Specialty, LLC			222.41	
Fund Number 06			1,584.58	
Checking Account ID 6			1,584.58	

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description	Amount	
Checking Account ID 6		Fund Number 06	LUNCH FUND	
	KITCHEN JUNE 25	Capital One	06/13/2025	56.16
06 3100 630 000		Hot Lunch Supplies	56.16	
	KITCHEN JUNE 25 2	Capital One	06/13/2025	17.92
06 3100 630 000		Hot Lunch Supplies	17.92	
	KITCHEN JUNE 25 3	Capital One	06/13/2025	13.73
06 3100 630 000		Hot Lunch Supplies	13.73	
	KITCHEN JUNE 25 4	Capital One	06/13/2025	14.60
06 3100 630 000		Hot Lunch Supplies	14.60	
Total Capital One			102.41	
	KITCHEN JUNE 25	Safeway	06/13/2025	8.99
06 3100 630 000		Hot Lunch Supplies	8.99	
Total Safeway			8.99	
Fund Number 06			111.40	
Checking Account ID 6			111.40	

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description	Amount	
Checking Account ID 6		Fund Number 06 LUNCH FUND		
	2641 - BEEF	D&L Ovid Meat Company	06/10/2025	851.45
06 3100 695 000		Beef Processing - Local Grant for Food	851.45	
Total D&L Ovid Meat Company			851.45	
Fund Number 06			851.45	
Checking Account ID 6			851.45	

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description	Amount	
Checking Account ID 6		Fund Number 06	LUNCH FUND	
	06.2025-0001	RevTrak	06/09/2025	66.09
06 3100 695 000		Monthly Lunch Fee	19.95	
06 3100 695 000		Collection Fee	46.14	
Total RevTrak			66.09	
Fund Number 06			66.09	
Checking Account ID 6			66.09	

Activity Fund Balance Report - Summary - Exclude Encumbrances
05/2025 - 05/2025
MAY 2025 STUDENT ACTIVITY FINANCIALS

Fund: 05 ACTIVITY FUND

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance Change	Balance
05 704 0100	Activities	5,407.52	1,124.92	455.36	0.00	4,737.96
05 704 0101	Girls BB`	1,420.49	0.00	0.00	0.00	1,420.49
05 704 0102	Boys BB	2,023.50	400.00	0.00	0.00	1,623.50
05 704 0103	Volleyball	5,983.14	240.00	1,058.00	0.00	6,801.14
05 704 0104	Football	1,944.51	8.50	0.00	0.00	1,936.01
05 704 0105	Track	1,828.15	1,128.50	735.00	0.00	1,434.65
05 704 0113	Elementary	2,230.55	0.00	0.00	0.00	2,230.55
05 704 0114	Student Council	4,187.55	0.00	0.00	0.00	4,187.55
05 704 0115	National Honor Society	2,204.38	1,200.00	1,250.00	0.00	2,254.38
05 704 0117	FPS	83.36	0.00	0.00	0.00	83.36
05 704 0118	Letterclub	1,163.53	0.00	0.00	0.00	1,163.53
05 704 0119	Yearbook	6,390.00	0.00	535.00	0.00	6,925.00
05 704 0120	Music - Band	165.08	0.00	0.00	0.00	165.08
05 704 0122	science	14.75	0.00	0.00	0.00	14.75
05 704 0123	FACS	945.94	0.00	96.00	0.00	1,041.94
05 704 0124	Quiz Bowl	2,800.03	0.00	0.00	0.00	2,800.03
05 704 0125	Drama/One Act	1,637.37	0.00	0.00	0.00	1,637.37
05 704 0128	Library	1,689.82	0.00	23.70	0.00	1,713.52
05 704 0129	Courtesy Fund	776.15	0.00	0.00	0.00	776.15
05 704 0130	Student Activity Fees	380.02	0.00	0.00	0.00	380.02
05 704 0131	Misc.	627.56	0.00	84.00	0.00	711.56
05 704 0132	Shop	731.41	0.00	0.00	0.00	731.41
05 704 0133	Concessions	10,601.10	1,876.31	597.00	0.00	9,321.79
05 704 0136	X-Country	1,711.96	0.00	0.00	0.00	1,711.96
05 704 0140	FFA	10,509.74	3,187.82	7,434.90	0.00	14,756.82
05 704 0142	Student Misc.	465.60	0.00	195.50	0.00	661.10
05 704 0143	Class of 2019	70.00	0.00	0.00	0.00	70.00
05 704 0144	Cheerleading & Dance Team	1,933.85	0.00	1,181.00	0.00	3,114.85
05 704 0145	Hanich Trust	71,255.75	2,858.82	0.00	0.00	68,396.93
05 704 0146	Science Olympiad	2,276.72	50.00	0.00	0.00	2,226.72
05 704 0147	Tiger Apparel	7.53	0.00	0.00	0.00	7.53
05 704 0149	Golf	435.51	392.00	274.00	0.00	317.51
05 704 0152	Circle of Friends	631.09	0.00	0.00	0.00	631.09
05 704 0153	Wrestling	2,594.25	0.00	1,071.80	0.00	3,666.05
05 704 0154	Activities Vending Machine	681.97	0.00	0.00	0.00	681.97
05 704 0155	Tiger I (LifeSkills)	0.03	0.00	0.00	0.00	0.03
05 704 0156	Memorial Fund	1,745.00	0.00	0.00	0.00	1,745.00

Fund: 05 ACTIVITY FUND

Chart of Account Number	Chart of Account Description		Beginning Balance	Expenses	Revenues	Balance Change	Balance
05 704 0159	Speech		261.29	0.00	0.00	0.00	261.29
05 704 0160	Class of 2025		921.74	0.00	60.00	0.00	981.74
05 704 0161	Class of 2026		3,839.11	1,827.45	0.00	0.00	2,011.66
05 704 0162	Class of 2027		6,489.51	35.56	0.00	0.00	6,453.95
05 704 0163	Class of 2028		381.06	0.00	0.00	0.00	381.06
05 704 0166	Tiger Fabrication		7,012.41	4,564.48	603.00	0.00	3,050.93
05 704 0167	E-Sports		2,052.01	280.00	0.00	0.00	1,772.01
		Fund Total: 05	170,512.04	19,174.36	15,654.26	0.00	166,991.94

Receipt Number	Received From ID/Name	Receipt Date	Description	Receipt Key	Amount
	WNB Western Nebraska Bank	05/31/2025	Monthly Interest	3746	55.36
		05/09/2025	Student fees	3747	125.00
		05/09/2025	FFA Banquet	3748	6,167.50
	STUDENTACT Student Activity	05/09/2025	Tiger Fab Cup #3395	3749	20.00
	GOODWILL Goodwill Industries	05/09/2025	NHS Goodwill Truck Hardin	3750	250.00
		05/09/2025	Box Top Refund	3751	23.70
	HYANNISPS Hyannis Public School	05/09/2025	HS Track Invite - Hyannis	3752	150.00
	DIST6 District #6	05/13/2025	FFA Banquet #34086	3753	435.00
	DIST6 District #6	05/13/2025	Concessions Coupons #34139	3754	80.00
		05/15/2025	Yearbook Sales	3755	50.00
		05/13/2025	Senior Flowers - Class 2025	3756	60.00
		05/07/2025	Yearbook Sales	3757	325.00
		05/13/2025	Wrestling Singlet - Fricke	3758	75.00
		05/15/2025	FFA Banquet	3759	832.40
		05/13/2025	Wrestling Fundraiser - Janets Jungle	3760	882.00
		05/16/2025	Wrestling Fundraiser - Janets Jungle	3761	86.80
		05/16/2025	Yearbook Sales	3762	50.00
		05/16/2025	ELE T&F Concessions	3763	517.00
		05/16/2025	Student fees	3764	60.50
		05/16/2025	FACS Projects Reimbursed	3765	84.00
		05/16/2025	FACS Projects Reimbursed	3766	96.00
	REDCROSS American Red Cross	05/06/2025	NHS Scholarship 2024-2025	3767	1,000.00
		05/06/2025	Tiger Fabrication	3768	253.00
	SUTHERLAN2 Sutherland Public Schools	05/06/2025	JH Track Invite - Sutherland	3769	100.00
	CONNICKKIM Connick Kim	05/06/2025	Cheerleading Fund - Kugler	3770	100.00
	SCHIMONITZ Schimonitz Mary	05/06/2025	Yearbook Sales	3771	75.00
		05/01/2025	Wrestling - Janets Jungle - McAbee	3772	28.00
		05/02/2025	Yearbook Sales	3773	35.00
		05/06/2025	Tigers Fabrication	3774	330.00
		05/21/2025	State Track Shirts	3775	735.00
	CREEKVALLE Creek Valley School	05/21/2025	HS Track Creek Valley	3776	150.00
		05/21/2025	Golf Jacket - Chase	3777	30.00
		05/21/2025	Student Finds	3778	10.00
		05/21/2025	Cheerleading 24-25	3779	1,081.00
		05/28/2025	VB Backpacks Kuening	3780	76.00
		05/28/2025	VB Reimbursement	3781	982.00
		05/28/2025	Golf State Shirts	3782	244.00
				Report Total:	15,654.26

Receipt Number: **Received From: WNB Western Nebraska Bank** **Receipt Date: 05/31/2025** **Receipt Key: 3746** **Amount: 55.36**
Description: Monthly Interest Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
05 1710 0100	Monthly Interest	55.36	05 101	

Receipt Number: **Received From:** **Receipt Date: 05/09/2025** **Receipt Key: 3747** **Amount: 125.00**
Description: Student fees Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
05 1710 0142	Student fees Hardin Pencil #988121	80.00	05 101	
05 1710 0142	Student fees Hardin Charger #988121	15.00	05 101	
05 1710 0142	Student fees M Hansen #988122	15.00	05 101	
05 1710 0142	Student fees N Coppersmith Dist6 #8615	15.00	05 101	

Receipt Number: **Received From:** **Receipt Date: 05/09/2025** **Receipt Key: 3748** **Amount: 6,167.50**
Description: FFA Banquet Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
05 1710 0140	FFA Banquet	6,167.50	05 101	

Receipt Number: **Received From: STUDENTACT Student Activity** **Receipt Date: 05/09/2025** **Receipt Key: 3749** **Amount: 20.00**
Description: Tiger Fab Cup #3395 Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
05 1710 0166	Tiger Fab Cup #3395	20.00	05 101	

Receipt Number: **Received From: GOODWILL Goodwill Industries** **Receipt Date: 05/09/2025** **Receipt Key: 3750** **Amount: 250.00**
Description: NHS Goodwill Truck Hardin Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
05 1710 0115	NHS Goodwill Truck Hardin	250.00	05 101	

Receipt Number: **Received From:** **Receipt Date: 05/09/2025** **Receipt Key: 3751** **Amount: 23.70**
Description: Box Top Refund Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
05 1710 0128	Box Top Refund	23.70	05 101	

Receipt Number: **Received From: HYANNISPS Hyannis Public School** **Receipt Date: 05/09/2025** **Receipt Key: 3752** **Amount: 150.00**
Description: HS Track Invite - Hyannis Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
05 1710 0100	HS Track Invite - Hyannis	150.00	05 101	

Receipt Number: **Received From: DIST6 District #6** **Receipt Date: 05/13/2025** **Receipt Key: 3753** **Amount: 435.00**
Description: FFA Banquet #34086 Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
05 1710 0140	FFA Banquet #34086	435.00	05 101	

Receipt Number: **Received From: DIST6 District #6** **Receipt Date: 05/13/2025** **Receipt Key: 3754** **Amount: 80.00**
Description: Concessions Coupons #34139 Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
05 1710 0133	Concessions Coupons #34139	80.00	05 101	

Receipt Number: **Received From:** **Receipt Date: 05/15/2025** **Receipt Key: 3755** **Amount: 50.00**
Description: Yearbook Sales Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
05 1710 0119	Yearbook Sales	50.00	05 101	

Receipt Number: **Received From:** **Receipt Date: 05/13/2025** **Receipt Key: 3756** **Amount: 60.00**

Description: Senior Flowers - Class 2025 Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
05 1710 0160	Senior Flowers - Class 2025	60.00	05 101	

Receipt Number: **Received From:** **Receipt Date: 05/07/2025** **Receipt Key: 3757** **Amount: 325.00**

Description: Yearbook Sales Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
05 1710 0119	Yearbook Sales	325.00	05 101	

Receipt Number: **Received From:** **Receipt Date: 05/13/2025** **Receipt Key: 3758** **Amount: 75.00**

Description: Wrestling Singlet - Fricke Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
05 1710 0153	Wrestling Singlet - Fricke	75.00	05 101	

Receipt Number: **Received From:** **Receipt Date: 05/15/2025** **Receipt Key: 3759** **Amount: 832.40**

Description: FFA Banquet Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
05 1710 0140	FFA Banquet	832.40	05 101	

Receipt Number: **Received From:** **Receipt Date: 05/13/2025** **Receipt Key: 3760** **Amount: 882.00**

Description: Wrestling Fundraiser - Janets Jungle Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
05 1710 0153	Wrestling Fundraiser - Janets Jungle	882.00	05 101	

Receipt Number: **Received From:** **Receipt Date: 05/16/2025** **Receipt Key: 3761** **Amount: 86.80**

Description: Wrestling Fundraiser - Janets Jungle Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
05 1710 0153	Wrestling Fundraiser - Janets Jungle	86.80	05 101	

Receipt Number: **Received From:** **Receipt Date: 05/16/2025** **Receipt Key: 3762** **Amount: 50.00**

Description: Yearbook Sales Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
05 1710 0119	Yearbook Sales	50.00	05 101	

Receipt Number: **Received From:** **Receipt Date: 05/16/2025** **Receipt Key: 3763** **Amount: 517.00**

Description: ELE T&F Concessions Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
05 1710 0133	ELE T&F Concessions	517.00	05 101	

Receipt Number: **Received From:** **Receipt Date: 05/16/2025** **Receipt Key: 3764** **Amount: 60.50**

Description: Student fees Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
05 1710 0142	Student fees P Nance Charger #988131	10.00	05 101	
05 1710 0142	Student Fees G Florom Charger #988129	15.00	05 101	
05 1710 0142	Student Fees C Galligos #988126	15.00	05 101	
05 1710 0142	Student Fees Vasquez #988124	15.00	05 101	
05 1710 0142	Student fees Drews #988127 (Geometry)	1.00	05 101	
05 1710 0142	Student fees Uden #988130 (Geometry)	3.50	05 101	
05 1710 0142	Student fees Geometry Ruler	1.00	05 101	

Receipt Number: **Received From:** **Receipt Date: 05/16/2025** **Receipt Key: 3765** **Amount: 84.00**

Description: FACS Projects Reimbursed Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
05 1710 0131	FACS Projects Reimbursed	84.00	05 101	

Receipt Number: **Received From:** **Receipt Date: 05/16/2025** **Receipt Key: 3766** **Amount: 96.00**

Description: FACS Projects Reimbursed Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
05 1710 0123	FACS Projects Reimbursed	96.00	05 101	

Receipt Number: **Received From: REDCROSS American Red Cross** **Receipt Date: 05/06/2025** **Receipt Key: 3767** **Amount: 1,000.00**

Description: NHS Scholarship 2024-2025 Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
05 1710 0115	NHS Scholarship 2024-2025	1,000.00	05 101	

Receipt Number: **Received From:** **Receipt Date: 05/06/2025** **Receipt Key: 3768** **Amount: 253.00**

Description: Tiger Fabrication Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
05 1710 0166	Tiger Fabrication	253.00	05 101	

Receipt Number: **Received From: SUTHERLAN2 Sutherland Public Schools** **Receipt Date: 05/06/2025** **Receipt Key: 3769** **Amount: 100.00**

Description: JH Track Invite - Sutherland Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
05 1710 0100	JH Track Invite - Sutherland	100.00	05 101	

Receipt Number: **Received From: CONNICKKIM Connick Kim** **Receipt Date: 05/06/2025** **Receipt Key: 3770** **Amount: 100.00**

Description: Cheerleading Fund - Kugler Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
05 1710 0144	Cheerleading Fund - Kugler	100.00	05 101	

Receipt Number: **Received From: SCHIMONITZ Schimonitz Mary** **Receipt Date: 05/06/2025** **Receipt Key: 3771** **Amount: 75.00**

Description: Yearbook Sales Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
05 1710 0119	Yearbook Sales	75.00	05 101	

Receipt Number: **Received From:** **Receipt Date: 05/01/2025** **Receipt Key: 3772** **Amount: 28.00**

Description: Wrestling - Janets Jungle - McAbee Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
05 1710 0153	Wrestling - Janets Jungle - McAbee	28.00	05 101	

Receipt Number: **Received From:** **Receipt Date: 05/02/2025** **Receipt Key: 3773** **Amount: 35.00**

Description: Yearbook Sales Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
05 1710 0119	Yearbook Sales	35.00	05 101	

Receipt Number: **Received From:** **Receipt Date: 05/06/2025** **Receipt Key: 3774** **Amount: 330.00**

Description: Tigers Fabrication Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
05 1710 0166	Tigers Fabrication	330.00	05 101	

Receipt Number: **Received From:** **Receipt Date: 05/21/2025** **Receipt Key: 3775** **Amount: 735.00**

Description: State Track Shirts Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number

05 1710 0105	State Track Shirts	735.00	05 101

Receipt Number: **Received From: CREEKVALLE Creek Valley School** **Receipt Date: 05/21/2025** **Receipt Key: 3776** **Amount: 150.00**

Description: HS Track Creek Valley Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
05 1710 0100	HS Track Creek Valley	150.00	05 101	

Receipt Number: **Received From:** **Receipt Date: 05/21/2025** **Receipt Key: 3777** **Amount: 30.00**

Description: Golf Jacket - Chase Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
05 1710 0149	Golf Jacket - Chase	30.00	05 101	

Receipt Number: **Received From:** **Receipt Date: 05/21/2025** **Receipt Key: 3778** **Amount: 10.00**

Description: Student Finds Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
05 1710 0142	Student Fines T Nance #988132	10.00	05 101	

Receipt Number: **Received From:** **Receipt Date: 05/21/2025** **Receipt Key: 3779** **Amount: 1,081.00**

Description: Cheerleading 24-25 Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
05 1710 0144	Cheerleading 24-25	1,081.00	05 101	

Receipt Number: **Received From:** **Receipt Date: 05/28/2025** **Receipt Key: 3780** **Amount: 76.00**

Description: VB Backpacks Kuening Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
05 1710 0103	VB Backpacks Kuening	76.00	05 101	

Receipt Number: **Received From:** **Receipt Date: 05/28/2025** **Receipt Key: 3781** **Amount: 982.00**

Description: VB Reimbursement Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
05 1710 0103	VB Reimbursement	982.00	05 101	

Receipt Number: **Received From:** **Receipt Date: 05/28/2025** **Receipt Key: 3782** **Amount: 244.00**

Description: Golf State Shirts Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
05 1710 0149	Golf State Shirts	244.00	05 101	

Summary Totals

Account Type		Cash Accounts		Receivable Accounts
Subtotal Revenue	15,654.26	05 101	15,654.26	
Subtotal Expense		Total:	15,654.26	
Subtotal General Ledger				
Total:	15,654.26			

Payee Type: Vendor **Check Type:** Check **Checking Account ID:** 5

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Check Amount
5386	05/01/2025	X	X	05/01/2025	USBANK	US Bank Credit Card	5,791.79
5387	05/01/2025	X			CASHWADIST	Cash-wa Distributing, Inc.	991.47
5388	05/01/2025	X			SVAWARDS	SV Awards and Engraving	140.00
5389	05/02/2025	X			COZADPUBLI	Cozad Public Schools	240.00
5390	05/02/2025				NPSTPATS	North Platte St. Pats	50.00
5391	05/05/2025				BRADYPUBLI	Brady Public Schools	60.00
5392	05/05/2025	X			ELMCREEK	Elm Creek High School	100.00
5393	05/01/2025	X			USBANK	US Bank Credit Card	5,791.79
5394	05/07/2025	X			DOMINOSPIZ	Domino's Pizza	63.92
5395	05/08/2025	X			STUDENTACT	Student Activity	20.00
5396	05/08/2025				COUNTRYKEA	Country Inn & Suites Kearney	657.20
5397	05/08/2025	X			KULLYPIPE	Kully Pipe & Steel Supply	872.32
5398	05/08/2025	X			MAXWELLPS	Maxwell Public Schools	200.00
5399	05/08/2025				COZADPUBLI	Cozad Public Schools	200.00
5400	05/08/2025	X			AWARDSUNLI	Awards Unlimited, Inc.	8.50
5401	05/08/2025	X			COKE	Coca-Cola	544.00
5402	05/08/2025	X			MAYWOODPUB	Maywood Public School	32.14
5403	05/08/2025	X			OLES	Ole's	1,743.25
5404	05/08/2025	X			PAXTONGROC	Paxton Grocery & Meats	40.84
5406	05/08/2025	X			DUNDYCOUNT	Dundy County Stratton HS	100.00
5407	05/12/2025				SUTHERLAN2	Sutherland Public Schools	50.00
5408	05/12/2025				HARDINETHA	Ethan Hardin	500.00
5409	05/12/2025	X			COPPERNOAH	Noah Coppersmith	500.00
5410	05/12/2025	X			NICHOLSONE	Emmalee Nicholson	500.00
5411	05/12/2025				WALKERWY	Wyatt Walker	500.00
5412	05/12/2025				BREWSTERJ	Jasper Brewster	500.00
5413	05/12/2025				HANSENMAD	Madison Hansen	500.00
5414	05/12/2025	X			EAKINJOE	Joe Eakins	750.00
5415	05/12/2025	X			CLOUSEFAMI	Jordan Clouse	750.00
5416	05/12/2025	X			BROTTSARAH	Sarah Brott	200.00
5417	05/12/2025	X			CLOUSEFAMI	Jordan Clouse	200.00
5418	05/12/2025	X			HEBBLETANN	Tanner Hebblethwaite	200.00
5419	05/12/2025				HARDINETHA	Ethan Hardin	200.00
5420	05/12/2025				FOXMIAH	Miah Fox	200.00
5421	05/12/2025				HANSENMAD	Madison Hansen	200.00
5422	05/13/2025				DUNDYCOUNT	Dundy County Stratton HS	129.58
5423	05/14/2025	X			PARTYGIRLC	Party Girl Creations	50.00
5424	05/15/2025	X			WESTERNNEB	Western Nebraska Bank	300.00
5425	05/15/2025	X			GOTHENBURG	Gothenburg Schools	8.00
5426	05/16/2025				NPSTPATS	North Platte St. Pats	155.00
5427	05/21/2025	X			ALLTEAM	AllTeam Sportswear	280.00
5428	05/21/2025				CHADRONCOL	Chadron State College	20.00
5429	05/28/2025				WHITETAIL	Whitetail Screen Print	392.00
540500001	05/12/2025	X			PERKINSCSC	Perkins County Schools	234.35

Checking Account ID:	5	Void Total:	5,791.79	Total without Voids:	19,174.36
Check Type Total:	Check	Void Total:	5,791.79	Total without Voids:	19,174.36
Payee Type Total:	Vendor	Void Total:	5,791.79	Total without Voids:	19,174.36
	Grand Total:	Void Total:	5,791.79	Total without Voids:	19,174.36

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description	Amount	
Checking Account ID 5		Fund Number 05 ACTIVITY FUND		
	5427 - ESports	AllTeam Sportswear	05/21/2025	280.00
05 2900 890 000 167		ESports Jerseys	280.00	
Total AllTeam Sportswear			280.00	
	5400 - FB	Awards Unlimited, Inc.	05/08/2025	8.50
05 2900 890 000 104		Football '24 Award Imprint #313932	8.50	
Total Awards Unlimited, Inc.			8.50	
	5391 - JH TRACK	Brady Public Schools	05/05/2025	60.00
05 2900 890 000 100		JH Track Entry Fee	60.00	
Total Brady Public Schools			60.00	
	5412 - FAB SCHOLAR	Brewster, Jasper	05/12/2025	500.00
05 2900 890 000 166		Tiger Fabrication Scholarship	500.00	
Total Brewster, Jasper			500.00	
	5416 - NHS	Brott, Sarah	05/12/2025	200.00
05 2900 890 000 115		NHS Red Cross Scholarship	200.00	
Total Brott, Sarah			200.00	
	5387 - CONCESSIONS	Cash-wa Distributing, Inc.	05/01/2025	991.47
05 2900 890 000 133		Concessions	991.47	
Total Cash-wa Distributing, Inc.			991.47	
	5428 - HANICH	Chadron State College	05/21/2025	20.00
05 2900 890 000 145		2025 High Plains Honor Choir Audition	20.00	
Total Chadron State College			20.00	
	5415 - FAB SCHOLAR	Clouse, Jordan	05/12/2025	750.00
05 2900 890 000 166		Tiger Fabrication Scholarship	750.00	
	5417 - NHS	Clouse, Jordan	05/12/2025	200.00
05 2900 890 000 115		NHS Red Cross Scholarship	200.00	
Total Clouse, Jordan			950.00	
	5401 - CONCESSIONS	Coca-Cola	05/08/2025	544.00
05 2900 890 000 133		Concessions	544.00	
Total Coca-Cola			544.00	
	5409 - FAB SCHOLAR	Coppersmith, Noah	05/12/2025	500.00
05 2900 890 000 166		Tiger Fabrication Scholarship	500.00	
Total Coppersmith, Noah			500.00	
	5396 - FPS	Country Inn & Suites Kearney	05/14/2025	657.20
05 2900 890 000 145		FPS - Coach & Students (4 rooms)	657.20	
Total Country Inn & Suites Kearney			657.20	
	5389 - VB	Cozad Public Schools	05/02/2025	240.00
05 2900 890 000 103		In at 9:10. OKB	240.00	

