

REGULAR MONTHLY MEETING OF THE BOARD OF EDUCATION - AGENDA

Alma Public Schools

Monday, June 12, 2023

- A. Call to Order and announce location of Open Meetings Act Poster
 - A.1. Verification of Receipt of Notice, which was published in the Harlan County Journal
 - A.2. Roll of Board Members - Excuse absent board members
 - A.3. Approval of Consent Agenda
 - A.3.a. Minutes from Previous Meetings
 - A.3.b. General Financial Report
 - A.3.c. Activity Financial Report
 - A.4. Review monthly bills submitted
- B. Request to address the Board
- C. Action Items - Discuss, consider, and take all necessary action
 - C.1. to review and approve the School Fees (5195)
 - C.2. to review and approve the Parent Involvement (Policy 6400 & 6410)
 - C.3. to review and approve the Attendance Policy (5008)
 - C.4. to review and approve the Bullying Policy (Policy 5415)
 - C.5. to review and discuss the Pre-Kindergarten program and approve and/or make any decision necessary for the program.
 - C.6. to review and decide whether or not to raise lunch prices, activity prices, passes, substitute pay and substitute bonus incentive.
 - C.7. to review and approve the student, teacher, non-certified, paraprofessional and activity handbooks.
 - C.8. to review and discuss recommendations from the American Civics Committee.
- D. Principal's Report

E. **Superintendent's Report:** Summer Projects, Security Updates, Paras, Glow Ball Golf Tournament, Property line issue, E3: Emergency and Safety App.

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 MEETING OF THE ALMA PUBLIC SCHOOLS BOARD OF EDUCATION

The regular meeting of the Alma Public Schools Board of Education was convened in open and public session on Monday, May, 8, at 7:00 pm in the library at Alma Public School. The roll was called and the following Board members were present: Allen Brugh, Randy Heckenlively, Kate Hopkins, Nick Simonson, Mike Stemper and Samantha Stuhmer.

Notice of the meeting was given in advance by publication in the Harlan County Journal and Kearney Hub. Notice of this meeting was given in advance to all members of the Board of Education. The Secretary of the Board maintains a list of the news media requesting notification of meetings and advance notification to the listed media of the time and place of the meeting and the subjects to be discussed at this meeting was provided. Availability of the agenda was communicated in the publicized notice and a current copy of the agenda was maintained as stated in the publicized notice. 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 Mike Stemper and seconded by Kate Hopkins to approve the consent agenda. After discussion and on roll call vote the Board voted as follows: Allen Brugh: Yea, Samantha Stuhmer: Yea, Kate Hopkins: Yea, Nick Simonson: Yea, Mike Stemper: Yea, Randy Heckenlively: Yea

A motion was made by Nick Simonson and seconded by Randy Heckenlively to approve the receipts, expenditures, and payment of claims from the General Fund for \$524,751.09, Building Fund for \$159,362.64, Activity Fund for \$16,422.01, and Lunch Fund for \$17,288.69. After discussion and on roll call vote the Board voted as follows: Kate Hopkins: Yea, Randy Heckenlively: Yea, Allen Brugh: Yea, Mike Stemper: Yea, Samantha Stuhmer: Yea, Nick Simonson: Yea

A motion was made by Nick Simonson and seconded by Mike Stemper to motion to have Jessica Miller added to signature cards at First State Bank for the Schools bank accounts. After discussion and on roll call vote the Board voted as follows: Mike Stemper: Yea, Samantha Stuhmer: Yea, Kate Hopkins: Yea, Allen Brugh: Yea, Nick Simonson: Yea, Randy Heckenlively: Yea

A motion was made by Randy Heckenlively and seconded by Mike Stemper to approve the bid from Creative Sites, LLC for the Pre-Kindergarten playground equipment in the amount of \$81,950.00. After discussion and on roll call vote the Board voted as follows: Allen Brugh: Yea, Mike Stemper: Yea, Nick Simonson: Yea, Randy Heckenlively: Yea, Kate Hopkins: Yea, Samantha Stuhmer: Yea

A motion was made by Mike Stemper and seconded by Kate Hopkins to approve paying for the remodeling of the preschool building, at 512 Main Street, out of the construction loan at First State Bank. After discussion and on roll call vote the Board voted as follows: Samantha Stuhmer: Yea, Allen Brugh: Yea, Kate Hopkins: Yea, Mike Stemper: Yea, Randy Heckenlively: Yea, Nick Simonson: Yea

A motion was made by Allen Brugh and seconded by Samantha Stuhmer at 7:47 pm to go into executive session to discuss personnel. After discussion and on roll call vote the Board voted as follows: Samantha Stuhmer: Yea, Nick Simonson: Yea, Mike Stemper: Yea, Allen Brugh: Yea, Randy Heckenlively: Yea, Kate Hopkins: Yea

