

## **Agenda**

1. Opening the Meeting
  - 1.A. Call to Order
  - 1.B. Nebraska Open Meetings Law
  - 1.C. Publication of Meeting
  - 1.D. Roll Call
2. Welcome Visitors and Public Comment
3. Reports
  - 3.A. Comments from Principal Richardson
  - 3.B. Comments from Superintendent Masters
  - 3.C. Board Committees
4. Consent Agenda
  - 4.A. Minutes of the July 9, 2018 Regular Board Meeting.
  - 4.B. Approval of August Treasurer's Report.
  - 4.C. Approval of August Claims. Payroll: \$215,502.10 Claims \$407,780.89
5. Action Items
  - 5.A. Approve the Student Handbook, Teacher Handbook, Classified Handbook, and Activity Handbook with changes as recommended by the school's law firm - Perry, Guthery, Haase & Gessford, P.C., L.L.O.
  - 5.B. Approve Request for Proposal 1 for \$13,087.00 to straighten north wall of Preschool Project
  - 5.C. Approve Request for Proposal 4 - Stair Railing - \$794.00
  - 5.D. Approve the hiring of Mary Powell - Kitchen Staff, Alyssa Jeffrey - Preschool Paraeducator, Kimberly Spencer - Preschool Paraeducator
  - 5.E. Approve the transfer of \$350,000 from the General Fund to the Depreciation Fund
  - 5.F. Approve the Extra-Duty Pay Schedule for Skills USA and Assistant Speech Coach
6. Discussion Items
  - 6.A. Discuss Professional Learning Communities - Curriculum Plan for Wednesday 2:30 Dismissal
  - 6.B. First Reading of Board Policy Adoption 3131 - Procurement Plan - As recommended by Perry Lawfirm
  - 6.C. Discuss NASB Area Membership Meeting - August 29, 2018
  - 6.D. Discuss Facility Priorities for 2018-19 and Long Term 5-Year Plan
  - 6.E. NASB Feedback Questions - Would your board advocate for trained teachers to be able to conceal/carry?
  - 6.F. Discuss and Set Date for the Budget Hearing Special Meeting - Budget Adoption
  - 6.G. Discuss and Set Date for Final Tax Request Hearing Special Meeting
  - 6.H. Discuss Christ Lutheran busing and Music request
7. September Agenda Items
  - 7.A. Administration Goal Setting

- 7.B. Conflict of Interest Resolution
8. Executive Session
9. Adjourn

## **Superintendents Comments - August 2018**

### **Carmichael Construction L.L.C.**

During the construction meeting Carmichael stated that they felt they were on target for completion of the project as stated - October 31. The only thing that would hold them up is the availability of the brick. They felt the inside should be completed on time, however, if the brick does not arrive as planned, the exterior may take a bit longer.

### **Shelving**

We will be putting shelving in the new gym storage and a few other storage rooms to better organize and make use of the space.

### **Training Room**

This is almost complete. We have a couple of lights to add and the plumbing work to be done.

### **Preschool Contract with Adams Central in Juniata**

I had our school attorney draw up a contract with Adams Central which has been signed by both parties and is now in place.

### **Classified Staff Hires**

Still need to hire a cleaning person and bus route driver. Plan to advertise for the bus driver over the radio. Newspaper ads have not created any interest.

### **Cabinetry for Mr. Sales' Classroom**

This has been ordered and will be in sometime in October.

### **Signage**

The signage may be a bit over the \$6,000 estimate. CMBA Architects are supposed to get the price to me ASAP. Brad Kissler thought it may be a tad over \$7,000. This signage will help with safety of students as it provides law enforcement with a number system to use when searching for specific rooms in the building

### **Kenesaw Fire and Rescue**

This past Monday evening I gave the Kenesaw Fire and Rescue a tour of our facilities. This supports them in knowing the school better if there would ever be a need for them to be inside our building. I will also be providing them with a Master Key to the inside rooms - they already have a FOB for the outside doors. In addition, I will give them a map of our school showing tornado shelters and fire exits. This will help them in case they ever need to search for students after a tornado or help to determine if all students have been evacuated during a fire. It may be a good idea to include these folks in some of our drills - Fire, Tornado, Evacuation, Shelter in Place.

**Hail Damage to AC Roof Unit**

We have contacted Deb Adams regarding the recent discovery of hail damage on the fins of an AC roof unit. The damage is causing a 20% reduction in efficiency and capacity. This particular unit is the one feeding the new preschool so it needs to be fixed. The insurance inspectors missed this when they assessed the damage from the hail storm so we should not need to pay the deductible again.