PO Number / Account Number	Invoice Number / Detail Description	Vendor Name	Invoice Date	Amount
	5399 - BBB	Cozad Public Schools	05/08/2025	200.00
05 2900 890 000 102	Boys BB Camp		200.00	
Total Cozad Public Schools			440.00	
	5394 - A/R	Domino's Pizza	05/07/2025	63.92
05 2900 890 000 145	Hanich - A/R Reward		63.92	
Total Domino's Pizza			63.92	
	5406 - JH TRACK	Dundy County Stratton HS	05/09/2025	100.00
05 2900 890 000 100	JH Track Entry Fee		100.00	
	5422 - TRACK	Dundy County Stratton HS	05/13/2025	129.58
05 2900 890 000 100	District Track Entry Fee		129.58	
Total Dundy County Stratton HS			229.58	
	5414 - FAB SCHOLAR	Eakins, Joe	05/12/2025	750.00
05 2900 890 000 166	Tiger Fabrication Scholarship		750.00	
Total Eakins, Joe			750.00	
	5392 - TRACK	Elm Creek High School	05/05/2025	100.00
05 2900 890 000 100	Track Entry Fee		100.00	
Total Elm Creek High School			100.00	
	5420 - NHS	Fox, Miah	05/12/2025	200.00
05 2900 890 000 115	NHS Red Cross Scholarship		200.00	
Total Fox, Miah			200.00	
	5425 - JH TRACK	Gothenburg Schools	05/15/2025	8.00
05 2900 890 000 100	State JH Track Entry Fee		8.00	
Total Gothenburg Schools			8.00	
	5413 - FAB SCHOLAR	Hansen, Madison	05/12/2025	500.00
05 2900 890 000 166	Tiger Fabrication Scholarship		500.00	
	5421 - NHS	Hansen, Madison	05/12/2025	200.00
05 2900 890 000 115	NHS Red Cross Scholarship		200.00	
Total Hansen, Madison			700.00	
	5408 - FAB SCHOLAR	Hardin, Ethan	05/12/2025	500.00
05 2900 890 000 166	Tiger Fabrication Scholarship		500.00	
	5419 - NHS	Hardin, Ethan	05/12/2025	200.00
05 2900 890 000 115	NHS Red Cross Scholarship		200.00	
Total Hardin, Ethan			700.00	
	5418 - NHS	Hebblethwaite, Tanner	05/12/2025	200.00
05 2900 890 000 115	NHS Red Cross Scholarship		200.00	
Total Hebblethwaite, Tanner			200.00	
	5397 - FFA	Kully Pipe & Steel Supply	05/08/2025	872.32
05 2900 890 000 140	FFA- Steel supplies		872.32	
Total Kully Pipe & Steel Supply			872.32	

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description	Amount	
	5398- BBB	Maxwell Public Schools	05/08/2025	200.00
05 2900 890 000 102		Boys BB Camp	200.00	
Total Maxwell Public Schools			200.00	
	5402 - GOLF	Maywood Public School	05/08/2025	32.14
05 2900 890 000 100		RPAC Golf Reimbursement	32.14	
Total Maywood Public School			32.14	
	5410 - FAB SCHOLAR	Nicholson, Emmalee	05/12/2025	500.00
05 2900 890 000 166		Tiger Fabrication Scholarship	500.00	
Total Nicholson, Emmalee			500.00	
	5390 - Golf	North Platte St. Pats	05/02/2025	50.00
05 2900 890 000 100		Golf Entry Fee	50.00	
	5426 - Golf	North Platte St. Pats	05/16/2025	155.00
05 2900 890 000 100		District Golf Entry Fee	155.00	
Total North Platte St. Pats			205.00	
	5403 - FFA	Ole's	05/08/2025	1,743.25
05 2900 890 000 140		FFA - Banquet Meal 05/05/25	1,743.25	
Total Ole's			1,743.25	
	5423 - Sci Oly	Party Girl Creations	05/14/2025	50.00
05 2900 890 000 146		Flowers for Stevenson - Sci Oly	50.00	
Total Party Girl Creations			50.00	
	5404 - CONCESSIONS	Paxton Grocery & Meats	05/08/2025	40.84
05 2900 890 000 133		Concessions	40.84	
Total Paxton Grocery & Meats			40.84	
	5405 - HANICH	Perkins County Schools	05/08/2025	234.35
05 2900 890 000 145		Hanich - District Music 2025	234.35	
Total Perkins County Schools			234.35	
	5395 - FPS	Student Activity	05/07/2025	20.00
05 2900 890 000 100		FPS - Tiger Cup for helper	20.00	
Total Student Activity			20.00	
	5407 - Golf	Sutherland Public Schools	05/22/2025	50.00
05 2900 890 000 100		Golf Entry Fee	50.00	
Total Sutherland Public Schools			50.00	
	5388 - HANICH	SV Awards and Engraving	05/01/2025	140.00
05 2900 890 000 145		Hanich - RPAC Play Production Awards	140.00	
Total SV Awards and Engraving			140.00	
	5411 - FAB SCHOLAR	Walker, Wyatt	05/12/2025	500.00
05 2900 890 000 166		Tiger Fabrication Scholarship	500.00	
Total Walker, Wyatt			500.00	

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description	Amount	
	5424 - Concession	Western Nebraska Bank	05/15/2025	300.00
05 2900 890 000 133		Ele T&F Day Concessions	300.00	
Total Western Nebraska Bank			300.00	
	5429 - GOLF	Whitetail Screen Print	05/28/2025	392.00
05 2900 890 000 149		State Golf Shirts	392.00	
Total Whitetail Screen Print			392.00	
Fund Number 05			13,382.57	
Checking Account ID 5			13,382.57	

PO Number / Account Number	Invoice Number / Detail Description	Vendor Name	Invoice Date	Amount	Amount
Checking Account ID 5		Fund Number 05 ACTIVITY FUND			
	STEVENSON MAY 25 1	Amazon.com	03/25/2025		35.56
05 2900 890 000 162	Soph Class '27 Graduation Supplies			35.56	
	WHITE MAY 25	Amazon.com	05/28/2025		23.50
05 2900 890 000 166	Tiger Fabrication			23.50	
	WHITE MAY 25 1	Amazon.com	05/28/2025		40.98
05 2900 890 000 166	Tiger Fabrication			40.98	
Total Amazon.com				100.04	
	ESSINK MAY 26	Anderson's	05/28/2025		588.38
05 2900 890 000 161	Class of 26 Prom Decorations			588.38	
Total Anderson's				588.38	
	DACK MAY 25	Capital One	05/05/2025		151.57
05 2900 890 000 145	Family Night - Ele			151.57	
	ESSINK - CLASS '26	Capital One	05/13/2025		314.64
05 2900 890 000 161	Class of 26 Prom Decorations			314.64	
	ESSINK - CLASS '26 1	Capital One	05/13/2025		87.22
05 2900 890 000 161	Class of 26 Prom			87.22	
	Julian May 25	Capital One	05/25/2025		7.48
05 2900 890 000 100	Golf Supplies			7.48	
	TURNER MAY 25	Capital One	05/05/2025		23.92
05 2900 890 000 140	FFA - Easter Egg Hunt ELE			23.92	
	TURNER MAY 25 1	Capital One	05/05/2025		123.64
05 2900 890 000 140	FFA - Easter Egg Hunt ELE			123.64	
Total Capital One				708.47	
	TURNER MAY 25	Cornhusker Square	05/14/2025		3.00
05 2900 890 000 140	FFA - State Parking			3.00	
Total Cornhusker Square				3.00	
	JORGENSEN S MAY 25	Crandall Creek Golf Club	05/25/2025		46.18
05 2900 890 000 100	Golf Meal for Workers and Coaches			46.18	
Total Crandall Creek Golf Club				46.18	
	TURNER MAY 25	Express Red One	05/14/2025		6.00
05 2900 890 000 140	FFA - State Parking			6.00	
Total Express Red One				6.00	
	6667 - MAY 25 1	Fairfield Inn & Suites	05/14/2025		440.00
05 2900 890 000 145	Hanich ESports - Crete (Coach + 3 rooms)			440.00	
Total Fairfield Inn & Suites				440.00	
	ESSINK - CLASS '26	Golden Village	05/13/2025		625.00
05 2900 890 000 161	Class of 26 Prom Meal			625.00	
Total Golden Village				625.00	
	DACK - MAY 25 1	Green Gate, The	05/14/2025		219.26
05 2900 890 000 145	Hanich ESports - State			219.26	

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description	Amount	
Total Green Gate, The			219.26	
	TURNER MAY 25	Harbor Freight	05/14/2025	47.14
05 2900 890 000 140		FFA - Supplies - State	47.14	
Total Harbor Freight			47.14	
	TURNER MAY 25 1	National FFA Organization	05/11/2025	350.25
05 2900 890 000 140		FFA: Plaques, Degree	350.25	
Total National FFA Organization			350.25	
	ESSINK MAY 26	OYC Brands	05/28/2025	(1.71)
05 2900 890 000 161		Class of 26 Prom Supplies	(1.71)	
Total OYC Brands			(1.71)	
	DACK MAY 25	Ozzies	05/05/2025	577.12
05 2900 890 000 145		Family Night - Ele	577.12	
	MCABEE MAY 25	Ozzies	05/05/2025	357.79
05 2900 890 000 100		Quiz Bowl Meal	357.79	
Total Ozzies			934.91	
	TURNER MAY 25 1	Paxton Grocery & Meats	05/05/2025	18.30
05 2900 890 000 140		FFA - Easter Egg Hunt ELE	18.30	
Total Paxton Grocery & Meats			18.30	
	MCABEE MAY 25	Pizza Hut	05/05/2025	269.44
05 2900 890 000 145		Hanich Sci Olympiad - Ogallala	269.44	
Total Pizza Hut			269.44	
	DACK MAY 25	Pronto Pit Stop	05/05/2025	50.00
05 2900 890 000 145		Family Night - Ele	50.00	
Total Pronto Pit Stop			50.00	
	MCABEE MAY 25	Safeway	05/05/2025	35.96
05 2900 890 000 145		Hanich Sci Olympiad - Ogallala	35.96	
Total Safeway			35.96	
	Julian May 25	T J Max	05/25/2025	8.75
05 2900 890 000 100		Golf Equip Practice	8.75	
Total T J Max			8.75	
	JORGENSEN S MAY 25	Whitetail Screen Print	05/30/2025	1,128.50
05 2900 890 000 105		Track Shirts - Reimbursed	1,128.50	
Total Whitetail Screen Print			1,128.50	
	ESSINK - CLASS '26	Windy Gap	05/13/2025	213.92
05 2900 890 000 161		Class of 26 Prom Meal	213.92	
Total Windy Gap			213.92	
Fund Number 05			5,791.79	

2901 Cuming Street
Omaha, NE 68131
(402) 344-4321 phone
(402) 346-0277 fax
www.HilandDairy.com

May 7, 2025

Paxton Consolidated Schools
368 Paxton
Paxton, NE 69155

Per your request, we are pleased to submit the following bid on dairy products for the 2025-2026 school year.

Unit	Product	Esc/De-Esc Pricing	24-25
½ pint	1% White Carton	$0.4560	0.4390 + .017
½ pint	Skim Chocolate Carton	$0.4640	0.4440 + .02
½ pint	Skim Strawberry Carton	$0.4640	0.4440 + .02
Gallon	2% White Milk	$5.8900	
5Lbs.	Lowfat Cottage Cheese	$10.750	
5Lbs.	Sour Cream	$9.7500	
4 oz.	Orange Juice	$0.3263	
4 oz.	Apple Juice	$0.2900	
5lbs.	Yogurt	$7.9582	

This bid is for Escalating/De-escalating. Please see attached clause for monthly cost adjustment factors for Esc/De-Esc pricing. **You can view nutritional information for all Hiland school products at https://www.hilanddairy.com/products/school-milk.**

The bid is (choose one) ☐awarded to Hiland Dairy or ☐ declined and awarded to _____

Name and Title _____

Contact Phone _____ Email _____

Date _____ First Delivery Date _____

Please complete and scan this bid along with all competing bidder's information to: dbiere@hilanddairy.com.

Thank you,

David Biere, Branch Manager
Western Nebraska
Phone: (308)520-4182
dbiere@hilanddairy.com

Paxton Consolidated School **Book Disposal Form**
Teacher Name: Scott Jorgensen **Date: 5/21/25**

Book Title	ISBN	Publisher	Copy Right	Quantity
World Geography & Cultures (Student)	978-0-07-874529-4	McGraw Hill/Glencoe	2008	24
World Geography & Cultures (Teacher)	978-0-07-874530-0	McGraw Hill/Glencoe	2008	1
The American Republic Since 1877 (Student)	13-978-0-07-874359-7	McGraw Hill/Glencoe	2007	23
The American Republic Since 1877 (Teacher)	13-978-0-07-874360-3	McGraw Hill/Glencoe	2007	2
The American Republic Since 1877 (Teacher)	978-0-07-874676-5	McGraw Hill/Glencoe	2007	1

Administration Signature: _____
Date: _____

Cell Phones and Other Electronic Devices (Policy 6025)

Students are prohibited from using cellular phones or other electronic devices while at school, except as provided in this policy or as deemed appropriate by a student's education team.

Students will not be allowed to wear headphones during the day unless they are specific for that class period or medically needed. Teachers will provide headphones for students if they are needed for class instruction. Headphones will be returned and kept in the teacher's classroom.

Students in grades 9-12 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.~~ During class time, students will place their phones in each classroom's designated cell phone area, backpacks or lockers. Student's smart devices will be placed in a designated area if they become a distraction in the learning environment. Students may not use cell phones or other electronic devices while they are in locker rooms or restrooms.

Students in grades PreK-8 are not allowed to use cell phones and other personal smart devices during the school day. Students may leave their cell phones or smart devices in their lockers or backpack, but are not allowed to carry them during the day.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when the staff determines that such a search is reasonable or necessary.

Students are strictly prohibited from sending, sharing, viewing, or possessing pictures, text messages, emails or other material of a sexual nature in electronic or any other form on a computer, cell phone, or other electronic device while at school. Students who possess prohibited material on their cell phone or other electronic device while at school shall be subject to disciplinary consequences as articulated by the student handbook.

Students may not use cell phones or electronic communication devices while riding in school vehicles, including listening to music, unless they have

permission to do so from the driver or other adult responsible for their supervision.

Students shall be personally and solely responsible for the security of their cell phones and personal electronic devices. The 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 or other school rules will have their cell phones or electronic devices confiscated immediately. The administration will return confiscated devices to the parent or guardian of the offending student, after discussing the rule violation with the student and parent or guardian. 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.

Student Handbook Changes 25-26

"THE MISSION OF THE PAXTON CONSOLIDATED SCHOOL DISTRICT IS TO ENGAGE AND DEVELOP A COMMUNITY OF LIFELONG LEARNERS AND ACHIEVERS."

P. 8 - Excessive Absenteeism
P. 14 - Delete -Not school excused absence
P. 18 - Cell Phone and Other Electronic Devices
P. 34 - Dress Code
P. 42 - Medication Form
P. 45 - Playground Rules
P. 48 - Standardized Testing
P. 66 - Weather Related Closing
P. 89 - Staff Directory
P. 91 - School Calendar
P. 94 - Title IX

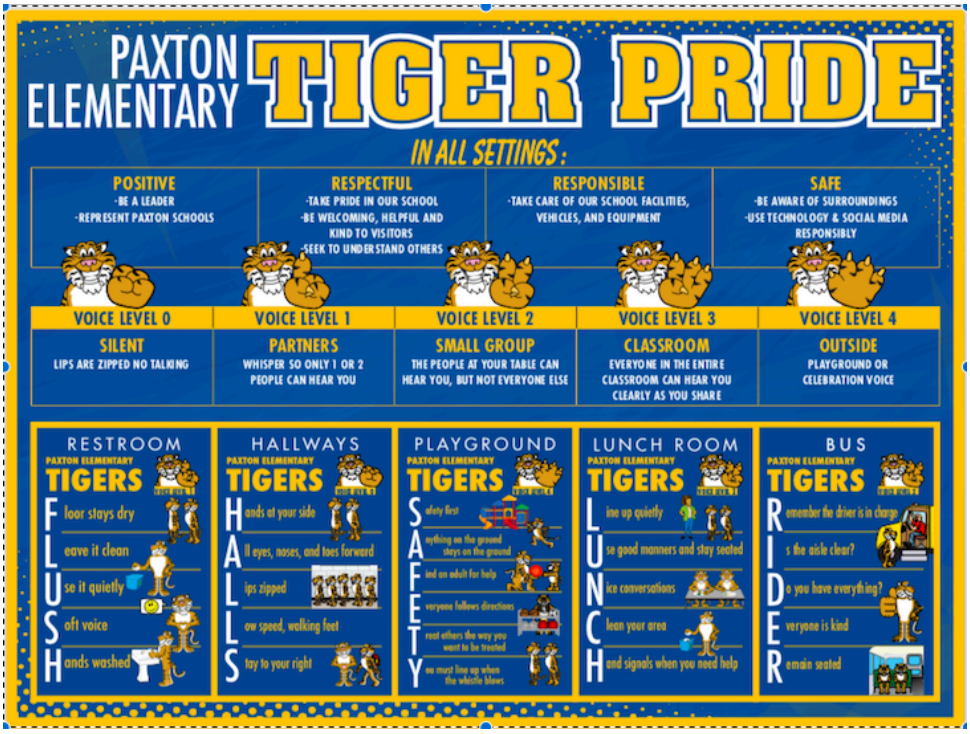
PAXTON CONSOLIDATED SCHOOLS

STUDENT HANDBOOK

2025-2026 Edition

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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 se 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
A nything on the ground stays on the ground
F ind an adult for help
E veryone follows directions
T reat others the way you want to be treated
Y ou must line up when the whistle blows
LUNCH ROOM
PAXTON ELEMENTARY TIGERS
L ine up quietly
U se good manners and stay seated
N ice 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
PAXTON TIGERS
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

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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 22,2025.*

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 Engage and Develop a Community of Lifelong Learners and Achievers.



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 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. However, both excused and unexcused absences are still absences from school and can affect a student’s attendance record. Absences from school are still considered days missed from school according to the compulsory attendance law.

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 (Seniors are allowed 2 days and Juniors are allowed 1 day)

9. Job Shadowing

Excessive Absenteeism
When a student receives 8 excused or 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 excused or 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.

When a student exceeds 10 excused or unexcused absences or the hourly equivalent in any semester, the student shall be required to make up those absences through attendance in the recovered time program before or after school. Absences shall be made up at a rate of 30 minutes per class period missed.

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.
3. Students who miss more than 10 classes per semester will lose credit for that class.
4. The Attendance Officer will be in contact with the county attorney regarding all students with attendance issues.

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. Final reports will not be released until all fines are paid in full.

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 (Policy 6025)

Students are prohibited from using cellular phones or other electronic devices while at school, except as provided in this policy or as deemed appropriate by a student's education team.

Students will not be allowed to wear headphones during the day unless they are specific for that class period or medically needed. Teachers will provide headphones for students if they are needed for class instruction. Headphones will be returned and kept in the teacher's classroom.

Students in grades 9-12 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.~~ During class time, students will place their phones in each classroom's designated cell phone area, backpacks or lockers. Student's smart devices will be placed in a designated area if they become a distraction in the learning environment. Students may not use cell phones or other electronic devices while they are in locker rooms or restrooms.

Students in grades PreK-8 are not allowed to use cell phones and other personal smart devices during the school day. Students may leave their cell phones or smart devices in their lockers or backpack, but are not allowed to carry them during the day.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when the staff determines that such a search is reasonable or necessary.

Students are strictly prohibited from sending, sharing, viewing, or possessing pictures, text messages, emails or other material of a sexual nature in electronic or any other form on a computer, cell phone, or other

electronic device while at school. Students who possess prohibited material on their cell phone or other electronic device while at school shall be subject to disciplinary consequences as articulated by the student handbook.

Students may not use cell phones or electronic communication devices while riding in school vehicles, including listening to music, unless they have permission to do so from the driver or other adult responsible for their supervision.

Students shall be personally and solely responsible for the security of their cell phones and personal electronic devices. The 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 or other school rules will have their cell phones or electronic devices confiscated immediately. The administration will return confiscated devices to the parent or guardian of the offending student, after discussing the rule violation with the student and parent or guardian. 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.

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.
- Submitting work through the use of an AI (artificial intelligence) unless permitted by a classroom teacher.

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 (Policy 2006)

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those 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 in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

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 reasonably believes speaking directly to the person would subject complainant or complainant's student to discrimination or harassment.

2. The second step is for the complainant to speak to the building principal, coordinator, superintendent, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.

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 be submitted to the applicable 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 coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:

a) Determine whether the complainant has discussed the matter with the respondent.

1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.

2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, 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 involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.

4. If either the complainant or the respondent is not satisfied with the decision, he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal. This provision applies to appeals under the board's policies governing complaints of discrimination or harassment, including Title IX and any other policy with a separate grievance or complaint procedure, unless that other procedure includes its own appeal

process. All requirements for appeals within any other policy apply, and in addition to those requirements, the following also apply.

a) The appeal must be in writing.

b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.

c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate.

d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.

5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve allegations against the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:

a) When the complaint is about a board policy, not implementation of the policy;
b) When the complaint involves the budget or school expenditures that have been or must be approved by the board; or

c) When the board is required by law, policy, or contract to hear a complaint or appeal.

If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal the decision to the board.

d) This appeal must be in writing.

e) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated the decision to the complainant.

f) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint or appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.

g) The board president will notify the complainant and any other person legally required to receive the decision in writing of the decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.

h) There is no appeal from any decision of the board unless authorized by law.

6. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:

a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another

procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.

b) Determine whether the complainant has discussed the matter with the superintendent.

1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.

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 or must be pursued further.

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 by the full board.

d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.

e) Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

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. Individuals who file complaints (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 or board president 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 disciplinary actions, 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 2025-2026 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.

Students in grades PreK-6 are not allowed to take their computers/iPads home. The following consequences are applied to students for computers/iPads left unattended:

1. First offense - iPad is brought to the office and student receives a warning
2. Second offense - iPad is brought to the office and returned every night to the office for one week
3. Third offense - iPad is brought to the office and returned every night to the office for one month
4. Fourth offense - iPad is brought to the office and student will lose their privilege to use a school iPad unless supervised by a staff member
Students will be expected to complete all homework. This may be accomplished by staying after school to complete it using the students iPad or using a device at home so your work can be completed.

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 (elementary only).

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 <u>ALL</u> 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 head coverings (caps, hats, hoodies, or bandanas) are to be worn in the building. Students are expected to remove such items upon entering the building to start the day. <u>These items are to be placed in the student's locker and should not be carried around during the school day.</u>
- 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 the 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.

<u>Driving and Parking Personal Vehicles</u>

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. Vape pens and cartridges also fall under the drug policy set forth in this handbook. Paxton Consolidated Schools will enforce the use of vape detectors throughout the school. Students caught with a vape device on school grounds will receive the appropriate consequence. 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 superintendent 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

Upon discovering the presence of live lice or louse eggs, the school will notify the student's parent(s) or guardian(s). The student will be isolated from contact with other students and their belongings, and a parent or guardian must pick the child up from school immediately.

By Nebraska DHHS regulation, students are not permitted to return to school until the student is treated such that no live lice or louse eggs 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.

Medication form - When traveling for a school related activity, parents should fill out the medication form that can be provided by the office or sponsor. The medication form only pertains to students who need to take medication while they are away from school.

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.
8. When the feel-like temperature reaches below 20 degrees Fahrenheit, student recess will be indoors.

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 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 3:27 p.m. Monday through Thursday with a 2:00 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

Students will participate in the following tests:

- Grades K-2: MAP (Measure of Academic Progress) test in the Fall, Winter and Spring
- Grades 3-8: NSCAS (Nebraska Student-Centered Assessment System) Growth test in the Fall, Winter, and Spring
- Grade 9: MAP (Measure of Academic Progress) test in the Fall and Spring
- Grade 10: MAP (Measure of Academic Progress) test in the Fall and Pre-ACT in the Spring
- Grade 11: *ASVAB (Armed Services Vocational Aptitude Battery) test* and Practice ACT test in the Fall. ACT tests will be administered in the spring as a part of their state accountability testing.

Test results will be shared with parents when they become available.

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. The costs of these items will naturally vary, but the maximum dollar amount for tuition and fees is anticipated to be $130/hr per course.

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-5
  - *Regular Price $2.35*
  - Reduced Price $.40
- Breakfast Program – Grades 6-12
  - *Regular Price $2.35*
  - Reduced Price $.40
- Lunch Program – Grades K-5
  - Regular Price $3.05
  - Reduced Price $.40

- Lunch Program – Grades 6-12
  - Regular Price $3.55
  - 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 activies 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 support 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) Students 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. The school district's web page, social media outlets and weatherthreat will be used.. 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

Academic Lettering

A student in grades 9-12 is eligible for an academic letter if he/she achieves High Academic Honors in consecutive semesters.

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. 10 credits Personal Health and Physical Fitness
H. 5 credits Personal Finance/Business Math
I. 5 credits Computer Science (required for the graduating class of 2027 and after)

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 Skill

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.

Students in 12th grade may apply for an Extended School to Career. Extended School to Career allows students in the 12th grade to leave the building for up to 3 consecutive class periods each school day to participate in a career based learning activity. These applications must be completed and approved by the guidance counselor and administration.

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.

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

6th-8th Grade Promotion Requirements

To be promoted from the 6th, 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. Credit recovery can be earned by attending summer school during the month of June.

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	7-8 Non-Academic Class Credits
Language Arts-5/semester	Music-1/semester
Math-5/semester	Personal Health & Physical Fitness-5/sem
History-5/semester	Band-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

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 l00 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 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 *30-60 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 (5049) 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 Disturbance of class, study hall, cafeteria, school function or while traveling in a school vehicle.
1.2 Inappropriate behavior or display of affection.
1.3 Skipped detention.
1.4 Lack of respect for other students, teachers, personal, and school property.
1.5 Leaving school grounds without permission or going to the parking lot without office permission.
1.6 Being in restricted areas of building or grounds without permission.
1.7 Improper care or deliberate damage to books or school property.
1.8 Traffic or parking violations related to school rules.
1.9 Violation of dress code.
1.10 Violation of Acceptable Use of Technology
1.11 Disruption; blurts out, loud voice, making excessive noises, moves around, talks to peers

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 Use of profanity.
2.2 Insubordination. (disobedience to authority).
2.3 Possession of a pocket knife. (a single edge blade no longer than two and a half inches)
2.4 Verbal assault or verbal/written threats. (student-to-student)
2.5 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.
2.6 Tampering with or misrepresenting school documents
2.7 Defiance of staff/personnel authority.
2.8 Use of violence, force, coercion, threat, intimidation or similar conduct against any student, school employee, or other person.
2.9 Possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
2.10 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 Threat to obtain money or anything of value; theft or attempted theft.