A motion was made by Allen Brugh and seconded by Kate Hopkins at 8:10 pm to resume the regular meeting. After discussion and on roll call vote the Board voted as follows: Samantha Stuhmer: Yea, Mike Stemper: Yea, Nick Simonson: Yea, Randy Heckenlively: Yea, Kate Hopkins: Yea, Allen Brugh: Yea

A motion was made by Mike Stemper and seconded by Kate Hopkins to increase administrative salaries by 3.35 percent (the same percentage as certified staff) for the 2023-2024. In addition, a one-time, \$2,000 longevity bonus for Jon Davis and a \$1,000 longevity bonus for Stephanie Brandyberry was approved. After discussion and on roll call vote the Board voted as follows: Randy Heckenlively: Yea, Allen Brugh: Yea, Kate Hopkins: Yea, Nick Simonson: Yea, Mike Stemper: Yea, Samantha Stuhmer: Yea

A motion was made by Nick Simonson and seconded by Samantha Stuhmer to approve paying the 2023-2024 renewal premium of \$120,757, for Property/Liability coverage with Waggoner Insurance Agency/EMC. After discussion and on roll call vote the Board voted as follows: Passed. Randy Heckenlively: Yea, Samantha Stuhmer: Yea, Nick Simonson: Yea, Mike Stemper: Yea, Allen Brugh: Yea, Kate Hopkins: Yea

Discussion items included: requesting bids on Property/Liability coverage; the completion and distribution of 2023-2024 secondary school schedules; changes in RPAC member schools for the 2024-2025 school term; and installing sprinklers at the practice field.

The next regular school board meeting will be Monday, June 12, 2023, at 7:00 PM in the library.

The meeting was adjourned at 8:26 PM.

Dated Monday, May 8, 2023

HARLAN COUNTY SCHOOL DISTRICT #2
a/k/a ALMA PUBLIC SCHOOLS

Allen Brugh, President

Jessica Miller, Secretary

<u>General/Money Market/Trans Accts</u>	Receipts	Disburse	Total	1
05/01/2023 General			\$196,906.82	
05/01/2023 Money Market			\$395,850.36	
05/01/2023 Transaction			\$23,708.43	
Furnas County Treasurer	\$11,593.12			
Harlan County Treasurer	\$624,892.27			
BCBS self-pay	\$2,783.97			
MAC SepOctNov22	\$16,013.19			
MAC SepOctNov22 admin	\$3,802.28			
ESU #11 - Carl Perkins \$ - welder	\$4,300.00			
SpEd FFR Reimb 21-22	\$54,055.00			
Impact Aid (maybe)	\$10,578.00			
State Aid	\$157,355.32			
interest earned - Transaction Acct	\$12.33			
interest earned - MMA	\$474.23			
interest earned - Gen Fund	\$211.13			
May receipts	\$886,070.84		\$1,502,536.45	
cks cleared/reimb made in May		\$519,093.40	\$983,443.05	
outstanding checks		\$13,102.77	\$970,340.28	
<u>Certificates of Deposit</u>			\$426,607.06	
Balance 5/31/2023			\$1,396,947.34	
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<u>Bldg/Sinking Fund</u>				8
05/01/2023 Building Fd			\$525,212.45	
Furnas County Treasurer	\$1,261.33			
Harlan County Treasurer	\$65,135.41			
interest earned	\$301.70			
May receipts	\$66,698.44			
May expenses		\$159,948.16		
Balance 5/31/2023			\$431,962.73	
<hr/>				
<u>QCPU Fund</u>				9
5/1/2023 QCPU Fd			\$168,390.63	
Harlan County Treasurer	\$1.25			
interest earned	\$177.34			
May receipts	\$178.59			
Balance 5/31/2023			\$168,569.22	
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<u>Depreciation Fund</u>				2
5/1/2023 Depreciation Fd			\$26,801.57	

interest earned	\$17.07		
Balance 5/31/2023			\$26,818.64
Lunch Fund			6
5/1/2023 Lunch Fd			\$116,577.94
May receipts	\$22,000.52		
cks cleared in May		\$17,298.69	
outstanding checks/deposits		\$22.65	
Balance 5/31/2023			\$121,257.12
Activity Fund			5
5/1/2023 Activity			\$183,785.77
May receipts	\$50,016.54		
May expenses		\$20,721.94	\$213,080.37
outstanding checks/deposits		\$13,102.77	
Balance 5/31/2023			\$199,977.60

Fund:

	Beginning Balance	Debits	Credits	Ending Balance
Fund Balance				
05 704 0100 ART	3,480.98	0.00	0.00	3,480.98
05 704 0110 COMPUTERS	13,306.29	0.00	65.00	13,371.29
05 704 0113 eSports Club	871.19	0.00	0.00	871.19
05 704 0120 MISCELLANEOUS	239.93	83.84	586.86	742.95
05 704 0130 MUSIC SUPPLIES	(677.08)	52.00	0.00	(729.08)
05 704 0131 ELEMENTARY CHOIR	1,073.56	0.00	0.00	1,073.56
05 704 0133 DISTRICT MUSIC	1,116.41	0.00	0.00	1,116.41
05 704 0134 BAND PROJECTS	120.00	0.00	0.00	120.00
05 704 0135 CASH BOXES	(1,000.00)	700.00	0.00	(1,700.00)
05 704 0140 COURTESY FUND	664.06	49.00	0.00	615.06
05 704 0141 WOW	670.17	0.00	0.00	670.17
05 704 0142 CIRCLE OF FRIENDS	498.58	0.00	0.00	498.58
05 704 0144 RESOURCE	928.02	0.00	0.00	928.02
05 704 0145 LUEDKE MEMORIAL	1,742.41	0.00	0.00	1,742.41
05 704 0160 INDUSTRIAL ARTS	1,764.86	0.00	417.12	2,181.98
05 704 0161 FFA SCHOLARSHIP	19,856.10	0.00	8,645.00	28,501.10
05 704 0165 FUTURE FARMS OF AMERICA	27,957.05	3,028.70	20,967.00	45,895.35
05 704 0170 STUDENT COUNCIL	6,398.53	1,923.78	1,628.03	6,102.78
05 704 0223 CLASS OF 2023	4,565.05	2,823.51	494.00	2,235.54
05 704 0224 CLASS OF 2024	1,984.84	128.48	50.00	1,906.36
05 704 0225 CLASS OF 2025	5,286.23	0.00	0.00	5,286.23
05 704 0226 CLASS OF 2026	4,089.70	0.00	0.00	4,089.70
05 704 0240 PLATE FUND	251.19	0.00	0.00	251.19
05 704 0251 PICTURES/ANNUAL/YEARBOOK	1,644.64	1,599.41	1,678.05	1,723.28
05 704 0260 HOME EC/CONS ED	1,314.84	0.00	0.00	1,314.84
05 704 0265 COOKIE SALES	4,367.36	115.18	864.00	5,116.18
05 704 0270 BOOK/SOFTWARE ORDERS	6,444.92	0.00	131.11	6,576.03
05 704 0271 GENERAL MILLS BOX TOPS	4,263.51	315.00	73.60	4,022.11
05 704 0280 FIELD TRIPS	500.00	0.00	0.00	500.00
05 704 0300 ALL ACTIVITIES (entrv fees. etc)	8,769.78	5,095.55	3,049.03	6,723.26
05 704 0301 FOOTBALL	1,473.22	0.00	1,140.00	2,613.22
05 704 0302 VOLLEYBALL	4,057.59	0.00	0.00	4,057.59
05 704 0303 BOYS BASKETBALL	13,007.73	2,968.93	2,943.00	12,981.80
05 704 0304 GIRLS BASKETBALL	3,937.70	0.00	0.00	3,937.70
05 704 0305 CROSS COUNTRY	1,644.38	300.00	0.00	1,344.38
05 704 0306 TRACK	977.94	565.00	580.00	992.94
05 704 0307 WRESTLING	822.88	0.00	0.00	822.88
05 704 0308 GOLF	(22.04)	893.49	818.96	(96.57)
05 704 0400 CHEERLEADERS	1,835.60	3,228.00	5,200.77	3,808.37
05 704 0550 VENDING MACH/NHS	3,645.39	808.26	245.00	3,082.13
05 704 0600 QUIZ BOWL	1,093.97	0.00	0.00	1,093.97
05 704 0940 moved	(39.07)	0.00	0.00	(39.07)
05 704 0950 SCHOLARSHIP FUND	1,911.50	0.00	0.00	1,911.50
05 704 0970 WEIGHT ROOM	6,707.52	0.00	0.00	6,707.52
05 704 0971 DEPOSITS WEIGHT ROOM USE	2,177.75	0.00	50.00	2,227.75
05 704 0985 PROJECTOR ADVERTISING	10,955.00	0.00	500.00	11,455.00
05 704 0990 SPEECH	(3,072.86)	0.00	0.00	(3,072.86)
05 704 0991 DRAMA	6,028.03	0.00	0.00	6,028.03
05 704 0992 PK-4	1,500.00	0.00	0.00	1,500.00
	<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
	181,135.35	24,678.13	50,126.53	206,583.75
	181,135.35	24,678.13	50,126.53	206,583.75

