

# **REGULAR MONTHLY MEETING OF THE BOARD OF EDUCATION - AGENDA**

## **Alma Public Schools**

**Monday, June 14, 2021**

- A. Call to Order and announce location of Open Meetings Act Poster
  - 1. Verification of Receipt of Notice, which was published in the Harlan County Journal
  - 2. Roll of Board Members - Excuse absent board members
  - 3. Approval of Consent Agenda
    - a. Minutes from Previous Meetings
    - b. General Financial Report
    - c. Activity Financial Report
  - 4. Review monthly bills submitted
- B. Request to address the Board
- C. Action Items - Discuss, consider, and take all necessary action
  - 1. to review and approve the following policies and wave the second reading of each policy. Required Changes: Policy 1200 – Anti-Harassment; Policy 3132 – Internal Controls; Policy 4003 – Employee Antidiscrimination; Policy 4007 – FMLA forms, Policy 5002 – Disenrollment forms and Affidavit removal, Policy 5401 and 5401z – Equal Opportunity;
  - 2. to review and approve the following existing policies and take action to adopt and/or alter the Student Fees - 5195, Parental Involvement- 6400 & 6410, & Bullying Policy – 5415.
  - 3. to review and approve the 2021-2022 Revised School Calendar.
  - 4. to review and discuss the use of ESSER III funds provided by the Federal Government and take public input.
  - 5. to review and discuss the required Return to School Plan for the next two years and take public input.
  - 6. to approve the use of school facilities for the Tour de Nebraska bike ride on Wednesday, June 16th.

7. to approve changing the nurses at-will contract to a professional contract.

D. Principal's Report

E. Superintendent's Report: Summer Projects, Transportation, State Aid,

F. Next Regular Meeting

G. Adjourn

THE BOARD OF EDUCATION OF THE ALMA SCHOOL DISTRICT NO. 2 WILL DISCUSS, CONSIDER, OR TAKE ACTION ON ALL ISSUES MENTIONED IN THIS AGENDA.

REGULAR MAY 2021 MEETING MINUTES

OF ALMA PUBLIC SCHOOLS

BOARD OF EDUCATION

A meeting of the Alma Public Schools Board of Education was convened in open and public session Monday, May 10, 2021, at 7:00 PM, in the school library. The roll was called and the following Board members were present: Allen Brugh, Brett Hammond, Randy Heckenlively, Kate Hopkins, Nick Simonson, Samantha Stuhmer.

Notice of the meeting was given in advance by publication and/or posted in accordance with the Board approved method for giving notice of meetings. Availability of the agenda was communicated in the publicized notice and a current copy of the agenda is maintained. All proceedings of the Board of Education, except as may be hereinafter noted, were taken while the convened meeting was open to the attendance of the public.

A motion was made by Kate Hopkins and seconded by Brett Hammond to approve the consent agenda which include: minutes of the April meeting and financial reports. After discussion and on roll call vote the Board voted as follows: Yea - Allen Brugh, Brett Hammond, Randy Heckenlively, Kate Hopkins, Nick Simonson, Samantha Stuhmer. Passed

A motion was made by Samantha Stuhmer and seconded by Kate Hopkins to approve the receipts, expenditures, and payment of claims from the General Fund for \$461,008.81, the Lunch Fund for \$21,219.69, and from Activity Fund for \$10,468.40. After discussion and on roll call vote the Board voted as follows: Yea - Allen Brugh, Brett Hammond, Randy Heckenlively, Kate Hopkins, Nick Simonson, Samantha Stuhmer. Passed

A motion was made by Nick Simonson and seconded by Randy Heckenlively to accept the resignation of Sally Lukas. After discussion and on roll call vote the Board voted as follows: Yea - Allen Brugh, Brett Hammond, Randy Heckenlively, Kate Hopkins, Nick Simonson, Samantha Stuhmer. Passed

A motion was made by Samantha Stuhmer and seconded by Kate Hopkins to approve contract for Michael Ford. After discussion and on roll call vote the Board voted as follows: Yea - Allen Brugh, Brett Hammond, Randy Heckenlively, Kate Hopkins, Nick Simonson, Samantha Stuhmer. Passed

A motion was made by Brett Hammond and seconded by Nick Simonson to approve the use of the facilities for a dance recital by Ashley Nissen on June 4-5, 2021. After discussion and on roll call vote the Board voted as follows: Yea - Allen Brugh, Brett Hammond, Randy Heckenlively, Kate Hopkins, Nick Simonson, Samantha Stuhmer. Passed

A motion was made by Randy Heckenlively and seconded by Brett Hammond to adjourn. After discussion and on roll call vote the Board voted as follows: Yea - Allen Brugh, Brett Hammond, Randy Heckenlively, Kate Hopkins, Nick Simonson, Samantha Stuhmer. Passed

DATED Monday, May 10, 2021

HARLAN COUNTY SCHOOL DISTRICT #2,

a/k/a ALMA PUBLIC SCHOOLS

**May 10, 2021 at 6:40 PM - Committee on American Civics**

The semi-annual meeting of Alma Public Schools Committee on American Civics was called to order May 10, 2021, at 6:40 PM, with the following committee members answering roll call: Kate Hopkins, Nick Simonson, and Samantha Stuhmer.

Notice of the meeting was given in advance by publication and/or posted in accordance with the Board approved method for giving notice of meetings. Availability of the agenda was communicated in the publicized notice and a current copy of the agenda is maintained. All proceedings of the Committee were taken while the meeting was open to public attendance.

Minutes from the June 1, 2019, committee meeting were reviewed and approved.

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Internal Board Policy #8153 – Standing Committee on American Civics was discussed and reviewed.

There were no changes recommended.

At 6:52 PM the meeting was adjourned.

Dated Monday May 11, 2021

Harlan County School District #2/Alma Public Schools

<u>General/Money Market/Trans Accts</u>	Receipts	Disburse	Total
05/01/2021 General			\$291,586.08
05/01/2021 Money Market			\$279,522.25
05/01/2021 Transaction			\$10,158.23
Franklin County Treasurer	\$177.01		
Furnas County Treasurer	\$30,174.65		
Harlan County Treasurer	\$675,350.89		
1st State Agency	\$14,325.00		
BCBS - self pay	\$2,597.36		
State Aid	\$140,890.00		
Sp Ed School Age	\$50,945.00		
Sp Ed School Age	\$46,812.00		
ESU #11	\$150.00		
Waggoner Insurance	\$343.00		
interest earned - Transaction Acct	\$0.76		
interest earned - MMA	\$45.34		
interest earned - Gen Fund	\$42.15		
TOTAL RECEIPTS	\$961,853.16		\$1,543,119.72
cks cleared in May		\$461,815.72	\$1,081,304.00
outstanding checks		\$9,971.01	\$1,071,332.99
<b>Certificates of Deposit</b>			\$415,452.99
Balance 05/31/2021			\$1,486,785.98
<b>Bldg/Sinking Fund</b>			
Balance 05/01/2021			\$336,293.97
Franklin County Treasurer	\$14.51		
Furnas County Treasurer	\$2,455.08		
Harlan County Treasurer	\$54,112.58		
interest earned	\$24.54		
Total Receipts	\$56,606.71		
loan payment auto-deduct		\$1,743.45	
1st Natl Bk Omaha #600		\$148,232.35	
Balance 05/31/2021			\$242,924.88
<b>QCPU Fund</b>			
Balance 05/01/2021			\$145,266.51
Franklin County Treasurer	\$4.84		
Furnas County Treasurer	\$818.37		
Harlan County Treasurer	\$18,053.66		
interest earned	\$20.20		
Total Receipts	\$18,897.07		

Balance 05/31/2021			\$164,163.58
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<b><u>Depreciation Fund</u></b>			
Balance 05/01/2021			\$139,641.73
interest earned	\$11.86		
Balance 05/31/2021			\$139,653.59
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<b><u>Lunch Fund</u></b>			
Balance 05/01/2021			\$46,784.17
Total Receipts	\$39,802.93		
cks cleared in May		\$20,790.24	
3 outstanding cks for lunch fund balance		\$429.45	
Balance 05/31/2021			\$65,367.41
<hr/>			
<b><u>Activity Fund</u></b>			
Balance 05/01/2021			\$166,952.33
Receipts	\$28,198.77		
cks cleared in May		\$18,022.59	\$177,128.51
outstanding checks		\$5,528.47	
Balance 05/31/2021			\$171,600.04

Regular; Beginning Month 05/2021; Processing Month 05/2021; Account Type 7; Fund Number 05

**Fund: 05      ACTIVITY FUND**

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
<b>Fund Balance</b>					
05 704 0100	ART	2,980.98	0.00	0.00	2,980.98
05 704 0101	elementary students fund balance	248.40	0.00	0.00	248.40
05 704 0110	COMPUTERS	15,546.97	315.00	145.00	15,376.97
05 704 0113	eSports Club	50.02	0.00	0.00	50.02
05 704 0120	MISCELLANEOUS	2,625.57	3,815.00	1,099.45	(89.98)
05 704 0130	MUSIC SUPPLIES	(799.24)	0.00	244.60	(554.64)
05 704 0131	ELEMENTARY CHOIR	1,987.50	643.45	1,056.00	2,400.05
05 704 0133	DISTRICT MUSIC	1,116.41	0.00	0.00	1,116.41
05 704 0134	BAND PROJECTS	0.00	0.00	0.00	0.00
05 704 0135	CASH BOXES	(500.00)	0.00	0.00	(500.00)
05 704 0140	COURTESY FUND	3,407.31	144.98	0.00	3,262.33
05 704 0141	WOW	670.17	0.00	0.00	670.17
05 704 0142	CIRCLE OF FRIENDS	628.43	0.00	0.00	628.43
05 704 0143	CHRISTMAS DONATION	(834.35)	0.00	0.00	(834.35)
05 704 0144	RESOURCE	928.02	0.00	0.00	928.02
05 704 0145	LUEDKE MEMORIAL	2,841.73	0.00	0.00	2,841.73
05 704 0160	INDUSTRIAL ARTS	167.15	0.00	1,311.22	1,478.37
05 704 0161	FFA SCHOLARSHIP	14,342.43	0.00	0.00	14,342.43
05 704 0165	FUTURE FARMS OF AMERICA	40,382.65	1,618.37	4,357.98	43,122.26
05 704 0170	STUDENT COUNCIL	9,627.69	2,335.74	1,910.13	9,202.08
05 704 0180	FACULTY-STAFF	421.88	0.00	0.00	421.88
05 704 0190	DISTANCE LEARNING COURSES	18.00	0.00	0.00	18.00
05 704 0218	CLASS OF 2018	243.89	0.00	0.00	243.89
05 704 0219	CLASS OF 2019	119.35	0.00	0.00	119.35
05 704 0220	CLASS OF 2020	0.00	0.00	0.00	0.00
05 704 0221	CLASS OF 2021	827.31	653.50	690.00	863.81
05 704 0222	CLASS OF 2022	1,785.23	259.34	75.00	1,600.89
05 704 0223	CLASS OF 2023	3,187.31	0.00	0.00	3,187.31
05 704 0224	CLASS OF 2024	2,406.90	0.00	0.00	2,406.90
05 704 0240	PLATE FUND	251.19	0.00	0.00	251.19
05 704 0250	ANNUAL/YEARBOOK	2,750.97	0.00	0.00	2,750.97
05 704 0251	PICTURES	5,677.15	0.00	325.00	6,002.15
05 704 0260	HOME EC/CONS ED	1,991.14	0.00	0.00	1,991.14
05 704 0265	COOKIE SALES	2,674.38	0.00	0.00	2,674.38
05 704 0270	BOOK/SOFTWARE ORDERS	6,526.65	0.00	11.14	6,537.79
05 704 0271	GENERAL MILLS BOX TOPS	4,994.61	0.00	26.10	5,020.71
05 704 0280	FIELD TRIPS	41.42	186.75	0.00	(145.33)
05 704 0300	ATHLETICS	2,991.46	4,360.72	3,144.00	1,774.74
05 704 0301	FOOTBALL	2,139.88	0.00	0.00	2,139.88
05 704 0302	VOLLEYBALL	4,720.84	0.00	10,147.00	14,867.84
05 704 0303	BOYS BASKETBALL	267.13	0.00	0.00	267.13
05 704 0304	GIRLS BASKETBALL	4,355.71	0.00	0.00	4,355.71
05 704 0305	CROSS COUNTRY	266.48	0.00	0.00	266.48
05 704 0306	TRACK	635.12	0.00	966.00	1,601.12
05 704 0307	WRESTLING	183.28	0.00	0.00	183.28
05 704 0308	GOLF	(798.53)	0.00	0.00	(798.53)
05 704 0309	JR. HIGH SPORTS	(720.00)	0.00	0.00	(720.00)
05 704 0400	CHEERLEADERS	2,503.11	2,472.00	2,375.75	2,406.86
05 704 0500	NAT'L HONOR SOCIETY	475.80	0.00	0.00	475.80
05 704 0550	MILK MACHINE	3,201.89	114.00	329.00	3,416.89
05 704 0600	QUIZ BOWL	1,334.32	0.00	0.00	1,334.32
05 704 0940	SCHOOL CLIMATE COMMITTEE	404.59	0.00	0.00	404.59