3.5 Willfully causing or attempting to cause substantial damage to private or school property or stealing or attempting to steal private or school property.

3.6 Extortion of any student.

3.7 Public indecency.

3.8 Sexually assaulting or attempting to sexually assault any school employee or any student.

3.9 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.

3.10 Sexting.

3.11 Acceptable use of technology as defined in Policy 5037

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 a bomb threat.
5.5 Possession of fireworks.
5.6 Engaging in any activity forbidden by law which interferes with school purposes.
5.7 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
Brittany Hardin ..... Vice-President
Doug Wasserman.....Secretary
Michael Holzfaster..... Treasurer
Doug Luedke ..... Member
Molly Thompson ..... Member

Administrative Staff:

Del Dack.....Superintendent/Elementary Principal
Stacy McAbee ..... Secondary Principal, Activities Director, Title IX Coordinator

Teaching Staff:

Randy Ryder ..... DL Spanish I/II/III
Brittany Brott .....Resource, Elem Reading, Early Childhood
Bethany Essink ..... Resource, Junior Class Sponsor
Shelly Fischer.....Grade 2
Crystal Fox.....9-12 Science, Soph Class Sponsor, Speech
Elizabeth Gleason.....Grade 3, HAL Coordinator, Ass't HS Track
Kendra Jay.....Grade 4, Gr 4-6 ELA, Elementary SAT Member
Lindsey Jorgensen ..... Health, P.E., JH/HS Cross Country Coach,
..... JH Girls Basketball Coach, JH Girls Track Coach, Asst. Track Coach
Scott Jorgensen..... Social Studies 9-12, Weightlifting 9-12, Athletic
.....Director, GBB & Head Track Coach
Anthony Julian.....7-8 Science, 6-8 Social Studies,
.....7th Grade Class Sponsor, JH Football, JH Boys Basketball, HS Golf
Erin Kuenning .....Preschool & Assistant HS Volleyball
Dana Merrill.....Grade 1, SAT Chair Elementary
Lisa Mitchell.....Title I, Head Volleyball Coach,
..... Head MS Volleyball Coach, JH Boys Track Coach
Megan Mullen..... Tech Coordinator, 5-12 STEM, Science Olympiad
Tara Peters.....Vocal and Instrumental Music, Freshman Class, FPS (6-12)
Morgan Pospisil.....Kindergarten
Mary Schimonitz..... 9-12 English, Journalism/Yearbook, Letterclub, STUCO
Syd Schulz.....5th Grade/HS FACS
Hannah Seifer .....MS Language Arts/Reading, 6th Grade Class Sponsor
Jean Spencer..... School Counselor, NHS, SAT Chair, 504 Coordinator
Jodi Storer..... Reading, Media Specialist, 8th Grade Class Sponsor
Michelle Thomas ..... 6-12 Math, Senior Class Sponsor
Corey Turner ..... Ag Education 7-12, FFA Sponsor

Austin Uden……..9-12 Math, College Math, ESports, Freshman Class
Trey White …… Art, Assistant FFA Sponsor

Paraprofessionals:

Lisa Babbitt ……..
Kim Connick ……..Cheerleading Sponsor
Brittany Kugler ……
Brooklyn Kugler……
Tatum Nielsen ……
Annie Rudolph ……
Sara Vasquez ……..
Natalia Viveros ……

Office Staff

Olene Beck..... Business Manager
Cher Perlinger..... Administrative Assistant

Custodians

Chance Morland.....Secondary Custodian & Head GBB Coach
Mike Morland..... Head Custodian
Nicole Potts…….. Elementary Custodian

Food Service Program

Paula Rosentrater..... Food Service Manager
Teresa Hehnke……..……Assistant Cook
Angela Fricke..... Assistant Cook

Transportation Department

Matt Fox..... JH FB Coach, Route Driver
Jim Knothe..... Route Driver
Cal Hoover…….. Route Driver

Additional Coaching Staff

~~Tyler Cassell …… Assistant HS Cross Country Coach~~
Linda Drews …… Assistant One Acts Coach
Tania Fox …….. One Acts Coach
~~Brian Neilsen ……Assistant HS FB Coach~~
Melanie Flores……..…….Cheerleading Sponsor

Special Services Staff

Kristi Chessmore……Special Education Director
Jennie Dyer …… ESU 16 Physical Therapist
Hannah Robertson ……Speech Pathologist
Dr. Luke McConnell ……..School Psychologist

SCHOOL CALENDAR 2025-2026

August 14	1st Day of School 8:00 - 3:27
August 25	1st Day of Preschool
September 1	Labor Day - No School
September 2	No School - Staff PLC Day w/ESU 16
September 8	Late Start - 10 AM Staff Inservice
October 6	No School - P-T Conferences 1-8 pm
October 13	Late Start - 10 AM Staff Inservice
October 17	End of Q1 (44 Days)
November 7	No School
November 10	Late Start - 10 AM Staff Inservice
November 26-28	No School - Thanksgiving Break
December 8	Late Start - 10 AM Staff Inservice
December 19	End Q2 (41 days) End S1 (85 days)
December 20	Christmas Break Begins
December 24-28	NSAA Moratorium - No Winter NSAA Practice
January 5	No School – Teacher In-service
January 6	School Resumes - Q 3 begins
January 12	Late Start - 10 AM Staff Inservice
January 26	No School – Mid Winter Break
February 9	Late Start - 10 AM Staff Inservice
February 16	No School – Staff PLC Day w/ESU 16
February 23	No Elem – PK-5: P-T Conferences 1:00-7:00
March 9	Late Start - 10 AM Staff Inservice
March 11	End of Q3 - (45 days)
March 12-13	No School - Spring Break
April 3	No School - Good Friday
April 6	No School - Easter Break
April 13	Late Start - 10 AM Staff Inservice
May 16	Graduation 3:00 p.m.
May 22	Students Last Day End Q 4 (43 days) End S2 (88 days)
May 27	Teacher Checkout

*****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 15, 2026. The final day of school will be announced in the May 2026 newsletter.
The calendar is subject to change with Board approval.

DAILY SCHEDULES

REGULAR DAY SCHEDULE
(M-TH Schedule)

8:00 - 8:50 Period 1
8:52 - 9:42 Period 2
9:47 - 10:37 Period 3
10:39 - 11:29 Period 4
11:31 - 12:21 Period 5
12:21 - 12:51 Lunch
12:53 - 1:43 Period 6
1:45 - 2:35 Period 7
2:37 - 3:27 Period 8

2:00 DISMISSAL BELL & PERIODS
(Friday Schedule)

8:00 - 8:39 Period 1
8:41 - 9:20 Period 2
9:25 - 10:04 Period 3
10:06 - 10:45 Period 4
10:47 - 11:26 Period 5
11:28 - 12:07 Period 6
12:07 - 12:37 Lunch
12:39 - 1:18 Period 7
1:20 - 2:00 Period 8

School dismissed at 2:00 on Fridays.

BELL SCHEDULE 10:00 AM START

10:00 - 10:35 Period 1
10:37 - 11:12 Period 2
11:14 - 11:49 Period 3
11:51 - 12:26 Period 4
12:26 - 12:56 Lunch
12:58 - 1:33 Period 5
1:35 - 2:10 Period 6
2:12 - 2:47 Period 7
2:49 - 3:27 Period 8

Lunch Schedule

Time	Monday-Thursday	Time	Friday
10:50- 11:20	**K-1 Lunch**	**11:00-11:30**	**4-5 Lunch**
11:29 - 11:59	**6-7 Lunch**	**11:26-11:56**	**6-7 Lunch**
11:40 - 12:10	**2-3 Lunch**	**11:35-12:05**	**K-1 Lunch**
11:50 - 12:20	**4-5 Lunch**	**11:45-12:15**	**2-3 Lunch**
12:21- 12:51	**8-12 Lunch**	**12:07-12:37**	**8-12 Lunch**

10 AM Start	Time
K-1 Lunch	10:50-11:20
2-3 Lunch	11:00-11:30
4-5 Lunch	11:15-11:45
6-8 Lunch	11:49-12:19
9-12 Lunch	12:26-12:56

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Title IX

Nondiscrimination. The school district does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates including in admission and employment. Inquiries about Title IX may be referred to the school district's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The school district's Title IX Coordinator may be contacted at Title IX Coordinator, 308 N Elm St., 308-239-4283. The school district's nondiscrimination policy and grievance procedures are included this policy, or can be accessed at: www.paxtonschools.org To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please contact the Title IX Coordinator.

Publication Notice. The school district will include the following notice on its website and in each handbook, catalog, announcement, bulletin, application form, and other places as required by law:

> The school district prohibits sex discrimination in any education program or activity that it operates and individuals may report concerns or questions to the Title IX Coordinator. The school district's Title IX policy, notice, and other information may be accessed at the following link: www.paxtonschools.org

Retaliation Prohibited. Retaliation, including peer retaliation, is prohibited in the school district's education program or activity. If the school district has information about conduct that reasonably may constitute retaliation under Title IX, it may be required to treat it as an allegation of sex discrimination. Upon receiving a complaint alleging retaliation, the school district will initiate its grievance procedures or informal resolution process.

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

> **Complainant** means an employee, a student, or a parent, guardian, or other individual with the legal right to act on behalf of a complainant who is alleged to have been subjected to conduct that could constitute sex discrimination, including sex-based harassment; or any other person who may have been subjected to sex discrimination when that person was participating or attempting to participate in the school district's education program or activity.

Complaint means an oral or written request to the school district that objectively can be understood as a request for the school district to investigate and make a determination about alleged sex discrimination under Title IX.

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. School 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.

Respondent means a person who is alleged to have violated the school district's prohibition on sex discrimination. When a sex discrimination complaint alleges that the school district's policy or practice discriminates on the basis of sex, the school district is not considered a respondent.

Sex-based harassment prohibited by this part is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex that is:

Quid pro quo harassment. An employee, agent, or other person authorized by the school district to provide an aid, benefit, or service under the school district's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;

Hostile environment harassment. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the school district's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

- The degree to which the conduct affected the complainant's ability to access the school district's education program or activity;
- The type, frequency, and duration of the conduct;

- The parties' ages, roles within the school district's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
- The location of the conduct and the context in which the conduct occurred; and
- Other sex-based harassment in the school district's education program or activity.

Sexual assault meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;

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.

- **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.
- **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
- **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
- **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.

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

- **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
- **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent

Dating violence meaning violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length and type of relationship and the frequency of interaction between the persons involved in the relationship;

Domestic violence meaning felony or misdemeanor crimes committed by a person who:

- Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the school district, or a person similarly situated to a spouse of the victim;
- Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
- Shares a child in common with the victim; or
- Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction

Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

Response to Sex-based Harassment.

All Employees. All school district employees must notify the Title IX Coordinator when the employee has information about conduct that reasonably may constitute sex discrimination, including sex-based harassment under Title IX.

Title IX Coordinator. The school district will designate and authorize at least one employee as the school district's "Title IX Coordinator," to coordinate the school district's efforts to comply with its responsibilities under Title IX and this policy. The superintendent or Title IX Coordinator is authorized to delegate specific duties to one or more designees.

For conduct that could constitute sex-based harassment, the Title IX Coordinator must take the following actions:

- Offer and coordinate supportive measures for the complainant and for the respondent;
- Notify the complainant or the individual who reported the conduct of the grievance procedures and, if appropriate, the informal resolution process.
- Take other appropriate steps to avoid the recurrence of sex discrimination and restore or maintain equal access to the school district's programs and activities.

Supportive Measures. The school district will provide supportive measures, as appropriate, in cases involving sex-based harassment. These measures may include but are not limited to: counseling; extending deadlines; increased supervision; no-contact directives; leaves of absence; changes in class, work, or activities, regardless of whether there is a comparable alternative; and training and education programs related to sex-based harassment. Supportive measures may be continued, modified, or discontinued at the conclusion of any grievance process. Supportive measures will not be disclosed to anyone other than the person to whom they apply and others, including school officials, who need to know the supportive measures to implement them.

Requests to Modify Supportive Measures. A complainant or respondent may request modification or reversal of the school district's decision to provide, deny, change, or terminate supportive measures applicable to them. Requests must be made to the Title IX Coordinator in writing, and an impartial individual will review the request.

Students with Disabilities. If the complainant or respondent is a student with a disability, the Title IX Coordinator will consult with one or more members of the student's IEP or Section 504 team to determine compliance with those laws while implementing supportive measures and all other requirements of this policy and Title IX.

Emergency Removal. The school district is authorized to remove a respondent from the school district's education program or activity on an emergency basis, provided that the school district undertakes an individualized safety and risk analysis; determines that an imminent and serious threat to the health or safety of a complainant or other persons arising from the allegations of sex discrimination justifies removal; and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.

Administrative Leave. The school district is authorized to place an employee respondent on administrative leave from employment responsibilities during the pendency of the school district's grievance procedures.

Informal Resolution. The school district may offer an informal resolution process unless the complaint includes allegations that an employee engaged in sex-based harassment of a student or informal resolution would be contrary to law. Prior to initiating informal resolution, the parties will be provided with notice of the allegations. Participation in informal resolution is voluntary, and any informal resolution will include consent from the complainant and respondent, the ability to withdraw from the process, and the right to resume the grievance process. If an agreement is reached, it precludes the parties from initiating or resuming the grievance process.

The informal resolution facilitator will not be the same person as the investigator or the decisionmaker in the school district's grievance procedures. Potential terms that may be included in an informal resolution agreement include but are not limited to restrictions on contact, restrictions on participation in programs or activities, and disciplinary sanctions.

If informal resolution is offered, the school district will maintain all evidence gathered, communications about the informal resolution process, and the agreement reached. This information will be disclosed to outside individuals only as permitted by law and if required to implement the requirements of the agreement or Title IX. If no agreement is reached, only relevant and permissible evidence received during the informal resolution process will be considered during the grievance process.

Grievance Procedures to Resolve Complaints of Sex Discrimination. Any person designated as Title IX Coordinator, investigator, or decision maker will not have a conflict of interest or bias for or against any party, generally or specifically. The decisionmaker may be the same person as the Title IX Coordinator or investigator.

Complaint. Complaints of sex-based harassment may only be made by a complainant; a parent, guardian, or other individual with the legal right to act on behalf of a complainant; or the Title IX Coordinator. Complaints of sex discrimination (excluding complaints of sex-based harassment) may be made by any person who was participating or attempting to participate in the school district's education program or activity at the time of the alleged sex discrimination.

Complaint by Coordinator. In the absence of a complaint made by any other individual, the Title IX Coordinator will determine whether to initiate a complaint of sex discrimination. The Title IX Coordinator must consider, at a minimum, the following factors:

- The complainant's request not to proceed with the initiation of a complaint;
- The complainant's reasonable safety concerns regarding the initiation of a complaint;
- The risk that additional acts of sex discrimination would occur if a complaint is not initiated;
- The severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
- The age and relationship of the parties, including whether the respondent is an employee of the school district;
- The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;
- The availability of evidence to assist a decisionmaker in determining whether sex discrimination occurred; and
- Whether the school district could end the alleged sex discrimination and prevent its recurrence without initiating its grievance procedures.

If the Title IX Coordinator initiates a complaint, they will notify the complainant prior to doing so and address reasonable concerns about the complainant's safety or the safety of others, including by providing supportive measures.

Consolidation of Complaints. The school district may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one complainant or more than one respondent is involved, references in this section to a party, complainant, or respondent include the plural, as applicable.

Basic Procedures. This grievance procedure is governed by the following basic requirements:

- A respondent is presumed not responsible for the alleged sex discrimination until a determination is made at the conclusion of the grievance procedure;
- The school district will treat the complainant and respondent equitably throughout the grievance process;
- The school district will take reasonable steps to protect the privacy of individuals participating in the grievance process in a manner that does not restrict the parties from obtaining and presenting evidence, speaking to witnesses, consulting with family members or advisors, or otherwise participating in the grievance process;
- The District will use the following timelines for each complaint, but the Title IX Coordinator or designee may extend them as needed:

Major Stage	**Target Duration** (calendar days)
Completion of the school district's decision whether to dismiss or investigate a complaint of sex discrimination	1-15
Investigation	1-30
Determination	1-30
Appeal	1-20

Notice of Allegations. Upon initiation of the grievance procedure, the school district will provide notice of the allegations to the parties whose identities are known. The notice will include a copy of this policy; the parties involved in the incident(s); the conduct alleged to constitute sex discrimination; and the date(s) and location(s) of the alleged incident(s), if available. Retaliation is prohibited.

If the school district decides to investigate additional allegations of sex discrimination that are not included in the initial notice, the school district will provide notice of the additional allegations to the parties.

Complaint Investigation. The burden is on the school district to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred. The individual investigating and deciding the complaint will:

- Provide an equal opportunity for the parties to present fact witnesses and relevant and permissible evidence;
- Objectively review all evidence gathered through the investigation and determine what evidence is relevant and permissible;
- Provide each party with an accurate description of the relevant and permissible evidence, and upon request, copies of this evidence;
- Provide the parties a reasonable opportunity to respond to the evidence;
- Use a process that enables the decisionmaker to question parties and witnesses to adequately assess a party's or witness's credibility, but credibility will not be based upon any individual's status as a complainant, respondent, or witness; and
- Take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. For purposes of this paragraph, disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

Relevant and Permissible Evidence. The school district will consider relevant and permissible evidence. Relevant evidence is evidence related to the allegations of sex discrimination under

investigation as part of the grievance procedure. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred.

Generally relevant evidence is permissible, but does not include:

- Evidence that is protected under a privilege as recognized by Federal or State law;
- A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional in connection with the provision of treatment to the party or witness unless the school district obtains that party's or witness's voluntary, written consent for use in this grievance procedures; and
- Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless that evidence is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude a determination that sex-based harassment occurred.

Determining Whether Sex Discrimination Occurred. The school district will:

- Use the preponderance of the evidence standard of proof, that it is more likely than not, to determine whether sex discrimination occurred;
- Use only relevant and permissible evidence to reach a determination;
- Notify the parties in writing of the determination whether sex discrimination occurred, including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable;

- If there is a determination that sex discrimination occurred, coordinate and provide remedies to restore equal access, coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions, and require the Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur;
- Not discipline a party, witness, or others participating in a school district's grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the school district's determination whether sex discrimination occurred.

Dismissal of a Complaint. A complaint of sex discrimination made through the grievance procedure may be dismissed for any of the following reasons:

- The school district is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in the school district's education program or activity and is not employed by the school district;
- The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the school district determines that without the complainant's withdrawn allegations, the remaining alleged conduct would not constitute sex discrimination even if proven;
- The school district determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint under this paragraph, the school district must make reasonable efforts to clarify the allegations with the complainant.

Upon dismissal, the school district will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district must also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.

The school district will notify the complainant that a dismissal may be appealed and provide the complainant with an opportunity to appeal the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district must also notify the respondent that the dismissal may be appealed on the bases set out in this policy. Upon the dismissal of a complaint, at a minimum, the school district will:

- Offer supportive measures to the complainant, and offer supportive measures to the respondent if the respondent has been notified of the complaint;
- Require its Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district's education program or activity.

Appeal. The school district will provide the parties the opportunity to appeal the decisionmaker's written determination or a dismissal of a complaint, on the grounds identified below. The school district will implement appeal procedures equally for the parties, including a reasonable and equal opportunity to make a statement in support of or challenging the outcome being appealed. Appeals under Title IX, like other comparable proceedings, will be handled consistent with the school district's general complaint policy.

Time for Appeal. Appeals may only be initiated by submitting a written Notice of Appeal to the superintendent within three (3) calendar days of the party's receipt of (1) the written determination of whether sex discrimination occurred from which the appeal is taken, or (2) the written dismissal of the complaint from which the appeal is taken.

Notice of Appeal Filed By Party. The Notice of Appeal must include (a) the name of the party or parties appealing, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from the following subsection) 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 and Title IX.

Appeals of Dismissals. If a dismissal is appealed, the school district will provide notice of the allegations to the complainant and respondent if not provided previously.

Appeal Decision. The decisionmaker for the appeal will be an individual who did not take part in the investigation, determination, and/or decision to dismiss the complaint. The appeal decisionmaker will notify the parties of the result of the appeal and the rationale for the result.

Disciplinary Sanctions and Remedies. If it is determined that sex-based harassment occurred, the school district may impose disciplinary sanctions that may include suspension, expulsion, mandatory reassignment, adverse employment action up to and including termination, or any other 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 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.

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

Recordkeeping. The school district will maintain the following documents for a period of at least seven years:

- For each complaint of sex discrimination, records documenting the informal resolution process or grievance procedures and the outcome.
- Records documenting the actions the school district took to meet its obligations under Title IX for any allegation of sex discrimination.
- All materials used to provide training as required by this policy. The school district will make these training materials available upon request for inspection by members of the public.

Adopted on: July 15, 2024

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, and Fundraisers)

1. Definitions. "Competitive food" means all food and beverages other than meals reimbursed under programs authorized by the Richard B. Russell National School Lunch Act and the Child Nutrition Act of 1966 available for sale to students on the school campus during the school day. For the purpose of competitive food standards implementation, "school day" means the period from the midnight before to 30 minutes after the end of the official school day.
2. Applicability. Except as otherwise allowed by the Nebraska Department of Education (NDE) or applicable law, all competitive food sold during the school day must meet the USDA Smart Snacks Standards and the nutrition standards found in 7 CFR § 210.11. The competitive food restrictions do not apply to food sold during non-school day 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.)
3. Fundraiser Exemptions. A special exemption is allowed for the sale of food and/or beverages that do not meet the competitive food standards as required in this section for the purpose of conducting an infrequent school-sponsored fundraiser. The specially exempted fundraisers must not take place more than the frequency specified by NDE during such periods that schools are in session. No specially exempted fundraiser foods or beverages may be sold in competition with school meals in the food service area during the meal service.
4. Other Exemptions. The only other nutrition exemptions from the competitive food requirements are those found in 7 CFR § 210.11.
5. Other Limitations. No competitive food can be sold to children anywhere on school premises beginning one half hour before breakfast and/or lunch service until one half hour after meal service unless all proceeds earned during these time periods go to the school nutrition program.

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 June 2020 to Reflect the USDA Final Rule) found at https://api.healthiergeneration.org/resource/2.

Adopted on: June 14, 2021

Reviewed and Revised on July 17, 2023, July 15, 2024

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, 2025.

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, 2025.

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

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.

PAXTON CONSOLIDATED SCHOOLS
2025-2026 STUDENT & PARENT/GUARDIAN ACKNOWLEDGEMENT AND RECEIPT FORM

Please Print: STUDENT:_____ **GRADE:** _____

➢**SCHOOL POLICIES** CAN BE FOUND AT: http://www.paxtonschools.org

➢**STUDENT HANDBOOK**: I (We) have read the 2025-2026 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.paxtonschools.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 79-254 through 79-294 of the Nebraska statutes) to meet with the administration about an individual situation or problem.

➢**STUDENT ACTIVITY HANDBOOK (Grades 5-12):** I (We) have read the 2025-2026 Student Activity Handbook for Paxton students as approved by the Paxton Consolidated Schools Board of Education and administration. The handbook can be found at http://www.paxtonschools.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 79-254 through 79-294 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 at www.sas-mn.com

➢**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.**

➢**NOTICE OF POLICY ON 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 or locating on the school website under School District Policies. (Policy 5018).

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.

➢**RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS:** The rules and information provided in the handbooks 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.

➢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.
You must return this signed form to the Paxton School Office by August 22, 2025.

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.

Staff Handbook Changes 25-26

"THE MISSION OF THE PAXTON CONSOLIDATED SCHOOL DISTRICT IS TO ENGAGE AND DEVELOP A COMMUNITY OF LIFELONG LEARNERS AND ACHIEVERS."

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P. 37 - Weather Related Closings
P. 55 - Student Attire
P. 56 - Student Passes
P. 58 - Staff Directory
P. 64 - School Calendar

Paxton Consolidated Schools

Staff Handbook



2025-2026

"THE MISSION OF THE PAXTON CONSOLIDATED SCHOOL DISTRICT IS TO ENGAGE AND DEVELOP A COMMUNITY OF LIFELONG LEARNERS AND ACHIEVERS."

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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.

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 school district prohibits sex discrimination in any education program or activity in any education program or activity that it operates.

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the ADA/Title II Coordinator: Superintendent Del Dack at (308)239-4283, del.dack@paxtonschools.org or in person at school.

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the Title IX Coordinator: Stacy McAbee at (308)239-4283, stacy.mcabee@paxtonschools.org, Paxton Schools, 308 North Elm St., Paxton, NE 69155 or in person at school. The School District's specific Notice of Nondiscrimination on the Basis of Sex may be accessed at the following link: www.paxtonschools.org

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the Title VI Coordinator: Superintendent Del Dack at (308)239-4283, del.dack@paxtonschools.org , 308 North Elm St., Paxton, NE 69155 or in person at school.

Individuals who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent 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.

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 (Policy 2006)

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those 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 in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

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 reasonably believes speaking directly to the person would subject complainant or complainant's student to discrimination or harassment.*

2. *The second step is for the complainant to speak to the building principal, coordinator, superintendent of schools, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.*
    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 applicable 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 coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:

a. *Determine whether the complainant has discussed the matter with the respondent.*
    1. *If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.*
    2. *If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.*

b. Strongly encourage the complainant to reduce his or her concerns to writing.

c. Interview the complainant and, if necessary, the respondent against whom the complaint is filed, 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 involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.

4. If either the complainant or the respondent is not satisfied with the decision he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal. This provision applies to appeals under the board's policies governing complaints of discrimination or harassment, including Title IX and any other policy with a separate grievance or complaint procedure, unless that other procedure includes its own appeal process. All requirements for appeals within any other policy apply, and in addition to those requirements, the following also apply.

a. *The appeal must be in writing.*
b. *This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.*
c. *For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate..*
d. *The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the*

superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.

5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:

a. *When the complaint is about a board policy, not implementation of the policy;*
b. *When the complaint involves the budget or school expenditures that have been or must be approved by the board; or*
c. *When the board is required by law, policy, or contract to hear a complaint or appeal.*

If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, 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) calendar 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 allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.*

d. *The board president will notify the complainant and any other person legally required to receive the decision in writing of its decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.*
e. *There is no appeal from any decision of the board unless authorized by law.*

1. *Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:*
    a. *Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.*
    b. *Determine whether the complainant has discussed the matter with the superintendent.*
        1. *If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.*
        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 or must be pursued further.*

3. *Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.*
4. *Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.*
5. *Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.*

***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. Individuals who file complaints (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 (c) 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.