Vendor Name	Invoice Number	Description	Invoice Amount
ALMA SCHOOL LUNCH FUND	19564	JH Track and Golf Food	246.90
ARAPAHOE PUBLIC SCHOOL	19544	2023 Football Awards	29.95
BERTRAND COMMUNITY SCHOOL	19551	Golf Invit Entry Fee	60.00
Blick and Staff LLC / The Hex + The Hive	19568	State Track 2023 Shirts	565.00
BSN SPORTS, llc	19581	Boys Basketball Youth Mini Goals	1,585.43
CAMBRIDGE PUBLIC SCHOOL	19570	Peyton Herrick CSO Sign Up Fee	30.00
CASH-WA DISTRIBUTING	19552	APS Concession Supplies	557.83
CHESTERMAN CO	19559	Concession Pop Supplies	1,272.00
CLASSIC SPORTSWEAR & AWARDS	19582	Awards/ DRAMA	83.84
Concordia University	19586	x2 Boys Basketball Camp Fee 6-5/6-7	550.00
COZAD PUBLIC SCHOOL	19585	Boys Basketball Camp Fee 6/28	350.00
EDGERTON EXPLORIT CENTER	19554	2nd Grade Field Trip	315.00
FIRST STATE BANK	19556	5/4 Varsity Track Meet Gate Money	700.00
FIRST STATE BANK	19569	Dist Golf Meal CASH	378.00
FIRST STATE BANK	19572	State Track 2023 Meals	295.00
FLOWERS N MORE	19571	2023 Grad Flowers	705.00
FLOWERS N MORE	19576	Kathy Whetshine Brothers Funeral Flowers	49.00
FRANKLIN PUBLIC SCHOOL	19545	JV Golf Entry Fee	25.00
FRANKLIN PUBLIC SCHOOL	19546	5/9 Golf Invit Entry Fee	50.00
FRITZ'S MEAT	19558	Concession Supplies	57.95
FRITZ'S MEAT	19573	Golf Meet Supplies	193.46
GOTHENBURG HIGH SCHOOL	19566	JH State Track Entry Fee	30.00
Hastings High School	19583	Boys Basketball Camp Fee	150.00
HITCHCOCK COUNTY PUBIC SCHOOLS	19547	5/2 Golf Entry Fee	55.00
HOGELANDS MARKET	19553	Golf Payment from Account# 3	20.77
HOGELANDS MARKET	19557	APS School Activity Supplies	1,046.18
JOSTENS, INC	19560	2023 Senior Grad Caps	22.42
KEARNEY CATHOLIC HS	19584	Boys BBall Camp Fee 6/16	300.00
LANHAM, MIKE	19555	Track Varsity Entry Fee	225.00
LITTLE CAESARS PIZZA	19561	Cheer Fundraising 2023	3,228.00
MOONLIGHT EMBROIDERY & SCREENPRIN	19574	Alma Boys Camp Shirts	453.50
NE COACHES ASSOCIATION	19577	Alma 23-24 Coaches Membership Fees	610.00
NEBRASKA SCHOOL ACTIVITIES ASSN.	19578	NSAA 23-24 Coaches Membership Renewal	1,300.00
NEW VICTORIAN STS LINCOLN	19565	FFA State Lodging MAR 2023	2,699.70
Rudy's Gas Tire and Oil	19587	Propane Refill x2 f/ Concession Stand	36.00
Ryan's Run Free	19575	XC Students T-Shirt Payment	300.00
SHORT STOP	19567	Yearbook Pizza for End of Year	90.24
SOUTHERN VALLEY SCHOOL	19548	5/4 Golf Invit Entry Fee	60.00
SOUTHERN VALLEY SCHOOL	19550	5/8 JH Boys and Girls Track Entry Fee	50.00
SOUTHERN VALLEY SCHOOL	19563	NSAA Dist Track Meet Entry Fee	100.00
THULIN, BRENDA	19580	RPAC Executive Meeting LUNCH	500.00
THULIN, TERRY	19579	RPAC Executive Meeting LUNCH	500.00
US BANK	19543	Yrbk, Prom, FFA, Milk, Cookies Sales, Sr	4,049.57
US BANK	19588	Alma Yearbook Supplies	590.40
YANDAS MUSIC	19562	Kami Godert Flute Repair	52.00
			24,568.14