Regular; Beginning Month 05/2021; Processing Month 05/2021; Account Type 7; Fund Number 05

<b>Fund: 05</b>	<b>ACTIVITY FUND</b>	<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
05 704 0950	SCHOLARSHIP FUND	1,211.50	0.00	0.00	1,211.50
05 704 0970	WEIGHT ROOM	985.11	0.00	0.00	985.11
05 704 0971	DEPOSITS WEIGHT ROOM USE	4,620.00	0.00	0.00	4,620.00
05 704 0980	MATH/SCIENCE CLUB	15.00	0.00	0.00	15.00
05 704 0990	SPEECH	(1,463.62)	150.00	150.00	(1,463.62)
05 704 0991	DRAMA	3,641.23	0.00	0.00	3,641.23
Total:	Fund Balance	160,305.52	17,068.85	28,363.37	171,600.04
Total:	05	160,305.52	17,068.85	28,363.37	171,600.04

Check #	Payee	June 2021 General Fund	Description	Check List	Amount
31109	ALMA SCHOOL LUNCH FUND		Athletic Banquet, Friday AM mtgs		50.45
31110	Apptegy, Inc.		Thrillshare		4,400.00
31111	Bamford, Inc.		sprinkler system repair		250.00
31112	BERNIE JONES AUTO LLC		vac drive belt		26.99
31113	BLICK ART MATERIALS		art supplies		503.16
31114	C H S / AGRI SERVICE CENTER		Apr, May charges		3,698.01
31115	CITY OF ALMA		water, sewer, gas, trash		2,967.50
31116	CLASSIC SPORTSWEAR & AWARDS		music letter awards		171.43
31117	COACH MASTER'S, INC		coach bus repair		1,829.08
31118	COMFORT INN & SUITES - OMAHA		State Track		445.00
31119	DANA F COLE & CO.		cafeteria plan admin mo fee		65.00
31120	DAS STATE ACCTING		semi-annual payment		1,680.95
31121	EAKES OFFICE PRODUCTS		DocMgt + requisition supplies		1,408.69
31122	ECOLAB PEST ELIM DIVISION		pest control		84.26
31123	EDUCATIONAL SERVICE UNIT #11		3rd Qtr Sp Ed pmt		26,243.71
31124	EDUCATIONAL SERVICE UNIT 10		Deaf Education		219.48
31125	FLINN SCIENTIFIC INC		preserved cat, skinned		165.10
31126	FOLLETT		Saxon math		1,730.70
31127	FRITZ'S MEAT		Atheltic Banquet		236.94
31128	FRONTIER		2 mos land lines		1,163.90
31129	FUN EXPRESS LLC		Summer School candy, totes		161.15
31130	HYTEK-Global Payments, Inc.		Track program upgrade		474.00
31131	GOPHER SPORT		FloormarX, floor tape		88.68
31132	HARCO ATHLETIC		helmet refurbish, upgrade, check		2,131.00
31133	HARLAN COUNTY JOURNAL		notices, publications, advertising		142.90
31134	HOGELANDS MARKET		May charges		219.22
31135	HOLDREGE AUTO PARTS, INC		trimmer line		55.93
31136	HOLDREGE ELECTRIC		kiln repair		317.16
31137	HOLDREGE SOFT WATER SERVICE		47 40# bags of salt		446.50
31138	The Home Depot Pro		vac bags, roll towels, foot pedal		617.29
31139	HOMETOWN LEASING		copier lease pmt		2,473.04
31140	J.W. PEPPER & SON, INC		Elem music supplies		244.87
31141	LAKESHORE LEARNING MATERIALS		kdgtn supplies		286.21
31142	LANDMARK IMPLEMENT INC		2014 bus repair		832.07
31143	LONG ISLAND REDI-MIX LLC		repairs at athletic field		92.69
31144	MADISON NATIONAL LIFE		prepaid retiree life insurance		11.60
31145	MAIN STREET VARIETY		retirement party		24.45
31146	MATHESON TRI-GAS, INC.		gases, haz mat fee, requisitions		894.23
31147	MENARDS STORE #3200		push mower, swivel casters		207.95
31148	MIDWEST TURF & IRRIGATION		sprinkler parts		645.91
31149	NE ASSN OF SCHOOL BOARDS		school law conference		310.00
31150	NEBRASKA PUBLIC POWER DISTRICT		electricity		4,144.74
31151	NEBRASKA/CENTRAL EQUIPMENT, INC.		2011-b bus repair		92.15
31152	NORTHWEST EVALUATION ASSOCIATION		MAP Growth K-12 (25@\$12.50)		312.50
31153	PROTEX CENTRAL INC		Ansul fusible link (2)		27.00
31154	RAPIDS		kitchen timer, peg rack		50.02
31155	RASMUSSEN MECHANICAL SERVICES		compressor repair old AC SW bldg		1,095.25
31156	REALLY GOOD STUFF, LLC		letter reversal Gumball		19.99
31157	RIDDELL / ALL AMERICAN SPORTS CORP.		12 ankle braces, 22 girdles		644.60
31158	S & S WORLDWIDE		9x12 brown construction paper		74.00
31159	S & W AUTO PARTS, INC		socket, wrench		13.18
31160	SAFEGUARD BUSINESS SYSTEMS, INC		Activity Fund receipts		294.59
31161	SCHOOL HEALTH CORPORATION		health supplies		243.48
31162	SCHOOL NURSE SUPPLY, INC		health supplies		521.68
31163	SCHOOL SPECIALTY LLC		ESUCC - requisitions		960.89
31164	SCOTT ELECTRIC		laminating film		284.75

31165	SIMS SHOP EZ	June 2021 General Fund Check Register	279.95
31166	Stage Partners	One Act script + royalties	400.00
31167	STAPLES	ESUCC - requisitions	123.85
31168	TRUSTWORTHY HARDWARE	glue, clamp, bit, outlet covers	13.72
31169	U.S.CELLULAR	Bruce's cell phone	160.10
31170	US BANK	requisitions, conference, misc	4,808.13
31171	VAN DIEST SUPPLY COMPANY	Essential Plus 1-0-1 Biostim	550.00
31172	WAGGONER INSURANCE AGENCY	Qtrly billing less credits	20,850.25
31173	WOODWARD'S DISPOSAL SVC, INC	annual fee doc destruction	240.00
31174	YANDAS MUSIC	athletic field sound system upgrade	1,624.40
60121	FIRST STATE BANK - ACH	monthly ACH fee	35.00
		sub-total	<u>95,881.42</u>
	Payroll		<u>370,053.56</u>
			<u><u>465,934.98</u></u>

Harlan County School District#2

06/09/2021 1:36 PM

Check Register by Type  
Posted; Processing Month 06/2021

Payee Type: Deduction Check Type: Automatic Payment Checking Account ID: 1

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name
61499	####				EFTPS	ELECTRONIC FEDERAL TAX PAYMENT SYSTEM
61500	####				EFTPS	ELECTRONIC FEDERAL TAX PAYMENT SYSTEM

Checking Account ID: 1 Void Total: 0.00 Total without Voids:

Payee Type: Deduction Check Type: Automatic Payment Checking Account ID: 6

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name
61498	####				EFTPS	ELECTRONIC FEDERAL TAX PAYMENT SYSTEM

Checking Account ID: 6 Void Total: 0.00 Total without Voids:

Check Type Total: Automatic Payment Void Total: 0.00 Total without Voids:

Payee Type: Deduction Check Type: Check Checking Account ID: 1

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name
31098	####				AFLAC	AFLAC
31099	####				BANNERCAPI	BANNER CAPITAL BANK
31100	####				BLUECROS	Blue Cross and Blue Shield of Nebraska
31101	####				125PLAN	EMPLOYEE 125 PLAN
31102	####				HCEALTH	HARLAN COUNTY HEALTH FOUNDATION
31103	####				KANSASCIT	KANSAS CITY LIFE - LTD
31104	####				MADISONNA	MADISON NATIONAL LIFE
31105	####				MGTRUSTCO	MG TRUST COMPANY
31106	####				SITNE	NEBRASKA DEPARTMENT OF REVENUE
31107	####				RET	NEBRASKA SCHOOL RETIREMENT SYS
31108	####				VSP	VISION SERVICE PLAN
31176	####				RET	NEBRASKA SCHOOL RETIREMENT SYS

Checking Account ID: 1 Void Total: 0.00 Total without Voids:

Payee Type: Deduction Check Type: Check Checking Account ID: 6

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name
1993	####				KANSASCIT	KANSAS CITY LIFE - LTD
1994	####				SITNE	NEBRASKA DEPARTMENT OF REVENUE
1995	####				RET	NEBRASKA SCHOOL RETIREMENT SYS
1996	####				VSP	VISION SERVICE PLAN

Checking Account ID: 6 Void Total: 0.00 Total without Voids:

Check Type Total: Check Void Total: 0.00 Total without Voids:

Payee Type Total: Deduction Void Total: 0.00 Total without Voids:

Payee Type: Employee Check Type: Check Checking Account ID: 1

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name
31175	####				SCHEMDAWN	DAWN SCHEMPER

Checking Account ID: 1 Void Total: 0.00 Total without Voids:

Check Type Total: Check Void Total: 0.00 Total without Voids:

Payee Type: Employee Check Type: Direct Deposit Checking Account ID: 1

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name
61425	####				ADAMJESSE	Jesse Adams
61426	####				HARRILISA	LISA HARRISON
61427	####				JORGECLIF	CLIFF JORGENSEN
61428	####				SCHEMSABR	SABRINA SCHEMPER
61429	####				SNYDHALL	HALLIE SNYDER
61430	####				ALBINCHRI	CHRISTENA ALBIN
61431	####				BELLCORI	CORINNE BELL
61432	####				BELLMICH	MICHAEL BELL
61433	####				BISBETHOM	THOMAS BISBEE
61434	####				BISKUBRIT	BRITTNEY BISKUP
61435	####				BLANKKATR	KATRINA BLANK
61436	####				BRANDSTEP	Stephanie Brandyberry

Harlan County School District#2

06/09/2021 1:36 PM

Check Register by Type  
Posted; Processing Month 06/2021

Payee Type: Employee Check Type: Direct Deposit Checking Account ID: 1

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name
61437	####				BRUGHMADA	MADALYN BRUGH
61438	####				BRUGHOTHER	THERESA BRUGH
61439	####				BRUMMMIKE	MIKE BRUMMER
61440	####				CHRISJENN	JENNA CHRISTENSEN
61441	####				CHRISNORA	NORA CHRISTENSEN
61442	####				COXKRIS	KRISTA COX
61443	####				CRAWFHEAT	HEATHER CRAWFORD
61444	####				CROOKALEE	ALEECE CROOKER
61445	####				DAVISCART	CARTER DAVIS
61446	####				DAVISJON	JON DAVIS

61447	####	DIETZJUDY	JUDY DIETZ
61448	####	DIETZJULI	JULIE DIETZ
61449	####	DREIFVICT	VICTORIA DREIFURST
61450	####	EHRKEMARG	MARGARET EHRKE
61451	####	ELLISBENJ	BENJAMIN ELLIS
61452	####	FELIXJESU	JESUS FELIX
61453	####	FISCHMELA	MELANIE FISCHER
61454	####	FLEISDAVI	DAVID FLEISCHMANN
61455	####	FRASIKAMI	KAMI FRASIER
61456	####	FRECKISAA	ISAAC FRECKS
61457	####	FRITZMICH	MICHELLE FRITZ
61458	####	GUTHRJENN	JENNI GUTHRIE
61459	####	HAGEMATT	MATTHEW HAGEMAN
61460	####	HAYSASHL	ASHLEY HAYS
61461	####	HOWSDJESS	JESSICA HOWSDEN
61462	####	HOWSDTYRE	TYRELL HOWSDEN
61463	####	JOHNSBREN	BRENDAN JOHNSEN
61464	####	KAHRSJANE	JANET KAHRS
61465	####	KERMMLAUR	LAURIE KERMMOADE
61466	####	KINGCYNT	CYNTHIA KING
61467	####	LONGBARBA	BARBARA LONG
61468	####	LOWEANNE	ANNETTE LOWE
61469	####	LUKASSALL	SALLY LUKAS
61470	####	LYNCHJEFF	JEFFREY LYNCH
61471	####	MAHALCHRI	CHRIS MAHALEK
61472	####	MAMOTJAMI	JAMIE MAMOT
61473	####	MELTODIAN	DIANNA MELTON
61474	####	MROCCHAR	CHARLOTTE MROCZEK
61475	####	OLSONKARE	KAREN OLSON
61476	####	PFEILAMAN	AMANDA PFEIL
61477	####	RADILMARY	MARY RADIL
61478	####	RINGBRUC	BRUCE RING
61479	####	RITTEDALE	DALE RITTER
61480	####	RITTEKIMB	KIMBERLY RITTER
61481	####	ROBISBENJ	BENJAMIN ROBISON
61482	####	RUSSEREDO	ReDonna Russell
61483	####	SCHEMDAWN	DAWN SCHEMPER
61484	####	SCHLUMARY	MARY SCHLUNTZ
61485	####	SCHMILYNS	LYNSE SCHMIDT
61486	####	SCHONALEX	ALEX SCHONEMAN
61487	####	SCHULJODI	JODIE SCHULLER
61488	####	SIEBEAMAN	AMANDA SIEBELS
61489	####	SIMONMELI	MELISSA SIMONSON
61490	####	STOTTCOUR	COURTNEY STOTTLER
61491	####	WALDOMELI	MELISSA WALDO
61492	####	WALKERICK	RICKY WALKER
61493	####	WELLSTAMM	TAMMY WELLS
61494	####	WHITNTERE	TERESA WHITNEY
61495	####	WILHEJEFF	JEFFREY WILHELM