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 SCHEDULES

REGULAR DAY SCHEDULE
(M-TH Schedule)

8:00 - 8:50 Period 1
8:52 - 9:42 Period 2
9:47 - 10:37 Period 3
10:39 - 11:29 Period 4
11:31 - 12:21 Period 5
12:21 - 12:51 Lunch
12:53 - 1:43 Period 6
1:45 - 2:35 Period 7
2:37 - 3:27 Period 8

2:00 DISMISSAL BELL & PERIODS
(Friday Schedule)

8:00 - 8:39 Period 1
8:41 - 9:20 Period 2
9:25 - 10:04 Period 3
10:06 - 10:45 Period 4
10:47 - 11:26 Period 5
11:28 - 12:07 Period 6
12:07 - 12:37 Lunch
12:39 - 1:18 Period 7
1:20 - 2:00 Period 8

School dismissed at 2:00 on Fridays.

BELL SCHEDULE 10:00 AM START

10:00 - 10:35 Period 1
10:37 - 11:12 Period 2
11:14 - 11:49 Period 3
11:51 - 12:26 Period 4
12:26 - 12:56 Lunch
12:58 - 1:33 Period 5
1:35 - 2:10 Period 6
2:12 - 2:47 Period 7
2:49 - 3:27 Period 8

Lunch Schedule

Time	Monday-Thursday	Time	Friday
10:50- 11:20	K-1 Lunch	11:00-11:30	4-5 Lunch
11:29 - 11:59	6-7 Lunch	11:26-11:56	6-7 Lunch
11:40 - 12:10	2-3 Lunch	11:35-12:05	K-1 Lunch
11:50 - 12:20	4-5 Lunch	11:45-12:15	2-3 Lunch
12:21- 12:51	8-12 Lunch	12:07-12:37	8-12 Lunch

10 AM Start	Time
K-1 Lunch	10:50-11:20
2-3 Lunch	11:00-11:30
4-5 Lunch	11:15-11:45
6-8 Lunch	11:49-12:19
9-12 Lunch	12:26-12:56

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: Jean Spencer 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

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.
- 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 offic 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 for child abuse and/or neglect;
- Any complaint or other administrative 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. The school district will utilize the "rolling" 12-month period measured backward from the date an employee uses any FMLA leave. (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 *$4.75* per meal. The lunch price includes one carton of milk. Extra cartons cost 50 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

Except as otherwise provided by law, the district will provide reasonable break time for an employee who wishes to breastfeed or express breast milk for her nursing child each time such employee has the need to do so. The district will provide a place, other than a bathroom, which is shielded from view and free from intrusion from co-workers, and the public. These accommodations will be provided for one year after the child's birth, unless otherwise required by law. (4045)

News and Press Releases

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.

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.

When a student, or a person with a legal right to act on a student's behalf, informs a District employee of the student's pregnancy or related conditions, the District will inform the student of the Title IX Coordinator's contact information. The employee will also inform the student that the Title IX Coordinator can coordinate actions to prevent sex discrimination and ensure the student's equal access to the District's education program or activity.

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.

Staff Room

The staff is maintained for the exclusive use and convenience of the staff. It is not for student use and staff members should not hold student conferences there. Each staff member will assume responsibility and keeping the staff room in an orderly and presentable condition.

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 assessment 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 station ~~10 KOLN, 6 NTV, and 99 or~~ 2-KNOP. The school district's web page, social media outlets and weatherthreat. The Superintendent or his/her designee is responsible for determining when school and/or extracurricular activities should be canceled or dismissed due to severe weather or other emergency conditions. Coaches and/or sponsors may not conduct practices on days that school is canceled 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.

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. Additional New Statement: When an activity is scheduled on a Monday, eligibility will be checked at 12:00 p.m. on the Friday before the activity. Students and parents will be notified before dismissal on Friday.

Students may not participate in any activity, performance or practice while serving an out-of-school suspension (short-term suspension, long-term suspension, or expulsion) from school.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:

Report Cards	Numerical Scale for Report Cards
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

Lesson plans for the upcoming week must be submitted by **8:00 AM** on Monday of each week or the first day of the school week. 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.**

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.

Projection Maps

The school district will only use the Gall-Peters projection map or a similar cylindrical equal-area projection map or the AuthaGraph projection map for display or use in the classroom. Use of the Mercator projection map is prohibited unless:

1. The Mercator projection map is used in conjunction with other projection maps in a teaching exercise to demonstrate that all maps are flawed in some way and different map projections serve different functions and may affect how individuals view the world; or
1. The Mercator projection map is part of any:
    a. book or material obtained prior to July 19, 2024; or geographic information system; or computer program that renders a three-dimensional representation of Earth based primarily on satellite imagery, such as Google Earth or similar software; and
    b. a Gall-Peters projection map or similar cylindrical equal-area projection map or an AuthaGraph projection map is displayed in the classroom or shown to students during the lesson in which a Mercator projection map is used.

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 7:45 a.m. and 3:45 p.m., Monday through Thursday and 7:45 a.m. and 2:00 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 their classroom and available to help students at 7:45 a.m. each day. Teachers will also be available to students from 3:30 to 3:45 p.m. on Monday - Thursday, unless sponsoring an activity. 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 solely supervising a class or 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.~~

Staff members should report students who are suspected of being 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 leave a classroom without permission from the teacher/substitute. Students must sign out and have a hall pass when leaving during class time.

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 ⅛ 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 AGREEMENT

STAFF DIRECTORY

Members of the Board of Education:

Cory Holm..... President
Brittany Hardin ..... Vice-President
Doug Wasserman.....Secretary
Michael Holzfaster..... Treasurer
Doug Luedke ..... Member
Molly Thompson ..... Member

Administrative Staff:

Del Dack.....Superintendent/Elementary Principal
Stacy McAbee ..... Secondary Principal, Activities Director, Title IX Coordinator

Teaching Staff:

Randy Ryder ..... DL Spanish I/II/III
Brittany Brott .....Resource, Elem Reading, Early Childhood
Bethany Essink ..... Resource, Junior Class Sponsor
Shelly Fischer.....Grade 2
Crystal Fox.....9-12 Science, Soph Class Sponsor, Speech
Elizabeth Gleason.....Grade 3, HAL Coordinator, Ass't HS Track
Kendra Jay.....Grade 4, Gr 4-6 ELA, Elementary SAT Member
Lindsey Jorgensen ..... Health, P.E., JH/HS Cross Country Coach,
..... JH Girls Basketball Coach, JH Girls Track Coach, Asst. Track Coach
Scott Jorgensen..... Social Studies 9-12, Weightlifting 9-12, Athletic
.....Director, GBB & Head Track Coach
Anthony Julian.....7-8 Science, 6-8 Social Studies,
.....7th Grade Class Sponsor, JH Football, JH Boys Basketball, HS Golf
Erin Kuenning .....Preschool & Assistant HS Volleyball
Dana Merrill.....Grade 1, SAT Chair Elementary
Lisa Mitchell.....Title I, Head Volleyball Coach,
..... Head MS Volleyball Coach, JH Boys Track Coach
Megan Mullen..... Tech Coordinator, 5-12 STEM, Science Olympiad
Tara Peters.....Vocal and Instrumental Music, Freshman Class, FPS (6-12)
Morgan Pospisil.....Kindergarten
Mary Schimonitz..... 9-12 English, Journalism/Yearbook, Letterclub, STUCO
Syd Schulz.....5th Grade/HS FACS
Hannah Seifer .....MS Language Arts/Reading, 6th Grade Class Sponsor
Jean Spencer..... School Counselor, NHS, SAT Chair, 504 Coordinator
Jodi Storer..... Reading, Media Specialist, 8th Grade Class Sponsor
Michelle Thomas ..... 6-12 Math, Senior Class Sponsor
Corey Turner ..... Ag Education 7-12, FFA Sponsor
Austin Uden.....9-12 Math, College Math, ESports, Freshman Class
Trey White ..... Art, Assistant FFA Sponsor

Paraprofessionals:

Lisa Babbitt .....
Kim Connick .....Cheerleading Sponsor
Brittany Kugler .....
Brooklyn Kugler.....
Tatum Nielsen .....
Annie Rudolph .....
Sara Vasquez .....
Natalia Viveros .....

Office Staff

Olene Beck..... Business Manager
Cher Perlinger..... Administrative Assistant

Custodians

Chance Morland.....Secondary Custodian & Head GBB Coach
Mike Morland..... Head Custodian
Nicole Potts..... Elementary Custodian

Food Service Program

Paula Rosentrater..... Food Service Manager
Teresa Hehnke.....Assistant Cook
Angela Fricke..... Assistant Cook

Transportation Department

Matt Fox..... JH FB Coach, Route Driver
Jim Knothe..... Route Driver
Cal Hoover..... Route Driver

Additional Coaching Staff

~~Tyler Cassell ..... Assistant HS Cross Country Coach~~
Linda Drews ..... Assistant One Acts Coach
Tania Fox ..... One Acts Coach
~~Brian Neilsen .....Assistant HS FB Coach~~
Melanie Flores.....Cheerleading Sponsor

Special Services Staff

Kristi Chessmore.....Special Education Director
Jennie Dyer ..... ESU 16 Physical Therapist
Hannah Robertson .....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 2025-2026

August 14	1st Day of School 8:00 - 3:27
August 25	1st Day of Preschool
September 1	Labor Day - No School
September 2	No School - Staff PLC Day w/ESU 16
September 8	Late Start - 10 AM Staff Inservice
October 6	No School - P-T Conferences 1-8 pm
October 13	Late Start - 10 AM Staff Inservice
October 17	End of Q1 (44 Days)
November 7	No School
November 10	Late Start - 10 AM Staff Inservice
November 26-28	No School - Thanksgiving Break
December 8	Late Start - 10 AM Staff Inservice
December 19	End Q2 (41 days) End S1 (85 days)
December 20	Christmas Break Begins
December 24-28	NSAA Moratorium - No Winter NSAA Practice
January 5	No School – Teacher In-service
January 6	School Resumes - Q 3 begins
January 12	Late Start - 10 AM Staff Inservice
January 26	No School – Mid Winter Break
February 9	Late Start - 10 AM Staff Inservice
February 16	No School – Staff PLC Day w/ESU 16
February 23	No Elem – PK-5: P-T Conferences 1:00-7:00
March 9	Late Start - 10 AM Staff Inservice
March 11	End of Q3 - (45 days)
March 12-13	No School - Spring Break
April 3	No School - Good Friday
April 6	No School - Easter Break
April 13	Late Start - 10 AM Staff Inservice
May 16	Graduation 3:00 p.m.
May 22	Students Last Day End Q 4 (43 days) End S2 (88 days)
May 27	Teacher Checkout

*****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 15, 2026. The final day of school will be announced in the May 2026 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.	

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

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")

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

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.

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Title IX

Nondiscrimination. The school district does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates including in admission and employment. Inquiries about Title IX may be referred to the school district's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The school district's Title IX Coordinator may be contacted at Title IX Coordinator, 308 N Elm St., 308-239-4283. The school district's nondiscrimination policy and grievance procedures are included this policy, or can be accessed at: www.paxtonschools.org To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please contact the Title IX Coordinator.

Publication Notice. The school district will include the following notice on its website and in each handbook, catalog, announcement, bulletin, application form, and other places as required by law:

> The school district prohibits sex discrimination in any education program or activity that it operates and individuals may report concerns or questions to the Title IX Coordinator. The school district's Title IX policy, notice, and other information may be accessed at the following link: www.paxtonschools.org

Retaliation Prohibited. Retaliation, including peer retaliation, is prohibited in the school district's education program or activity. If the school district has information about conduct that reasonably may constitute retaliation under Title IX, it may be required to treat it as an allegation of sex discrimination. Upon receiving a complaint alleging retaliation, the school district will initiate its grievance procedures or informal resolution process.

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

> Complainant means an employee, a student, or a parent, guardian, or other individual with the legal right to act on behalf of a complainant who is alleged to have been subjected to conduct that could constitute sex discrimination, including sex-based harassment; or any other person who may have been subjected to sex discrimination when that person was participating or attempting to participate in the school district's education program or activity.
>
> Complaint means an oral or written request to the school district that objectively can be understood as a request for the school district to investigate and make a determination about alleged sex discrimination under Title IX.

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. School 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.

Respondent means a person who is alleged to have violated the school district's prohibition on sex discrimination. When a sex discrimination complaint alleges that the school district's policy or practice discriminates on the basis of sex, the school district is not considered a respondent.

Sex-based harassment prohibited by this part is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex that is:

Quid pro quo harassment. An employee, agent, or other person authorized by the school district to provide an aid, benefit, or service under the school district's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;

Hostile environment harassment. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the school district's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

- The degree to which the conduct affected the complainant's ability to access the school district's education program or activity;
- The type, frequency, and duration of the conduct;
- The parties' ages, roles within the school district's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
- The location of the conduct and the context in which the conduct occurred; and

- Other sex-based harassment in the school district's education program or activity.

Sexual assault meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;

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.

- 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.
- 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
- 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
- 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.

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

- Incest—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
- Statutory Rape—Non-Forcible sexual intercourse with a person who is under the statutory age of consent

Dating violence meaning violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the

victim and where the existence of such a relationship shall be determined based on a consideration of the length and type of relationship and the frequency of interaction between the persons involved in the relationship;

Domestic violence meaning felony or misdemeanor crimes committed by a person who:

- Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the school district, or a person similarly situated to a spouse of the victim;
- Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
- Shares a child in common with the victim; or
- Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction

Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

Response to Sex-based Harassment.

All Employees. All school district employees must notify the Title IX Coordinator when the employee has information about conduct that reasonably may constitute sex discrimination, including sex-based harassment under Title IX.

Title IX Coordinator. The school district will designate and authorize at least one employee as the school district's "Title IX Coordinator," to coordinate the school district's efforts to comply with its responsibilities under Title IX and this policy. The superintendent or Title IX Coordinator is authorized to delegate specific duties to one or more designees.

For conduct that could constitute sex-based harassment, the Title IX Coordinator must take the following actions:

- Offer and coordinate supportive measures for the complainant and for the respondent;
- Notify the complainant or the individual who reported the conduct of the grievance procedures and, if appropriate, the informal resolution process.

- Take other appropriate steps to avoid the recurrence of sex discrimination and restore or maintain equal access to the school district's programs and activities.

Supportive Measures. The school district will provide supportive measures, as appropriate, in cases involving sex-based harassment. These measures may include but are not limited to: counseling; extending deadlines; increased supervision; no-contact directives; leaves of absence; changes in class, work, or activities, regardless of whether there is a comparable alternative; and training and education programs related to sex-based harassment. Supportive measures may be continued, modified, or discontinued at the conclusion of any grievance process. Supportive measures will not be disclosed to anyone other than the person to whom they apply and others, including school officials, who need to know the supportive measures to implement them.

Requests to Modify Supportive Measures. A complainant or respondent may request modification or reversal of the school district's decision to provide, deny, change, or terminate supportive measures applicable to them. Requests must be made to the Title IX Coordinator in writing, and an impartial individual will review the request.

Students with Disabilities. If the complainant or respondent is a student with a disability, the Title IX Coordinator will consult with one or more members of the student's IEP or Section 504 team to determine compliance with those laws while implementing supportive measures and all other requirements of this policy and Title IX.

Emergency Removal. The school district is authorized to remove a respondent from the school district's education program or activity on an emergency basis, provided that the school district undertakes an individualized safety and risk analysis; determines that an imminent and serious threat to the health or safety of a complainant or other persons arising from the allegations of sex discrimination justifies removal; and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.

Administrative Leave. The school district is authorized to place an employee respondent on administrative leave from employment responsibilities during the pendency of the school district's grievance procedures.

Informal Resolution. The school district may offer an informal resolution process unless the complaint includes allegations that an employee engaged

in sex-based harassment of a student or informal resolution would be contrary to law. Prior to initiating informal resolution, the parties will be provided with notice of the allegations. Participation in informal resolution is voluntary, and any informal resolution will include consent from the complainant and respondent, the ability to withdraw from the process, and the right to resume the grievance process. If an agreement is reached, it precludes the parties from initiating or resuming the grievance process.

The informal resolution facilitator will not be the same person as the investigator or the decisionmaker in the school district's grievance procedures. Potential terms that may be included in an informal resolution agreement include but are not limited to restrictions on contact, restrictions on participation in programs or activities, and disciplinary sanctions.

If informal resolution is offered, the school district will maintain all evidence gathered, communications about the informal resolution process, and the agreement reached. This information will be disclosed to outside individuals only as permitted by law and if required to implement the requirements of the agreement or Title IX. If no agreement is reached, only relevant and permissible evidence received during the informal resolution process will be considered during the grievance process.

Grievance Procedures to Resolve Complaints of Sex Discrimination. Any person designated as Title IX Coordinator, investigator, or decision maker will not have a conflict of interest or bias for or against any party, generally or specifically. The decisionmaker may be the same person as the Title IX Coordinator or investigator.

Complaint. Complaints of sex-based harassment may only be made by a complainant; a parent, guardian, or other individual with the legal right to act on behalf of a complainant; or the Title IX Coordinator. Complaints of sex discrimination (excluding complaints of sex-based harassment) may be made by any person who was participating or attempting to participate in the school district's education program or activity at the time of the alleged sex discrimination.

Complaint by Coordinator. In the absence of a complaint made by any other individual, the Title IX Coordinator will determine whether to initiate a complaint of sex discrimination. The Title IX Coordinator must consider, at a minimum, the following factors:

- The complainant's request not to proceed with the initiation of a complaint;

- The complainant's reasonable safety concerns regarding the initiation of a complaint;
- The risk that additional acts of sex discrimination would occur if a complaint is not initiated;
- The severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
- The age and relationship of the parties, including whether the respondent is an employee of the school district;
- The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;
- The availability of evidence to assist a decisionmaker in determining whether sex discrimination occurred; and
- Whether the school district could end the alleged sex discrimination and prevent its recurrence without initiating its grievance procedures.

If the Title IX Coordinator initiates a complaint, they will notify the complainant prior to doing so and address reasonable concerns about the complainant's safety or the safety of others, including by providing supportive measures.

Consolidation of Complaints. The school district may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one complainant or more than one respondent is involved, references in this section to a party, complainant, or respondent include the plural, as applicable.

Basic Procedures. This grievance procedure is governed by the following basic requirements:

- A respondent is presumed not responsible for the alleged sex discrimination until a determination is made at the conclusion of the grievance procedure;
- The school district will treat the complainant and respondent equitably throughout the grievance process;
- The school district will take reasonable steps to protect the privacy of individuals participating in the grievance process in a manner that does not restrict the parties from obtaining and

presenting evidence, speaking to witnesses, consulting with family members or advisors, or otherwise participating in the grievance process;

- The District will use the following timelines for each complaint, but the Title IX Coordinator or designee may extend them as needed:

Major Stage	Target Duration (calendar days)
Completion of the school district's decision whether to dismiss or investigate a complaint of sex discrimination	1-15
Investigation	1-30
Determination	1-30
Appeal	1-20

Notice of Allegations. Upon initiation of the grievance procedure, the school district will provide notice of the allegations to the parties whose identities are known. The notice will include a copy of this policy; the parties involved in the incident(s); the conduct alleged to constitute sex discrimination; and the date(s) and location(s) of the alleged incident(s), if available. Retaliation is prohibited.

If the school district decides to investigate additional allegations of sex discrimination that are not included in the initial notice, the school district will provide notice of the additional allegations to the parties.

Complaint Investigation. The burden is on the school district to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred. The individual investigating and deciding the complaint will:

- Provide an equal opportunity for the parties to present fact witnesses and relevant and permissible evidence;
- Objectively review all evidence gathered through the investigation and determine what evidence is relevant and permissible;
- Provide each party with an accurate description of the relevant and permissible evidence, and upon request, copies of this evidence;
- Provide the parties a reasonable opportunity to respond to the evidence;

- Use a process that enables the decisionmaker to question parties and witnesses to adequately assess a party's or witness's credibility, but credibility will not be based upon any individual's status as a complainant, respondent, or witness; and
- Take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. For purposes of this paragraph, disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

Relevant and Permissible Evidence. The school district will consider relevant and permissible evidence. Relevant evidence is evidence related to the allegations of sex discrimination under investigation as part of the grievance procedure. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred.

Generally relevant evidence is permissible, but does not include:

- Evidence that is protected under a privilege as recognized by Federal or State law;
- A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional in connection with the provision of treatment to the party or witness unless the school district obtains that party's or witness's voluntary, written consent for use in this grievance procedures; and
- Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless that evidence is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude a determination that sex-based harassment occurred.

Determining Whether Sex Discrimination Occurred. The school district will:

- Use the preponderance of the evidence standard of proof, that it is more likely than not, to determine whether sex discrimination occurred;
- Use only relevant and permissible evidence to reach a determination;
- Notify the parties in writing of the determination whether sex discrimination occurred, including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable;
- If there is a determination that sex discrimination occurred, coordinate and provide remedies to restore equal access, coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions, and require the Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur;
- Not discipline a party, witness, or others participating in a school district's grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the school district's determination whether sex discrimination occurred.

Dismissal of a Complaint. A complaint of sex discrimination made through the grievance procedure may be dismissed for any of the following reasons:

- The school district is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in the school district's education program or activity and is not employed by the school district;
- The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the school district determines that without the complainant's withdrawn allegations, the remaining alleged conduct would not constitute sex discrimination even if proven;
- The school district determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint under this paragraph, the school district must make reasonable efforts to clarify the allegations with the complainant.

Upon dismissal, the school district will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the

respondent has been notified of the allegations, then the school district must also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.

The school district will notify the complainant that a dismissal may be appealed and provide the complainant with an opportunity to appeal the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district must also notify the respondent that the dismissal may be appealed on the bases set out in this policy. Upon the dismissal of a complaint, at a minimum, the school district will:

- Offer supportive measures to the complainant, and offer supportive measures to the respondent if the respondent has been notified of the complaint;
- Require its Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district's education program or activity.

Appeal. The school district will provide the parties the opportunity to appeal the decisionmaker's written determination or a dismissal of a complaint, on the grounds identified below. The school district will implement appeal procedures equally for the parties, including a reasonable and equal opportunity to make a statement in support of or challenging the outcome being appealed. Appeals under Title IX, like other comparable proceedings, will be handled consistent with the school district's general complaint policy.

Time for Appeal. Appeals may only be initiated by submitting a written Notice of Appeal to the superintendent within three (3) calendar days of the party's receipt of (1) the written determination of whether sex discrimination occurred from which the appeal is taken, or (2) the written dismissal of the complaint from which the appeal is taken.

Notice of Appeal Filed By Party. The Notice of Appeal must include (a) the name of the party or parties appealing, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from the following subsection) 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 and Title IX.

Appeals of Dismissals. If a dismissal is appealed, the school district will provide notice of the allegations to the complainant and respondent if not provided previously.

Appeal Decision. The decisionmaker for the appeal will be an individual who did not take part in the investigation, determination, and/or decision to dismiss the complaint. The appeal decisionmaker will notify the parties of the result of the appeal and the rationale for the result.

Disciplinary Sanctions and Remedies. If it is determined that sex-based harassment occurred, the school district may impose disciplinary sanctions that may include suspension, expulsion, mandatory reassignment, adverse employment action up to and including termination, or any other 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 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.

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

Recordkeeping. The school district will maintain the following documents for a period of at least seven years:

- For each complaint of sex discrimination, records documenting the informal resolution process or grievance procedures and the outcome.
- Records documenting the actions the school district took to meet its obligations under Title IX for any allegation of sex discrimination.
- All materials used to provide training as required by this policy. The school district will make these training materials available upon request for inspection by members of the public.

Adopted on: June 14, 2021

Revised on: July 15, 2024

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

Paxton Consolidated Schools
Activity Handbook



Rules and Regulations
2025- 2026

"THE MISSION OF THE PAXTON CONSOLIDATED SCHOOL DISTRICT IS TO ENGAGE AND

DEVELOP A COMMUNITY OF LIFELONG LEARNERS AND ACHIEVERS."

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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
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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 an out-of-school suspension (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 (l) 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 an activity is scheduled on a Monday, eligibility will be checked at 12:00 p.m. on the Friday before the activity. Students and parents will be notified before dismissal on Friday.

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. If a student has 1 unexcused absence from practice they will be suspended from the next contest. If a student has 2 unexcused absences they will be dismissed from the team. It is at the coaches discretion to determine what is excused and unexcused.

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 canceled 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.
8. *Students who are academically ineligible will not be allowed to attend school dances.*

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. Students who are academically ineligible will not be allowed to attend school dances.

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. Students who are academically ineligible will not be allowed to attend school dances.

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. Students should not use or wear school uniforms, including athletic and cheerleading uniforms, while making and/or posting provocative videos on social media platforms. The administration and coaches will determine the nature of the video as being provocative or not, and then decide the course of consequences set forth in the student handbook. 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 checked 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 11^{th} – 20^{th} 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. (# 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.

E-Sports: *To letter in E-Sports 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.*
3. *Attend 80% of team practices.*

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. .Students are to remain at each contest until the competition has ended, unless prior arrangements have been made between the sponsor and the student.

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.

E-Sports

E-Sports is a form of electronic sports competition through the use of video games. E-Sports takes a massive amount of communication and coordination among athletes. It allows for a deeper level of interaction and trains efficient communication amongst the players. Competition games are divided into Fall, Winter and Spring Seasons.

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 the 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
2. Stimulates Action of Others
3. Handling Temper
4. Gaining Recognition
5. Acceptance of Criticism
6. Flexibility
7. Poise
8. Making Judgments
9. Self-Confidence
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
2. Tact
3. Personal Appearance
4. Sense of Humor
5. Loyalty and Trust
6. Friendliness
7. Intelligence
8. Respect
9. Facing Reality
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

ll. 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 of 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 a student has in-school suspension, they will be suspended from the next activity contest that they are a bona fide member of. If a student has out- of-school suspension, they will be suspended from the next two activity contests that they are a bona fide member of. 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?

<u>Signs Observed by Parents or Guardians</u>

- 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.

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.