JUNE 2023 CHECK LISTING

GENERAL FUND

<u>Ck #</u>	<u>Check Date</u>	<u>Entity Name</u>	<u>Description</u>	<u>Amount</u>
32602	06/12/2023	ACCO BRANDS USA LLC	paper	38.59
32603	06/12/2023	ALMA POST OFFICE	annual box rent	252.00
32604	06/12/2023	ALMA SCHOOL LUNCH FUND	14 Friday morning meetings	103.48
32605	06/12/2023	ALPHA REHABILITATION PC	OT, SLP L Johnsen	373.12
32606	06/12/2023	ANDERSON BROTHERS ELEC PLBG & HTG	repairs and test backflows	1,999.37
32607	06/12/2023	Arbor Scientific	Lenz's Law Apparatus	222.09
32608	06/12/2023	AXTELL COMMUNITY SCHOOL	Mosaic June	2,646.00
32609	06/12/2023	Bamford, Inc.	inspections & backflow test	250.00
32610	06/12/2023	BLICK ART MATERIALS	coop order art supplies	734.39
32611	06/12/2023	C H S / AGRI SERVICE CENTER	fuel charges (2 mos)	3,297.96
32612	06/12/2023	CAROLINA BIOLOGICAL SUPPLY COMPANY	secondary science 2024	663.00
32613	06/12/2023	CITY OF ALMA	water, sewer, gas, trash	4,399.91
32614	06/12/2023	CKC PAINTING	painting classrooms	1,525.00
32615	06/12/2023	COACH MASTER'S, INC	heater repair 1998 Prevost	4,518.33
32616	06/12/2023	DANA F COLE & CO.	monthly admin fee (125 Plan)	85.00
32617	06/12/2023	DAS STATE ACCTING - CENTRAL FINANCE	April interagency billing	1,282.43
32618	06/12/2023	DISCOUNT SCHOOL SUPPLY	co op order Title One	122.56
32619	06/12/2023	EAKES OFFICE PRODUCTS	Sp Ed file folders	632.41
32620	06/12/2023	ECOLAB PEST ELIM DIVISION	pest control	91.00
32621	06/12/2023	EDUCATIONAL SERVICE UNIT #11	3rd Qtr SpEd 22-23, HAL, Title 1 consult, inservc	13,857.92
32622	06/12/2023	ESU #9	Vision (SLP) svcs A Holmberg	990.00
32623	06/12/2023	FIRST STATE BANK	bus loan payment	29,355.94
32624	06/12/2023	GOPHER SPORT	PE Schullelr	1,154.94
32625	06/12/2023	HARCO ATHLETIC RECONDITIONING, INC	football helmets reconditioned	1,409.00
32626	06/12/2023	HARLAN COUNTY JOURNAL	mtg notice(s), minutes & claims	153.50
32627	06/12/2023	HOGELANDS MARKET	FCS charges	88.27
32628	06/12/2023	HOLDREGE ELECTRIC	single pole switch & covers	355.50
32629	06/12/2023	HOLDREGE SOFT WATER SERVICE	water softener salt and service	813.50
32630	06/12/2023	HOLMES PLBG & HTG SUPPLY CO	plumbing fixtures	81.79
32631	06/12/2023	HOMETOWN LAWN CARE	fix sprinkler valve	197.90
32632	06/12/2023	HOMETOWN LEASING	copier lease payment	2,473.04
32633	06/12/2023	INSPIRE REHABILITATION, LLC	OT April & May	3,769.57
32634	06/12/2023	JOSTENS, INC	heritage medals	208.34
32635	06/12/2023	JUNIOR LIBRARY GUILD	1 yr library renewal	623.32
32636	06/12/2023	Lee BHM Corp/KEARNEY HUB	meeting notice	9.40
32637	06/12/2023	MATHESON TRI-GAS, INC.	Miller welders (reimb w/ Perkins \$)	4,423.97
32638	06/12/2023	MIDWEST TECHNOLOGY - ESUCC	tape measures	112.65
32639	06/12/2023	Mosyle Corporation	license fee for school computers	3,171.60
32640	06/12/2023	NCS PEARSON, INC.	DAS-II Complete Kit	480.37
32641	06/12/2023	NEBRASKA PUBLIC POWER DISTRICT	electricity	4,059.12
32642	06/12/2023	PERRY GUTHERY, HAASE & GESSFORD	email correspondence	169.60
32643	06/12/2023	PINPOINT COMMUNICATIONS	land lines 1 month	391.86
32644	06/12/2023	PRAIRIE HILL LANDFILL - CITY OF HOLDREGE	landfill fees	28.00
32645	06/12/2023	RASMUSSEN MECHANICAL SERVICES	deposit PreK, HVAC upgrades at school	72,566.82
32646	06/12/2023	S & S WORLDWIDE	requisitions ESUCC	771.34
32647	06/12/2023	S & W AUTO PARTS, INC	tire gauge, belt, oil filter	114.43
32648	06/12/2023	SCHOOL HEALTH CORPORATION	nurse supplies	1,153.71
32649	06/12/2023	SCHOOL NURSE SUPPLY, INC	health/safety supplies	966.96
32650	06/12/2023	SCHOOL SPECIALTY LLC	co op order	978.63
32651	06/12/2023	Speech Corner LLC	supplies	654.67