Harlan County School District#2

**Check Register by Type**

06/09/2021 1:36 PM

Posted; Processing Month 06/2021

<b>Payee Type:</b>	<b>Employee</b>	<b>Check Type:</b>	<b>Direct Deposit</b>	<b>Checking Account ID:</b>	<b>1</b>
Check Number	Check Date	Cleared	Void	Void Date	Entity Name
61496	####				WOLFEMART
	Checking Account ID:	1			Entity Name
					MARTHA WOLFE
				Void Total:	0.00
					Total without Voids:

<b>Payee Type:</b>	<b>Employee</b>	<b>Check Type:</b>	<b>Direct Deposit</b>	<b>Checking Account ID:</b>	<b>6</b>
Check Number	Check Date	Cleared	Void	Void Date	Entity Name
61421	####				DUNSEAMAN
61422	####				LUEKIANIT
61423	####				ORCUMART
61424	####				WHETSKATH
	Checking Account ID:	6			Entity Name
	Check Type Total:	Direct Deposit			Void Total:
	Payee Type Total:	Employee			0.00
				Void Total:	0.00
					Total without Voids:

<b>Payee Type:</b>	<b>Vendor</b>	<b>Check Type:</b>	<b>Check</b>	<b>Checking Account ID:</b>	<b>1</b>
Check Number	Check Date	Cleared	Void	Void Date	Entity Name
31109	####				LUNCH
31110	####				APPTTEGY
31111	####				BAMFORD
31112	####				BERNIEJON
31113	####				BLICK
31114	####				CHS
					Entity Name
					ALMA SCHOOL LUNCH FUND
					Appteqy, Inc.
					Bamford, Inc.
					BERNIE JONES AUTO LLC
					BLICK ART MATERIALS
					C H S / AGRI SERVICE CENTER

31115	####	CITYALMA	CITY OF ALMA
31116	####	CLASSIC	CLASSIC SPORTSWEAR & AWARDS
31117	####	COACHMASTE	COACH MASTER'S, INC
31118	####	COMFINN	COMFORT INN & SUITES - OMAHA
31119	####	DANAFCOLE	DANA F COLE & CO.
31120	####	DASSTATE	DAS STATE ACCTING - CENTRAL FINANCE
31121	####	EAKES	EAKES OFFICE PRODUCTS
31122	####	ECOLAB	ECOLAB PEST ELIM DIVISION
31123	####	ESU11	EDUCATIONAL SERVICE UNIT #11
31124	####	ESU10	EDUCATIONAL SERVICE UNIT 10
31125	####	FLINN	FLINN SCIENTIFIC INC
31126	####	FOLLETTSC	FOLLETT
31127	####	FRITMEAT	FRITZ'S MEAT
31128	####	FRONTIER	FRONTIER
31129	####	FUNEXPRES	FUN EXPRESS LLC
31130	####	HYTEK	Global Payments, Inc.
31131	####	GOPHER	GOPHER SPORT
31132	####	HARCOATHL	HARCO ATHLETIC RECONDITIONING, INC
31133	####	HARCOJOU	HARLAN COUNTY JOURNAL
31134	####	HOGELAND	HOGELANDS MARKET
31135	####	HOLDAUTO	HOLDREGE AUTO PARTS, INC
31136	####	HOLDREGEE	HOLDREGE ELECTRIC
31137	####	HOLDSOFT	HOLDREGE SOFT WATER SERVICE
31138	####	HOMEDEPOT	The Home Depot Pro
31139	####	HOMETOWN	HOMETOWN LEASING
31140	####	PEPPER	J.W. PEPPER & SON, INC
31141	####	LAKESHOR	LAKESHORE LEARNING MATERIALS
31142	####	LANDMARKI	LANDMARK IMPLEMENT INC
31143	####	LONGISLAN	LONG ISLAND REDI-MIX LLC
31144	####	MADISONNA	MADISON NATIONAL LIFE
31145	####	MAINSTREE	MAIN STREET VARIETY
31146	####	MATHLIN	MATHESON TRI-GAS, INC.
31147	####	MENARDS	MENARDS STORE #3200
31148	####	MIDWTURF	MIDWEST TURF & IRRIGATION
31149	####	NASB	NE ASSN OF SCHOOL BOARDS
31150	####	NPPD	NEBRASKA PUBLIC POWER DISTRICT
31151	####	NECENTRA	NEBRASKA/CENTRAL EQUIPMENT, INC.

Harlan County School District#2

**Check Register by Type**

06/09/2021 1:36 PM

Posted; Processing Month 06/2021

Payee Type:	Vendor	Check Type:	Check	Checking Account ID:	1			
Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name		
31152	####				NWEA	NORTHWEST EVALUATION ASSOCIATION		
31153	####				PROTEX	PROTEX CENTRAL INC		
31154	####				RAPIDS	RAPIDS		
31155	####				RASMUSSE	RASMUSSEN MECHANICAL SERVICES		
31156	####				REALGOOD	REALLY GOOD STUFF, LLC		
31157	####				RIDDELL	RIDDELL / ALL AMERICAN SPORTS CORP.		
31158	####				SSWORL	S & S WORLDWIDE		
31159	####				SW	S & W AUTO PARTS, INC		
31160	####				SAFEGUARD	SAFEGUARD BUSINESS SYSTEMS, INC		
31161	####				SCHOOHEAL	SCHOOL HEALTH CORPORATION		
31162	####				SCHONURS	SCHOOL NURSE SUPPLY, INC		
31163	####				SCHOOLSPE	SCHOOL SPECIALTY LLC		
31164	####				SCOTTELEC	SCOTT ELECTRIC		
31165	####				SIMSSHOPEZ	SIMS SHOP EZ		
31166	####				STAGEPART	Stage Partners		
31167	####				STAPLES	STAPLES		
31168	####				TRUSTWORTH	TRUSTWORTHY HARDWARE		
31169	####				USCELLULA	U.S.CELLULAR		
31170	####				USB	US BANK		
31171	####				VANDIEST	VAN DIEST SUPPLY COMPANY		
31172	####				WAGGINSU	WAGGONER INSURANCE AGENCY		
31173	####				WOODWARDS	WOODWARD'S DISPOSAL SVC, INC		
31174	####				YANDAS	YANDAS MUSIC		
60121	####				FSBACH	FIRST STATE BANK - ACH		
				Checking Account ID:	1	Void Total:	0.00	Total without Voids:

Payee Type:	Vendor	Check Type:	Check	Checking Account ID:	6	
Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name
1997	####				ARAMARK	aramark
1998	####				DFADAIRY	DFA Dairy Brands Corporate, LLC
1999	####				HOGELAND	HOGELANDS MARKET
2000	####				PARENTOF	Parent or Guardian of:

2001

####

USFOODS

US Foods, Inc.

Checking Account ID:

6

Void Total:

0.00

Total without Voids:

Check Type Total:

Check

Void Total:

0.00

Total without Voids:

Payee Type Total:

Vendor

Void Total:

0.00

Total without Voids:

Grand Total:

Void Total:

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Total without Voids:

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---

57,863.57

Check Amount  
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700.30

58,563.87

Check Amount

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64,465.29

1,189.54

205.00

1,084.42

302.75

3,765.00

8,897.28

49,581.51

570.88

98.77

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138,047.35

Check Amount

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47.15

767.72

22.65

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854.71

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Check Amount

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414.91

414.91

Check Amount

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4,343.26

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Page: 2

Check Amount

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925.16

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915.79

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512.54  
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830.50  
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701.92  
405.98  
Page: 3  
User ID: DEM

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92.69  
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24.45  
894.23  
207.95  
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310.00  
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92.15

Page: 4  
User ID: DEM

Check Amount

312.50  
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960.89  
284.75  
279.95  
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123.85  
13.72  
160.10  
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240.00  
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35.00

95,881.42

Check Amount

55.04  
736.83  
429.48  
253.65

735.18

2,210.18

98,091.60

98,091.60

472,830.15

Lunch Fund June 2021

<u>Check #</u>	<u>Payee</u>	<u>Description</u>	<u>Check Amount</u>
1997	aramark	laundry service	55.04
1998	DFA Dairy Brands Corporate, LLC	milk products	736.83
1999	HOGELANDS MARKET	May charges	429.48
2000	Sally Lukas	refund lunch balance	253.65
2001	US Foods, Inc.	foods, sanitizer, detergent	<u>735.18</u>
		sub-total	<u>2,210.18</u>
	Payroll		<u>4,684.99</u>
		TOTAL	<u><u>6,895.17</u></u>

**Invoice Listing - Summary**

Posted - All; Batch Description MAY 2021 ACTIVITY FUND EXPENSES; Processing Month 05/2021

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Check Date</u>	<u>Checking Account ID</u>	<u>Check Number</u>	<u>CC:</u>	<u>Invoice Amount</u>
LUNCH	ALMA SCHOOL LUNCH FUND	051021	Cargill chad test prep meals	05/10/2021	05/10/2021	5	18563		545.00
LUNCH	ALMA SCHOOL LUNCH FUND	051021a	cookies jv golf & hospitality var track	05/10/2021	05/10/2021	5	18567		149.79
AURORA	AURORA PUBLIC SCHOOLS	050321	Aurora jh track meet entry	05/03/2021	05/03/2021	5	18546		30.00
AWARDS	AWARDS UNLIMITED	45349	stickers for medals, plates for plaques	04/29/2021	05/13/2021	5	18574		209.21
BERTRAND	BERTRAND PUBLIC SCHOOL	050721	Bertrand var golf meet entry	05/07/2021	05/07/2021	5	18560		50.00
CARGILL	Cargill Consulting, Inc.	OK-184a	chad test prep 109 students @\$30 each	04/08/2021	05/10/2021	5	18562		3,270.00
CWD	CASH-WA DISTRIBUTING	12873376	milk for vending machine	04/09/2021	05/04/2021	5	18552		57.00
CWD	CASH-WA DISTRIBUTING	12891788	milk for vending machine	04/23/2021	05/04/2021	5	18552		57.00
CWD	CASH-WA DISTRIBUTING	12891789	candy, popcorn for concessions	04/23/2021	05/05/2021	5	18555		421.27
CHAMPION	CHAMPION TEAMWEAR	11255340	cheerleader jackets	04/08/2021	05/13/2021	5	18573		268.00
CHESTER	CHESTERMAN CO	10549075	pop for vending machine	04/08/2021	05/07/2021	5	18559		(6.60)
CHESTER	CHESTERMAN CO	2543001	pop for vending machine	04/07/2021	05/07/2021	5	18559		145.60
CHESTER	CHESTERMAN CO	2543003	pop for concessions	04/07/2021	05/07/2021	5	18559		966.00
CHESTER	CHESTERMAN CO	2753867	pop for vending machine	04/14/2021	05/07/2021	5	18559		161.00
CHESTER	CHESTERMAN CO	2753962	pop for vending machine	04/21/2021	05/07/2021	5	18559		230.00
CNFL	CNFL-SPEECH	406038a	corrected check for Franklin speech meet	01/30/2021	05/05/2021	5	18553		150.00
COMPHARD	COMPUTER HARDWARE, INC	139709	computer repair-Logan Shriver	04/02/2021	05/05/2021	5	18556		125.00
COMPHARD	COMPUTER HARDWARE, INC	139716	computer repair-Nolan Hock	04/02/2021	05/05/2021	5	18556		125.00
DEVOLL	DeVoll, K.C.	051721	refund on K. DeVoll computer charger	05/17/2021	05/17/2021	5	18580		30.00
DRAGONFLY	DRAGONFLY DESSERT	051821	cookies for King retirement	05/18/2021	05/18/2021	5	18581		115.50
EDGERTON	EDGERTON EXPLORIT CENTER	050321	Pfeil field trip-math students	05/03/2021	05/04/2021	5	18550		72.00
FSB	FIRST STATE BANK	051721	cash for state track	05/17/2021	05/17/2021	5	18576		489.00
FSB	FIRST STATE BANK	052421	cash for state golf meet	05/24/2021	05/24/2021	5	18583		288.00
FLOWPAT	FLOWER PATCH	11955	memorial arrangement-Henry	05/04/2021	05/04/2021	5	18547		29.48
FLOWPAT	FLOWER PATCH	12112	graduation/senior flowers	05/12/2021	05/13/2021	5	18572		653.50
FRANKLIN	FRANKLIN PUBLIC SCHOOL	043021	Franklin var golf meet entry	04/30/2021	05/10/2021	5	18564		50.00
FRITMEAT	FRITZ'S MEAT	29219	meat for concessions	05/04/2021	05/05/2021	5	18554		331.68
FRITMEAT	FRITZ'S MEAT	4800	youth choir banquet items	05/12/2021	05/17/2021	5	18578		67.45
GONE	GONE LOGO	31635	love my team-cheer tshirts	04/28/2021	05/10/2021	5	18565		232.00
GOTHENBURG	GOTHENBURG HIGH SCHOOL	051321	jh state track meet in Gothenburg	05/13/2021	05/13/2021	5	18575		21.00
GICC	GRAND ISLAND CENTRAL CATHOLIC	C-4	district golf entry	05/14/2021	05/17/2021	5	18577		130.00
HCMP	HARLAN COUNTY MEAT PROCESSORS	042021	meat for FFA banquet	04/20/2021	05/03/2021	5	18543		225.00
HOGELAND	HOGELANDS MARKET	0007	items state FFA supper	04/08/2021	05/04/2021	5	18548		64.06
HOGELAND	HOGELANDS MARKET	0227	brisket for prom dinner	04/09/2021	05/04/2021	5	18548		121.15
HOGELAND	HOGELANDS MARKET	041321	buns jh track concessions	04/13/2021	05/04/2021	5	18548		5.25
HOGELAND	HOGELANDS MARKET	042021	items for FFA banquet	04/20/2021	05/04/2021	5	18548		16.78
HOGELAND	HOGELANDS MARKET	042521	items for FFA plant sale lunch	04/25/2021	05/04/2021	5	18548		51.97