Student Activity Handbook Changes 25-26

"THE MISSION OF THE PAXTON CONSOLIDATED SCHOOL DISTRICT IS TO ENGAGE AND DEVELOP A COMMUNITY OF LIFELONG LEARNERS AND ACHIEVERS."

P. 10 - Dances

PAXTON CONSOLIDATED SCHOOLS

#20250407-100617225

Issued
April 7, 2025

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North Logan, UT 84341
United States

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Prepared for

PAXTON CONSOLIDATED SCHOOLS
308 N ELM
PAXTON, NE 69155

EMERGENT 3 SERVICE AGREEMENT

PAXTON CONSOLIDATED SCHOOLS here after known as ("Customer"), enters into THIS SERVICE AGREEMENT ("Agreement") with Emergent 3 Inc ("E3") with its principal place of business 2055 N 1250 E, Logan, UT 84341.

1. SOFTWARE AS A SERVICE (SaaS) TERMS OF ACCESS:
E3 grants Customer a non-exclusive, non-transferable limited access to use E3 service(s), application(s) on E3's authorized APP for the fee(s) and terms listed in products and services. This agreement will govern all application(s) and service(s) listed in products and services.

2. CUSTOMER RESPONSIBILITY:
Customer acknowledges that they are receiving only a limited subscription to use the application(s), service(s), and related documentation, if any, and shall obtain no titles, ownership nor any rights in or to the application(s), service(s), and related documentation, all of which title and rights shall remain with E3. Customer shall not permit any user to reproduce, copy, or reverse engineer any of the application(s), service(s) and related documentation.3.

3. TRAINING AND IMPLEMENTATION:
Customer agrees to provide the time, resources, and personnel to implement E3's service(s) and application(s). E3 will assign a senior account manager to implement service(s) and application(s). Typical implementation will depend on size of organization(s) but generally it takes around 7-10 business days. E3 account managers will

4. CUSTOMER DATA:

Customer data will be stored on AWS. E3 will use commercially reasonable efforts to backup, store and manage Customer data.

5. CUSTOMER SUPPORT:

Customer support and online training resources are FREE and available Monday-Friday, from 8:00 A.M. to 5:00 P.M. MST, for any authorized user with a login. E3 provides unlimited remote Customer training (through webinars), phone support, help files, and documentation. Basic support request is typically handled the same day.

6. BILLING:

E3 will invoice Customer on an annual basis. E3 will send invoice by email to the address(s) listed in the signature page. Terms of the invoice are net 30 days. Any billing changes will require that a new Service(s) Agreement be signed by Customer. Any additional costs imposed by the Customer including business licenses, fees, or taxes will be added to the Customer's invoice yearly. The subscription will renew each year on the anniversary date of this Agreement unless terminated (see 7. TERMINATION). Customer can request reports and data export from E3 support team at any time. E3 reserves the right to increase the fees for services provided under this Agreement by up to five percent annually. Any such increase will be communicated to the Client in writing at least 30 days prior to the effective date of the increase.

7. TERMINATION:

Either party may terminate this agreement, after the initial 3-YEAR TERM, without cause if the terminating party gives the other party sixty (60) days written notice. Written notice is required otherwise, the agreement will auto renew.

Upon termination (7. TERMINATION), E3 will discontinue all application(s) and or service(s) under this Agreement; E3 will provide customer with an electronic copy of all of Customer's data.

8. ACCEPTABLE USE:

Customer represents and warrants that the application(s) and service(s) will only be used for lawful purposes, in a manner allowed by law, and in accordance with reasonable operating rules, and policies, terms and procedures. E3 may restrict access to users upon misuse of application(s) and service(s).

9. LIMITATION OF LIABILITY:

Emergent 3 is not liable for any indirect, incidental, or consequential damages arising from use of its emergency notification services. Delivery and timeliness of alerts are not guaranteed.

Products & Services

Products & Services	Billing	Price	Total
E3 Safety App and Services E3 Safety Desktop and Mobile Apps - Unlimited Users and Devices Approved Sites to be Secured by E3 Lifetime Customer Support	Annually	$2,500.00/ year	$2,500.00/ year
Setup and Implementation Fee Onboarding, Training(s) and Smart Mapping		$1,875.00	$1,875.00
Total			**$4,375.00**

Comments

Project Acceptance

Signature

Before you sign this quote, an email must be sent to you to verify your identity. Find your profile below to request a verification email.

Del Dack
del.dack@paxtonschools.org

Verify to sign

Invoice

 # INV-008925

AllTeam Sportswear, by Beacon Web Services
AllTeam Sportswear
1113 W Louise Meadow Dr.
South Jordan Utah 84095
U.S.A

Amount Due
$5,535.00

Bill To
Scott Jorgensen
Paxton HS (NE)
308 N. Elm St.
Paxton
Nebraska 69155
U.S.A

Ship To
Scott Jorgensen
Paxton HS (NE)
308 N. Elm St.
Paxton
Nebraska 69155
United States

Invoice Date :	05/23/2025
Terms :	Due On Receipt
Due Date :	05/23/2025

Item & Description	Qty	Rate	Amount
Equipment Centerline Elite Aluminum VB System	1	3,825.00	3,825.00
Equipment Padded Folding Officials Stand	1	1,375.00	1,375.00
Shipping Shipping	1	335.00	335.00
		Sub Total	5,535.00
		Total	**$5,535.00**
		Amount Due	**$5,535.00**

Notes

Thanks for gearing up with AllTeam!

Terms & Conditions

Shipping is international expedited service and includes any import tax and fees. If paying by check, please make the check payable to AllTeam Sportswear.

3047
Data Breach Response

I. Preparation

A data breach is an instance in which personal information as defined by state law or personally identifiable information as defined by federal law is released or accessed in an unauthorized manner. The district will implement and maintain reasonable security procedures and practices that are appropriate to the nature and sensitivity of the personal information handled by the district. In order to ensure compliance with state and federal law; in the event of a breach the following preparatory steps shall be taken.

A. Data Governance

The superintendent, or their designee, will create an annually updated data directory that will include:

1. Computing devices purchased by the district,
2. Software that is installed on district devices,
1.
3. Approved vendors/contractors that have access to personal information or personally identifiable information,
4. Staff members with access to district devices,
5. Staff members with active usernames and passwords for any district software.

B. New Devices and Software

Any new software or device that is used in a district building for district purposes will be submitted to the superintendent or their designee for inclusion in the directory.

II. Incident Response Plan

A. Assessment and Investigation

1. If the District becomes aware of a data breach it will make every reasonable effort to remedy the cause of the breach as soon as possible.

2.

2. The District will contact its cyber or relevant data breach insurance provider in the event of a suspected breach.

3. The District will conduct a good faith, reasonable, and prompt investigation to determine the likelihood that personal information has been or will be used for an unauthorized purpose.

4. This investigation will include, but not be limited to, an assessment of what software, hardware, and physical documents were accessed; which District personnel had access to the compromised data; and what specific data was compromised.

B. Notification of Effected Individuals

1. If the investigation determines that the use of information about a Nebraska resident for an unauthorized purpose has occurred or is reasonably likely to occur, the district shall give notice to the affected Nebraska resident.

2. Notice shall be made as soon as possible and without unreasonable delay, consistent with the legitimate needs of law enforcement and consistent with any measures necessary to determine the scope of the breach and to restore the reasonable integrity of the computerized data system.

C. Notification of Law Enforcement and Outside Organizations

1. Should notice of the breach be required to any individual, notice of the breach will be simultaneously sent to the Nebraska Attorney General's office.

2. The Superintendent will determine if the Family Policy Compliance Office will be notified of the breach.

3. The Superintendent will determine if the Privacy Technical Assistance Center will be notified of the breach.

Adopted on: _____
Revised on: _____
Reviewed on: _____

NOTE TO BE DELETED: THIS POLICY IS FOR CLASS I AND II SCHOOL DISTRICTS THAT HAVE DECIDED TO ALLOW EMPLOYEES AND CONTRACTORS TO CARRY FIREARMS ON SCHOOL GROUNDS. IF YOU ARE A CLASS I OR II SCHOOL DISTRICT THAT HAS DECIDED NOT TO ALLOW ARMED EMPLOYEES AND CONTRACTORS, YOU SHOULD KEEP YOUR EXISTING POLICY 3060 IN PLACE AND MAKE NO CHANGES. IF YOU ARE A CLASS III OR LARGER SCHOOL DISTRICT, YOU CANNOT ALLOW THIS AND SHOULD KEEP YOUR EXISTING POLICY 3060 IN PLACE. THE CUTOFF FOR CLASS III IS A SCHOOL DISTRICT WITH A POPULATION OF 5,000 OR MORE.

3060
Firearms and Weapons for Non-Students

Weapons. No person may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. ***Definition of Weapon.*** The term "weapon" means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.

Firearms. No person may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy. ***Definition of Firearm.*** The term "firearm, as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

Exceptions Regarding Firearms. The prohibition against firearms does not apply to:

1. The issuance of firearms to or possession by members of the armed forces of the United States, active or reserve, National Guard of this State, or Reserve Officers' Training Corps or peace officers or other duly authorized law enforcement officers when on duty or training;

2. The possession of firearms by peace officers or other duly authorized law enforcement officers;

3. The carrying of firearms by qualified law enforcement officers or qualified retired law enforcement officers carrying pursuant to 18 U.S.C. 926B or 926C, respectively, as such sections existed on January 1, 2023

4. Firearms that may lawfully be possessed by a person who is receiving instruction at the school under the immediate supervision of an adult instructor;

5. Firearms which may lawfully be possessed by a person for the purpose of using them, with the approval of the school, in a historical reenactment, in a hunter education program, or as part of an honor guard;

6. Firearms contained within a private vehicle ***operated by a nonstudent adult*** that are not loaded ***and*** are enclosed in a case or are in a locked firearm rack that is on a motor vehicle;

7. A handgun carried as a concealed handgun by a nonstudent other than a minor or prohibited person in a vehicle or on his or her person while riding in or on a vehicle into or onto any parking area, which is open to the public and used by the school if, prior to exiting the vehicle, the handgun is locked inside the glove box, trunk, or other compartment of the vehicle, a storage box securely attached to the vehicle, or, if the vehicle is a motorcycle, a hardened compartment securely attached to the motorcycle while the vehicle is in or on such parking area; or

8. Firearms carried by authorized security personnel who are employed by or contracted with the school district pursuant to this policy.

Authorized Security Personnel

The school district may employ or contract with authorized security personnel who may carry a firearm on school grounds, in a school-owned vehicle, or at a home school-sponsored activity or athletic event as provided in this policy. ***Authorized security personnel may not carry a firearm at away school activities or athletic events unless authorized to do so by the host school or agency.***

1. Personal Qualifications.

A. Background Check. The individual must pass a comprehensive background check as arranged by the school district. The school district will determine if the person is authorized to provide services, in accordance with state, federal, and local policy.
B. Mental Health Evaluation. The individual will submit to a mental health evaluation with a mental health professional as arranged by the school district. The school district will review the evaluation and determine if, in its discretion, the individual is qualified to provide services.
C. Employee or Contractor. The individual with either be an existing employee of the district or shall enter into a written agreement to provide security services.
D. Letters of Recommendation. The individual shall submit at least three letters of recommendation. The Superintendent or designee shall contact the authors of the letters to verify their content and authenticity.
E. Concealed Carry Permit: The individual must possess a valid Nebraska Concealed Carry Permit.

2. Training. The individual must attend a minimum of twenty hours of training focused on school-based law enforcement, including, but not limited to, coursework focused on school law, student rights, understanding special needs students and students with disabilities, conflict de-escalation techniques, ethics for school resource officers, teenage brain development, adolescent behavior, implicit bias training, diversity and cultural awareness, trauma-informed responses, and preventing violence in school settings before providing any security services to the school district.

3. Appropriate Firearms and Ammunition. Authorized security personnel may only use a handgun that has been approved by the school board. Any ammunition must be recommended or approved by the firearm manufacturer.

4. Appropriate Use of Force. Although authorized security personnel are not law enforcement officers and do not have the authority to act in that capacity, they must know and understand the appropriate use of force. Authorized security personnel may take actions necessary to prevent or abate an active threat and temporarily detain an individual when they have reasonable cause to believe an individual has committed or is about to commit a forcible act of violence that could

cause serious bodily injury or death. Authorized security personnel must understand deadly use of force as well as the potential of criminal and civil liability.

5. [OPTION 1 – OVERNIGHT STORAGE ALLOWED] Firearm Storage. Authorized security personnel may store firearms and ammunition on school grounds subject to the terms of this policy and a separate Memorandum of Understanding.

    A. The firearms and ammunition must be stored in a biometric fingerprint gun safe located in the _____.
    B. One biometric fingerprint gun safe shall be installed by a qualified locksmith or other qualified professional installer. The safe shall be securely installed or otherwise bolted to the floor.
    C. Only the authorized security personnel or other properly trained law enforcement officers will have biometric or other access to the safe.
    D. The room in which the firearm and ammunition is stored shall be locked at all times with biometric access only.
    E. The gun safe, firearms, and ammunition shall be the property of the authorized security personnel.
    F. Only the authorized security personnel or other properly trained law enforcement officers may store guns or ammunition in the gun safe.
    G. Only the authorized security personnel or other properly trained law enforcement officers may carry or use the guns and ammunition in stored in the gun safe.
    H. The room in which the firearm, ammunition, and safe are stored shall be monitored by school district video cameras.
    I. Any firearms or ammunition to be stored in the safe will be transported at a time and in a concealed manner to minimize disruption.

6. [OPTION 2 – OVERNIGHT STORAGE NOT ALLOWED] Authorized security personnel may store firearms and ammunition on school grounds subject to the terms of this policy and a separate Memorandum of Understanding.

    A. The firearms and ammunition must be stored in a biometric fingerprint gun safe located in the _____.
    B. One biometric fingerprint gun safe shall be installed by a

qualified locksmith or other qualified professional installer. The safe shall be securely installed or otherwise bolted to the floor.

C. Only the authorized security personnel or other properly trained law enforcement officers will have biometric or other access to the safe.
D. The room in which the firearm and ammunition is stored shall be locked at all times with biometric access only.
E. The gun safe, firearms, and ammunition shall be the property of the authorized security personnel.
F. Only the authorized security personnel or other properly trained law enforcement officers may store guns or ammunition in the gun safe.
G. Only the authorized security personnel or other properly trained law enforcement officers may carry or use the guns and ammunition in stored in the gun safe.
H. The room in which the firearm, ammunition, and safe are stored shall be monitored by school district video cameras.
I. Any firearms or ammunition to be stored in the safe will be transported at a time and in a concealed manner to minimize disruption.
J. ***The authorized security personnel must be physically present on school grounds when their firearm or ammunition is stored in the biometric safe.***

7. Memorandum of Understanding (MOU). The authorized security personnel will enter into an MOU with the school district to address the requirements of this policy as well as other appropriate matters.

8. Notification. The authorized security personnel must notify all local law enforcement agencies, the Nebraska State Patrol, and local fire and rescue personnel and first responders, and the regional emergency manager of their position at the school district.

Consequences. In the event a person violates this policy, the school may:

- Make a report to law enforcement;
- Ban any violator from school grounds, school vehicles, or school events for any time period it deems appropriate; and/or
- Take any other action allowed by law.

Adopted on: _____
Revised on: _____
Reviewed on: _____

4051
Staff and District Social Media Use

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. This policy is intended to ensure (1) appropriate use of social media by staff and (2) appropriate control of social media accounts belonging to or affiliated with the district. Staff should also refer to the district's policy on Staff Computer and Internet Usage.

I. Personal Versus School-Affiliated Social Media Use

A. Personal Social Media Use

1. The school district will not require staff members or applicants for employment to provide the district with their username and password to personal social media accounts.

2. The district will not require staff to add anyone to the list of contacts associated with the staff member's personal social media accounts or require a staff member to change the settings on his or her personal social media accounts so that others can or cannot view their accounts.

3. Staff members whose personal social media use interferes with the orderly operation of the school or who use social media in ways that are not protected by the First Amendment may be subject to discipline by the district.

4. Staff members who wish to begin using or to continue using the school district name, programs, mascot, image or likeness as part of any social media profile must notify their supervising administrator of the use, and must secure the administrator's permission to do so.

B. School-Affiliated Social Media Use

1. Any social media account which purports to be "the official" account of the school district (e.g., "Bulldog Wrestling"), or any of its programs, classes or entities will be considered to be an account that is used exclusively for

the school district's business purpose. Staff members may not use "official" accounts for personal use.

2.Staff are required to provide their supervising administrator with the username and password to school-affiliated social media accounts.

3.Staff may be required to interact with specified individuals on school-affiliated social media accounts.

4.When staff use school-affiliated social media accounts to comment on school-related matters, they do not do so as private citizens and are therefore not entitled to First Amendment protections. They are also not allowed to make any press releases or other official communications on behalf of the district without prior administrative approval. In other words, staff do not speak "for the district" directly or indirectly unless specifically authorized and directed to do so.

II.Staff Expectations in Use of Social Media – Applicable to Both Personal and School-Affiliated Use

A.General Use and Conditions

Staff must comply with all board policies, contract provisions, and applicable rules of professional conduct in their social media usage. They must comply with the board's policy on professional boundaries between staff and students at all times and in both physical and digital environments.

Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information in order to make sure that the publication does not violate the Federal Education Records Privacy Act or any other laws. Staff must also comply with all applicable state and federal record retention requirements, even with regard to personal social media usage.

Staff must comply with all applicable laws prohibiting the use or disclosure of impermissible content, such as copyright laws, accountability and disclosure laws, and any other law governing the use of resources of a political subdivision. Questions about

appropriate content should be referred to the staff member's supervising administrator.

B.Acceptable Use

1.Staff may use social media for school-related communication with fellow educators, parents, and patrons. Student communication must be consistent with the district's professional boundaries policies and expectations.

2.Teachers should integrate the use of electronic resources, which may include social media, into the classroom. As the quality and integrity of content on social media 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. This includes spotting AI-generated content, fakes, spoofs, and discerning the quality and reliability of content.

C.Unacceptable Use

1.Staff shall never access obscene or pornographic material while at school, on school-owned device or on school-affiliated social media accounts.

2.Staff shall not engage in any illegal activities, including the downloading and reproduction of copyrighted materials.

3.Staff shall not access social media networking sites such as Facebook, X, Instagram, Snapchat, and TikTok on school-owned devices or during school time unless permitted by district policy or preapproved by the staff member's immediate supervisor. This prohibition extends to using chat rooms, message boards, or instant messaging in social media applications and includes posting on social networking sites using personal electronic devices.

III.School-Affiliated Digital Content

A.General Use and Conditions for School-Affiliated Accounts

Staff must obtain the permission of their supervising administration prior to creating, publishing, or using any school-affiliated web pages, blogs, microblogs, social media pages or handles, or any other digital content which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any content which identifies the school district by name in the account name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated accounts and must only publish content appropriate for the school setting. Staff may not provide the username and password to school-affiliated accounts to any unauthorized individual, including students and volunteers.

B.Moderation of Third Party Content

The purpose of school-related social media accounts is to disseminate information. No school-related or school-affiliated social media account covered by this policy shall permit comments by the public unless otherwise approved by the superintendent. All comment functions for applications such as Facebook and Instagram must be turned to "off" without this approval.

In the event the superintendent permits content created by anyone other than the administrator of the account to appear on the account's pages, such as comments made by students, parents, and patrons, the account administrator must monitor the content to ensure it complies with this policy. Posts, comments, or any other content made on the account's pages or tags or links to official school accounts on another account may be removed when the content meets any of the following conditions:

1. Is obscene, lewd, lascivious, true threat, or appeals to prurient interests;

2.Contains information relating to a student matter or personnel matter which is protected under or prohibited by state or federal law;

3.Contains fighting words or content that is threatening, harassing, or discriminatory;

1.

4.Advocates, promotes, or encourages the use of drugs, alcohol, or other prohibited substances;

5.Incites or is reasonably anticipated to incite violence, illegal activity, or a material and substantial disruption to school operations or activities; or

6.Contains any other threat to the safety of students and staff.

The district may restrict access to its official accounts for violations of these rules, such as deleting comments or prohibiting comments. Accounts that are not official school accounts are those owned and operated by board members and employees for their personal use, even if they discuss school matters.

Every official school account administrator must keep a copy of any removed content or banned/blocked individual account and must provide a copy to the superintendent along with written notification for the reason the post has been removed. All questions about the appropriateness of removal must be directed to the superintendent.

Adopted on: _____
Revised on: _____
Reviewed on: _____

4057
Superintendent Evaluation

The board shall observe and evaluate the superintendent based upon actual classroom observations for an entire instructional period at least twice during his first year of employment and at least once each year thereafter. Additional evaluations may be conducted at the discretion of the board. For the purposes of this policy, "actual classroom observation" shall mean observing the superintendent performing activities that are typical of his or her position. An "entire instructional period" for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of some aspect of the superintendent's work during the semester for no less than 40 minutes.

Purpose. The purposes of the formal job evaluation are:

1. To provide a means of rational, structured communication between the board and superintendent to create a more constructive and effective working relationship.
2. To provide a basis for commending, rewarding, and reinforcing good work, as well as identifying areas where the superintendent needs to improve.
3. To clarify the superintendent's role and inform the superintendent of the board's expectations.

Dates. Unless otherwise provided for in the superintendent's employment contract, the first year evaluations should take place (1) at or prior to the October board meeting, and (2) at or prior to the January board meeting. Annual evaluations shall generally take place during the month before the date in the superintendent's employment contract by which the board must notify the superintendent of its intention to consider the nonrenewal or amendment of the contract. In the absence of such a contract provision, the annual evaluation should take place at or prior to the March board meeting. The Superintendent shall remind the Board members in writing at least 45 days before the date of each upcoming evaluation and shall make his evaluation an agenda item for the board meeting.

Evaluation Document. The superintendent shall submit a recommended evaluation document to the board. The board shall meet and discuss the proposed document with the superintendent. The board may amend and adopt the proposed evaluation document. The board may amend the document or adopt a new document without amending this policy. The

superintendent shall submit the evaluation document to the Nebraska Department of Education.

Evaluation Procedures. Each board member shall have the opportunity to complete a draft evaluation document. The board president shall compile the individual draft evaluations into a single and final evaluation, provide a copy to the superintendent, and discuss it with him or her. If the superintendent's evaluation is conducted at a board meeting, the superintendent's evaluation may be conducted in closed session if it is necessary to prevent needless injury to the superintendent's reputation and if he or she has not requested it be done in open session.

Deficiencies. If deficiencies are noted in the superintendent's work performance, the board shall provide the superintendent at the time of the observation with a list of deficiencies and a list of suggestions for improvement and assistance in overcoming the deficiencies. The board shall also provide the superintendent with follow-up evaluations and assistance when deficiencies remain, a timeline for improvement, and sufficient time to improve. In the alternative, the board may rely upon the superintendent's education, training, and expertise and require him or her to submit a "list of suggestions for improvement" or plan of improvement for the board's consideration.

Personnel File. The evaluation shall be signed by the board president (or other member of the board) and the superintendent. The superintendent shall place a copy of the evaluation in his or her personnel file. The superintendent may provide a written response to the evaluation to the board. A copy of the response shall also be placed in the superintendent's personnel file. The board may meet with the superintendent to discuss the written response.

Policy Limitation. The evaluation procedures are included in this policy as a result of the board's statutory obligation to evaluate the superintendent and do not give the superintendent any rights not provided by statute. The board's failure to comply with any procedures provided in this policy but not required by law shall not prohibit the board from taking any action regarding the superintendent's employment, up to and including the nonrenewal, amendment, or cancellation of the employment contract.

Adopted on: _____
Revised on: _____
Reviewed on: _____

4059
Behavioral and Mental Health Training

All public school employees who interact with students and any other appropriate personnel are required to complete behavioral and mental health training with a focus on suicide awareness and prevention training every year. The training may include, but need not be limited to, topics such as identification of early warning signs and symptoms of behavioral and mental health issues in students, appropriate and effective responses for educators to student behavioral and mental health issues, trauma-informed care, and procedures for making students and parents and guardians aware of services and supports for behavioral and mental health issues.

The superintendent will determine the appropriate personnel required to receive the training. The training materials for this training must be included in the Nebraska Department of Education's list of approved training materials. The length of the training shall be a reasonable amount as determined by the school board.

These employees must complete the training designated by the school district or superintendent no later than October 31 of each school year or within 30 days of their initial employment, whichever is later. Failure to complete this training may subject the employee to employment-related discipline.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5001
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.

Exceptions

This policy does not apply when attendance is made impossible or impracticable by severe weather conditions or by the mental or physical illness of the student or a child whom the student is parenting.

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 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 exe mpt 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 exempt 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 (a physician's verification is required after four (4) consecutive days of absence for illness)
2. Severe weather
3. Medical appointments for the student
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 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer may send written notification of the student's total absences to the student's parent or guardian. When a student receives 10 unexcused absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student's total absences to the student's parent or guardian and offer to meet with the student's parents or guardians to discuss any barriers to the student's attendance. When a student receives 15 unexcused absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student's total absences to the student's parent or guardian and shall schedule a meeting with relevant stakeholders to discuss and address any barriers to the student's attendance, unless the Attendance Officer determines that such a meeting would not be productive in facilitating the student's regular attendance.

When a student is absent more than twenty 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.

Making Up Absences (Optional – Remove or revise based on your District's practices.)

When a student receives [X] unexcused absences or the hourly equivalent in any semester, the student shall be required to make up those absences through attendance in [insert program]. Absences shall be made up at a rate of [insert rate.]

Adopted on: _____

Revised on: _____
Reviewed on: _____

5015
Protection of Pupil Rights

The Board of Education respects the rights of parents and their children, and has adopted this policy in consultation with parents to comply with the federal Protection of Pupil Rights Amendment (PPRA).