32652	06/12/2023	Teaching Strategies for Early Childhood	preschool	570.00
32653	06/12/2023	TIME MANAGEMENT SYSTEMS	new user training	341.25
32654	06/12/2023	TRUSTWORTHY HARDWARE	paint supplies, misc custodial supplies	788.17
32655	06/12/2023	U.S.CELLULAR	Bruce's cell phone	70.75
32656	06/12/2023	UKRAINIAN GIFT SHOP, INC	K Ritters pysanky egg painting supplies	46.86
32657	06/12/2023	WAGGONER INSURANCE AGENCY	work comp audit	5,356.00
32658	06/12/2023	YANDAS MUSIC	replace broken cable	55.00
autopay	06/06/2023	Bosselmann Pump & Pantry	Pump & Pantry chgs 5 31 23	1,665.68
			sub-total	<u>177,716.01</u>
		PAYROLL		<u>423,135.13</u>
			GENERAL FUND TOTAL	<u><u>600,851.14</u></u>

BUILDING FUND

<u>Ck #</u>	<u>Check Date</u>	<u>Entity Name</u>		<u>Amount</u>
60723	06/12/2023	BANNER CAPITAL BANK	auto deduct - loan payment	1,743.45
			BUILDING/SINKING FUND TOTAL	<u>1,743.45</u>

LUNCH FUND MAY 2023

<u>Ck#</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check Date</u>	<u>Amount</u>
2242	Parent or Guardian of:	Balance to Zero/ WC	06/12/2023	24.45
2243	Parent or Guardian of:	Balance to Zero/ TJ	06/12/2023	83.25
2244	Parent or Guardian of:	Balance to Zero/ RB	06/12/2023	20.30
2245	Parent or Guardian of:	Balance to Zero/ MM	06/12/2023	12.90
2246	Parent or Guardian of:	Balance to Zero/ LB	06/12/2023	215.05
2247	Parent or Guardian of:	Balance to Zero/ JC	06/12/2023	8.00
2248	Parent or Guardian of:	Balance to Zero/ JW	06/12/2023	79.30
2249	aramark	laundrv serivces	06/12/2023	108.19
2250	Hiland Dairv Foods	dairv foods	06/12/2023	766.51
2251	HOGELANDS MARKET	food supplies	06/12/2023	464.24
		Subtotal		<u>3,609.46</u>
PAYROLL				<u>3,960.40</u>
		TOTAL		<u>8,440.73</u>

STUDENT FEES POLICY

The Board of Education of Alma Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "1," which provides further specifics of student fees and materials required of students for the current school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

(1) Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear nonspecialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear nonspecialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the

usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

(a) Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

(b) Courses

(i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(iii) Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(v) Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

(3) Extracurricular Activities-Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be

required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extra curricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(4) Extracurricular Activities-Fees for participation. Any fees for participation in extracurricular activities are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

(5) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

(6) Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

(7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(8) Participation in before-and-after-school or prekindergarten services. Students are responsible for fees required for participation in before-and-after-school or prekindergarten services offered by the District, except to the extent such services are required to be provided without cost.

(9) Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(10) Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(11) Waiver Policy. The District's policy is to provide fee waivers in accordance with

the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

(12) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

(13) Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

CERTIFICATION

On the 13th day of June, 2022, the school board held a public hearing at a meeting of the school board on a proposed student fee policy. Such public hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the preceding school year. The foregoing student fee policy was adopted after such public hearing by a majority vote of the school board at an open public meeting in compliance with the public meetings in compliance with the public meetings laws.

Superintendent or Other Authorized School Official

Legal References:

- Neb. Rev. Stat. §§79-2,125 to 79-2,135 and Laws 2003, LB 249 (The Public Elementary and Secondary Student Fee Authorization Act)
- Neb. Constitution, Article VII, section 1.
- Neb. Rev. Stat. §§79-241, 79-605, and 79-611(transportation)
- Neb. Rev. Stat. §79-2,104 (student files or records)
- Neb. Rev. Stat. §79-715 (eye-protective devices)
- Neb. Rev. Stat. §79-737 (liability of students for damages to school books)
- Neb. Rev. Stat. §79-1104 (before-and-after-school or prekindergarten services)
- Neb. Rev. Stat. §§79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

Date of Adoption: (July 2005 – updated annually)

**Appendix "1" to Student Fees Policy of
Alma Public Schools**

Additional Specification of Required Materials and Fees¹

Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum)² or Specific Material Required
Elementary Program		
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and socks, running shorts, T-shirt
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged
Music-Optional band Courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student. Instrument Rental Fee is \$20 per semester or \$40 per year for use of school owned instruments.
Music -Optional Blue Notes Honor Choir	Coordinating group attire	Blue notes shirts and dark pants
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists

¹ This listing is a part of the 2022-2023 Student Fees Policy and is intended to provide supplemental information. For additional specifications, refer to the Policy.