**Option In/Out**

Option IN - Lydia Schukei - 8th, Josee Brunk - 10th, Garrison Newell - 9th, Ellie Long - 5th, Matthew Long - 3rd

Option OUT - Vogland Katzberg - 7th

**Bus Routes**

Dale and Brent Schirmer to cover until we find a driver. We put radio ads in for this week. 1. KRVN - AM, 2. KRNY - Y102FM & KQKY - FM. Small route, only 8 students riding. We could even use the Excursion to transport these students.

Rod worked with Jerry on the Preschool busing.

# KENESAW PUBLIC SCHOOLS

110 North 5th Avenue • P.O. Box 129

Kenesaw, Nebraska 68956-0129

Telephone: (402) 752-3215

Fax: (402) 752-3579

**July 9, 2018**

The Kenesaw Board of Education was called into regular session at 8:00 p.m. on Monday, July 10, 2017 in the Kenesaw School Library by President Olsen.

BOARD MEMBERS PRESENT: Kimle, Legg, Olsen, Sidders Gallagher, & Uden

BOARD MEMBERS ABSENT:

OTHERS IN ATTENDANCE: Superintendent Masters and Principal Richardson

This meeting was legally advertised in the Hastings Tribune on Thursday July 5, 2018.

Motion by Kimle, seconded by Legg, to approve the Minutes from the June 11, 2018 Regular Meeting as presented: Carried (Outcome Vote – 6 Yes/0 No/0 Abstain/0 Absent)

Gallagher, Yes	Kimle, Yes	Legg, Yes
Olsen, Yes	Sidders, Yes	Uden, Yes

Motion by Kimle, seconded by Legg, to approve Treasurer's Report. Carried (Outcome Vote – 6 Yes/0 No/0 Abstain/0 Absent)

Gallagher, Yes	Kimle, Yes	Legg, Yes
Olsen, Yes	Sidders, Yes	Uden, Yes

Motion by Kimle, seconded by Legg, to approve the July 2017 Claims as Payroll \$216,250.96 and Claims as \$39,092.40 for the total amount of \$255,343.36. Carried (Outcome Vote – 6 Yes/0 No/0 Abstain/0 Absent)

Gallagher, Yes	Kimle, Yes	Legg, Yes
Olsen, Yes	Sidders, Yes	Uden, Yes

Motion by Kimle, seconded by Legg, to approve NRCSA Membership. Carried (Outcome Vote – 6 Yes/0 No/0 Abstain/0 Absent)

Gallagher, Yes	Kimle, Yes	Legg, Yes
Olsen, Yes	Sidders, Yes	Uden, Yes

Motion by Kimle, seconded by Legg, to approve use of the Football Field by the Midget Football Team. Carried (Outcome Vote – 6 Yes/0 No/0 Abstain/0 Absent)

Gallagher, Yes	Kimle, Yes	Legg, Yes
Olsen, Yes	Sidders, Yes	Uden, Yes

## MISSION STATEMENT

“Our mission in partnership with students, home, and community is to educate all students in a nurturing, challenging, and disciplined environment so their performance enables them to become lifelong learners in the contributors to our global society.”

**Board Minutes (continued)**

**Page 2 of 3**

**July 09, 2018**

Motion by Gallagher, seconded by Sidders, to approve the 2018-2019 ESU #9 Contract for School Age and Below Age Five Special Education Services for the amount of \$187,181.50. Carried (Outcome Vote – 6 Yes/0 No/0 Abstain/0 Absent)

Gallagher, Yes	Kimle, Yes	Legg, Yes
Olsen, Yes	Sidders, Yes	Uden, Yes

Motion by Olsen, seconded by Uden, to approve the payment to Carmichael Construction for work completed – (\$145,808.36). Carried (Outcome Vote – 6 Yes/0 No/0 Abstain/0 Absent)

Gallagher, Yes	Kimle, Yes	Legg, Yes
Olsen, Yes	Sidders, Yes	Uden, Yes

Motion by Legg, seconded by Kimle, to approve the Change Order – Request for Proposal 2 – (\$47,729.00). Carried (Outcome Vote – 6 Yes/0 No/0 Abstain/0 Absent)

Gallagher, Yes	Kimle, Yes	Legg, Yes
Olsen, Yes	Sidders, Yes	Uden, Yes

Motion by Uden, seconded by Gallagher, to approve the Change Order – Request for Proposal 3 – (\$17,090.00). Carried (Outcome Vote – 6 Yes/0 No/0 Abstain/0 Absent)