1. Surveys

a. Surveys Created by a Third Party

i. This section applies to every survey:

(1) that is created by a person or entity other than a district staff member or student;

(2) regardless of whether the student answering the questions can be identified; and

(3) regardless of the subject matter of the questions

ii. Parents have the right to inspect any survey created by a third party before that survey is distributed to their student.

b. Surveys Requesting Particular Sensitive Information

i. Sensitive information shall include:

(1) Political affiliations or beliefs of the student or the student's parent(s);

(2) Mental or psychological problems of the student or the student's family;

(3) Sexual behavior or attitudes;

(4) Illegal, anti-social, self-incriminating, or demeaning behavior;

(5) Critical appraisals of other individuals with whom respondents have close family relationships;

(6) Legally recognized privileged or analogous relationships, such as those of lawyers; physicians, and ministers;

(7) Religious practices, affiliations, or beliefs of the student or student's parent(s); or

(8) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.

ii. No student shall be required to submit to a survey, analysis, or evaluation that requests sensitive information.

iii. If a survey requesting sensitive information is funded, in whole or in part, by a program administered by the U.S. Department of Education, the school district must obtain the written consent of a student's parent(s) before the student participates in the survey.

iv. School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey (created by any person or entity, including the district) containing any sensitive information.

v. Parents have the right to inspect any survey which requests sensitive information before that survey is distributed to their student.

c. Survey Inspection Requests

i. School officials shall inform parents of their right to inspect surveys requesting sensitive information before the surveys are distributed to any student.

ii. All survey inspection requests must be in writing to the building principal and delivered to the building principal prior to the date on which the survey is scheduled to be administered to the students.

iii. The principal shall respond to survey inspection requests without delay.

d. The district will also comply with any survey requirements found in the district's policy on Parent Involvement in Education Practices.

2. Invasive Physical Examinations

a. The term "invasive physical examination" means:

i. any medical examination that involves the exposure of private body parts; or

ii. any act during such examination that includes incision, insertion, or injection into the body; and

iii. does not include a hearing, vision, or scoliosis screening.

b. Parents may refuse to allow their student to participate in any non-emergency, invasive physical examination or screening that is:

i. required as a condition of attendance;

ii. administered by the school and scheduled by the school in advance; and

iii. not necessary to protect the immediate health and safety of the student, or of other students.

c. This policy does not apply to any physical examination or screening that:

i. is permitted or required by an applicable state law, including physical examinations or screenings that are permitted without parental notification;
ii. is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 *et seq.*)
iii. is otherwise authorized by Board policy.

3. Collection of Personal Information from Students for Marketing

a. The term "personal information" means individually identifiable information including:
   i. student's and parent(s)' first and last name;
   ii. home or other physical address;
   iii. telephone number; and/or
   iv. social security number.
b. No school official or staff member shall administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or for selling that information.
c. This policy does not apply to the collection, disclosure or use of personal information for the exclusive purpose of providing educational services to students, such as the following:
   i. post-secondary education recruitment;
   ii. military recruitment;
   iii. tests and assessments to provide cognitive, evaluative, diagnostic or achievement information about students; and/or
   iv. student recognition programs.

4. Inspection of Instructional Material

a. Definition
   i. The term "instructional materials" means instructional content that is provided to a student regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet).
   ii. The term does not include academic tests or academic assessments.
b. Parents may inspect, upon their request, any instructional material used as part of their child's education curriculum.
c. Curriculum inspection requests must be made to the building principal in writing.

d. Building principals shall respond to inspection requests within a reasonable amount of time.

5. Notification of Rights and Procedures

a. The superintendent shall notify parents of:
   i. this policy and its availability upon request from the office of the district;
   ii. how to opt their child out of participation in activities as provided for in this policy;
   iii. the approximate dates during the school year when a survey requesting personal information is scheduled or expected to be scheduled; and
   iv. how to request access to any survey or other material described in this policy.

b. This notification shall be given to parents as least annually, at the beginning of the school year and within a reasonable period after any substantive change in this policy.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5016
Student Records

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

[OPTION 1] For purposes of the district's compliance with state and federal law, and subject to the limitations in the paragraph above, the district "maintains" only those student records which are reduced to paper or physical format and placed within a student's file in the district's central offices or in the file pertaining to the student's special education or Section 504 services. Records which can be printed in paper form must be printed in order to be "maintained." Other records such as video recordings, which constitute student records, must be reduced to a physical medium in order to be "maintained." For example, a video must be put on a compact disk or other compatible hardware and placed within the student's file to be "maintained."

[OPTION 2] For purposes of the district's compliance with state and federal law, and subject to the limitations in the paragraph above, the district "maintains" student records which are printed and kept in the student's physical file or which school district staff have intentionally saved within the official school district digital student information system that specifically identifies the student for whom those records are maintained. The school district may also use learning management systems, which deliver and manage instructional content. The school district maintains student records within its student information system but not in its learning management system. The official school district student information system is_____ [INSERT YOUR SYSTEM, E.G. POWERSCHOOL, INFINITE CAMPUS, ETC.]

[OPTION 3] For purposes of the district's compliance with state and federal law, and subject to the limitations in the paragraph above, the district "maintains" as "student records" all records, files, and documents which are located in any format and within any storage unit of the district, whether in hard copy, digital, or otherwise.

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

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. A school official may access, maintain, and use education records containing personally identifiable information (PII) when he or she has a legitimate educational interest in such. "School official" includes any agent, volunteer, or contractor performing an institutional service or function for which the school would otherwise use its own employees and who is under the school district's direct control with respect to their access to, maintenance of, and use of PII from student records. For example, a school official may include, but would not be limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; 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.

All disciplinary material shall be removed and destroyed upon the pupil's

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

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

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

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

Adopted on: _____
Revised on: _____
Reviewed on: _____

5018
Parent Involvement in Education Practices

For purposes of this policy, "parent" includes a parent, guardian, or educational decisionmaker (a person designated or ordered by a court to make educational decisions on behalf of a student).

The school district recognizes the importance of parental involvement in the education of their children. To the extent practicable, the school district will make a reasonable effort to make any learning materials, including original materials, available for inspection by a parent upon request.

The school district will take the following steps to ensure that the rights of parents to participate in the education of their children are preserved.

1.Parents will be provided access to textbooks, tests, activities information; digital materials; websites or applications used for learning; training materials for teachers, administrators, and staff; procedures for the review and approval of training materials, learning materials, and activities; and other curriculum materials ("curricular materials") as follows:

a.A parental request to review specific curricular materials (written, visual, or audio) should be made to the principal of the building where the curricular materials are used.
b.The building principal will assess the request and determine the allowable volume and time frame of the review to prevent disruption to the efficient operations of the district.
c.The purpose of this provision is to allow reasonable access to the extent practicable. Individuals who make requests (a) for the purpose of adding staff burden; (b) at an unreasonable frequency or volume; or (c) for purposes inconsistent with the efficient operations of the district may be denied access to materials.
d.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 will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.

a.Parents 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 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 may contact the building principal to request permission to attend counseling sessions in which their child is involved.

3.Parents may request that their children be excused from testing (except as provided below), classroom instruction, learning materials, activities, guest speaker events, and other school experiences ("school events") that parents find objectionable.

a.Parents must submit this request in writing to the building principal for consideration.

1.

b.Building principals may excuse a student from any school events at the parent's written request if, in the principal's professional judgment, excusal from the activity would not result in diminution of the student's educational experience.

c.When the building principal determines it appropriate, alternative experiences may be provided for the student by the school.

4.Parents 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 will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.

6.Parents 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 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 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 of eligible students with reasonable notice prior to the exam being administered. Parents 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 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 may restrict their child from participating in any survey.

2.

c. If the school administers (1) a survey requesting that students provide sexual information, mental health information, medical information, information on health-risk behaviors, religious information, information of political affiliation, or any other information that the school board deems to be sensitive in nature or (2) a non-anonymous survey requesting students provide information relating to drug, vape, alcohol, or tobacco use, the school district shall, at least fifteen days prior to the administration of the survey, notify parents, guardians, and educational decisionmakers of students that are to receive such survey. The notice will be made through the school's electronic notification system or by physical mail to the address on file for the student. The notice will describe the nature and types of questions included in the survey, the purposes and age-appropriateness of the survey, how information collected by the survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results of such survey will be disclosed.

3.

d. Parents have the right to: (1) request that a copy of the survey be sent through the school's electronic notification system or physical mail to the address on file for the student, (2) review the survey in person at the school, and (3) exempt their child from participating in the survey.

4.

e. Unless required by federal or state law or regulation, school personnel administering any survey shall not disclose personally identifiable information of a child.

5.

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

6.

g. The district will also comply with any survey requirements found in the district's policy on Protection of Pupil Rights.

7.

8. The district will make this policy accessible by a prominently displayed link on its public website. Any amended policy will be made accessible within a reasonable time of its amendment.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5031
Student Appearance

General Regulations. The District prohibits student attire or appearance that:

- Causes or is likely to cause a material and substantial disruption to the District's programs and activities.
- Promotes, depicts, or refers to violence, drugs, alcohol, vulgarity, obscenity, illegal activity, hate speech, bullying speech, or harassing speech.
    - Includes words, gestures, or images that contain or imply sexual content or innuendo.
- Otherwise undermines the District's mission to inculcate the habits, manners, and values fundamental to civility, community, and the educational environment.

The District reserves the right to request immediate attire changes from students. The District will require students to adhere to uniform standards and/or wear district approved or issued uniforms in order to participate in activities.

Altering a student's appearance or removing or altering a student's attire without consent from their parent/guardian/caregiver is not allowed. Additionally, students' hair should not be permanently or temporarily altered by school personnel.

Cultural and Religious Attire. Students are allowed to wear religious attire, adornments, and other attire associated with race, national origin or religion, or tribal regalia. Additionally, students are permitted to wear natural and protective hairstyles including but are not limited to braids, locks, twists, tight coils or curls, cornrows, Bantu knots, afros, weaves, wigs, or head wraps.

Any person who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any public or private location where the person is otherwise authorized to be on school grounds or at any school function.

Health and Safety Considerations. Students may be required to wear protective clothing or equipment or otherwise modify their attire or secure their hair to ensure the safety of themselves and others. In such cases, a good faith effort to reasonably accommodate students will be made to ensure safety without compromising religious beliefs, grooming practices, or requiring students to permanently alter their appearance. The least restrictive means appropriate to address the identified health or safety concern shall be used.

Health and Safety Accommodation Process. If a health and safety standard accommodation is necessary, the District will:

Engage in a good-faith effort to reasonably accommodate the student and

Notify the student's parent or guardian of such an attempt to accommodate the student's appearance or any attire, tribal regalia, hairstyles, adornment, or other characteristic associated with race, national origin, or religion

Attempt to obtain consent from a student's parent or guardian prior to altering a student's appearance or removing or altering a student's attire, tribal regalia, hairstyle, adornment, or other characteristic associated with race, national origin, or religion.

Recordkeeping. The District will record efforts made to accommodate a student's appearance, attire, hairstyle, adornment, or other characteristics associated with race, religion, sex, disability, or national origin. Each record must include: the student's name; federally identified demographic characteristics; date of the occurrence; the health and safety standard relating to the accommodation; the nature of the accommodation requested; staff involved; communication with parents/guardians/caregivers, and; the outcome of the effort.

Enforcement. Violations of this policy shall be addressed in a manner consistent with the board's policies regarding student discipline.

Adopted on: _____
Revised on: _____
Reviewed on: _____

6031
Emergency Exclusion

Grounds for Emergency Exclusion. Any student may be excluded from school in the following circumstances subject to the procedural provisions governing short term suspension found elsewhere in these policies or state law:

(a) If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or

(b) If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

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

Extension of Exclusion. Pursuant to the Student Discipline Act, the principal has the authority to exclude a student from school for up to five school days on an emergency basis. If the superintendent or superintendent's designee determines that it is appropriate to consider the extension of an exclusion beyond five days, such consideration shall be made according to the procedures set forth below.

Notification of Student's Parent(s) or Guardian(s). The superintendent or the superintendent's designee shall notify the student's parent(s) or guardian(s) that the principal has proposed the extension of the exclusion. If the initial notice is oral, the superintendent shall confirm it in writing. The notice shall include notice of a recommended hearing examiner and an alternate hearing examiner for consideration by the parent(s) or guardian(s) if a hearing is requested.

Opportunity to Request a Hearing. The student's parent(s) or guardian(s) may submit a request for a hearing on the proposed extension of the exclusion within one school day of receiving the notice of the proposed extension.

Failure to Request a Hearing. If the parent(s) or guardian(s) do not request a hearing within one school day of receiving oral or written notice, the proposed extension of the exclusion shall automatically go into effect.

Appointment and Qualifications of a Hearing Examiner. The parent(s) or guardian(s) shall notify the superintendent within one school day of receiving notice of the recommended extension and proposed hearing examiner and alternate hearing examiner if the alternate hearing examiner is preferred.

Hearing Examiner's Notice to Parent(s) or Guardian(s). The hearing examiner shall promptly give written notice of the time, date and place of the hearing. The hearing will be held within ten school days after the initial date of exclusion; provided, the hearing may be held more than five school days after receipt of the request upon a showing of good cause. No hearing will be held on less than two (2) school days' notice unless otherwise agreed to by the student's parent(s) or guardian(s) and school officials.

Continued Exclusion. If a hearing is requested, the principal may determine in his or her sole discretion that the student shall remain excluded from school until the hearing officer makes a recommendation to the superintendent.

Examination of Student's Records and Affidavits. Prior to the hearing, the student and his/her parent(s) or guardian(s) shall have the right to examine and have school officials explain the student's records and any affidavits that will be used by school officials at the hearing.

Attendance at Hearing. The hearing may be attended by the hearing examiner, the principal (or designee), the student, and the student's parents or guardian(s). The student may be represented at this hearing by a representative of the family's choice.

Student's Witness(es). The student and his/her parent(s) or guardian(s) may ask any person with knowledge of the events leading up to the sanction or with general knowledge of the student's character to testify on behalf of the student. If school personnel or other students are requested to testify by the student's parent(s) or guardian(s), the hearing officer shall endeavor to help obtain the presence of such witnesses at the hearing.

Right to Know Issues and Nature of Testimony. The student and his/her parent(s) or guardian(s) have the right to request in advance of the hearing the issues which the administration will propose in support of the extension, and the general nature of the testimony of any administrative or expert witnesses.

Presence of Student and Witnesses at the Hearing. The student and witnesses may be excluded at the discretion of the hearing examiner in accordance with state statutes. The student may speak in his/her own defense and may be questioned on such testimony, but may choose not to testify. The school district shall make available to testify at the hearing any employee who is a witness to the matter upon request from the parent(s) or guardian(s).

Sworn or Affirmed Testimony. The principal or his or her designee shall present evidence supporting the recommended extension. Witnesses will give testimony under oath of affirmation, and may be questioned.

Hearing Examiner's Report and Recommendations. The hearing examiner shall prepare a report of his or her findings and recommendations, and forward the report to the superintendent.

Superintendent's Decision. The superintendent will review the hearing examiner's report and determine whether to extend the exclusion. He or she shall have the decision delivered or sent by registered or certified mail to the student, student's parent(s), or guardian(s). If the superintendent decides to extend the exclusion, the extension will take effect immediately.

Adopted on: _____
Revised on: _____
Reviewed on: _____

6034
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 a training course 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.

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 health care 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 health care professional. The school will not take any additional or independent steps to verify the individual's qualifications.

Students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered. The school's "return to learn protocol" shall follow the model provided by the Nebraska Department of Education. Nothing in this policy or the referenced protocol shall entitle a student who has sustained a concussion to an individualized plan under Section 504 of the Rehabilitation Act, although staff will refer students who have sustained a concussion for evaluation under Section 504 as appropriate.

Adopted on: _____
Revised on: _____
Reviewed on: _____

1002
Creation, Amendment and Distribution of Policies

Each of these policies shall become the official policy of the school district when the board has approved it by majority vote of the members present at any lawfully convened meeting of the board.

It shall generally be the practice of the board to adopt or amend any policy after a single reading at any regular or special board meeting. However, the board may, in its discretion, review policies at multiple meetings prior to taking action.

The superintendent shall maintain an official copy of the board's policies, which may be in paper copy in the central office or on the district's website or electronic board meeting site. For any policies with specific review, hearing, or posting requirements, the superintendent will ensure those obligations are completed. The superintendent will also ensure all board members have access to a copy of the district's policies.

Adopted on: _____
Revised on: _____
Reviewed on: _____

3026
Handbooks

The school district's handbooks for students and staff are intended to convey information and explain school regulations and procedures that are necessary for the school to run smoothly and efficiently. The district's handbooks are an extension of these policies and have the force and effect of board policy when approved by the board of education. Although the board may approve the handbooks annually, the administration has the authority to change the contents of any handbook without board approval so long as the changes are consistent with board policy.

The administration may provide only the amendment to the individuals affected by the change without providing them with the full handbook unless required by law.

None of the district's handbooks creates a "contract" between the school district, staff members, parents or students.

If any information contained in any handbook conflicts with board policy or state statute, the policy or statute will govern.

Adopted on: _____
Revised on: _____
Reviewed on: _____

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.

Publication Procedure if the Newspaper Will Be Finalized for Printing Prior to the Time and Date of the Meeting. Notice of regular and special meetings shall be (1) published in a newspaper of general circulation within the district that is finalized for printing prior to the time and date of the meeting, (2) posting on the newspaper's website, if available, and (3) posting on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers.

Publication Procedure if the Newspaper Will Not Be Finalized for Printing Prior to the Time and Date of the Meeting. Notice of regular and special meetings shall be (1) posting on the newspaper's website, if available, and (2) posting on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers if no edition of a newspaper of general circulation within the school district's jurisdiction is to be finalized for printing prior to the time and date of the meeting.

Newspapers of general circulation in the district include the

[redacted]. 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.

In case of refusal, neglect, or inability of the newspaper to timely publish the notice, the school district will (1) post the notice on its website, if available, (2) submit a post on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers, and (3) post the notice in a conspicuous public place in the school district's jurisdiction. The school district will keep a written record of the posting.

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 shall 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: _____
Revised on: _____
Reviewed on: _____

INVOICE

Invoice # 19029
Date: 06/02/2025

KSB School Law

206 South 13th Street, Suite 1100
Lincoln, NE 68508

Paxton Schools
308 N. Elm, P.O. Box 368
Paxton, NE 69155-0368

General

Date	Attorney	Description	Quantity	Rate	Total
05/02/2025	SW	Telephone conference with Superintendent Dack re student matter	0.10	$400.00	$40.00
				Subtotal	**$40.00**

Policy Service

Date	Attorney	Description	Quantity	Rate	Total
05/30/2025	SLR	2025 KSB Policy Updates [flat fee]	1.00	$1,500.00	$1,500.00
				Subtotal	**$1,500.00**

Total **$1,540.00**

2006
Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those 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 in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

Under this policy, factual conclusions will be based on a preponderance of the evidence.

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 reasonably believes speaking directly to the person would subject complainant or complainant's student to discrimination or harassment.

2. The second step is for the complainant to speak to the building principal, coordinator, superintendent, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.

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 be submitted to the applicable 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 coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:

a) Determine whether the complainant has discussed the matter with the respondent.

1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.

2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, 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 involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.

4. If either the complainant or the respondent is not satisfied with the decision, he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal.

a) The appeal must be in writing.

b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.

c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate.

d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all

other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.

5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve allegations against the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:

   a) When the complaint is about a board policy, not implementation of the policy;
   b) When the complaint involves the budget or school expenditures that have been or must be approved by the board; or
   c) When the board is required by law, policy, or contract to hear a complaint or appeal.

   If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal the decision to the board.

   d) This appeal must be in writing.

   e) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated the decision to the complainant.

   f) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint or appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.

g) The board president will notify the complainant and any other person legally required to receive the decision in writing of the decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.

h) There is no appeal from any decision of the board unless authorized by law.

6. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:

a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.

b) Determine whether the complainant has discussed the matter with the superintendent.

1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.

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 or must be pursued further.

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 by the full board.

d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.

e) Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

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. Individuals who file complaints (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 or board president without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Adopted on: _____
Revised on: _____
Reviewed on: _____

3003
Bidding for Construction, Remodeling, Repair, or Site Improvement

I. Applicability of this policy.

Construction and contracts undertaken with federal funds, whether those funds are derived directly from the federal government (e.g. award of a federal grant) or are derived by pass-through awards from the Nebraska Department of Education (e.g. special education funds, school lunch funds, Title I funds) are subject to the policy on Construction with Federal Funds, which is found elsewhere in this section.

This policy applies to all other purchases and contracts made by the school district for construction, remodeling, repair and other site improvements.

II. Projects with an Estimated Cost of Less than $109,000

A. The school district will solicit quotes and/or estimates for all projects with an estimated cost of less than $109,000.
B. Prior to solicitation of the quotes and/or estimates, the superintendent will determine whether the district will accept oral submissions.
C. Quotes and/or estimates may be solicited by the superintendent or his/her designee without board action.
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.
E. The district may use a Nebraska state-wide cooperative purchasing program in lieu of obtaining quotes or bids under this policy to the extent such a bid or quote is not otherwise independently required by law.
F. Nothing in this subsection prohibits or requires the use of the formal bidding procedures. If the district is going to solicit formal bids for projects of less than $109,000 they must follow the formal procedures outlined in this policy.

III. Formal Bidding for Major Purchases and Construction

A. Pursuant to section 73-106 of the Nebraska statutes, the board will advertise for bids when the contemplated expenditure of the project exceeds $109,000 for the construction, remodeling or repair of a

school-owned building or for site improvement.

B. In projects that involve professional engineering or architecture, the board will have a registered professional engineer or architect prepare the plans, specifications, and estimates when the anticipated cost of the project exceeds $144,000

C. Advertising for Bids

1. The superintendent or designee will arrange to advertise for bids under this section 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 in this policy shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

D. 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 invitation for bids will be sufficiently certain and specific, will include any specifications and pertinent attachments, and will define the items or services in order to allow the bidder to properly respond.

3. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.

4. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.

5. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.

6. Sealed bids will be opened in a place and at the specific time stated in the bid form. Bidders shall be notified of the opening and invited to be present.

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.

E. Any or all bids may be rejected if there is a sound documented reason

F. 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.

Adopted on: _____
Revised on: _____
Reviewed 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 an individual procurement transaction for 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 (Simplified Acquisition Procedures)

Simplified acquisitions are purchases that, in the aggregate amount, are more than $10,000 and less than $250,000 annually. For simplified acquisitions, 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. If sealed bids are not accepted for a purchase of over $250,000, the district will retain an explanation for that decision.

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 procurement transaction can only be fulfilled by a single source;

2) The public exigency or emergency for the requirement will not permit a delay resulting from providing public notice of a competitive solicitation;

3) The federal awarding agency or pass-through entity expressly authorizes written approval of 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;

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 to procure A/E professional services. The method may not be used to purchase other services provided by 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, public policy compliance, proper classification of employees (see the Fair Labor Standards Act, 29 U.S.C. 201, chapter 8), record of past performance, and financial and technical resources when conducting a procurement transaction.

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

An employee, officer, agent, and board member 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, board members, 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 that equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or $10,000.

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 $10,000, regardless of the length of its useful life. 2 C.F.R. §200.94.

3. Computing Devices means machines that 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. The District will notify the Federal agency or pass-through entity of any loss, damage, or theft of equipment that will have an impact on the program.

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 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 fair market value of $10,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency or pass-through entity. The Superintendent or his/her designee will utilize sales procedures which ensure the highest possible return on the disposal of the equipment.

I. Equipment Retention

When included in the terms and conditions of the Federal award, the Federal agency may permit the recipient to retain equipment, or authorize a pass-through entity to permit the recipient to retain equipment, with no further obligation to the Federal Government unless prohibited by Federal statute or regulation.

J. Equipment and Capital Expenditures

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

K. Depreciation

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

L. Reporting and Recording Federal Property Interest

The district will comply with federal interest reporting and submit annual reports, if required, regarding a real property interest due to a renovation, major remodeling, construction, or real property project funded by federal grant funds.

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. The District takes reasonable cybersecurity and other measures to safeguard information including protected personally identifiable information.

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 200, Subpart E. 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, veteran-owned businesses, and labor surplus area firms are used when possible consistent with state law.

Buy American. The District participates in the National School Lunch Program and School Breakfast Program and is required to use the nonprofit food service funds, to the maximum extent practicable, to buy domestic commodities or products for Program meals. A "domestic commodity or product" is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. as provided in 7 CFR 210.21(d).
The District may deviate from this general requirement only if:

- The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or
- Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product.

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: _____
Revised on: _____
Reviewed on: _____

3023
Record Management and Retention

The school district will comply with all federal record retention requirements, the Nebraska Records Management Act, and with Schedules 10 and 24 of the Nebraska Secretary of State's Records Management Division. These requirements apply to both physical and digital records. When permitted by Schedule 10 and Schedule 24 of the Nebraska Secretary of State's Office, records will be transferred to durable electronic media for long-term storage.

Special Rules Related to Electronic Forms of Communication. Electronically stored information such as e-mail, instant messaging, and other electronic communication are important to the district's overall operation. E-mail and other forms of electronic communication which is subject to retention under the Nebraska Records Management Act may be moved to a storage method other that their original format. Each individual who creates or receives electronic communications that belong to or pertains to the operation of the district is responsible for determining whether and in what format those records must be maintained. Duplicate records may be destroyed at any time prior to the approved retention period. Staff members who are uncertain about whether a record should be retained should consult with their supervising administrator.

Option 1 - use if the district uses subscription Google Apps but has not activated Vault: Due to the nature and volume of forms of electronic communication related to the operation of the district, transitory or multiple copies of electronic communication will be retained with metadata intact for 30 days. After this time, the electronically stored information with metadata intact shall be subject to overwriting or deletion from the district's electronic files and records, except as otherwise required by these polices or state and federal law.

Option 2 – use if the district has a Subscription to Google Apps with Vault activated: The district will archive all Google Apps data with metadata intact, except for instant messaging which users determine to be transitory. Only the domain administrator or other designated individual will be able to retrieve electronic communication and other electronically stored information which has been vaulted.

Option 3 – use if the district uses Office 365: Office 365 allows your system administrator to tailor complete data retention policies for data and communications inclusive of the Office 365 sphere. You will need to check

with your system administrator to see how he or she has set the retention for electronically stored information. If the system administrator has selected the minimum retention options, you can adopt Option 1 above and if the system administrator has selected complete retention, you can adopt the following: The district will archive all Office 365 data with metadata intact, except for instant messaging which users determine to be transitory. Only the domain administrator will be able to retrieve electronic communication which has been deleted.

Option 4 – use if the district does not use a hosted e-mail service: The district's data storage capacity is limited. Therefore, electronic communication will only be retained on District resources in its original form with its metadata intact for a period of 60 days from the date the electronic communication is created.