² Generally, dollar amounts are stated in terms of "maximums." The actual fee or charge may be less during the 2022-2023 school year.

Field Trips	Transportation and admission costs of field trips	None-costs of school sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to \$5.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.
Summer school courses	Classes offered during the summer, or at night, if any	Currently there is no charge for Summer School.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge).	Ten cents (.10) per page when charges apply.
School Meals - Elementary		Breakfast--\$ 1.60 Lunch--\$2.55 for Elementary Milk--\$.25 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Secondary Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and socks, running shorts, T-shirt
Art and shop classes and special projects, science classes	Appropriate clothing (non-specialized attire) Goggles-1 pair provided per year. If lost or damaged students are required to purchase a new pair.	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes; approved protective goggles for science classes.
Music-Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student. Instrument Rental Fee is \$20.00 per semester or \$40 per year for use of school owned instrument.

Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Classroom Projects, i.e., Family & Consumer Science, Industrial Technology	Project Cost	Student pays cost that is beyond the standard project provided by the school.
Advanced math or science classes	Specialized calculators	Some calculators will be available at school. If lost or damaged a replacement fee will be assessed at a rate paid by the school. Students are encouraged but not required to purchase such equipment for their personal use.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Ten cents (.10) per page when charges apply.
School Meals - Secondary		Breakfast--\$1.60 Lunch--\$2.95 Milk--\$.25 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Post-secondary education classes	Tuition and fees for college courses taken for credit.	None--Any postsecondary education costs are to be paid directly by students to the college.
End of year lost or damaged books	Damage fee or replacement cost	Fees and fines up to \$5.00 for damaged books or the approximate cost of the damage. Lost books or ruined books are charged replacement cost, generally at a maximum of \$60.00 or replacement cost.

Computers, iPads, and other school owned electronics	User fee, damage fee or replacement cost. Students who do not take their computer home will not be assessed a user fee. Students who lose their computer privileges for disciplinary reasons will not be refunded their user fee.	User Fees and cost of damaged or ruined computers/iPad will be assessed to the students. The user fee is generally \$35 per student and is none refundable. Cost of damaged computers/iPads (electronics) are charged a replacement cost not to exceed \$250 for accidental damage. Students who intentionally damage school property will be assessed full replacement cost.
Yearbooks - Optional	School Book	Yearbooks are published and made available for purchase every year by the student. Cost is generally about \$45
College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved.
Summer school courses	Classes offered during the summer, or at night, if any	Drivers education class: \$250 to \$325
Locker usage	Use of school padlock	\$5.00 fee if damaged or not returned at the end of the year.
Extracurricular and other programs	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
Athletic Programs		
1. Admission	Spectator fees for admission to events	\$5.00 per event maximum. Students may purchase an Activity Ticket for \$20.00 per year. District and Conference events hosted by the School, the admission is set by those organizations
2. Athletic Physicals	NSAA required athletic physicals	Cost varies; payable directly to student's physician or clinic.
3. Equipment and attire	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity. Uniform items are checked out to students. If lost or damaged students will be assessed fees in the amount of replacement cost.	Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:

		Basketball	No additional
		Football	Mouthpiece
		Golf	Golf bag & clubs
		Speech	Dress attire; copies of research
		Track	No additional
		Volleyball	Volleyball knee pads
		Wrestling	Wrestling head Gear, knee pads
		Cheerleading and Flag Team Squads	Shoes, approved uniforms (top & skirt; jacket), poms and other accessories
4. Travel meals	Meals	Students are responsible for their own meals while traveling except when the event is a NSAA State or District event and when approved by the administration.	
5. Locker use	Padlock for locker	\$5.00 fee if damaged or not returned at the end of the year.	
6. Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.	
7. Athletic Clubs	Letterman's club and other clubs supporting the athletic program	Currently no dues required. Annual dues not to exceed \$50.00 per club.	

8. Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Instrument Rental Fee is \$20.00 per semester or \$40 per year for use of school owned instrument. Uniforms for the marching band will be supplied by the school; students may be required to pay a refundable band uniform rental fee of up to \$50.00. For High School Band Students an \$8.00 uniform cleaning fee is requested. For Junior High Band Students a \$7.00 uniform cleaning fee is requested. For High School Vocal students a \$6.00 choir robe cleaning fee is requested.
Music Optional Show Choir	Coordinating group attire	Students will pay for outfits selected by the group. Cost will be based on selection at a maximum of \$150
Clubs/Organizations		
Future Farmers (F-F-A)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Future Career/Community Leaders (FCCLA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
National Honor Society	State & national dues, meals and activities	Currently no dues required. Annual dues not to exceed \$50.00 per club.
Swing Choir	Attire	Students are responsible for purchasing outfits and accessories. Not to exceed \$150.
All Girls Swing Choir	Attire	Students are responsible for purchasing outfits and accessories.
Student Council	State & national dues, meals and activities	Currently no dues required. Annual dues not to exceed \$50.00 per club.
Social & Recognition Activities		
1. School plays, musicals and social activities	Admission to events	Up to \$10.00 per play or activity
2. School dances	Admission to prom, homecoming, etc.	Up to \$10.00 per event