Gallagher, Yes	Kimle, Yes	Legg, Yes
Olsen, Yes	Sidders, Yes	Uden, Yes

Motion by Uden, seconded by Sidders, to approve the Purchase of new Classroom Desks and Chairs for Brett Sales' Classroom in the amount of \$5,705.40. Carried (Outcome Vote – 6 Yes/0 No/0 Abstain/0 Absent)

Gallagher, Yes	Kimle, Yes	Legg, Yes
Olsen, Yes	Sidders, Yes	Uden, Yes

Motion by Uden, seconded by Sidders, to approve the second reading of Required Policies – 3570. 4003. 5401. 5101. 5402. 5403. 5418. 6212. 6213. 6410. 8231 and Recommended Policies – 1102, 5406. Carried (Outcome Vote – 6 Yes/0 No/0 Abstain/0 Absent)

Gallagher, Yes	Kimle, Yes	Legg, Yes
Olsen, Yes	Sidders, Yes	Uden, Yes

**Board Minutes (continued)**  
**Page 2 of 3**  
**July 09, 2018**

Motion by Gallagher, seconded by Legg, to approve the new signage throughout the building (Approximate Cost (\$6,000). Carried (Outcome Vote – 6 Yes/0 No/0 Abstain/0 Absent)

Gallagher, Yes  
Olsen, Yes

Kimle, Yes  
Sidders, Yes

Legg, Yes  
Uden, Yes

Discussed July Master Board Calendar Items:

1. July Master Board Calendar Items
  - A. Approve Student, Faculty, Athletic Handbooks.
2. August Master Board Calendar Items
  - A. Budget Hearing and Adoption of Budget
  - B. Set Board Priorities and Goals for Next Year.
  - C. Special Meeting at end of August to pay "Extra Claims" (Set Date at Regular Meeting)

Meeting Adjourned at 8:50 p.m.

**The next regular meeting is scheduled for August 13, 2018 @ 8:00 P.M.**

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Cindy Olsen, President

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Shandra Uden, Secretary

**KENESAW PUBLIC SCHOOL  
ACTIVITIES ACCOUNT  
104-562  
2017-2018**

DATE	TRANSACTION	CHECK #	RECEIPT	EXPENDITURE	CKG BALANCE
6/1/18	BEGINNING BALANCE				150,788.73
			7,428.91	(8,564.13)	
6/30/18	ACB - Interest		86.45		
	Outstanding Checks (none)		7,515.36	(8,564.13)	149,739.96
6/30/18	Bank Balance				149,739.96
6/30/18	Reconciled Balance				149,739.96
	<b>Fiscal Year to Date Totals</b>		283,436.26	(306,360.53)	
7/1/18	BEGINNING BALANCE				149,739.96
			112.60	(5,197.36)	
7/31/18	ACB - Interest		88.23		
	Outstanding Checks (none)		200.83	(5,197.36)	144,743.43
7/31/18	Bank Balance				144,743.43
7/31/18	Reconciled Balance				144,743.43
	<b>Fiscal Year to Date Totals</b>		283,637.09	(311,557.89)	

**KENESAW PUBLIC SCHOOL**

**TREASURERS REPORT**

**900-076**

**2017-2018**

<b>DATE</b>	<b>TRANSACTION</b>	<b>CHECK #</b>	<b>RECEIPT</b>	<b>EXPENDITURE</b>	<b>CKG BALANCE</b>
	<b>BEGINNING BALANCE</b>				<b>3,122,611.41</b>
7/10/18	Adams Co. Treasurer		43,405.73		
7/13/18	Hall Co. Treasurer		5,479.70		
7/31/18	<b>ACB - Interest</b>		1,793.87		
			<u>50,679.30</u>		<u>3,173,290.71</u>
<b>EXPENSES</b>					
	<b>Approved June Claims</b>			<b>(256,271.99)</b>	
	Total Expenditures			<u>(256,271.99)</u>	
	Ending Balance				<u>2,917,018.72</u>
	Outstanding Checks				188.94
	Ending Balance as of July 30, 2018				2,917,207.66
	Ending Bank Balance as of July 30, 2018				2,916,735.81
	<b>Difference</b>				471.85
					<u>2,916,735.81</u>
	<b>Fiscal Year to Date Totals</b>		<u>5,088,822.40</u>	<u>(4,140,163.72)</u>	

Off Same as last month. Still working on getting this cleared up.