School-affiliated Social Media Posts. Communication on school-affiliated social media accounts are considered short-term communications pursuant to the Records Management Act. As such, they will be retained in their original form on the vendor's system and will not be deleted by the user for at least 6 months. Individuals who are uncertain as to whether a specific social media account is "school-affiliated" should refer to the Board's policy on Staff and District Social Media Use contained elsewhere in these policies.

Special Rules Related to Security Camera Footage. Video footage from security cameras is generally considered working papers under the Records Management Act, and will be overwritten consistent with the district's audio and video recording policy. Video footage which captures an event of educational or behavioral significance and contains personally-identifiable information will be maintained by the school district pursuant to its policy on student records.

Student Records. The retention of student records is also governed by the board's policy on student records.

Records Regarding Pending or Threatened Litigation. When litigation against the district or its employees is filed or threatened, the district will take all reasonable action to preserve all documents and records that pertain to the issue. When the district is made aware of pending or threatened litigation, a litigation hold directive will be issued by the superintendent or his/her designee. The directive will be given to all persons suspected of having records that may pertain to the potential issues in the litigation. The litigation hold directive overrides any records retention schedule that may

otherwise call for the disposition or destruction of the records until the litigation hold has been lifted.

Federal Award Records. The district will retain federal award records as required by 2 C.F.R. § 200.334. This includes retaining all federal award records for three years from the date of submission of their final financial report. For awards that are renewed quarterly or annually, the district will retain records for three years from the date of submission of their quarterly or annual financial report, respectively. Records to be retained include but are not limited to, financial records, supporting documentation, and statistical records.

Adopted on: _____
Revised on: _____
Reviewed on: _____

3036
Purchasing (Credit) Card Program

The board approves the use of a purchasing card (credit card) program for the purchase of goods and services for and on behalf of the school district. The board will determine the type of purchasing card or cards to be used in the program and may contract with a third-party provider as provided by law.

Authorized Purchases. Authorized users have standing authority to use the purchasing card to charge actual, necessary, and reasonable travel expenses and [insert other standing authorized expenditures]. Otherwise, the purchasing card may only be used to purchase goods and services approved by the board or the superintendent or designee. The maximum amount that may be charged in a single day is $[insert amount].

Unauthorized Purchases. In no event shall the purchasing card be used for personal purchases, purchases that are not school related, alcohol purchases, or purchases that are not allowed by law. Such unauthorized use shall result in discipline, up to and including the end of employment. Individuals who make unauthorized purchases shall reimburse the district for the expense within ten days of the purchase or the discovery of the unauthorized purchase, whichever occurs first.

Authorized Users. Individuals holding the following titles may be assigned an individual purchasing card: _____. The board may take action at any meeting to authorize additional users or to revoke or suspend user privileges. Such action shall be recorded in the minutes. The school may also maintain a purchasing card in the name of the school district. School district employees may purchase school related goods and services with the school district credit card only with authorization from the superintendent.

Documentation. Employees making a purchasing card purchase must submit an itemized receipt ***and*** a purchasing card receipt to the school district. The itemized receipt must include the name of the business, contact information, the date, a description of each item sufficient to give the board reasonable notice of the item purchased, and the price. ***A non-itemized credit card receipt alone is not sufficient.*** Designated school personnel shall maintain the documentation for at least 7 years or as otherwise required by Schedule 10 – Local School Districts or Schedule 24 – Local Agencies (General Records) maintained by the Nebraska Records

Management Division. Employees must maintain copies of any documentation submitted to the school district.

Suspension or Termination of Privileges. The board or the superintendent (or his or her designee) (1) ***shall*** temporarily or permanently suspend the purchasing card privileges of any individual that does not submit an itemized receipt for each purchasing card purchase, and (2) ***may*** temporarily or permanently suspend the purchasing card privileges of any individual for any other reason. The individual's purchasing card account must be immediately closed and he or she must return the purchasing card to the superintendent or board. Purchases that are not accompanied by the required documentation shall be considered unauthorized, and the individual making the purchase must reimburse the district within 10 days of the purchase or the discovery of the non-itemized purchase, whichever occurs first.

Reward Points or Rebates. Any reward points, rebates, or other benefits received from the third-party purchasing card company are and shall remain the property of the school district.

Purchase Review Procedures. The superintendent, or his or her designee, and _____ will conduct independent reviews of credit card expenses, or a sample thereof, on a monthly basis. Any unlawful or unauthorized expenditure or other discrepancy will be brought to the attention of the offending employee, if any, and the board. The superintendent or his or her designee will provide the board at each regular meeting with the documentation submitted pursuant to this policy or a summary of that documentation with a description of each item sufficient to give the board reasonable notice of the items purchased. Any unlawful or unauthorized purchase must be addressed as provided in this policy or as otherwise allowed by law.

Adopted on: _____
Revised on: _____
Reviewed on: _____

3043
Design-Build Contracts

This policy is adopted pursuant to the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. § 13-2901 through § 13-2914).

I. **Definitions.** For purposes of this policy:

A. **Act** means the Nebraska Political Subdivisions Construction Alternatives Act.

B. **Board** means the District's Board of Education.

C. **Department** means the Nebraska Department of Education.

D. **Design-Build Contract** (D-B Contract) means a contract which is subject to qualification-based selection between the District and a Design-Builder to furnish (a) architectural, engineering, and related design services for a project pursuant to the Act and (b) labor, materials, supplies, equipment, and construction services for a project pursuant to the Act.

E. **Design-Builder** means the legal entity which proposes to enter into a D-B Contract which is subject to qualification-based selection pursuant to the Act.

F. **District** means _____ Public Schools.

G. **Letter of Interest** means a statement indicating interest to enter into a D-B Contract for a project pursuant to the Act.

H. **NEARA** means the Nebraska Engineers and Architects Regulation Act.

I. **Performance-Criteria Developer** (PCD) means any person licensed or any organization issued a certificate of authorization to practice architecture or engineering pursuant to the NEARA who is selected by the District to assist the District in the development of Project Performance Criteria, Requests for Proposals, evaluation of Proposals, evaluation of the construction under a D-B Contract to determine adherence to the Project Performance Criteria, and any additional services requested by the District to represent its interests in relation to a project.

J. **Project Performance Criteria** means the performance requirements of the project suitable to allow the Design-Builder to make a proposal. Performance requirements include the following, if required by the project: capacity, durability, standards, ingress and egress requirements, description of the site, surveys, soil and environmental information concerning the site, interior space requirements, material

quality standards, design and construction schedules, site development requirements, provisions for utilities, storm water retention and disposal, parking requirements, applicable governmental code requirements, and other criteria for the intended use of the project.

K. **Proposal** means an offer in response to a Request for Proposals (RFP) by a Design-Builder to enter into a D-B Contract for a project pursuant to the Act.

L. **Qualification-based selection process** means a process of selecting a design-builder based first on the qualifications of the design-builder and then on the design-builder's proposed approach to the design and construction of the project;

M. **Request for letters of interest** means the documentation or publication by which the District solicits letters of interest;

N. **e**

O. **Superintendent** means the District's Superintendent of Schools, or his or her designee.

II. **Resolution to Select Design-Build.** The Board shall adopt a resolution by a two-thirds affirmative vote selecting the design-build contract delivery system prior to proceeding with any of the steps described below.

A. For a project, in whole or in part, for water, wastewater, utility, or sewer construction, the resolution shall include a statement that the District has made a determination that the design-build contract delivery system is in the public interest based, at a minimum, on one of the following criteria: (a) Savings in cost or time or (b) requirement of specialized or complex construction methods suitable for the design-build contract delivery system.

III. **Selecting and Hiring a Performance-Criteria Developer (PCD)**

A. **Selecting the Most Qualified PCD for Contract Negotiations.** The required procedures for selecting the most qualified PCD for contract negotiations differ depending on the magnitude of the District's estimate of the project's basic construction cost, as described in this section 3.1.

Project Cost $896,000 and Below. For a project whose basic construction cost is estimated by the District to be $896,000 or less, the District will use the following procedures for identifying the most qualified PCD:

a. The Superintendent will solicit statements of qualification from potential PCDs. Such solicitation shall include a general description of the project and shall indicate how interested individuals or firms can apply for consideration by the District. The Superintendent may, but is not required to, give public notice of such solicitation.

b. Based on the statements of qualifications and any other relevant information that the Superintendent receives, the Superintendent shall make a finding identifying the applicant most qualified to serve as the PCD for the project based on the applicant's capabilities to perform, adequacy of personnel, past record and performance, experience, and such other factors as may be determined by the Superintendent to be applicable to the District's particular requirements for the project.

c. Following such finding, the Superintendent shall recommend to the Board that it negotiate a contract with the applicant so identified.

2. **Project Cost in Excess of $896,000.** For a project whose basic construction cost is estimated by the District to exceed $896,000, the District will use the following procedures for identifying the most qualified PCD:

a. The District will encourage individuals or firms who desire to provide professional services to the District as its PCD for the project to submit a statement of qualifications. At least fifteen (15) days prior to the deadline to respond, the District will publish notice in a newspaper of general circulation in the District that it is seeking a PCD for a design-build project. The notice shall include the following:

i. A general description of the project;

ii. How interested firms can apply for consideration by the District; and

iii. The date by which individuals or firms must submit their statements of qualifications; and

iv. A statement that any individual or firm applying for consideration by the District must obtain a copy of the District's Design-Build Contract Policy from the Superintendent.

b. To apply to be the District's PCD, applicants must submit a current statement of qualifications to the District. The statement of qualifications must include evidence that the applicant is licensed or certified to practice architecture or engineering pursuant to the NEARA. Applicants must update any information provided to the District to reflect any changed conditions of the applicant.

c. Applicants shall first be certified by the Superintendent as qualified to act as a PCD for the District. In order to certify an applicant, the Superintendent shall make a finding that a PCD is fully qualified to render the required service. Factors to be considered in making this finding shall include capabilities to perform, adequacy of personnel, past record and performance, and experience; and may also include consideration of recent, current, and projected workloads; equipment and facilities; promptness; the quality of work previously done by applicant; suitability to the particular task; willingness to meet time and budget requirements; and such other qualities as are found necessary to consider in order to determine whether or not, if awarded the contract, the applicant could perform it in accordance with its terms.

d. The Board will evaluate each qualified applicant's statement of qualifications and any other relevant the District has received. The Board will conduct discussions with, and may require public presentations by, at least three applicants regarding their qualifications, approach to the project, and ability to furnish the required service.

e. The Board will select, in order of preference, at least three applicants deemed to be most highly qualified to perform the required services after considering the factors identified above.

B. **Negotiating a Contract with the PCD.** The Board shall negotiate a contract with the most qualified applicant (identified via the procedures above) for professional services at compensation that the Board determines is fair and reasonable. In making such determination, the Board shall conduct a detailed analysis of the cost of the professional services required in addition to considering their scope and complexity. For all lump-sum or cost-plus-a-fixed-fee professional service contracts, the Board shall require the applicant receiving the award to execute a certificate stating that wage rates and other factual unit costs supporting the compensation are accurate,

complete, and current at the time of contracting. Any professional service contract under which such a certificate is required shall contain a provision that the original contract price and any additions thereto shall be adjusted to exclude any significant sums by which Board determines the contract price had been increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such contract adjustments shall be made within one year following the end of the contract.

Prohibition Against Contingent Fees. The contract between the District and the PCD must contain a prohibition against contingent fees as follows: "The PCD warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the PCD, to solicit or secure this agreement and that the PCD has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the PCD, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or the making of this agreement." Upon violation of such provision, the District shall have the right to terminate the agreement without liability and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, or consideration.

C. **Effect of Unsuccessful Negotiations**

1. If the Board is unable to negotiate a satisfactory contract with the applicant to be the most qualified at a price the Board determines to be fair and reasonable, negotiations with that applicant shall be formally terminated. The Board shall then undertake negotiations with the second most qualified applicant. If the Board fails to reach an agreement with the second most qualified firm, the Board shall terminate negotiations with such applicant. The Board shall then undertake negotiations with the third most qualified applicant.

   If the Board is unable to negotiate a satisfactory contract with any of the selected applicants, the Board shall either select additional applicants in order of their competence and qualification and continue negotiations in accordance with this policy until an agreement is reached or review the agreement under negotiation to determine the possible cause for failure to achieve a negotiated agreement.

D. **Board-Designated Committee.** The Board may may designate a committee to carry out any or all of the Board's duties under this PCD

selection and hiring section of this policy, provided that the Board must approve any agreement with an applicant prior to its execution. Any such committee must have among its membership at least one person who is licensed to practice architecture or engineering pursuant to the NEARA.

E. **Open Meetings Act.** The public shall not be excluded from the meetings or proceedings under this section in accordance with the Open Meetings Act.

F. The PCD is ineligible to be included as a provider of any services in a Proposal for the project on which it has acted as PCD.

G. The PCD is prohibited from being employed by or having any financial or other interest in a Design-Builder that will submit a proposal.

IV. Pre-Qualifying Design-Builders

A. **Letters of Interest.** The District shall prepare a request for Letters of Interest, which request shall:

1. Describe the project in sufficient detail to permit a Design-Builder to submit a letter of interest.
2. Be published in a newspaper of general circulation within the District at least thirty (30) days prior to the deadline for receiving letters of interest; and
3. Be sent by first-class mail to any Design-Builder upon request.

B. Letters of interest shall be reviewed by the District in consultation with the PCD. The District and the PCD will evaluate prospective Design-Builders based on the information submitted to the District in response to the request for letters of interest.

C. The District shall select at least three prospective Design-Builders, except that if only two Design-Builders have submitted letters of interest, the District shall select at least two prospective Design-Builders. Such selected Design-Builders shall be considered prequalified and eligible to receive and respond to the RFP.

D. The District and PCD shall use the following standards when selecting which prospective Design-Builders to prequalify: capabilities to perform, adequacy of personnel, past record and performance, and experience; and may also include consideration of recent, current, and projected workloads; equipment and facilities; promptness; the quality of work previously done; suitability to the particular task; willingness to meet time and budget requirements; and such other qualities as are

found necessary to consider in order to determine whether or not, if awarded the contract, the Design-Builder could perform it in accordance with its terms.

2. Preparing Requests for Proposals (RFP). The District, with the assistance of the PCD, will prepare the RFP, which shall contain:

E. The identity of the District for which the project will be built and the District that will execute the design-build contract;

F. A copy of this Design-Build Contact Policy and all other policies related to the D-B Contract;

G. The proposed terms and conditions of the D-B Contract, including any terms and conditions which are subject to further negotiation. The proposed general terms and conditions shall be consistent with nationally recognized model general terms and conditions which are standard in the design and construction industry in Nebraska. The proposed terms and conditions may set forth an initial determination of the manner by which the Design-Builder selects any subcontractor and may require that any work subcontracted be awarded by competitive bidding;

H. A project statement which contains information about the scope and nature of the project;

I. Project Performance Criteria;

J. Budget parameters for the project;

K. Any bonds and insurance required by law or as may be additionally required by the District;

L. The criteria for evaluation of Proposals and the relative weight of each criterion;

M. A requirement that the Design-Builder provide a written statement of the Design-Builder's proposed approach to the design and construction of the project, which may include graphic materials illustrating the proposed approach to design and construction but shall not include price proposals;

N. A requirement that the Design-Builder agree to the following conditions:

1. An architect or engineer licensed to practice in Nebraska will participate substantially in those aspects of the offering which involve architectural or engineering services;

2. At the time of the design-build offering, the Design-Builder will furnish to the Board a written statement identifying the architect or engineer who will perform the architectural or engineering work for the design-build project;

3. The architect or engineer engaged by the Design-Builder to perform the architectural or engineering work with respect to the design-build project will have direct supervision of such work and may not be removed by the Design-Builder prior to the completion of the project without the written consent of the Board;

4. A Design-Builder offering design-build services with its own employees who are design professionals licensed to practice in Nebraska will (a) comply with the NEARA by procuring a certificate of authorization to practice architecture or engineering and (b) submit proof of sufficient professional liability insurance; and

5. The rendering of architectural or engineering services by a licensed architect or engineer employed by the Design-Builder will conform to the NEARA and rules and regulations adopted under the NEARA; and

O. Other information which the District chooses to require.

V. **Notice of RFP.** At least thirty (30) days prior to the deadline for receiving and opening proposals, the District shall cause a Notice of RFP to be:

A. Published in a newspaper of general circulation within the District;

B. Filed with the Department; and

C. Sent directly to the prequalified Design-Builders only.

VI. **Preparing and Submitting Proposals**

A. Prequalified Design-Builders shall prepare and submit Proposals as required by the RFP.

B. All Proposals shall be sealed. Proposals shall not be opened until expiration of the time established for making Proposals as set forth in the RFP.

C. Proposals may be withdrawn at any time prior to acceptance.

D. The District has the right to reject any and all Proposals except for the purpose of evading the law. The District may thereafter solicit new Proposals using the same or a different Project Performance Criteria.

VII. **Evaluating Proposals**

A. The District may only proceed to negotiate and enter into a D-B Contract if there are at least two proposals from prequalified Design-Builders.e

B. The Board shall designate members of a selection committee, which shall include at least five persons. Members of the selection committee must include:

1. One or more members of the Board;
2. One or more members of the District's administration or staff;
3. The PCD;
4. Any person having special expertise relevant to selection of a Design-Builder or construction manager under the Act; and
5. A resident of the District other than an individual included in subdivisions (1) through (4) of this subsection.

A member of the selection committee designated under subdivision (4) or (5) of this subsection shall not be employed by or have a financial or other interest in a Design-Builder who has a Proposal being evaluated and shall not be employed by the District or the PCD.

C. The District shall refer the Proposals for recommendation to the selection committee.

D. The selection committee and the District shall evaluate Proposals taking into consideration the criteria enumerated in subsections (1) through (7) of this subsection with the maximum percentage of total points for evaluation which may be assigned to each criterion set forth following the criterion. The following criteria shall be evaluated, when applicable:

1. The financial resources of the design-builder to complete the project **(up to ten percent)**;
2. The ability of the proposed personnel of the design-builder to perform **(up to thirty percent)**;
3. The character, integrity, reputation, judgment, experience, and efficiency of the design-builder **(up to thirty percent)**;
4. The quality of performance on previous projects **(up to thirty percent)**;
5. The ability of the design-builder to perform within the time specified **(up to thirty percent)**;
6. The previous and existing compliance of the design-builder with laws relating to the contract **(up to ten percent)**; and

7. Such other information as may be secured having a bearing on the selection **(up to twenty percent)**.

NOTE TO BE DELETED: The percentages listed above must be modified so that they add up to 100%. This can be done directly in the policy, at the time the school board designates the Design-Build method for a specific project, or at a later time but before the RFP is published and sent out.

E. The records of the selection committee in evaluating proposals and making recommendations shall be considered public records for purposes of NEB. REV. STAT. § 84712.01.

F. The District shall then evaluate and rank each Proposal on the basis of best meeting the criteria in the RFP and taking into consideration the recommendation of the selection committee.

IX. Negotiating a Design-Build Contract

A. The District may attempt to negotiate a D-B Contract with the highest ranked Design-Builder selected by the District and may enter into a Design-Build contract after negotiations.

B. The negotiations shall include a final determination of the manner by which the Design-Builder selects a subcontractor

C. If the District is unable to negotiate a satisfactory D-B Contract with the highest ranked Design-Builder, the District may terminate negotiations with that Design-Builder. The District may then undertake negotiations with the second highest ranked Design-Builder and may enter into a D-B Contract after negotiations.

D. If the District is unable to negotiate a satisfactory contract with the second highest ranked Design-Builder, the District may undertake negotiations with the third highest ranked Design-Builder, if any, and may enter into a D-B Contract after negotiations.

E. If the District is unable to negotiate a satisfactory contract with any of the ranked Design-Builders, the District may either revise the RFP and solicit new proposals or cancel the Design-Build process under the Act.

F. If the District is able to negotiate a satisfactory D-B Contract with a Design-Builder, the District shall file a copy of all D-B Contract documents with the Department within thirty (30) days after their full execution. Within thirty (30) days after completion of the project, the Design-Builder shall file a copy of all contract modifications and change orders with the Department.

X. **Formal Protests Relating to the Solicitation or Execution of D-B Contracts**

A. **Definitions.** For this section on "Formal Protests Related to the Solicitation of Execution of D-B Contracts" the following definitions apply:

1. **Interested party** shall mean an actual or prospective Design-Builder whose direct economic interest would be affected by the award of a contract by the District to another party or by the failure of the District to award a contract to such actual or prospective Design-Builder.

2. **Protest** shall mean a written objection by an interested party on any phase of the bidding procurement process, including specification, preparation, performance criteria development, RFP, pre-qualification, ranking, contract negotiations, and award.

B. **Right to Protest.** An interested party may protest to the Superintendent. The protest shall be submitted in writing on company letterhead within five working days after the event giving rise to the protest. Protests based on alleged apparent improprieties in a solicitation or other request for Proposals must be filed before Proposal opening or the deadline for receipt of proposals. In all other cases, the protest must be filed within five working days following the selection of the Design-Builder. To expedite handling of protests, the envelope containing the protest should be clearly labeled "Protest". The written protest shall include as a minimum the following:

1. The name and address of the interested party;

2. Appropriate identification of the relevant solicitation, and if a Proposal has been opened, its number, and date of opening;

3. A detailed statement of reasons for the protest;

4. Supporting, exhibits, evidence, or documents to substantiate any claims unless not available within the filing time, in which case the expected availability date shall be indicated; and a list of all persons who have knowledge of facts relevant to the protest; and

5. The action(s) the protestor desires the District to take to resolve the protest.

The Superintendent will immediately decide upon receipt of the protest whether or not the award of a contract shall be delayed, or if the protest is timely received after the award, whether the performance of the contract should be suspended. The District shall not proceed

further with the solicitation or with the award of the contract and shall suspend performance under the contract, if awarded, unless the Superintendent makes a written determination that the protest is clearly without merit or that award of the contract without delay is necessary to protect the substantial interests of the District.

C. **Authority to Resolve Protests**. Prior to the commencement of an administrative review by the Board concerning any protest, the Superintendent shall attempt to resolve any protest filed by an interested party concerning any solicitation. If the protest is not resolved by mutual agreement, the Superintendent shall create and deliver a Decision to the protestor within a reasonable time after the written protest was received. The Decision shall include a written summary of the Superintendent's investigation and a recommendation regarding the outcome of the protest. The Decision shall (1) state the reasons for the action taken, and (2) inform the interested party of their right to the administrative review by the Board. A copy of the Decision shall be mailed or otherwise furnished immediately to the interested party and any other party intervening protester and all other Design-Builders. If not satisfied with the decision of the Superintendent, any interested party protester may appeal to the Board, but the decision shall be final unless the interested party protester files a timely appeal with the Board.

D. **Board Appeal Procedures**. Any interested party protester, within five working days of receipt of a decision of the Superintendent, may file with the Superintendent a written notice of appeal for an administrative review before the Board. The Notice of Appeal must clearly state the action protested and the basis of appeal. The Board will conduct an administrative review at its next regularly scheduled meeting or at a special meeting. The Board shall consider the Decision of the Superintendent and shall make the final decision on the protest. The Board's decision shall be final.

XI. **Refinements and Changes**. A D-B Contract may be conditioned upon later refinements in scope and price and may permit the District in agreement with the Design-Builder to make changes in the project without invalidating the D-B Contract. Later refinements shall not, however, exceed the scope of the project statement contained in the RFP.

XII. **Adherence to Performance Criteria**. Throughout the project, the PCD shall remain engaged on the project and shall be responsible for monitoring the Design-Builder's adherence to the Performance Criteria in the Design-Builder's performance of the D-B Contract. Upon PCD's

observation that the Design-Builder's performance of the D-B Contract has or is reasonably likely to materially diverge from the Performance Criteria, the PCD shall promptly notify the District of such observation and the basis for the same.

XIII. **Projects Excluded**. The District shall not use a Design-Build Contract for any construction project excluded by NEB. REV. STAT. § 13-2914 or any other applicable law.

Adopted on: _____
Revised on: _____
Reviewed on: _____

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Steve Williams *NE, SD*
Bobby Truhe *NE, SD*
Coady H. Pruett *NE, CO, SD*

Jordan Johnson *NE, WY, NE*
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Shari Russell, Paralegal

M E M O R A N D U M

To: KSB Policy Service Subscribers

From: KSB School Law

Date: May 28, 2025

Re: Annual Policy Updates

It's time for the 2025 KSB School Law policy updates. Below, we discuss the policy changes, the changes to our standard forms, and some issues raised by certain laws that do not necessarily require a policy change but present new obligations or things to keep in mind as you enter the 2025-26 school year. We have broken these down into 3 sections: "Policy Changes;" "Forms Changes;" and "Other Issues to Consider."

Please keep in mind that most approved bills go into effect three months after the legislature adjourns. This year the Unicameral is currently scheduled to adjourn sine die on June 9, so the effective date of most bills will be September 9, 2025. However, if a bill has a specific effective date or an emergency clause, it goes into effect on the stated date or when passed and approved according to law. That also means there could be some new bills approved after the release of these updates which will require us to supplement the updates. There are also a handful of bills that passed in previous sessions but go into effect for the upcoming 2025-26 school year.

To assist subscribers in implementing these policy changes and the other considerations laid out in this Memo, **KSB will hold a webinar on Monday,**

June 2, 2025, at 9:00 a.m. Central Time. In the webinar, we will give a brief overview of the changes and then answer questions from attendees regarding the policies and other considerations. We will also record the webinar and post it in the KSB School Law portal in the Policy Updates section. Please contact us if you have any additional questions about the policy updates or portal.

Policy Changes

REVISION OF POLICY 1002: CREATION, AMENDMENT AND DISTRIBUTION OF POLICIES

As the list of required policies, reviews, reapprovals, and hearings grows, we eliminated the list from this policy so it did not need to change so often. Instead, we will continue to update and provide subscribers with the Annual Notices, Hearings, Reviews, and Trainings document that is released with the policy updates each year. There is no requirement to list these obligations inside of a policy.

This change is required, unless you want to continue maintaining the list of requirements in this policy.

REVISION OF POLICY 2006: COMPLAINT PROCEDURE

We made just a couple of tweaks to this policy to remove references to the Biden Administration Title IX rules, which are no longer in effect.

This change is required.