**Invoice Listing - Summary**

Posted - All; Batch Description MAY 2021 ACTIVITY FUND EXPENSES; Processing Month 05/2021

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Check Date</u>	<u>Checking Account ID</u>	<u>Check Number</u>	<u>CC:</u>	<u>Invoice Amount</u>
HOGELAND	HOGELANDS MARKET	0598	punch for prom	04/08/2021	05/04/2021	5	18548		65.73
HOGELAND	HOGELANDS MARKET	0862	buns, cheese- jh track concessions	04/13/2021	05/04/2021	5	18548		74.94
HOGELAND	HOGELANDS MARKET	1521	items for FFA banquet	04/19/2021	05/04/2021	5	18548		248.75
HOGELAND	HOGELANDS MARKET	1780	chips for FFA banquet	04/22/2021	05/04/2021	5	18548		19.66
HOGELAND	HOGELANDS MARKET	2407	items for FFA banquet	04/20/2021	05/04/2021	5	18548		8.39
HOGELAND	HOGELANDS MARKET	7560	butter, paper products, etc. for prom	04/09/2021	05/04/2021	5	18548		35.01
HOGELAND	HOGELANDS MARKET	7832	overcharge on FFA banquet items	04/19/2021	05/04/2021	5	18548		(8.00)
KAUKH	Kauk, Heidi	051721	refund E Millard computer charger	05/17/2021	05/17/2021	5	18579		35.00
KENESAW	KENESAW PUBLIC SCHOOL	051021	district track entry	05/10/2021	05/10/2021	5	18568		100.00
LANHAM	LANHAM, MIKE	050621	hs track starter	05/06/2021	05/06/2021	5	18557		200.00
LINCSALTD	Lincoln Saltdogs	051921	elementary yourth choir	05/19/2021	05/21/2021	5	18582		576.00
NFFA	NATIONAL FUTURE FARMS OF AMERICA	227152	various FFA plaques, pins	04/13/2021	05/03/2021	5	18544		395.34
NFFA	NATIONAL FUTURE FARMS OF AMERICA	228439	FFA american degree frame w/ mat	04/20/2021	05/03/2021	5	18544		240.00
NFFA	NATIONAL FUTURE FARMS OF AMERICA	229235	FFA top fruit sales plaque	04/27/2021	05/03/2021	5	18544		19.50
NCA	NE COACHES ASSOCIATION	052621	NCA memberships & coaches clinic	05/26/2021	05/26/2021	5	18584		770.00
NAEA	NEBRASKA AG ED ASSN.	042821	renewal fees for Ben Robison	04/28/2021	05/03/2021	5	18545		235.00
NSAA	NEBRASKA SCHOOL ACTIVITIES ASSN.	051021	2020-21 activities membership	05/10/2021	05/10/2021	5	18566		1,050.00
RPAC	RPAC	042821	ACT medals	04/28/2021	05/11/2021	5	18570		5.72
SOUTHVAL	SOUTHERN VALLEY SCHOOL	050621	Southern Valley var golf meet entry	05/06/2021	05/07/2021	5	18558		55.00
SOUTHVAL	SOUTHERN VALLEY SCHOOL	051021	Southern Valley jh track meet entry	05/10/2021	05/10/2021	5	18561		50.00
STUHR	STUHR MUSEUM	051121	1st grade field trip	05/11/2021	05/11/2021	5	18569		114.75
THULINT	THULIN, TERRY	052721	lunch for RPAC Executive meeting	05/27/2021	05/27/2021	5	18585		713.00
TRUSTWORTH	TRUSTWORTHY HARDWARE	49031	supplies for prom decorating	03/30/2021	05/03/2021	5	18542		37.45
TRUSTWORTH	TRUSTWORTHY HARDWARE	49154	supplies for greenhouse	04/24/2021	05/03/2021	5	18542		93.92
UNIVERSAL	VARSITY BRANDS HOLDING CO, INC	10693414a	cheer camp	03/30/2021	05/12/2021	5	18571		1,972.00

Report Total: 17,054.25

James B. Gessford  
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Gregory H. Perry  
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Joshua J. Schauer\*  
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Justin J. Knight\*\*\*  
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R.R. Perry (1917-1999)  
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**PERRY, GUTHERY, HAASE & GESSFORD, P.C., L.L.O.**

## MEMORANDUM

To: Greg Barnes, ESU 11 Administrator  
From: Perry Law Firm  
Date: May 28, 2021  
RE: School District Annual Policy Service Update

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The Nebraska Legislature adjourned on May 27th. This session involved several legislative bills that will require policy changes, as discussed in this memo. In addition, new federal and state auditing guidelines and procedures will require updates to school policies in certain areas. Finally, we have included several other policies that school districts may consider adopting, based upon scenarios that have occurred over the past year or so.

### A. REQUIRED POLICY UPDATES

- 1. Policy 1200 – Anti-Harassment** – Due to the enactment of LB 451, and to be consistent across policies, we have added the new non-discriminatory references to the general anti-harassment policy.
- 2. Policy 3132 – Internal Controls** – NDE’s “Fiscal Desk Reviews” have started asking for each District’s “written Internal Controls and Policies and Procedures,” pursuant to 2 C.F.R. § 200.303, et seq. Policy 3132 includes those required policies and procedures.
- 3. Policy 4003 and Attachments – Employee Antidiscrimination** – LB 451 adds protections under the Nebraska Fair Employment Practice Act with regard to race and hairstyles. Policy 4003 and its attachments are updated to reflect this change in the law.
- 4. Attachments to Policy 4007 – (FMLA)** – The United States Department of Labor updated its Family and Medical Leave Act forms. To that end, the updated FMLA forms can replace the old versions of Forms 2-7. The FMLA Application itself (Form 1) remains the same.
- 5. Attachment to Policy 5002 – “Affidavit”** – LB 528 removed the requirement that disenrollment forms be notarized for those students ages 16 through 18. NDE may issue an updated “Nebraska Withdrawal From Mandatory Attendance Form” in light of LB 528. If that occurs, we will replace the existing NDE form with the updated NDE form. No other disenrollment form needs to be changed.
- 6. Policy 5401 and 5401z – Equal Opportunity** – Similar to Policy 1200, we have updated the new non-discrimination language to be consistent across all policies.

7. **Policy 6600 – Special Education Policies** – Recently, NDE’s special education audits have asked for more specifics and detail in policy. As such, we have updated Policy 6600 to conform with these new standards.

## B. POLICY UPDATES TO CONSIDER

**NO** 1. **Policy 1110 – Bulletin Boards** – As some schools move towards distributing messages electronically, each Board should revisit Policy 1110. Some districts may no longer need this Policy. Each district should review their policy to make sure it reflects current and intended practice, including what may be posted and whether outside groups may post on school bulletin boards.

**NO** 2. **Policy 4025 – Professional Boundaries (NDE Model Policy)** – Neb. Rev. Stat. § 79-879 requires that every school district have a professional boundaries policy to address, among other things, grooming of students. NDE has developed a model policy that a school district may adopt, though NDE’s policy itself is not required. Many school districts already have a professional boundaries policy. Our preference is to continue using our current professional boundaries policy, but each board can decide if they want to adopt NDE’s model policy or keep their existing professional boundaries policy. If a district wants to keep its current professional boundaries policy, that district should confirm that the policy includes all requirements contained in Neb. Rev. Stat. § 79-879.

**NO** 3. **Policy 6111 – Classroom Environment** – This year, several districts struggled with staff members who displayed controversial flags or had political posters in their classroom. To avoid this situation in the future, Boards may want to consider adding a provision in Policy 6111 to limit non-curricular posters, flags and other displays.

**4.** **Policy 6212 – Assessments – Academic Content Standards** – In light of the proposed health standards, Boards may want to review their policy on academic content standards. In the past, our policy has allowed Boards to automatically adopt the State Board’s recommended content standards. However, with the controversy over the proposed health standards, Boards may want to change their policy to require an affirmative vote to adopt a standard recommended by the State Board.

5. **Policy 8130 – Annual Organizational Meeting** – During this past year, a handful of school boards struggled to select their officers, including multiple votes and stalemates to elect a Board President. We have provided two options to address this apparent, ongoing problem. Option #1 is our current recommended policy, which allows Boards to decide how many votes will be taken before a stalemate is called. In some cases, this resulted in (at least the appearance of) board members “stalling” to “run out the clock.” With that in mind, we are providing Option #2, which resolves a stalemate with a coin flip. These policies are optional and will likely be district-specific on how the Board wants to handle the election of Board officers.

**6. Policies 8151 & 8152 – Standing Committees** – In some districts, the Board President appoints committees. In other districts, the Superintendent facilitates committee assignments. To align with each district’s practices, we have provided Policy 8151 for those districts that wish to have their Board President handle committee assignments. (Districts that prefer to delegate committee assignments to the Superintendent should review their policies to ensure that their current policies align with such practice.)

### C. OTHER CONSIDERATIONS

**1. COVID Policy and Planning for 2021-2022.** Some districts have asked about developing a COVID-related policy or Board-approved procedures for the 2021-2022 school year, including requirements (or not) for masks, quarantining, employee leaves and absences, student attendance and remote learning, and other issues related to returning to school. Given how quickly things can change with COVID, we have not yet distributed any type of draft policy and are leery of recommending a formal board policy that may need to be continually updated and revised. Instead of a new, formal policy addressing COVID and the 2021-2022 school year, we see several other options, depending on the circumstances of each district:

- a. Extend the Superintendent Authority resolution that many schools passed last March to allow the Superintendent to make decisions on a timely basis (without needing formal board approval);
- b. Follow your typical health screening process and prevent symptomatic students from attending school. (A number of current board policies should already give the school the ability to address students who are sick, including Policies 1501 (Emergency Exclusion of Persons from School), 4012 (Infectious Diseases) and 6900 (Chronic Infectious Disease Practice and Procedure); and/or
- c. Approve a general framework at a Board meeting that will indicate the Board’s intent, without giving too many specifics to “pin down” the district if the COVID situation in the community changes unexpectedly.

There are obviously pros and cons with each approach and/or a combination of these approaches. Given that we are still three months away from the beginning of the 2021-2022 school year, we may need to revisit this topic (from a policy perspective) as we get closer to August.

**2. Employee Vaccinations** – Employee vaccinations are a “hot topic” in the employment law world. We have not heard from any Nebraska public school district who plans to require or incentivize employees to receive the COVID-19 vaccination. However, if your district would like to discuss a policy or requirement like this, please let us know and we can talk through the logistics of what that requirement would look like. Rather than issue a blanket policy for all districts, each district’s particular circumstances will (in all likelihood) need to be incorporated into a district-specific board policy or handbook provision.

**3. Purple Star Schools Program.** This year, LB 5 was signed into law. LB 5 allows for school districts to designate a staff member as a “military liaison” to identify and support military-connected students. LB 5 does not impose any requirements on schools. Rather, LB 5 is optional for each district, and each Board can determine if they would like to participate in the program or not.

**4. Open Meetings Act Update.** LB 83 updated and modernized statutory language in the Open Meetings Act. However, LB 83 did not allow public school boards to meet virtually, except in certain emergency situations. As such, public school boards need to continue meeting in-person. Each school district will need to update their Open Meetings Act poster to conform with the new Open Meetings Act language.

**5. Title IX.** On May 17th, the United States Department of Education announced that it will hold public hearings in June to “gather information for improving enforcement of Title IX of the Education Amendments of 1972.” If the federal government begins revising the recently enacted Title IX regulations, districts may need to update their Title IX policies in the middle of the school year. Until then, we will wait to see what happens.

**6. Safety Hotline.** LB 322 creates the “School Safety and Security Reporting System,” where individuals can report concerns about students to a statewide reporting system. LB 322 requires the Nebraska Department of Education to undertake certain efforts, but there is nothing in LB 322 that requires a change to board policies.