**KENESAW PUBIC SCHOOL**

**BOND FUND**

**163-907**

**2017-2018**

DATE	TRANSACTION	CHECK #	RECEIPT	EXPENDITURE	CKG BALANCE
<b>6/1/18</b>	<b>BEGINNING BALANCE</b>				<b>201,155.66</b>
6/8/18	Adams Co Treasurer		24,179.96		
6/11/18	Hall Co. Treasurer		2,301.94		
6/12/18	Kearney Co. Treasurer		3,611.13		
6/30/18	<b>ACB - Interest</b>		128.58		
			<u>30,221.61</u>	<b>0.00</b>	<u>231,377.27</u>
	Outstanding Checks (none)				231,377.27
6/30/18	Bank Balance				<u>231,377.27</u>
6/30/18	<b>Reconciled Balance</b>				<u>0.00</u>
	<b>Fiscal Year to Date Totals</b>		<u><b>468,466.93</b></u>	<u><b>(335,387.82)</b></u>	

DATE	TRANSACTION	CHECK #	RECEIPT	EXPENDITURE	CKG BALANCE
<b>7/1/18</b>	<b>BEGINNING BALANCE</b>				<b>231,377.27</b>
	Adams Co Treasurer		4,017.65		
	Hall Co. Treasurer		641.56		
7/31/18	<b>ACB - Interest</b>		139.49		
			<u>4,798.70</u>	<b>0.00</b>	<u>236,175.97</u>
	Outstanding Checks (none)				236,175.97
7/31/18	Bank Balance				<u>236,175.97</u>
7/31/18	<b>Reconciled Balance</b>				<u>236,175.97</u>
	<b>Fiscal Year to Date Totals</b>		<u><b>473,265.63</b></u>	<u><b>(335,387.82)</b></u>	

**KENESAW PUBLIC SCHOOL  
BUS/DEPRECIATION FUND**

501-049  
2017-2018

DATE	TRANSACTION	CHECK #	RECEIPT	EXPENDITURE	CKG BALANCE
6/1/18	<b>BEGINNING BALANCE</b>				<b>405,757.69</b>
6/15/18	B&B Carpet	1552		(5,000.00)	
6/15/2018	Daktronics	1553		(6,396.00)	
6/30/18	<b>ACB - Interest</b>		246.38		
			<u>246.38</u>	<u>(11,396.00)</u>	
					394,608.07
	Outstanding Checks (none)				0.00
6/30/18	Bank Balance				394,608.07
6/30/18	<b>Reconciled Balance</b>				394,608.07
	<b>Fiscal Year to Date Totals</b>		<u>10,787.42</u>	<u>(53,454.95)</u>	
7/1/18	<b>BEGINNING BALANCE</b>				<u>394,608.07</u>
7/13/18	B&B Carpet	1554		(8,200.68)	
7/31/18	<b>ACB - Interest</b>		248.83		
			<u>248.83</u>	<u>(8,200.68)</u>	386,656.22
	Outstanding Checks (none)				0.00
7/31/18	Bank Balance				386,656.22
7/31/18	<b>Reconciled Balance</b>				386,656.22
	<b>Fiscal Year to Date Totals</b>		<u>11,036.25</u>	<u>(61,655.63)</u>	

**KENESAW PUBLIC SCHOOL**

**HOT LUNCH**

**104-448**

**2017-2018**

DATE	TRANSACTION	CHECK #	RECEIPT	EXPENDITURE	CKG BALANCE
	<b>BEGINNING BALANCE</b>				69,755.26
7/1/18					
<b>7/31/18</b>	<b>ACB - Interest</b>		35.36		
			<u>35.36</u>		<u>69,790.62</u>
	<b>Approved June 18 Claims</b>			<b>(696.76)</b>	
	Total Expenditures			<u>(696.76)</u>	
	Ending Balance				<u>69,093.86</u>
	Outstanding Checks				
	Ending Balance as of July 31				69,093.86
	Ending Bank Balance as of July 31				69,093.86
	<b>Difference</b>				<u>0.00</u>
	<b>Fiscal Year to Date Totals</b>		<u>187,675.26</u>	<u>(154,468.11)</u>	