REVISION OF POLICY 3003: BIDDING FOR CONSTRUCTION, REMODELING, REPAIR, or SITE IMPROVEMENT

School districts are generally prohibited from engaging "in the construction of any public works involving architecture or engineering unless the plans, specifications, and estimates have been prepared and the construction has been observed by" a licensed Nebraska architect or professional engineer. However, the law provides an exception to this requirement when the "contemplated expenditures for the complete project" are below a certain dollar amount. In July 2024, the Nebraska Board of Engineers and

Architects increased this exemption from $119,000 to $144,000. Our recommended changes to Policy 3003 reflect this higher dollar amount for the projects that are exempt from the mandate to engage a licensed Nebraska architect or professional engineer.

This change is required.

REVISION OF POLICY 3004.1: FISCAL MANAGEMENT FOR PURCHASING AND PROCUREMENT USING FEDERAL FUNDS

During our regular review of policies, we noticed a citation was partially removed from Section G Allowability of Costs. This citation has been corrected.

This change is required.

REVISION OF POLICY 3023: RECORD MANAGEMENT AND RETENTION

During some federal fund audits, the auditors recommended adding a provision to this policy to address the retention of federal award records. We have added such a provision to the policy.

This change is required.

REVISION OF POLICY 3026: HANDBOOKS

We have updated this policy to reflect how changes to the handbooks operate. We've included the one sentence that was in policy 5034, and 5034 has now been eliminated. We made a few other tweaks that hopefully will clarify the handbook updating process, especially as new legal interpretations and guidance seem to be coming out daily.

Administration is permitted to make changes without board approval unless it is required by law or conflicts with a policy. Administration is also permitted to make changes (whether or not requiring board approval) and provide notice to affected individuals by just sharing the amendment and not resharing the full handbook, unless required by law. For example, if you add a new student conduct rule to the handbooks and intend for that to be used for discipline, under the Student Discipline Act the "board" would have to

approve that rule, and both students and parents must be provided notice prior to it being implemented. However, you wouldn't have to reprint or reshare the entire handbook. You could just provide the amended section or provision.

This change is required.

REVISION OF POLICY 3036: PURCHASING (CREDIT) CARD PROGRAM

This policy change eliminates an inappropriate reference to a nonexistent reimbursement.

This change is required.

REVISION OF POLICY 3043: DESIGN-BUILD CONTRACTS

One of the legal requirements for school districts using the design-build project delivery system for school construction projects is for the school district to hire a performance-criteria developer (PCD), a licensed Nebraska architect or professional engineer. For projects with a cost of $896,000 or below, the timeframe and procedures for selecting and hiring the PCD can be shortened and simplified. The proposed revisions to this policy reflect that alternative. While updating this policy, we have also included changes in the organization of the policy and reformatting.

This change is required.

REVISION OF POLICY 3047: DATA BREACH RESPONSE

We have amended this policy in light of the PowerSchool data breach this past year. The amendment provides that the district's data directory will include a list of approved vendors and contractors to ensure that information exists in a consolidated format. Additionally, as part of the incident response plan, this policy change encourages contacting an insurance provider as part of a school district's response.

Note that the first section of this policy requires you (or your tech coordinator) to keep an updated list of computing devices, software, vendors with access to personally identifiable information and staff members'

usernames and passwords for any district software. The PowerSchool data breach is also a good reminder to be sure that this information is updated and that you know where to find it in the event of a breach.

This change is highly recommended.

REVISION OF POLICY 3057: TITLE IX

Death, taxes, and Title IX policy updates. These are the constants in life.

As many of you are aware, the Biden administration issued regulations in 2024 that necessitated updates to this policy. The updates also allowed for more streamlined investigations but expanded definitions of sex discrimination. However, a federal court vacated the 2024 updates in their entirety. The new White House has stated its belief that the regulations from 2020 are still in effect.

As a result of these changes, KSB is once again recommending a policy change.

Option 1 is a significantly pared-down version of the 2020 policy, which maintains the required substance in a simplified version. We have also improved this policy based on our five years of experience addressing Title IX complaints under the framework instituted by the previous Trump administration. We believe this policy would satisfy any requirements required by a Trump-led Office of Civil Rights.

Option 2 is a more aggressive option. This version is based on a close reading of the court decision that struck down the 2024 regulations, part of which rested on a rationale that vacating the 2024 rule would "'cause a return to the status quo' that existed for more than 50 years prior to its effective date." KSB believes the basis for this recent decision suggests that the 2020 regulations contain similar flaws. Thus, this policy focuses on the clear mandate laid out in federal statute and court decisions that require public school districts to respond to allegations of sexual harassment in their education programs and activities promptly and in a way that is not deliberately indifferent. This option is no less rigorous in requiring schools to be responsive, but it is less detailed and proscriptive in the granular procedures dictating *how* schools respond. This option allows for maximum flexibility in investigations, in exchange for undertaking some risk that the

procedures that the school district employees may not strictly comply with a hyper-technical reading of the 2020 regulations.

We will have additional Title IX guidance and forms available on the portal based on the option your board elects to assist your Title IX team comply with your board's choice.

One of these policies is required. Please note that your handbooks must include the version of this policy that your board selects (and our handbook redlines will have a prompt for adding the policy option your board chose as you update them).

REVISION OF POLICY 4051: STAFF AND DISTRICT SOCIAL MEDIA USE

The last time we reviewed this policy, X was called Twitter. In light of the changes in the social media landscape and recent court cases addressing official government accounts, it's time for some updates.

We have proposed a host of relatively small and simple tweaks, but they are important. For example, we have added more detail, differentiating between personal and school-owned accounts. We've clarified staff use of social media for instructional purposes. We address "tagging," where the school accounts are tagged or mentioned in outside posts to increase traffic to the post.

We have also updated the relevant rules for deleting comments, blocking posts and users, and banning outside users on school-owned accounts. It's important to note that this policy has always prohibited school-owned accounts from having comments "on" unless approved by the superintendent. When you enable comments, you take the bitter with the sweet. If you have not been following that part of the policy, now is a good time to review your practices and expectations for staff administering these accounts. If your practices differ from the policy, you should either change those or work with us to change the policy. There has been a lot of recent court action on the First Amendment rights of users interacting with individual school official accounts, like board members, and school-owned accounts operated by school employees.

These changes are required.

REVISION OF POLICY 4057: SUPERINTENDENT EVALUATION

We have amended this policy to eliminate the provision that required the superintendent evaluation to occur at a board meeting. You may still evaluate the superintendent at a board meeting if you wish, but now you may also conduct the evaluation with the board president and superintendent, with a committee of the board and superintendent, or any other way you deem appropriate.

Note that if your board decides to conduct the evaluation outside of a board meeting, you should review your superintendent contract, as well.

This change is highly recommended.

REVISION OF POLICY 4059: BEHAVIORAL AND MENTAL HEALTH TRAINING

We have revised this policy to remove the requirement that the training be at least one hour. Now, the length of the training is "a reasonable amount as determined by the school board." We have also added the statutory list of topics that may be covered in the training.

This change is required.

REVISION OF POLICY 5001: COMPULSORY ATTENDANCE AND EXCESSIVE ABSENTEEISM - TRADITIONAL APPROACH

This policy has been revised to provide clearer procedures for the Attendance Officer to follow in responding to excessive absenteeism. The policy previously referred to external procedures that were inconsistently developed and adopted.

This change is required.

REVISION OF POLICY 5015: PROTECTION OF PUPIL RIGHTS AND POLICY 5018: PARENT INVOLVEMENT IN EDUCATION PRACTICES

During the 2024 session, the Unicameral amended sections 79-530 through 79-533 through LB 71 to give parents, guardians, and educational decisionmakers greater access to information about and involvement in educational practices. Those changes are reflected in this policy. Additionally, the current Unicameral again amended section 79-532 through LB 428 to add various requirements related to surveys administered by the school. These changes include allowing parents to obtain copies of the surveys through various methods as well as the ability to exempt their children from participating in the surveys.

This policy must be adopted by July 1, 2025. The policy must be developed with parental input from parents, guardians, and educational decisionmakers. It must be the subject of a public hearing before the school board before adoption by the board. As previously required, the policy must be reviewed annually and either altered and adopted as altered or reaffirmed by the board following a public hearing. Any public hearing must include a reasonable opportunity for public comments.

The school district must make the policy accessible on the school district's website by August 1, 2025. The policy must be accessible by a "prominently displayed" link on the website. If the policy is altered, the new version of the policy shall be made accessible within a reasonable time thereafter.

Finally, the school district must continue to comply with the PPRA survey requirements. This means schools must comply with Policy 5015 (federal law requirements) and Policy 5018 (state law requirements) when administering surveys.

This change is required.

REVISION OF POLICY 5016: STUDENT RECORDS

The introductory paragraph of this policy clarifies that "student records" generally do not include transitory communications such as emails, text messages, handwritten notes between school and home, and similar items. These types of communications are not typically maintained by the district.

Following that introduction, the policy presents three different options for the board to consider regarding what types of records the district will officially "maintain." Recently, we have seen a noticeable increase in requests from parents asking for complete copies of their children's student records. At the same time, the rise in digital communication has complicated decisions about whether emails and text messages should be included in those records.

To address this, we have added a consistent reminder in each of the three options regarding what it means for the district to "maintain" a record. This serves as a clarification for both parents and school officials that, regardless of which option the board selects, the general rule excluding most emails and texts from the definition of "student records" still applies.

This change is highly recommended.

REVISION OF POLICY 5031: STUDENT APPEARANCE

Section 79-2,158 requires each school district to adopt a written dress code and grooming policy to be implemented at the start of the 2025-26 school year that is consistent with the model policy developed by the State Department of Education. We've revised our policy to be consistent with the Department's model policy (don't shoot the messengers), though hopefully a bit more concise.

This change is required.

ELIMINATION OF POLICY 5034: HANDBOOKS NOW "INTENTIONALLY LEFT BLANK"

The policy has been combined into policy 3026 and is now eliminated.

This change is required.

REVIEW OF POLICY 6025: STUDENT CELL PHONE AND OTHER ELECTRONIC DEVICES

LB 140 requires schools to have policies prohibiting the use of cell phones and other electronic devices while at school or attending a "school instructional function." Of course, that term is not defined. We assume they are talking about field trips and other off-site curricular activities, not extracurricular activities.

However, the bill also allows boards and administrators to permit use of cell phones when "determined appropriate." So you "shall" have a ban but may deem any use appropriate. Consequently, we have not proposed any changes to policy 6025, because all of those options remain lawful.

As a result, we believe some schools will keep their current policy in place heading into 25-26. Here's the issue. LB 140 says, "The development of the policy shall include stakeholder participation to ensure that such policies are responsive to the unique needs and desires of students, parents, and educators in each community." It's unclear what that means if you already have a policy in place that was approved at a public meeting. The law does not require the formation of a committee or that you prospectively seek input now. It ties that input to the "development" of a policy, not any future amendment.

Here's our opinion on your options. If you solicited stakeholder feedback when developing your policy initially, or if staff, students, and parents provided input voluntarily at that time, we believe it would be lawful to simply move forward without seeking additional feedback or even reapproving the policy you have in place. For example, we know some schools conducted a stakeholder survey or invited stakeholders to board meetings if they had input when creating the policy. We believe that is sufficient to meet the requirements of LB 140.

If you did *not* receive stakeholder feedback initially, you have two choices. First, you could intentionally reach out for feedback in some way now, such as via survey, ad hoc working group, or to specific individuals whose input you think would be helpful. After obtaining that feedback, you could then reapprove the policy as it exists or with any amendments you see fit. We're happy to help with those. Second, you could take the slightly more aggressive approach that, because the policy was approved at a duly noticed

public board meeting with the policy on the agenda, stakeholders had an opportunity for feedback at that time. In our view, this is as much a political question as a legal one.

The bill also has 5 listed exceptions that schools must make to any restrictions on cell phone and device use. They are not required to be in the policy. Some of the exceptions we already include in our 4 policy options, such as use by a student when deemed necessary because of a disability accommodation, like a student with diabetes who uses a phone to monitor their levels.

One particular exception that could prove tricky permits students to use cell phones regardless of the strength of the school's ban in cases of "emergencies and perceived threats of danger." Of course, those terms are not defined, nor is it clear who decides what constitutes an emergency or threat. We have elected not to bring attention to this exception for fear that every student and parent will argue that the exception applies to them. You may see other policies throughout the state that list all of these exceptions, so we wanted to let you know it does exist and explain our rationale for not suggesting changes to our current policy options.

No changes required, but you must consider whether you met the requirement to obtain stakeholder input when your policy was developed.

REVISION OF POLICY 6031: EMERGENCY EXCLUSION

The policy had a discrepancy in the hearing request section. We aligned those timelines, which are already shortened to comply with the expedited hearing obligations under the emergency exclusion statute.

This change is required.

REVISION OF POLICY 6034: CONCUSSION AWARENESS

The policy requires updating to remove specific references to guidances and training that have since been updated. Review the approved trainings from DHHS and the NDE Brain Injury Support page for all updated materials.

This change is required.

NEW POLICY 6044: PARTICIPATION AND ASSIGNMENT OF ATHLETIC TEAMS

LB 89 establishes the Stand with Women Act. Originally, the bill would have required schools to designate locker rooms, bathrooms, and athletic teams based on sex as male, female, or coed. As the bill progressed, it was amended to include only requirements for designating athletic teams and limiting participation in athletics based on sex. The law defines sex in terms of reproductive organs and functions. The law also requires every school to have a policy implementing the new requirements.

There are a few other items to note. While the bill eliminated explicit provisions for bathrooms and locker rooms, it does require the policy to address the "conduct of visitors and the public." We are not sure what that means, because there is no explanation in the bill. We assume that is a nod of deference to existing policies and practices as it relates to things like restrooms that patrons and visitors can use when on school grounds. For that reason, we have simply said all visitors and members of the public shall comply with existing policies and law.

This policy is required *if LB 89 becomes law*.

NEW POLICY 6045: BEHAVIORAL INTERVENTION

Section 79-262.01 requires school districts to develop and adopt a policy consistent with or comparable to the model policy developed by the State Department of Education. We went with "comparable to" and tried to draft a policy that won't be too onerous compared to common and best practices we've seen prevalent across the state.

This policy is required.

Form Changes

Public Participation Rules for Public Comment

We've updated these rules slightly in light of some recent court decisions regarding public comment at school board meetings. However, the changes are not major. Recently, the Nebraska Attorney General's office representatives have shared informally that they believe public comment at board meetings can be limited to items on the board's agenda. We do have some concerns about that informal guidance in light of published decisions that say the opposite, but if your board is interested in exploring that limitation, give one of us a call to talk through that option.

Application for Employment

We reviewed LB 144 and determined that no changes to the employment application form are required. LB 144 revised the definition of spouse of a veteran and added language regarding the preference eligibility for the spouse of a service member. As such, we recommend reviewing the statutory standard and definition if you receive an application indicating veteran preference.

Title IX

For schools selection Option 1 for their Title IX policy, we will have updated forms and refresher training available this summer. In the meantime, if you receive a Title IX complaint prior to the start of next school year, give us a call to talk through your response options regardless of the policy you chose.

Other Issues To Consider

LB 306

Apparently, this bill has 9 lives. On May 21, it appeared dead. On May 22, it was revived. We will continue to monitor it along with any amendments. When AM1440 was discussed on May 21, only the LB 550 (religious instruction) section seemed to implicate a policy change. Even then, it said a school "may" adopt a policy. We simply don't yet know if this bill and any others amended into it will pass, or if the wording will remain the same. The

sections on funding 3 weeks of FMLA leave and restrictions on superintendent employment, for example, would not require policy changes but would require schools to consider their responses to those new provisions.

LB 390: Parent Right to Access School Library Materials

LB 390 (approved by the Governor on April 14, 2025) requires each school board of a public school district to adopt a policy relating to access by a parent, guardian, or educational decisionmaker to certain school library information. The new policy will provide parents, guardians, and educational decisionmakers the right to access a catalog of all books in the school district's library and the right to receive certain notifications when their student checks out a library book.

The deadline for adopting this policy is "for implementation at the beginning of the 2026-27 school year." We will provide you our recommended policy that complies with LB 390 with our 2026 annual updates.

LB 457: ANAPHYLAXIS POLICIES

LB 457 directs the Department of Health and Human Services, in consultation with the State Department of Education, to develop model anaphylaxis policies available for use in school districts and licensed child care programs setting forth guidelines and procedures to be followed for the prevention of anaphylaxis and during a medical emergency resulting from anaphylaxis.

On or before July 1, 2026, each school district must adopt a written policy to address incidents of anaphylaxis involving students at school. A school board may use the model policy mentioned above as a guide. The policy must not conflict with or hinder the implementation of an individualized anaphylaxis plan of a student and must be consistent with section 79-224 relating to self-management by a student.

Next year, we will review the policy developed by NDHHS and NDE and determine if we will revise Policy 5053 - Self-Management of Diabetes or Asthma/Anaphylaxis.

FAIR Leave Act (Modifying FMLA)

Under the FMLA, if both spouses work for the same employer, they are required to split the (up to) 12 weeks FMLA leave for things like bonding time with a newborn or adopted child or to care for a family member with a serious health condition. The "FAIR Leave Act" introduced in the House would eliminate this restriction. For example, if you employ two teachers who have a newborn, both would be permitted to take up to 12 weeks for bonding time. This bill is separate from what's happening with paid leave in the Unicameral. We will monitor the bill and provide updates, including an updated policy, if it advances.

Children's Online Privacy Protection Rule (COPPA) 2.0

The Federal Trade Commission's 2025 proposed amendments to the Children's Online Privacy Protection Rule (COPPA), AKA "COPPA 2.0," aim to modernize protections for children under 13 based on the changes in the tech world which have occurred since the last amendments to COPPA in 2013. The amendments take effect June 23, 2025. To note, while these amendments do not directly apply to schools, they may impact how schools interact with EdTech companies who provide classroom technologies, resources, and apps.

In the 2024 Notice of Proposed Rulemaking, the FTC proposed codifying a school authorization exception to parental consent and also new definitions of "school" and "school-authorized education purpose." However, in the Final Rule, the FTC chose not to finalize these EdTech-specific amendments which would impact schools. With the possibility of amendments to FERPA in the future, the Commission decided to wait to change any language regarding EdTech and schools within COPPA 2.0. For our schools, this means that the existing interpretation, where schools may consent on behalf of parents for the use of EdTech tools, so long as the information is used exclusively for educational purposes and not for commercial gain, remains in effect. Schools will also see enhanced notices from EdTech companies regarding how data is collected and utilized by these companies. We encourage you to review the notices received.

Because schools utilize technology and software that record a child's voice (e.g., speech to text), one of the new exceptions to parental consent requirements found in COPPA 2.0 is helpful. It allows operators to collect audio files containing a child's voice and no other personal information solely to respond to a child's specific request, provided the file is not used for any other purpose, is not disclosed, and is deleted immediately. Other finalized

revisions include reinforced data minimization standards, which limit the use of persistent identifiers and restrict data collection. The definition of "personal information" has been expanded to include biometric identifiers such as facial recognition data, voiceprints, and fingerprints. Once the law is finalized, we will blog about any specific guidance the FTC may release regarding EdTech and parental consent. If you would like light reading materials to lull you to sleep, the proposed commentary and rule is available here.

KSB Superintendent Evaluation Platform

We are also pleased to announce that the KSB Superintendent Evaluation Platform is now live and available for use. This platform was designed specifically to align with Nebraska law and best practices, offering boards a streamlined, legally sound, and customizable way to conduct superintendent evaluations. Subscribers will be able to access the platform through the KSB portal. We have a summary of the platform's features and a short video about it available here. If you have questions about getting started or would like more information, please don't hesitate to reach out.

CONCLUSION

It is all too easy to adopt policies that look good but that do not actually reflect how the school operates or assist the school in accomplishing its goals. Every year we stress that it is very important to us to give you a working, useful set of policies and a continuing ***policy service***. For our Complete Service subscribers, there is no additional charge for revisions to our policies or consultation about them. Please don't hesitate to contact any of us with questions about the updates or other policies. Our group e-mail address is ksb@ksbschoollaw.com.

Superintendent report - June 2025

Hello, I hope you are enjoying the rain and cooler weather. I don't want to ask to loud for warmer weather, but I would be ok with a little warmer weather. I am sure it will come soon enough.

Mrs. McAbee and I have updated all three handbooks and they are on the board agenda for review. There are not a lot of changes and it is not fully finished as we wait for final changes from the legislative bills. We will present what we have and approve with any other changes at the July board meeting.

The KSB policy updates are on the agenda. This will most likely not be the last of the updates since the legislative session just recently ended. We will tackle the rest next month.

It was voted on recently by conference schools that the conference finances starts each year with a $20,000 balance in checking and savings accounts. If the accounts fall below this amount, then conference schools will kick in the necessary funds to have $20,000 in start up funds. Currently the balance is at $13,745.15 so each school will be responsible to pay $347.49 in August. I can explain more at the meeting if needed.

Personnel updates:
We have filled our Para positions for next year. We will have 3 new paras joining us in the fall. Natalia Viveras will be our Spanish and ELL para, replacing Ana. Annie Rudolph (Wasserman) will be mainly in the MS and HS. And, Brooklyn Kugler will be a new elementary para, mainly in KG.

Teresa Hehnke was the only applicant for our assistant cook position. She has accepted this position. All the cooks will be attending training in Kearney this summer.

Crystal Fox continues to work with Chadron State to begin her Science degree. She scored really well on the Praxis and will find out on June 13th about applying for her temporary certificate. Crystal is going to get her Middle Level Science endorsement and then with her Praxis score she will be able to teach High School. She is currently enrolled in 3 classes this summer.

Building and grounds-
The wall mat installation has been completed but not finished. The cutouts were a little bigger than needed, so they want to paint around the inside of the area. With all the recent rain, I have not had any reports of roof leaks. This is good news

and hopefully I did not just jinx no leaks or getting rain.
With all the recent rains, I rented an aerator and hired Colton Fote to use it on the football field and front lawn. We have been wanting to do this on both areas for a while.

Transportation -
Changes are coming in transportation. Mainly in how inspections are being completed. I plan to meet with Dave Schimonitz soon about the changes.
I recently used the coach bus to transport kids to and from Boy/Girl State. The American Legion rents the bus and pays drivers to take kids from western Nebraska.
I recently visited with Alicia Ekross about driving a route bus. We don't have an opening, but Jim Knothe would like to retire from driving full time. I will keep you posted on the progress of working with Alicia to get licensed.

I will close for now and share the rest on Monday. Thank you for reviewing the policy updates.

I show that it is Molly and Doug Wasserman to look at finances this month.

See you Monday,
Del

Mrs. McAbee
Principal Report
June 5, 2025

Student Activities

Honors Night - Thank you to everyone who attended Honors Night on May 13, 2025. We had a great turnout to celebrate all of the accomplishments of our students,

Music - The Open Mic Night sponsored by Mrs. Peters and the music department was a nice way to end the final week of school for students on the evening of May 15th.

Golf and Track - Congratulations to students who qualified for state track and golf. Track: Noah Coppersmith, Landon Drews, Reece Glinn, Jaleigh Hansen, Natalie Jorgensen, Jakcee Mitchell, Eva Crowley, Cayla Peterson, and Emma Lake. Golf: Ethan Hardin and Tristen Hebblethwaite. Way to go Tigers!

AR Reading Trip - On June 4th, Mr. Dack and Mrs. McAbee took AJ McMillan-Peters, Cale Potter, Bentley Potter and Hynlee Mitchell to Elitch Gardens in Denver as top readers in the AR program this year. Way to go!!

Summer School - Four students in middle school have attended summer school to earn passing grades for their classes. Summer school is held on Monday, Tuesday, and Thursday mornings from 8-12 until all students have enough credit to pass their class. Credit is being earned through Edgenuity courses.

Professional Development

June 12th - School Leaders & Law Conference in Kearney, NE.
June 13th - Prinipendent Day @ ESU in North Platte
July 23-25th - Admin Days in Kearney

Athletic Director's Report
June 2025

Informational
The new girls basketball uniforms have arrived.

Track and Field
The track and field seasons have wrapped up for both our junior high and high school squads. On the junior high side, they wrapped up their regular season at the RPAC West meet in Benkelman on May 12th. The boys came away with a fourth place finish while the girls finished in third place. Addison Holm had an extra meet this season as she qualified for the Nebraska State Junior High Track and Field Championship in Gothenburg on May 17th. Addison finished 15th in the discus as 24th in the 200m Hurdles.

The high school wrapped up their team season at the D-8 District Track and Field Meet in Sutherland on May 14th. The boys finished in seventh place while the girls came away as District Runner-Up. There were several great performances by the Tigers at Districts; however, most notably was Jaleigh Hansen who set two school records at the meet. She broke her own record in the Pole Vault jumping 9'8", and she set a new school record in the 400m Dash with a time of 62.00 seconds. Our State Qualifiers include

- Girls 4x800m Relay consisting of Emma Lake, Natalie Jorgensen, Jaleigh Hansen, Jakcee Mitchell.
- Eva Crowley in the Pole Vault
- Reece Glinn in the Shot Put
- Cayla Peterson in the High Jump
- Noah Coppersmith in the Pole Vault
- Landon Drews in the 1600m and 3200m Runs

Great track meet weather welcomed the Tiger tracksters on May 23rd and 24th in Omaha. On the first day, Jaleigh finished in 12th and Eva finished in 15th in the Pole Vault, Jaleigh, Emma, Natalie, and Jakcee finished in 14th place in the 4x800m Relay, and Landon finished in 10th in the 3200m. On Saturday, Cayla was unable to clear a bar in the High Jump, Reece was our lone medal winner as she finished in 5th place in the Shot Put, Noah finished 21st in the Pole Vault, and Landon finished in 13th place in the 1600m.

Golf
The Tiger Golf team also has wrapped up their season. They finished their regular season at the Sutherland Invite on May 13th, where the team finished in 5th place and was led by Tristen Hebblethwaite who individually placed 8th. At Districts at Lake Maloney on May 19th, the team finished in 5th place, missing out on qualifying as a team by a few shots. However, Ethan Hardin and Tristen Hebblethwaite did qualify as individuals for state. At the State Meet in Columbus on May 28th and 29th, Ethan finished in tied for 46th place and Tristen (who hit a hole-in-one on day 1!) finished in 64th place.