**7. Substitute Teaching.** LB 147 focused largely on transitioning the administration of the Omaha School Employees’ Retirement System to the Nebraska Public Employees Retirement Systems. LB 147 also included provisions that would generally allow a retired or terminated employee to substitute teach up to eight days per month. With that being said, LB 147 includes the following language: “Nothing in this subdivision precludes an employer from adopting a policy which limits or denies employees who have terminated employment from providing voluntary or substitute service within one hundred eighty days after termination.” We presume that most schools do not want a policy that limits the ability of terminated employees from volunteering or substitute teaching. However, if your district would like a policy to reflect this prohibition, please let us know.

**8. Student Discipline Data.** LB 154 requires the Nebraska Department of Education to implement a statewide system for tracking individual student discipline. LB 154 does not require any policy change or update, but LB 154 requires that each school “designate at least one discipline data coordinator for the purposes of gathering and reporting the discipline data required pursuant to [LB 154].” A school district can presumably designate the data coordinator without needing formal board action.

**9. Transition Services.** LB 527 changed the law regarding transition services. Under the old law, each school district was required to begin providing transition services to students with disabilities no later than the age of 16. LB 527 modified that law to provide that schools are now required to begin providing transition services to students to age 14. LB 527 does not require a policy change, but each district should ensure that their transition services will comply with LB 527.

**10. Budget Notice.** LB 528 amended 13-506, the statute governing the public hearings on proposed budgets, to require that each school district include the following statement in the notice:

For more information on statewide receipts and expenditures, and to compare cost per pupil and performance to other school districts, go to: [Insert Internet address for the web site established pursuant to section 5 of this act]. In addition, each school district shall electronically publish such statement on the school district web site. Such electronic publication shall be prominently displayed with an active link to the Internet address for the web site established pursuant to section 5 of this act to allow the public access to the information.

LB 528 requires NDE to create a website to include data and information about school district finances. We will send out the Internet address once we learn the website address.

**11. Student Identification Cards.** LB 528 requires that, beginning with the 2022-2023 school year, all school districts require the telephone number for a national suicide prevention hotline, a local suicide prevention hotline, or a crisis text line is printed on each new student identification card issued to a student enrolled in a middle school grade or a high school grade. LB 528 does not require schools to begin issuing student identification cards if the school does not currently issue student identification cards. If a district issues student identification cards, then that school should ensure that identification cards next year (2022-2023) comply with the new law.

**12. Financial Literacy.** LB 452 requires that, beginning with the 2022-2023 school year, each school district “in consultation with the State Department of Education, shall include financial literacy instruction, as appropriate, in the instructional program of its elementary and middle schools and require each student to complete at least one five-credit high school course in personal finance or financial literacy prior to graduation.” In addition, on or before December 31, 2024, each school district must “provide an annual financial literacy status report to its school board, including, but not limited to, student progress in financial literacy courses and other district determined measures of financial literacy progress from the previous school year.” Since these requirements are not effective until next school year (2022-2023), we will wait to update the associated policies until next summer (2022).

**13. Seizure Safe Schools Act.** LB 639 generally requires certain training and planning for students with seizures. Most schools already comply with LB 639. However, since LB 639 is not effective until the 2022-2023 school year, we will wait to update the associated policies until next summer (2022).

**14. Property Tax Request Act.** LB 644 generally imposes new requirements on political subdivisions seeking to increase its property tax request by the allowable growth percentage. Although LB 644 does not require any policy update, school districts will need to become familiar with these new requirements over this summer. We will provide more information on LB 644 in the coming weeks.

**15. United States Supreme Court Case.** Over the next month or two, the United States Supreme Court is expected to release its opinion in *Mahanoy Area School District v. B.L.* The Supreme Court's opinion will likely address how off-campus, social media speech interacts with the First Amendment. Depending on how the Court rules, we may need to update student handbooks and extracurricular handbooks to reflect the high court's ruling.

As always, please let us know if you have any questions or concerns.

Community RelationsPersonnel - All Employees and StudentsAnti-discriminationA. **Elimination of Discrimination.**

The policy Alma Public Schools is to not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, in admission or access to, or treatment with regard to employment or with regard to its programs and activities.

[Name] Public Schools and its staff shall comply with all state and federal laws prohibiting discrimination. The Board of [Name] Public Schools intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination and directs its staff to take all actions necessary to meet this objective.

The Superintendent shall be the Coordinator for anti-discrimination laws (including Title VI, Title IX; the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973 (Section 504)) and complaints or concerns involving discrimination or compliance with those laws should be addressed to said Coordinator.

B. **Preventing Harassment and Discrimination of Employees and Students.**

1. **Purpose:** Alma Public Schools is committed to offering employment and educational opportunity to its employees and students based on ability and performance in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers or other persons is prohibited. In addition, Alma Public Schools will try to protect employees or students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, is prohibited. The following are general definitions of what might constitute prohibited harassment.

- a. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual

orientation or gender identity, or other protected status, constitutes harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

- b. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.
- c. Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

Sexual harassment may exist when:

- (a) Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);
- (b) Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.
- (c) The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

2. **Procedures:**

- a. Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision.
- b. If the report is not satisfactorily resolved within ten calendar days, or if the discrimination or harassment continues, please report your complaint to the Superintendent of [Name] Public Schools.

- c. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.
- d. The person to whom the complaint is made is to thoroughly investigate the complaint and work with the person filing the complaint to seek an appropriate resolution so the discrimination or harassment can be remedied and put to an end.
- e. Complaints of discrimination or harassment will be treated with the utmost confidence, consistent with resolution of the problem.
- f. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, etc., may be taken.
- g. Under no circumstances will a supervisor or a teacher or the Board threaten or retaliate against a person for alleging discrimination or harassment.

Legal Reference: Title VI, 42 U.S.C. Sec. 2000d, Title VII, 42 U.S.C. Sec. 2000e, Title IX; 20 U.S.C. Sec. 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. Sec. 48-1101 et seq.  
 Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. Sec. 621 et seq., and the Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. Sec. 48-1001 et seq.;

Americans with Disabilities Act (ADA), 42 U.S.C. Sec. 12101 et seq.  
 Section 504 of the Rehabilitation Act of 1973 (Section 504)  
 Pregnancy Discrimination Act, 42 U.S.C. Sec. 2000e(k)  
 Uniform Service Employment and Reemployment Rights Act (USERRA), 38 U.S.C. Sec. 4301 et seq.  
 Neb. Rev. Stat. Sec. 79-2,115, et seq

Date of Adoption: [6-14-21]

Business OperationsInternal Controls

The District will develop and maintain internal control procedures as required by law and in accordance with sound fiscal monitoring practices that will ensure appropriate oversight of state and federal funds. The following internal control procedures will be utilized for all federal grants:

Management requirements: The District will manage equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until the District disposes of such equipment. The District will, as a minimum, meet the following requirements:

- 1) Maintain property records of the equipment (including equipment description, serial number or other identification number, source of funding, acquisition date, and the like);
- 2) Maintain a physical inventory procedure, with an inventory occurring at a minimum of every two years;
- 3) Implement a Control System procedure;
- 4) Continue to develop and implement adequate maintenance procedures for the equipment;
- 5) Continue to develop and implement sales procedures for the equipment; and
- 6) Continue to develop and implement disposition procedure for the equipment.

Legal Reference: 2 C.F.R. §§ 200.313 & 200.33.

Procurement: The District will use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the requirement standards imposed by law, including:

- 1) A procedure for micro-purchases (Under \$10,000);
- 2) A procedure for small purchases (between \$10,000 to \$250,000);
- 3) A procedure for sealed bids;
- 4) A procedure for competitive proposals; and
- 5) A procedure for noncompetitive bids.

Legal Reference: 2 C.F.R. §§ 200.317 through 200.326.

Cross-Reference: Policies 3130 & 3131.

Record Retention: Financial records, supporting documents, statistical records, and all other related records pertinent to a federal award will be retained for a period of three years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the federal awarding agency or pass-through entity in the case of a sub-recipient.

For all other records, the District will retain such records for the length of time as required by law.  
Legal Reference: 2 C.F.R. § 200.333.

Suspension and Debarment: The District will not contract with any entity or individual who has been debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities. Before entering into a contract regarding a federal award, the District will verify that a vendor has not been debarred, suspended or otherwise excluded, and the District will maintain a copy of said verification.

Legal Reference: 2 C.F.R. § 200.213.

Financial Management: The District will maintain financial management systems to account for the federal funds, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award. These records will be sufficient to permit the District to prepare reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal award. The financial management system will provide for the following:

- 1) Identifying all of the federal awards received and expended and the federal programs under which they were received;
- 2) Ensuring that accurate, current, and complete disclosure of the financial results of each federal award or program are maintained in accordance with reporting requirements;
- 3) Identifying adequately the source and application of funds for federally-funded activities;
- 4) Ensuring effective controls over and accountability for all funds, property, and other assets;
- 5) Comparing actual expenditures with budget amounts for each federal award;
- 6) Ensuring payments of federal funds are made in accordance with applicable law, including 2 CFR § 200.305; and
- 7) Determining the allowability of costs in accordance with applicable law and the conditions of the federal award.

Legal Reference: 2 C.F.R. § 200.302.

Program Income: The District will consult with the federal awarding agency and refer to the applicable law and federal program terms and conditions to determine how to account for, deduct and otherwise handle income from federal programs.

Legal Reference: 2 C.F.R. § 200.307.

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 District's cost sharing or matching, when such contributions meet all of the following criteria:

- 1) Are verifiable from the District'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 the applicable Cost Principles requirements;
- 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 the law or terms and conditions of the federal award, as applicable.

Legal Reference: 2 C.F.R. § 200.306.

Compensation: Compensation for personal services includes all remuneration for services of employees rendered during the period of performance under the federal award, including, but not limited to wages, salaries, and fringe benefits. Costs of compensation may be allowable under federal law and the federal grant to the extent that they satisfy the following requirements:

- 1) Is reasonable for the services rendered; and
- 2) Conforms to the established written expectations of the District, as applied consistently to both Federal and non-Federal activities.

If the District intends to charge compensation to federal awards, such charges will be based on records that accurately reflect the work performed, and will:

- 1) Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- 2) Be incorporated into the official records of the District;
- 3) Reasonably reflect the total activity for which the employee is compensated by the District, not exceeding 100% of compensated activities;
- 4) Encompass both federally-assisted and all other activities compensated by the District on an integrated basis, but may include the use of subsidiary records as defined in the District's written procedures;
- 5) Comply with the established accounting policies and practices of the District; and
- 6) Differentiate and account for the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.

Budget estimates will generally not be used to support charges to Federal awards but may be used for interim accounting purposes.

Legal Reference: 2 C.F.R. §§ 200.430 & 200.431.

Unexpected or Extraordinary Circumstances: For all federal awards, if the District does not currently have in place a sufficient policy that addresses extraordinary circumstances, such as those caused by COVID-19, the District may amend or create a policy at a later date in order to put emergency contingencies in place for federal and non-federal similarly situated employees. If the conditions exist for charges to be made to the federal grant, then charges may also be made to any non-federal sources that are used by the District in order to meet a matching requirement. The

District will take other steps to comply with federal award requirements in the event of unexpected or extraordinary circumstances.

Legal Reference: 2 C.F.R. §§ 200, et seq.

Date of Adoption: [6-14-21]

Personnel - All Employees (& Students)Anti-discrimination, Anti-harassment, and Anti-retaliation**A. Elimination of Discrimination.**

The Alma Public Schools hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The Alma Public Schools does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Superintendent, 515 Jewell St., Alma NE 68920 (308) 928-2131

Employees and Others: Superintendent, 515 Jewell St., Alma NE 68920 (308) 928-2131

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office of Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at One Petticoat Lane, 1010 Walnut Street, 3<sup>rd</sup> Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov).

**B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.****1. Purpose:**

The Alma Public Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment or retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
- b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, may include, but is not limited to:

- a. Name-calling,
- b. Teasing or taunting,
- c. Insults, slurs, or derogatory names or remarks,
- d. Demeaning jokes,
- e. Inappropriate gestures,
- f. Graffiti or inappropriate written or electronic material,
- g. Visual displays, such as cartoons, posters, or electronic images,
- h. Threats or intimidating or hostile conduct,
- i. Physical acts of aggression, assault, or violence, or
- j. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

- a. Unwelcome sexual advances or propositions,
- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or
- g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Grievance Procedures," below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

**2. Anti-retaliation:**

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

**3. Grievance (or Complaint) Procedures:**

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

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

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

*i. Level 1 (Investigation and Findings):*

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

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

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

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

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5)

the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.

- d. A review of the evidence using a “preponderance of the evidence” standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

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

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

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

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

*ii. Level 2 (Appeal to the Superintendent):*

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

*iii. Level 3 (Appeal to the Board):*

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

**4. Confidentiality:**

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

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

**5. Training:**

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

In addition, the District shall ensure that employees designated to address or investigate discrimination, harassment, and retaliation, including designated compliance coordinators, receive training to promptly and effectively investigate and respond to complaints and reports of discrimination, and to know the District's grievance procedures and the applicable confidentiality requirements.

**6. Designated Compliance Coordinators:**

Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.

- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
- j. Recommending changes to this policy and grievance procedure.
- k. Performing other duties as assigned.