**KENESAW PUBLIC SCHOOL  
REIMBURSEMENT ACCOUNT**

152-462  
2017-2018

DATE	TRANSACTION	CHECK #	RECEIPT	EXPENDITURE	CKG BALANCE
6/1/2018	<b>BEGINNING BALANCE</b>				5,878.16
6/30/2018	<b>ACB - Interest</b>		2.19		
			2.19	0.00	
	Outstanding Checks (none)				5,880.35
					0.00
6/30/2018	Bank Balance				5,880.35
6/30/2018	<b>Reconciled Balance</b>				5,880.35
	<b>Fiscal Year to Date Totals</b>		4,700.81	(1,958.76)	5,880.35
7/1/2018	<b>BEGINNING BALANCE</b>				5,880.35
7/27/2018	Krull Agency - Studen Accident Policy	2668		(709.75)	
7/27/2018	USPS-Aug./Sept. Newsletter	2669		(60.31)	
7/31/2018	<b>ACB - Interest</b>		2.25		
			2.25	(770.06)	
	Outstanding Checks (none)				770.06
					5,882.60
7/31/2018	Bank Balance				5,882.60
7/31/2018	<b>Reconciled Balance</b>				5,112.54
	<b>Fiscal Year to Date Totals</b>		4,703.06	(2,728.82)	5,112.54

KENESAW PUBLIC SCHOOL  
SPECIAL BUILDING ACCOUNT  
900-134  
2017-2018

DATE	TRANSACTION	CHECK #	RECEIPT	EXPENDITURE	CKG BALANCE
<b>7/1/18</b>	<b>BEGINNING BALANCE</b>				<u><u>861,397.43</u></u>
7/10/18	Adams Co. Treasurer		5,212.10		
7/13/18	Hall Co. Treasurer		832.30		
7/13/18	Carmichael Const.	671		(145,808.36)	
7/13/18	VOID	672		0.00	
7/13/18	Square Deal Lumber	673		(518.27)	
7/13/18	Kully Pipe and Steal	674		(271.37)	
7/31/18	Adams County Bank		86.01		
7/31/18	<b>ACB - Interest</b>		489.25		
			<u>6,619.66</u>	<u>(146,598.00)</u>	721,419.09
	Outstanding Checks (none)				0.00
					721,419.09
7/31/18	Bank Balance				<u>721,419.09</u>
<b>7/31/18</b>	<b>Reconciled Balance</b>				<u><u>721,419.09</u></u>
	<b>Fiscal Year to Date Totals</b>		<u>476,737.88</u>	<u>(697,309.95)</u>	



**Activity Fund Balance Report - Detail - Include Encumbrances**  
08/2018 - 08/2018  
Regular; Beginning Month 08/2018; Processing Month 08/2018

Kenesaw Public Schools  
08/10/2018 4:06 PM

**Fund: 01 GENERAL FUND**

Entry Date	JR	Reference #	Chart of Account Number	Chart of Account Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
01 1100 231 001 1460	PR	PR Checks	BUSINESS RETIREMENT	PR Deduction Expense		398.73	0.00	0.00	0.00	0.00	
01 1100 231 002	PR	PR Checks	RETIREMENT (ELEM)	PR Deduction Expense		3,163.74	0.00	0.00	0.00	0.00	
01 1100 234 000	PR	PR Checks	RETIREMENT TECHNICAL	PR Deduction Expense		314.48	0.00	0.00	0.00	0.00	
01 1100 320 000 0009	CD	544730	PROF GR (SCHNITZLER)	CPR	Central Restaurant Products	38.00	0.00	0.00	0.00	0.00	
01 1100 320 002	CD	5823	PUPIL SERV (ELEM FIELD TR)	Farm Class	Stuhr Museum	80.00	0.00	0.00	0.00	0.00	
01 1100 340 001	CD	1285	CONTRACTED SERV (SEC)	Web Design	Angela Keiser Llc	1,567.50	0.00	0.00	0.00	0.00	
01 1100 340 002	CD	1285	CONTRACTED SERV (ELEM)	Web Design	Angela Keiser Llc	1,567.50	0.00	0.00	0.00	0.00	
01 1100 350 001 1430	CD	51339041	SHOP (LINWELD/GI SUP)	Tank Rental	Matheson Tri-Gas Inc.	49.44	0.00	0.00	0.00	0.00	
01 1100 382 000	CD	1121683	DISTANCE LEARNING LINE	Dist. Learning	Das State Accounting - Central Finance	234.93	0.00	0.00	0.00	0.00	
01 1100 610 001	CD	Closing Date 080518	SUPPLIES (SEC)	Payment	Synchrony Bank/Amazon	(484.99)	0.00	0.00	0.00	0.00	
01 1100 610 002	CD	Closing Date 080518	SUPPLIES (ELEM)	Supplies	Really Good Stuff, Inc.	177.04	0.00	0.00	0.00	0.00	
08/15/2018	CD	6525541	30123	Supplies	Synchrony Bank/Amazon	112.73	0.00	0.00	0.00	0.00	
08/15/2018	CD	Closing Date 080518	30134	Laminating Film	Synchrony Bank/Amazon	112.72	0.00	0.00	0.00	0.00	
08/15/2018	CD	Closing Date 080518	30134	Laminating Film	Synchrony Bank/Amazon	126.32	0.00	0.00	0.00	0.00	
08/15/2018	CD	Closing Date 080518	30134	1st Gr. Supplies	Synchrony Bank/Amazon	7.54	0.00	0.00	0.00	0.00	
08/15/2018	CD	Closing Date 080518	30134	1st Gr. Supplies	Synchrony Bank/Amazon	18.70	0.00	0.00	0.00	0.00	
08/15/2018	CD	Closing Date 080518	30134	1st Gr. Supplies	Synchrony Bank/Amazon	52.48	0.00	0.00	0.00	0.00	
08/15/2018	CD	8855411	30122	Paper	Quill Corporation	109.95	0.00	0.00	0.00	0.00	
01 1100 640 000 1199	CD	Music K8	MUSIC PERIODICALS	Magazine	Plank Road Publishing	22,500.00	0.00	0.00	0.00	0.00	
08/15/2018	CD	2018 Transfer of Fund	PERIODICALS (SEC)	Transfer to Depreciation	Kenesaw Public School (Depreciation Fund)	68.80	0.00	0.00	0.00	0.00	
08/10/2018	CD	30143	30143	Math Wrk Bks	Synchrony Bank/Amazon						
08/15/2018	CD	Closing Date 080518	30134	Math Wrk Bks	Synchrony Bank/Amazon						