3. Class dues		Currently no dues are assessed. Each of the six secondary classes may assess its members an amount not to exceed \$50.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.
4. Picture Packets	Optional - Pictures are still taken for use in school yearbook.	Students purchase packets as desired and pay directly to photo company.
5. Senior recognition assessment	Optional graduation activities	Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, one mother's flower, class gift, yearbook picture page, and class composite picture. A single Senior Class Recognition Assessment, not to exceed \$50, will be assessed to those Seniors who elect to participate in such activities. Expenses for above mentioned items will be paid out of the "Class Activity" account until funds are depleted unless the students did not participate or had limited participation in the class fund raisers held during their years in high school. After this fund is empty, students will be responsible for all optional graduation activity costs.
6. Trips	Transportation, lodging, meals, admission to events, etc.	For the extracurricular and options trip - Seniors' Day Out to Lincoln and Omaha, students may be assessed a \$5.00 fee and will be responsible for meals. Students are responsible for costs of school-sponsored option trips where the trip is an extracurricular activity. The maximum costs of such trips will be \$2,000 per student. The school will pay for transportation,

		<p>lodging, meals, and admission to NSAA State events and District events depending on the distance to the event and if an overnight stay is required because of that distance. The school administration will determine when and if the school will be paying for these events. If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.</p>
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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

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)

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.

Commented [JK1]: ESSA Section 1010

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

StudentsStudent AttendanceAttendance Policy and Excessive Absenteeism

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The Principals and teachers are required to maintain an accurate record of student attendance.

A. Attendance and Absences.

1. Circumstances of Absences – Definitions. The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.
 - a. School Excused. Any of the following circumstances that lead to an absence will be identified as a *School Excused* absence, provided the required attendance procedures have been followed:
 - (1) Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness, court, death of a family member, or suspension.
 - (2) Other absences as determined by the principal or the principal's designee.
 - b. Not School Excused. Absences that are not school excused may result in a report to the county attorney and may be classified as follows:
 - (1) Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments.
 - (2) Other absences are those in which the parent has not communicated a reason for the student's absence.

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2. Absence Procedure. In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances.

A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, is issued by the Principal's office.

Two school days will be allowed to make up work for each day missed, with a maximum of 10 days allowed to make up work.

3. Mandatory Ages of Attendance. A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

Exceptions for Younger Students. Attendance is not mandatory for a child who has reached 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that 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 (2) that 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.

Exceptions for Older Students. Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or (3) has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

Early Withdrawal for Students Enrolled in Accredited or Approved Schools. A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed.

Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in Alma Public Schools or resides in the Alma

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Public School District and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- the person who has legal or actual charge or control of the child who requested the exit interview;
- the Superintendent or Superintendent's designee;
- the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and
- any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school.

At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:

- financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
- an illness of the child making attendance impossible or impracticable.

The Superintendent or Superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child OR may rescind the written request for the withdrawal.

Withdrawal Form. Any withdrawal form signed by the person making the written request shall be valid only if:

- the child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and
- the Superintendent or Superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the Superintendent or Superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the

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child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

Early Withdrawal for Students Enrolled in an Exempt School (Home Schools). A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.

4. Reporting and Responding to Excessive Absenteeism. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the superintendent or such person(s) who the superintendent designates to be the attendance officer (hereafter, "attendance officer"). The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed below under "Excessive Absenteeism" and "Reporting Excessive Absenteeism."
5. Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:
 - a. Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of any child; and
 - b. One or more meetings between the school (a school attendance officer, a school administrator or his or her designee, and/or a social worker), the child's parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:
 - (i) Illness related to physical or behavioral health of the child.
 - (ii) Educational counseling;

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- (iii) Educational evaluation;
- (iv) Referral to community agencies for economic services;
- (v) Family or individual counseling; and
- (vi) Assisting the family in working with other community services.

If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child's attendance records.

6. Reporting Excessive Absenteeism to the County Attorney.

The school may report to the county attorney of the county in which the person resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per year. The school shall notify the child's family in writing prior to referring the child to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

Article 5

STUDENTS

Policy No. 5008

Date of Adoption: June 9th, 2014

Students

Anti-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

Date of Adoption: ___ July 14 ___, 2008