**7. Preventive Measures:**

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Legal Reference: Title VI, 42 U.S.C. Sec. 2000d, Title VII, 42 U.S.C. Sec. 2000e, Title IX; 20 U.S.C. Sec. 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. Sec. 48-1101 et seq.  
Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. Sec. 621 et seq., and the Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. Sec. 48-1001 et seq.;  
Americans with Disabilities Act (ADA), 42 U.S.C. Sec. 12101 et seq.  
Section 504 of the Rehabilitation Act of 1973 (Section 504)  
Pregnancy Discrimination Act, 42 U.S.C. Sec. 2000e(k)  
Uniform Service Employment and Reemployment Rights Act (USERRA), 38 U.S.C. Sec. 4301 et seq.  
Neb. Rev. Stat. Sec. 79-2,115, et seq

Date of Adoption: [6-14-21]

**RELEASE FORM**  
*(For Child Age 6 to Not Attend School)*

The undersigned, being first duly sworn, states upon oath as follows:

I am the parent or guardian of \_\_\_\_\_ (Child's name). The Child's date of birth is \_\_\_\_\_. The Child has or will reach the age of six prior to January 1 of the current school year, but will not reach age seven prior to January 1 of the current school year.

I elect to not enroll the Child in an accredited school this school year and hereby affirm (check or initial appropriate exception for attendance):

\_\_\_\_\_ the Child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or

\_\_\_\_\_ the parent or guardian intends for the Child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.

**Dated** this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Parent or Guardian

**Disenroll to Attend Homeschool**

I am the parent or guardian of \_\_\_\_\_ (Child's name).

I elect to disenroll the Child from an accredited school this school year and hereby affirm that I intend for the Child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements (a homeschool) and will provide the Commissioner of Education with a statement confirming such homeschool status.

\_\_\_\_\_  
Parent or Guardian

\_\_\_\_\_  
Date

StudentsDiscontinuance of Enrollment for Children Younger Than Six Years of Age

Any person with legal or actual charge or control of a child younger than six years of age prior to the then-current school year, who is enrolled in this school district, may discontinue the enrollment of such child by submitting a written notification to the Superintendent or the Superintendent's designee, indicating that child's name, date of birth, grade level and effective date of discontinuation of enrollment. The notification must be in writing and on a form provided by or acceptable to the Superintendent or the Superintendent's designee containing all information required herein. The form must be dated and signed by a parent or person with legal or actual charge or control of the child. The school district may request written verification or documentation of the person's authority to dis-enroll the child. Upon receipt of required written form and any other required information or documentation, the school district shall note discontinuance of the enrollment on its official records pursuant to state law. Any child dis-enrolled shall not be eligible to re-enroll in this school district until commencement of the next school year, or until the child reaches the age of six prior to the then-current school year, whichever occurs earlier. Any person signing a request for discontinuation of enrollment, acknowledges this policy, procedure and the requirement thereof, and expressly agrees thereto.

Legal Reference: Neb. Rev. Stat. §79-201

Date of Adoption: \_\_\_\_\_, 2005

Students (& Employees)Anti-discrimination, Anti-harassment, and Anti-retaliation**A. Elimination of Discrimination.**

The Alma Public School District hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The Alma Public School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Superintendent, Director of Student Services 515 Jewell St., Alma NE 68920 (308) 928-2131

Employees and Others: Superintendent, Director of Student Services 515 Jewell St., Alma NE 68920 (308) 928-2131

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

**B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.****1. Purpose:**

The Alma Public School District is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, that is sufficiently serious to deny, interfere

with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
- b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, may include, but is not limited to:

- a. Name-calling,
- b. Teasing or taunting,
- c. Insults, slurs, or derogatory names or remarks,
- d. Demeaning jokes,
- e. Inappropriate gestures,
- f. Graffiti or inappropriate written or electronic material,
- g. Visual displays, such as cartoons, posters, or electronic images,
- h. Threats or intimidating or hostile conduct,
- i. Physical acts of aggression, assault, or violence, or
- j. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

- a. Unwelcome sexual advances or propositions,
- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or
- g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Grievance Procedures," below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

**2. Anti-retaliation:**

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

**3. Grievance (or Complaint) Procedures:**

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

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

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

*i. Level 1 (Investigation and Findings):*

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

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

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

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

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s)

of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.

- d. A review of the evidence using a “preponderance of the evidence” standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

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

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

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

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

*ii. Level 2 (Appeal to the Superintendent):*

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

*iii. Level 3 (Appeal to the Board):*

If the party is not satisfied with the Superintendent’s determination, he or she may file an appeal in writing with the Board of Education **within five (5) working days** after receiving the Superintendent’s determination. The Board of Education will review the appeal, the Superintendent’s determination, the investigative documentation and decision, and allow the party to address the Board at a Board meeting to present his or her appeal. The party

will be allowed to address the Board at the Board's next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, designated compliance officer and the party. The Board will issue a written determination about the appeal **within thirty (30) days** after the party addresses the Board. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

**4. Confidentiality:**

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

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

**5. Training:**

The District will ensure that relevant District employees, including but not limited to officials, administrators, teachers, substitute teachers, counselors, nurses and other health personnel, coaches, assistant coaches, paraprofessionals, aides, bus drivers, and school law enforcement officers, are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

**6. Designated Compliance Coordinators:**

Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.

- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
- j. Recommending changes to this policy and grievance procedure.
- k. Performing other duties as assigned.

The designated compliance coordinators will not have other job responsibilities that may create a conflict of interest with their coordinator responsibilities.

**7. Preventive Measures:**

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas (B.6.a-g) identified in the Training section, above.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Date of Adoption: [6-14-21]

**Complaint Form  
Discrimination, Harassment or Retaliation**

The Alma Public School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This complaint form is to be used when a person has a complaint related to discrimination, harassment or retaliation on such bases in regard to employment or the programs and activities of the school district.

Refer to Board Policy 4003 and/or 5401 for the particulars of the complaint and grievance process. You may attach additional materials to this form if needed.

The applicable coordinator may be contacted if you have questions about filling out this complaint form:

Students: Superintendent, 515 Jewell St., Alma NE 68920 (308) 928-2131

Employees and Others Superintendent, 515 Jewell St., Alma NE 68920 (308) 928-2131

Name: \_\_\_\_\_

Date: \_\_\_\_\_

(1) Description of the complaint: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

(2) Names of any witnesses to the matter being complained about: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

(3) Identify and attach any document supporting the complaint: \_\_\_\_\_  
\_\_\_\_\_.

(4) Confidentiality: I \_\_\_ do\_\_\_ do not give consent to my identity being shared with the person(s) against whom I am complaining. If I do not give consent, I understand that the investigation may be hindered, but that the District will nonetheless investigate and take prompt and effective action to remediate the concerns I have raised, if appropriate.  
\_\_\_\_\_  
\_\_\_\_\_.

(5) Relief requested (what I want done in response to this complaint): \_\_\_\_\_  
\_\_\_\_\_.

The undersigned states: The facts in this complaint are true to the best of my knowledge, information and belief. I give permission for an investigation to be made into this complaint. I understand that the District will take steps to prevent me being retaliated against for filing this complaint, that I am to notify the District if any such retaliation occurs, and that the District will take prompt and strong responsive action if retaliation occurs.

Signature: \_\_\_\_\_

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

InstructionSpecial Education

Alma Public Schools adopts this special education policy with the intent that the policy maintains the District's compliance with all applicable laws affecting special education services and programs. The Superintendent or designees shall develop regulations or procedures to implement these policies. Employees and contractors of the District are expected to comply with these policies and all regulations, guidelines and procedures related to this policy in all respects.

The District will abide by all state and federal laws relating to special education. The District's special education policy and regulations, guidelines and procedures related to this policy are to be interpreted so as to be in compliance with such laws. In the event of changes in law, the school administration shall be authorized to implement modifications of practice to comply with such changes (whether the changes impose more or less stringent procedural or substantive requirements) until such time as amended policies are adopted by the Board of Education. References herein to 92 NAC 51 citations are made to Rule 51 as in effect on the date of the adoption of these policies. In the event of renumbering or other revisions to Rule 51, the policy shall be interpreted and implemented consistent with such renumbering or revisions.

**1. Free Appropriate Public Education**

A free appropriate public education shall be made available to all children with disabilities residing in the District from date of diagnosis through the school year in which the student reaches 21 years of age, including children with disabilities who have been suspended or expelled.

Legal Reference: 92 NAC 51-004.01 through 004.03A and 007.07C2 through 007.07C6

**2. Full Educational Opportunity Goal**

The District shall take steps to ensure that its children with verified disabilities have available to them the variety of educational programs and services available to children without disabilities in the areas served by the District, including art, music, industrial arts, family consumer science education, and vocational education.

Legal Reference: 92 NAC 51-004.11A

**3. Child Find**

All children from birth to age twenty-one (21) with disabilities residing in the District, including children with disabilities who are homeless or are wards of the state or attending nonpublic schools, regardless of the severity of their disabilities, who are in need of special education and related services, will be identified, located and evaluated and a practical method shall be developed and implemented by the administration to determine which children with disabilities are currently receiving needed special education and related services. The District will publish annual notice of any significant activity that is designed to identify, locate, or evaluate children to publicly notify parents. The District will screen and evaluate all children with suspected disabilities birth through age 21, and will implement practical methods to track which children are currently receiving special education and related services. The District will provide student referrals that are accompanied by documentation of scientific, research, or evidence-based academic and/or behavioral interventions that have been implemented as designed for the appropriate period of time

to show effect or lack of effect that demonstrates the child is not making a sufficient rate of progress to meet age or state-approved, grade-level standards within a reasonable time frame. The District will provide sustained supervision to monitor the implementation of compliant practices for the Child Find Rule. The District will use supervision and monitoring data to identify schools and/or personnel that require technical assistance to support compliant practices in the area of Child Find, paying particular attention to the communities experiencing disproportionality in the schools. All District Child Find activities will be equitably available to all children regardless of race, ethnicity, language, location, transience, income level, and access to medical care.

Legal Reference: 92 NAC 51-006.01 through 006.01A2

#### **4. Pre-Referral Interventions**

For a school age student, a general education student assistance team (SAT) or a comparable problem solving team shall be used prior to referral for multidisciplinary team evaluation. The SAT or comparable problem solving team shall utilize and document problem solving and intervention strategies to assist the teacher in the provision of general education. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation shall be completed. A referral shall include information from the SAT or comparable problem solving team, meeting the requirements of 92 NAC 51-006.01B and a listing of the members of the SAT or comparable problem solving team.

Legal Reference: 92 NAC 51-006.01B

#### **5. Individualized Education Program (IEP)**

An individualized education program, or an individualized family service plan, is to be developed, reviewed, and revised for each child with a disability in accordance with 92 NAC 51-007.

Legal Reference: 92 NAC 51-007

#### **6. Least Restrictive Environment**

To the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are to be educated with children who are not disabled, and special classes, separate schooling, or other removal of children with disabilities from the regular educational environment will occur only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily (the "Least Restrictive Environment Rules").

The District will: (1) develop and implement written procedures for implementation of the LRE Rules; (2) provide high quality, sustained professional learning activities on the written procedures for appropriate district and school personnel to assist with the implementation of the LRE Rules; (3) provide sustained supervision to monitor the implementation of compliant practices for the LRE Rules; (4) use the supervision and monitoring data to identify schools and/or personnel that require technical assistance to support compliant practices in the area of least restrictive environment, paying particular attention to the disproportionate group; (5) ensure that every Individualized Education Programs (IEP) team meaningfully considers various support systems and activities that could be used to assist students with disabilities (SWD) to be educated successfully in general education classes prior to the consideration of pullout special education services; (6) ensure that special education teachers provide support to general education teachers in a variety of ways including, but not limited to, consultation, implementation of accommodations or modifications, and co-teaching; (7) ensure that a continuum of alternative placements is

available to meet the needs of children with disabilities, particularly those in the disproportionate group, for special education and related services; (8) ensure that, in determining the educational placement of a child with a disability, including a preschool child with a disability, each district ensures that the placement decision is made by a group of persons including the parents, and other persons knowledgeable about the child, the meaning of the evaluation data, and the placement options. Particular attention is paid to the disproportionate group; (9) ensure that placement discussions are based upon a completed IEP developed by the IEP team, focused on individualized student needs; and (10) ensure that the IEP teams review the students' progress at least annually to determine appropriate placement and progress towards annual goals.

Legal Reference: 92 NAC 51-008.01

#### **7. Procedural Safeguards**

Children with disabilities and their parents shall be afforded the required procedural safeguards.

Legal Reference: 92 NAC 51-009.01 through 009.07; 009.10 through 009.12; 009.14, 006.07

#### **8. Disciplinary Removal of Children with Disabilities**

The District will (1) develop and implement written procedures for disciplining students with disabilities (the "Discipline Rules"); (2) provide high quality, sustained professional learning activities on the written procedures for appropriate district and school personnel to assist with the implementation of the Discipline Rules; (3) provide sustained supervision to monitor the implementation of compliant practices for the Discipline Rules; (4) use supervision and monitoring data, disaggregated by race/ethnicity, to identify schools and/or personnel that require technical assistance to support compliant practices in the area of discipline (including but not limited to: de-escalation techniques, functional behavior assessment, behavior intervention planning, and manifestation determination procedures); (5) ensure that school personnel appropriately consider unique circumstances on a case-by-case basis when determining suspension of a child with a disability, and ensure that data shows that these considerations are equitably made by race/ethnicity; (6) notify parents on the day that the decision is made to make a removal that constitutes a change in placement of a child with a disability because of violation of a code of child conduct, and send parents copies of the procedural safeguards; (7) provide educational services for students removed fewer than 10 days to enable the student to continue to participate in the general educational curriculum, although in another setting, and to progress toward meeting the goals set out in the Individualized Education Programs, with data showing that these services are equitably provided by race/ethnicity; (8) ensure that within 10 school days of any decision to change placement of a child with a disability because of a violation of a code of student conduct, the IEP Team will review all relevant information in the file to determine whether the conduct in question was caused by or had a direct and substantial relationship to the child's disability or the conduct was the direct result of the district's failure to implement the IEP, and that such determinations are made equitable by race/ethnicity; and (9) ensure that, if the IEP Team makes a determination that the conduct was a manifestation of the child's disability, then the IEP Team conducts a functional behavioral assessment, unless the District conducted a FBA before the behavior that resulted in the change of placement occurred, and implements a behavioral intervention plan.