Fund: 01 GENERAL FUND

Chart of Account Number		Chart of Account Description		Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct							
08/15/2018	CD	080518	30134	Math Wrk Bks	43.60	0.00	0.00	0.00	0.00	0.00
08/05/18				Synchrony Bank/Amazon						
01 1100 640 002										
08/10/2018	CD	2018 Transfer of Fund	30143	Transfer to Depreciation	22,500.00	0.00	0.00	0.00	0.00	0.00
				PERIODICALS (ELEM)						
08/15/2018	CD	000496594	30128	Planners	174.20	0.00	0.00	0.00	0.00	0.00
08/15/2018	CD	000496531	30128	Planners	314.90	0.00	0.00	0.00	0.00	0.00
08/15/2018	CD	000496726	30128	Planners	107.80	0.00	0.00	0.00	0.00	0.00
08/15/2018	CD	M6425860	30127	Scholastic Mag.	904.17	0.00	0.00	0.00	0.00	0.00
01 1100 650 001				COMPUTER HARDWARE (SEC)						
08/15/2018	CD	Closing Date 07/05/1	30134	Laptop Battery K.B.	25.88	0.00	0.00	0.00	0.00	0.00
				Synchrony Bank/Amazon						
01 1100 733 002										
08/15/2018	CD	12895392	30129	Table	134.39	0.00	0.00	0.00	0.00	0.00
08/15/2018	CD	12896534	30129	Bookcase	241.40	0.00	0.00	0.00	0.00	0.00
01 1100 735 001										
08/15/2018	CD	****-****-0200-6058	30136	Squirrels	299.00	0.00	0.00	0.00	0.00	0.00
				Us Bank						
01 1100 735 002										
08/15/2018	CD	00066158	30104	Gizmos	3,515.72	0.00	0.00	0.00	0.00	0.00
				Explorelearning						
01 1100 890 000 1199										
08/15/2018	CD	11078-2	30109	Uniforms Cleaned	870.25	0.00	0.00	0.00	0.00	0.00
01 1100 890 001										
08/15/2018	CD	8125049281	30131	Shredding	115.00	0.00	0.00	0.00	0.00	0.00
08/15/2018	CD	55611	30141	Newsletter	162.00	0.00	0.00	0.00	0.00	0.00
08/15/2018	CD	019914	30091	Calendars	71.92	0.00	0.00	0.00	0.00	0.00
08/15/2018	CD	741173	30084	Recycling	5.00	0.00	0.00	0.00	0.00	0.00
01 1100 890 002										
08/15/2018	CD	8125049281	30131	Shredding	115.00	0.00	0.00	0.00	0.00	0.00
08/15/2018	CD	55611	30141	Newsletter	162.00	0.00	0.00	0.00	0.00	0.00
01 1160 111 001										
08/07/2018	PR	PR Checks		PR Salary Expense	1,364.45	0.00	0.00	0.00	0.00	0.00
01 1160 111 002										
08/07/2018	PR	PR Checks		PR Salary Expense	1,459.22	0.00	0.00	0.00	0.00	0.00
01 1160 211 001										
08/07/2018	PR	PR Checks		PR Deduction Expense	497.15	0.00	0.00	0.00	0.00	0.00
01 1160 221 001										
08/07/2018	PR	PR Checks		PR Tax Expense	103.18	0.00	0.00	0.00	0.00	0.00
01 1160 221 002										
08/07/2018	PR	PR Checks		PR Tax Expense	111.63	0.00	0.00	0.00	0.00	0.00
01 1160 231 001										
08/07/2018	PR	PR Checks		PR Deduction Expense	134.78	0.00	0.00	0.00	0.00	0.00
01 1160 231 002										
08/07/2018	PR	PR Checks		PR Deduction Expense	144.14	0.00	0.00	0.00	0.00	0.00
01 1190 610 000										
08/15/2018	CD	Closing Date 08/05/18	30134	Laminating Film	247.08	0.00	0.00	0.00	0.00	0.00
				Synchrony Bank/Amazon						

Fund: 01 GENERAL FUND

Chart of Account Number Chart of Account Description

Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
01 1190 640 000	CD	****-****-0200-6058	PRE K PERIODICALS	30136	PRE K Books	Us Bank	918.00	0.00	0.00	0.00	0.00	
01 1190 733 000	CD	Closing Date 080518	PRE K FURN & EQUIP	30134	GBC Laminator	Synchrony Bank/Amazon	1,661.03	0.00	0.00	0.00	0.00	
01 1190 733 000	CD	Closing Date 080518	PRE K FURN & EQUIP	30134	Projector / Mount 2 ea.	Synchrony Bank/Amazon	1,127.98	0.00	0.00	0.00	0.00	
01 1190 733 000	CD	Closing Date 080518	PRE K FURN & EQUIP	30134	Laminator WrkStation	Synchrony Bank/Amazon	263.34	0.00	0.00	0.00	0.00	
01 1190 733 000	CD	2018-PREK 2459190718	PRE K FURN & EQUIP	30111	Chairs	Lakeshore	524.85	0.00	0.00	0.00	0.00	
01 1190 733 000	CD	2018-PREK 2459190718	PRE K FURN & EQUIP	30111	Table 30x60	Lakeshore	597.00	0.00	0.00	0.00	0.00	
01 1190 733 000	CD	2018-PREK 2459190718	PRE K FURN & EQUIP	30111	Storage unit	Lakeshore	1,734.00	0.00	0.00	0.00	0.00	
01 1190 733 000	CD	2018-PREK 2459190718	PRE K FURN & EQUIP	30111	Chairs	Lakeshore	494.85	0.00	0.00	0.00	0.00	
01 1190 733 000	CD	2018-PREK 2459190718	PRE K FURN & EQUIP	30111	Shipping	Lakeshore	502.61	0.00	0.00	0.00	0.00	
01 1190 734 000	CD	2018-PRE K 6748736569	PRE K COMPUTER HARD	30086	Mac Book Pro	Apple Computer, Inc.	3,747.00	0.00	0.00	0.00	0.00	
01 1190 734 000	CD	2018-PRE K 6748736569	PRE K COMPUTER HARD	30086	iPads	Apple Computer, Inc.	1,196.00	0.00	0.00	0.00	0.00	
01 1200 111 000	PR	PR Checks	SPED SALARY (MB, KT & TK)				17,121.50	0.00	0.00	0.00	0.00	
01 1200 112 000	PR	PR Checks	PARA SALARY (GW, LS & TJ)				866.10	0.00	0.00	0.00	0.00	
01 1200 211 000	PR	PR Checks	SPED TEACHER HLTH INS				4,640.52	0.00	0.00	0.00	0.00	
01 1200 221 000	PR	PR Checks	SPED TEACHER FICA				1,297.04	0.00	0.00	0.00	0.00	
01 1200 222 000	PR	PR Checks	PARA EDUC (AIDE) FICA				66.26	0.00	0.00	0.00	0.00	
01 1200 231 000	PR	PR Checks	SPED TEACHER RETIREMENT				1,691.22	0.00	0.00	0.00	0.00	
01 1200 232 000	PR	PR Checks	PARA EDUC (AIDE) RETIRE				85.55	0.00	0.00	0.00	0.00	
01 1200 610 000	CD	****-****-0200-6058	SPED SUPPLIES	30136	SPED Timers	Us Bank	49.90	0.00	0.00	0.00	0.00	
01 1200 640 000	CD	Closing Date 080518	SPED PERIODICALS	30134	SPED Stability Disc.	Synchrony Bank/Amazon	41.91	0.00	0.00	0.00	0.00	
01 1200 690 000	CD	Summer School	SPED OTHER EXPENSE	30135	Snacks	Toms, Kelsey L	4.00	0.00	0.00	0.00	0.00	
01 1200 690 000	CD	Summer School	SPED OTHER EXPENSE	30135	Snacks	Toms, Kelsey L	11.54	0.00	0.00	0.00	0.00	
01 1292 111 000	PR	PR Checks	SPED SALARY 0-2				403.67	0.00	0.00	0.00	0.00	