Legal Reference: 92 NAC 51-016

**9. Evaluation, Identification, and Reevaluation Procedures**

Children with disabilities shall be evaluated, identified, and reevaluated in accordance with 92 NAC 51-006. The District will: (1) provide high quality, sustained professional learning activities on the written procedures for appropriate district and school personnel to assist with the implementation of the Evaluation and Reevaluation Rule; (2) provide sustained supervision to monitor the implementation of compliant practices for the Evaluation and Reevaluation Rule; (3) use the supervision and monitoring data, disaggregated by race and ethnicity, to identify schools and/or personnel that require technical assistance to support compliant practices in the area of evaluation and reevaluation, as well as the appropriate technical assistance/professional development to any schools and/or personnel identified in such data; (4) conduct a reevaluation of each child with a disability at least once every 3 years, unless the parent and the District agree that a reevaluation is unnecessary; (5) use a variety of assessment tools and strategies to gather relevant academic, functional, and developmental information about the child, including information provided by the parents, and information related to enabling the child to be involved in and progress in the general education curriculum that may assist in determining: (i) Whether the child is a child with a disability, and (ii) The content of the child's individualized education program; (6) use more than one procedure to determine whether a child has a disability and the appropriate educational program for the child; (7) use technically sound instruments to assess the relative contribution of cognitive and behavioral factors, in addition to physical or developmental factors; (8) select assessments and other evaluation materials in a manner that (i) does not discriminate on a racial or cultural basis, (ii) is provided and administered in the child's native language or other mode of communication and in the form most likely to yield accurate information on what the child knows and can do academically, developmentally, and functionally, unless it is clearly not feasible to so provide or administer, (iii) has been validated for the specific purpose for which they are used, and (iv) are administered by trained and knowledgeable personnel in accordance with any instructions provided by the producer of the assessments; and (9) provide high quality, sustained professional learning activities on the written procedures for appropriate District and school personnel to assist with the implementation of the Evaluation and Reevaluation Rule.

The District will respond to a request for an Independent Educational Evaluation without unnecessary delay. Locations of any evaluator shall be within a reasonable distance of the District. A reasonable distance means within 100 miles of the school building the child attends and within Nebraska. In the event this geographic area restriction would prevent a parent from obtaining an Independent Educational Evaluation, the location of the evaluator may be outside the specified geographic area but must be within Nebraska. The District will provide the parent(s) with a list of qualified agencies/evaluators within the geographic area. The evaluators are to have their rates approved by the Nebraska Department of Education to be authorized to conduct the evaluation.

Legal Reference: 92 NAC 51-006

**10. Confidentiality of Personally Identifiable Information**

The confidentiality of student records and information shall be maintained in accordance with law.

Legal Reference: 92 NAC 51-003.16, 003.20, 009.03 through 009.03M3

**11. Transition of Children from Part C to Preschool Programs**

Children participating in early intervention programs under Part C of the IDEA (early intervention services) and who will participate in preschool programs assisted under Part B of the IDEA (services for school-aged children) shall experience a smooth and effective transition to those preschool programs in a manner consistent with 92 NAC 52-008. The District will participate in transition planning conferences arranged by the designated lead agency.

Legal Reference: 92 NAC 52-008

**12. Children in Nonpublic Schools**

To the extent consistent with the number and location of children with disabilities in the District who are enrolled by their parents in nonpublic elementary and secondary schools in the District, provision will be made for the participation of those children in the programs assisted or carried out under Part B of the IDEA (services for school-aged children) by providing them with special education and related services.

Legal Reference: 92 NAC 51-012.08 and 015

**13. Personnel Standards and Personnel Development**

Personnel providing special education or related services to children with disabilities shall be appropriately and adequately prepared and trained in accordance with IDEA requirements and the District will take measurable steps to recruit, hire, train and retain personnel meeting the requirements of IDEA to provide such services.

Legal Reference: 92 NAC 51-010

**14. Participation in and Reporting of State and District Wide Assessments**

All children with disabilities shall be included in all general state and district wide assessment programs, including assessments described under section 612(a)(16)(A) of the IDEA with appropriate accommodations and alternate assessments where necessary and as indicated in their respective individualized education programs. The District will make available to the Nebraska Department of Education the information necessary to carry out its duties relating to the reporting of children with disabilities participation in assessments.

Legal Reference: 92 NAC 51-004.05

**15. Suspension and Expulsion Rates**

The District will examine data, including data disaggregated by race/ethnicity, gender, LEP status, and disability category, to determine if significant discrepancies are occurring in the rate of long-term suspensions and expulsions of children with disabilities.

Legal Reference: 92 NAC 51-004.06E

**16. Access to Instructional Materials**

As part of any printed instructional materials adoption process, procurement contract, or other practice or instrument used for purchase of printed instructional materials, the District will enter into a written contract with the publisher of the printed instructional materials to:

- A. Require the publisher to prepare and, on or before delivery of the print instructional materials, provide to the National Instructional Material Access Center, electronic files containing the contents of the printed instructional materials using the National Instructional Materials Accessibility Standard, or

- B. Purchase instructional materials from the publisher that are produced in, or may be rendered in specialized formats.

Legal Reference: 92 NAC 51-004.15

**17. Over-Identification and Disproportionality**

Procedures shall be in place to ensure that testing and evaluation materials and procedures utilized for the evaluation and placement of children with disabilities will be selected and administered so as not to be racially or culturally discriminatory. Such materials or procedures shall be provided and administered in the child's native language or mode of communication, unless it is clearly not feasible to do so, and no single procedure shall be the sole criterion for determining an appropriate educational program for a child. All District special education provisions will be equitably available to all children regardless of race, ethnicity, language, location, transience, income level, and access to medical care.

Legal Reference: 92 NAC 51-006.02C

**18. Prohibition on Mandatory Medication**

Children shall not be required to obtain a prescription for a controlled substance as a condition of attending school, receiving an evaluation to determine whether a child has a disability or the nature and extent of special education and related services the child needs, or receiving special education services.

Legal Reference: 92 NAC 51-004.11D; 21 U.S.C. §812(c)

**19. Transportation**

Transportation will be provided for children with disabilities who are eligible for transportation and residents of the school district as required by law.

Legal Reference: 92 NAC 51-014.01 through 014.02

**20. Surrogates**

A surrogate will be appointed and other action taken to ensure the rights of children with a disability as required by law.

Legal Reference: 92 NAC 51-009.10

**21. Early Intervention Services – Consent**

When a parent refuses to provide consent under 92 NAC 52, a meeting will be held or offered to explain to the parents how their failure to consent affects the ability of their child to receive services under 92 NAC 52.

Legal Reference: 92 NAC 52

**22. Eligibility Determinations**

The District will (1) develop written procedures for implementation of the Eligibility Determination Rule; (2) provide high quality, sustained professional learning activities on the written procedures for appropriate district and school personnel to assist with the implementation of the Eligibility Determination Rule; (3) provide sustained supervision to monitor the implementation of compliant practices for the Eligibility Determination Rule; (4) use the supervision and monitoring data, disaggregated by race and ethnicity, to identify schools and/or personnel that require technical assistance to support compliant practices in the area of eligibility; (5) ensure Individualized Education Programs (IEPs) are developed for children with a

determination made of having a disability that has: (a) an adverse effect on educational performance (academic, functional, and/or developmental) and (b) requires special education and related services; (6) ensure that an eligibility report, which documents the area of disability, is completed and placed in each child's special education folder, with the eligibility report providing statements for each component of the eligibility and be comprehensive enough to serve as the evaluation report when necessary; (7) ensure the completion of the administration of assessments and other measures that the Multidisciplinary Evaluation Team (a group of qualified professionals and the parents of the child) determine whether the child is a child with a disability and the educational needs of the child; (8) ensure appropriate consideration of the exclusionary factor for reading (a child is not to be determined to be a child with a disability if the primary factor for that determination is a lack of appropriate instruction in reading, including the essential components of reading instruction as defined in section 1208(3) of ESEA); (9) ensure appropriate consideration of the exclusionary factor for math (a child must not be determined to be a child with a disability if the primary factor for that determination is a lack of appropriate instruction in math); (10) ensure appropriate consideration of the exclusionary factor for Limited English Proficiency (LEP) (a child will not be determined to be a child with a disability if the primary factor for that determination is limited English proficiency); and (11) ensure (1) evaluation data draw upon information from a variety of sources, including aptitude and achievement tests, parent input, and teacher recommendations as well as the information about the child's physical condition, social or cultural background, and adaptive behavior and (2) that information obtained from all these sources is documented and carefully considered.

Legal Reference: 92 NAC 51-006.04.

Legal Reference: 34 CFR Parts 300, 303 and 304  
Neb. Rev. Stat. Sec. 79-1110 to 79-1167  
92 NAC 51, 52 and 55

Date of Adoption: [6-14-21]

InstructionAssessments—Academic Content Standards

The Board of Education may vote to adopt the academic content standards recommended by the State Board of Education (“State Board”).

If the Board of Education does not affirmatively vote to adopt an academic content standard recommended by the State Board, then the Board of Education will adopt a standard equal to or excess in rigor of the standard recommended by the State Board.

The administration shall be responsible for implementing assessments on the state standards in accordance with the procedures established by the State Board and the Department of Education, including conducting assessments in the same subject areas and the same grade levels as established in the state standards, and the reporting of scores and sub-scores.

This policy does not supersede the existing standards adopted by the Board of Education except as set forth herein.

Legal Reference: Neb. Rev. Stat. Sections 79-760 to 79-760.05

Date of Adoption: [6-14-21]

StudentsAnti-Bullying Policy

One of the missions of the District is to provide a physically safe and emotionally secure environment for students and staff.

The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.

The school district shall review the anti-bullying policy annually.

**Legal Reference:**     Laws 2008, LB 205  
                              Student Discipline Act, Neb. Rev. Stat. §§ 79-254 to 79-296  
                              NDE February 2003 State Board Action; Reaffirmed December 2005

Date of Adoption: \_\_\_\_ July 14 \_\_\_\_, 2008

InstructionParental/Community Involvement in Schools

Harlan School District #42-0002, Alma Public Schools, after having conducted a public hearing concerning parental involvement and participation in the school district herewith declares that it shall be the policy of the District to provide access to parents to all textbooks, tests, curriculum materials, and any other instructional materials used by the school.

It shall further be the policy of the District in the event any parent has a complaint or objection to any such materials to make such provision for personal conferences with the parent and appropriate school personnel to discuss such concerns as the superintendent or his/her designee may deem appropriate. The superintendent or his/her designee shall cause to be prepared a complaint form which may be used by a parent to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.

It shall further be the policy of the District to upon reasonable advance request by a parent to attend and monitor courses, assemblies, counseling sessions, and other instructional activities, to permit such parent to be in attendance at such activities unless such attendance would substantially interfere with a legitimate school interest.

It shall further be the policy of the district to encourage communications from the parents concerning when a parent believes it to be appropriate for his/her student to be excused from testing, classroom instruction, and other school experiences that the parent may find objectionable. The superintendent or his/her designee shall make a provision on the complaint form hereinabove referred to for receiving information from a parent concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection and a proposed solution for dealing with the objection that would be satisfactory to the parent.

It shall further be the policy of the District to provide full access to the records of the students to a parent or guardian all as set forth in Section 79-2,104, the Federal Education Right To Privacy Act, and other applicable law during regular business hours of the school at the school headquarters or wherever the student's records may regularly be maintained by the District.

It is the further policy of the District to notify a parent or parents of any student who may be subjected to a standard norm referenced or criterion referenced test or standard tests such as but not limited to the Iowa Test of Basic Skills or the California Achievement Test, to notify the parent when reasonable to do so, where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent or guardian of such student shall be prohibited unless a parent requests in writing that such tests be administered to his/her resident student.

Prior to any school sponsored survey being administered to the students of the District, it shall be the duty of the superintendent or his/her designee to notify the parent or parents to each student involved in the survey of the nature of the survey, the date and time when such survey shall be administered, and the purpose for which and the uses of which survey exist from the school's perspective.

It shall be the policy of the District as a general matter to leave substantive decision making processes to the professional staff, administration and Board of Education, subject to an effort to receive information from parents as to any concerns, objections, or other information such parents would wish to provide to the school district concerning a parent's access, involvement, and participation in all activities of the school as it relates to the student of the District.

Date of Adoption: June, 2015

InstructionTitle I Parental and Family Involvement Policy

This Parental and Family Involvement Policy is established in compliance with Title I. Alma Public Schools has a parental and family involvement policy applicable to parents and family members of all children. The parental and family involvement policy applicable to parents and family members of all children is not replaced by this Title I Parental and Family Involvement Policy and shall continue to be applicable to all parents and family members, including parents and family members participating in Title I programs.

It is the policy of Alma Public Schools to implement programs, activities, and procedures for the involvement of parents and family members in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents and family members of participating children.

Expectations for Parental Involvement

It is the expectation of Alma Public Schools that parents and family members of participating children will have opportunities available for parental and family involvement in the programs, activities, and procedures of the District's Title I program. The term "parental and family involvement" means the participation of parents and family in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—(A) that parents and family members play an integral role in assisting their child's learning; (B) that parents and family members are encouraged to be actively involved in their child's education at school; (C) that parents and family members are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental and family involvement policy. The District intends to meet this expectation through the following activities:

- A. Involving parents and family members in the joint development of the District's Title I plan and the processes of school review and school improvement.
- B. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance.
- C. Building the schools', parents' and family's capacity for strong parental and family involvement.
- D. Coordinating and integrating parental and family involvement strategies under Title I with parental and family involvement strategies under other programs.
- E. Conducting, with the involvement of parents and family members, an annual evaluation of the content and effectiveness of the parental and family involvement policy in improving the academic quality of the schools served under the Title I

program, including identifying barriers to greater participation by parents and family members in Title I programs, with particular attention to parents and families who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental and family involvement policies of the District.

- F. Involving parents and family members in the activities of the schools served under Title I.

#### Policy Involvement

Each school served under the Title I program shall:

- A. Convene an annual meeting, at a convenient time, to which all parents and family members of participating children shall be invited and encouraged to attend, to inform parents and family members of their school's participation under the Title I program and to explain the requirements of the Title I program.
- B. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental and family involvement in such meetings by offering transportation, child care, or home visits.
- C. Involve parents and family members in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
- D. Provide parents and family members of participating children—(1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents and family members, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
- E. If the District operates a school-wide program under Title I and such plan is not satisfactory to the parents and family members of participating children, submit any parental or family members' comments on the plan when the school makes the plan available to the District.

#### Shared Responsibilities for High Student Academic Achievement

As a component of the District's parental and family involvement policy, each school served under the Title I program shall jointly develop with parents and family members for all children served under the Title I program a school-parent compact that outlines how parents, family members, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school, parents and family members will build and develop a partnership to help children achieve the State's high standards. Such

compact shall—(1) describe the school’s responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State’s student academic achievement standards and the ways in which each parent and family will be responsible for supporting their children’s learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child’s classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers, parents and family members on an ongoing basis through, at a minimum—(A) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child’s achievement; (B) frequent reports to parents and family members on their children’s progress; and (C) reasonable access to staff, opportunities to volunteer and participate in their child’s class, and observation of classroom activities.

#### Building Capacity for Involvement

To ensure effective involvement of parents and family members and to support a partnership among the District, parents, family members, and the community to improve student academic achievement, each school participating in the Title I program and the District—(1) shall provide assistance to participating parents and family members, as appropriate, in understanding such topics as the State’s academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child’s progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents and family members to work with their children to improve their children’s achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental and family member involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents and family members, in the value and utility of contributions of parents and family members, and in how to reach out to, communicate with, and work with parents and family members as equal partners, implement and coordinate parent and family programs, and build ties between parents, family members and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent and family involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent and family resource centers, that encourage and support parents and family members in more fully participating in the education of their children; (5) shall ensure that information related to school and parent and family programs, meetings, and other activities is sent to the parents and family members of participating children in a format, and to the extent practicable, in a language the parents and family members can understand; (6) may involve parents and family members in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental and family involvement activities, including transportation and child care costs, to enable parents and family members to participate in school-related meetings and training sessions; (9) may train parents and family members to enhance the involvement of other parents and family members; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents and family members who

are unable to attend such conferences at school, in order to maximize parental and family involvement and participation; (11) may adopt and implement model approaches to improving parental and family involvement; (12) may establish a district-wide parent and family advisory council to provide advice on all matters related to parental and family involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent and family involvement activities; and (14) shall provide such other reasonable support for parental and family involvement activities under Title I as parents and family members may request.

#### Accessibility

In carrying out the parental and family involvement activities for this Title I Parental and Family Involvement policy, the District shall provide full opportunities for the participation of parents and family members with limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children, including providing information and school reports required under Title I in a format and, to the extent practicable, in a language such parents understand.

#### Use, Distribution, and Updating of this Policy

This Title I Parental and Family Involvement Policy shall be incorporated into the District's Title I plan, shall be distributed to parents and family members of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and family members and the school.

Legal Authorities: 20 U.S.C. §§6318 and 7801(32)

Date of Adoption: July 11, 2016

InstructionCombined District and School Title I Parent and Family Engagement Policy

Alma Public Schools intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, *Section 1116(a-f) ESSA, (Every Student Succeeds Act) of 2015.*

**In General**

The written District parent and family engagement policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below.

- Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.
- Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.
- Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.
- Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.
- Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand.
- 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.
- Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

(Adopted June 10, 2019)

# ALMA PUBLIC SCHOOL 2021-2022 CALENDAR

**Aug 10 –11 Teacher Workday**  
**Aug 12 – 1<sup>st</sup> Day of School – 2:00 dismissal.**  
**Aug 13 – 2:00 dismissal**  
**Aug 16 – Regular dismissal**

14/14

AUGUST 21						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER 21						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**Sep 6 – Labor Day**  
**Sep 15– Late Start – 10:00**  
**Sep 23 – 1:00 Dismissal PT Conf (2:30-7:30)**

21/35

**Oct 4 – ESU 11 Staff Conference**  
**Oct 8 – End of Quarter 40 Days**  
**Oct 11– Start of 2<sup>nd</sup> QTR**  
**Oct 20 – Late Start - 10:00**  
**Oct 21 – 2:00 Dismissal**  
**Oct 22– No School Fall Break**

19/54

OCTOBER 21						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER 21						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**Nov 10– 10:00 AM Late Start**  
**Nov 23 – Regular 3:32/3:39 Dismissal**  
**Nov 24 – Thanksgiving Vacation**  
**Nov 25 – Thanksgiving Vacation**  
**Nov 26 – Thanksgiving Vacation**

19/73

**Dec 8– Late Start – 10:00**  
**Dec 16-17 Semester Test**  
**Dec 17 – 1<sup>st</sup> Sem. Ends 86 Days**  
**End of 2<sup>nd</sup> Qtr. 46 Days**  
**Dec 22-26 Moratorium**  
**Dec 20-Jan 4 Christmas Vacation**

13/86

DECEMBER 21						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY 22						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**Jan 3 – Teacher Workday**  
**Jan 4 – School Resumes**  
**Start of 2<sup>nd</sup> Semester**  
**Jan 12 – Late Start – 10:00**

20/20/107

**Feb 10– 1:00 Dismissal - PTC (2:30 to 7:30 PM)**  
**Feb 11 – No School – Winter Break**  
**Feb 17 – 2:00 Dismissal**  
**Feb 18 –No School -Winter Break**

19/39/125

FEBRUARY 22						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH 22						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**March 4 –End 3<sup>rd</sup> Qtr. 43 days**  
**March 7-11– No School -Spring Break**  
**March 14 – Start of 4<sup>th</sup> Qtr.**  
**March 16 – Late Start – 10:00**

18/57/143

**April 14– 2:00 Dismissal**  
**April 15 – Easter Vacation**  
**April 18 – Easter Vacation**

19/76/162

APRIL 22						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 22						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**May 5 –Track Invite – 1:00 Dismissal**  
**May 6 – Seniors Last Day**  
**May 7 – Graduation**  
**May 18-19 Semester Test**  
**May 19 – Last Day for students. End of 4<sup>th</sup> Qtr. – 47 Days**  
**End of Semester – 90 Days**  
**End of School year – 176 Days**  
**May 20– Teacher Workday**  
**May 25– June 10 – HS-Summer school**

14/90/176

**May 25-June 10 – HS Summer School**  
**June 7 – July 8 – Elementary Summer School**

JUNE 22						
S	M	T	W	T	F	S
	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JULY 202						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**June 7 – July 7 – Elementary Summer School**

# REGISTERED NURSE'S CONTRACT

THIS CONTRACT made by and between the School District of Alma, No. 2 in the County of Harlan, in the State of Nebraska, hereinafter referred to as District and Melissa Simonson a legally qualified registered nurse, hereinafter referred to as Nurse. WITNESSETH: That the Board of Education of the District hereby agrees to employ the Registered Nurse above named in the schools of the district for a school year, which shall begin on or about August 12, 2021, and end on or about May 20, 2022. The number of contract days shall be established by the Board of Education and that the Nurse hereby agrees to accept such employment at a salary of \$43,260.00 and under the following conditions.

VIZ: BA Step 6 (Index 1.2)  
License #64994                      NDE Staff ID 9591862846                      DHHS username: S1monsonM

As per negotiated agreement for the 2021-2021 school year and extra duties, as agreed upon,  
183 contract days to include 178 teaching days and 5 teacher workdays.

FIRST: The salary of the Nurse shall be payable in twelve (12) equal installments. The first installment shall be payable on the 10th day of September 2021, and the remaining installments shall be payable on the 10th day of each month thereafter.

SECOND: The nurse hereby agrees to be governed by the policies of the Board of Education of the District and that the teaching duties to be performed by his/her under this contract shall be subject to assignment of the Superintendent of the District with the approval of the Board of Education of the District; and further agrees to devote full time, during days of school to his/her position in all respects, to diligently and faithfully perform the assigned duties as nurse to the best of his/her professional ability.

THIRD: In addition to the health care duties set forth herein, the nurse may be assigned such extra duty assignments as defined from time to time by the parties of this agreement which shall be upon such terms and conditions and at such additional stated rate of compensation as the nurse and the district may from time to time agree upon.

FOURTH: This contract may be cancelled or amended by a majority of the members of the school board during the school year for any of the following reasons: (a) upon cancellation, termination, revocation or suspension of the Registered Nurse License by the State of Nebraska; (b) breach of any of the material provision of this contract; (c) for any reason set forth in this contract; (d) incompetency; (e) neglect of duty; (f) unprofessional conduct; (g) insubordination; (h) immorality, or (I) physical or mental incapacity. Cancellation or amendment under this contract shall be governed by the provision of Nev. Rev. Stat. 79-827 (Reissue 1996).

FIFTH: That upon termination of this contract for just cause, or upon the release of the nurse from this contract, the compensation paid or to be paid hereunder shall be an amount which bears the same ratio to the yearly salary herein specified as the number of days of service to the date of such termination bears to 183 days of service. The nurse shall refund any unearned fractional portion of an installment paid but not earned prior to termination of the contract.

SIXTH: There shall be no penalty for release or resignation by the nurse from this contract; provided no resignation shall become effective until the close of the school year unless accepted by the Board of Education of the district and the board shall fix the time at which the resignation is to take effect.

SEVENTH: This contract shall conform to the regulations governing deductions from the above stated compensation with reference to withholding tax, Social Security and teachers' retirement. Other deductions may be withheld as agreed to by the parties to this contract.

EIGHTH: The Nurse hereby affirms that he/she is not under contract with another School Board or Board of Education within this state covering a part or all of the same time of performance as is contemplated by this agreement. The Nurse further affirms that at the beginning of the term of this contract and throughout the term of this contract he/she holds or will hold a valid Health Care/Registered Nurse License. It is understood and agreed that this contract is not valid until the nurse's license, as herein listed, is registered in the office of the superintendent of schools in this district and that the nurse shall not be compensated for any services performed prior to the date of registration of this certificate.

NINTH: Terms and conditions set forth in this agreement shall be subject to such wages and conditions of employment as may, from time to time, be mutually agreed upon by and between the board and teachers or a duly recognized collective bargaining agent for said teachers, and said agreement, when reduced to writing and executed by the parties, shall be deemed to be included herein by reference and shall become a part hereof.

TENTH: Hereafter, this contract may be continued by a separate, annual written Renewal Agreement which shall incorporate all the provisions hereof by reference, except as stated on such Renewal Agreement. Renewal Agreements or renewal contracts must be executed by the Nurse and delivered to the Superintendent of Schools or the Secretary of the Board of Education of the District within fifteen (15) calendar days of receipt thereof from the district. Said Renewal Agreement or renewal contract shall not be offered to the nurse prior to June 1st. Contract renewal, amendment, termination or cancellation shall also be subject to the requirements of Neb. Rev. Stat. Sections 79-828 through 79-831 (Reissue 1996) and any other applicable state statutes.

ELEVENTH: The failure to return a signed copy of the contract or renewal agreement to the Superintendent of Schools or Secretary of the Board of Education of the district on or before July 1, 2021 shall constitute a rejection by the Nurse of the offer of employment.

TWELFTH: Other Contract Terms:

Executed \_\_\_\_\_, 2021

\_\_\_\_\_  
Registered Nurse

Executed \_\_\_\_\_, 2021

School District of Alma, District #2  
County of Harlan

Attest:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Superintendent