**Activity Fund Balance Report - Detail - Include Encumbrances**  
08/2018 - 08/2018  
Regular; Beginning Month 08/2018; Processing Month 08/2018

Kenesaw Public Schools  
08/10/2018 4:06 PM

Fund: 01 GENERAL FUND

Entry Date	JR	Reference #	Chart of Account Number	Chart of Account Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
01 1292 211 000			HEALTH INSURANCE								
08/07/2018	PR	PR Checks		PR Deduction Expense		71.83	0.00	0.00	0.00		
01 1292 221 000			SPED TEACHER FICA								
08/07/2018	PR	PR Checks		PR Tax Expense		30.74	0.00	0.00	0.00		
01 1292 231 000			SPED TEACHER RETIREMENT								
08/07/2018	PR	PR Checks		PR Deduction Expense		39.87	0.00	0.00	0.00		
01 2120 111 000 0000			GUIDANCE SALARY								
08/07/2018	PR	PR Checks		PR Salary Expense		3,404.83	0.00	0.00	0.00		
01 2120 221 000 0000			GUIDANCE FICA								
08/07/2018	PR	PR Checks		PR Tax Expense		260.47	0.00	0.00	0.00		
01 2120 231 000 0000			GUIDANCE RETIREMENT								
08/07/2018	PR	PR Checks		PR Deduction Expense		336.32	0.00	0.00	0.00		
01 2120 650 000 0000			GUIDANCE COMP SOFT								
08/15/2018	CD	****-****-****-2531	30136	Adobe®	Us Bank	15.81	0.00	0.00	0.00		
08/15/2018	CD	****-2531 May 18	30136	Adobe®	Us Bank	15.81	0.00	0.00	0.00		
01 2220 111 000			LIBRARIAN SALARY (JB=5)								
08/07/2018	PR	PR Checks		PR Salary Expense		3,114.00	0.00	0.00	0.00		
01 2220 211 000			LIBRARIAN HEALTH INS								
08/07/2018	PR	PR Checks		PR Deduction Expense		1,039.95	0.00	0.00	0.00		
01 2220 221 000			LIBRARIAN FICA								
08/07/2018	PR	PR Checks		PR Tax Expense		226.12	0.00	0.00	0.00		
01 2220 231 000			LIBRARIAN RETIREMENT								
08/07/2018	PR	PR Checks		PR Deduction Expense		307.59	0.00	0.00	0.00		
01 2220 340 000			LIBRARIAN CONTRACT SERV								
08/15/2018	CD	RPRNQ1934601 1	30124	AR Program	Renaissance Learning, Inc.	3,204.25	0.00	0.00	0.00		
01 2220 640 000			LIBRARIAN PERIODICALS								
08/15/2018	CD	Closing Date 080518	30134	Library Books	Synchrony Bank/Amazon	545.03	0.00	0.00	0.00		
08/15/2018	CD	Closing Date 080518	30134	Black and White	Synchrony Bank/Amazon	15.99	0.00	0.00	0.00		
08/15/2018	CD	Closing Date 080518	30134	Library Books	Synchrony Bank/Amazon	153.16	0.00	0.00	0.00		
08/15/2018	CD	Closing Date 080518	30134	Amazon Music	Synchrony Bank/Amazon	9.99	0.00	0.00	0.00		
08/15/2018	CD	Closing Date 080518	30134	Credit	Synchrony Bank/Amazon	(208.97)	0.00	0.00	0.00		
08/15/2018	CD	****-****-0200-6058	30136	News paper	Us Bank	9.99	0.00	0.00	0.00		
01 2220 640 000 0000			LIBRARIAN BOOKS								
08/15/2018	CD	Closing Date 07/05/1	30134	Books	Synchrony Bank/Amazon	133.08	0.00	0.00	0.00		
01 2220 733 000			LIBRARIAN FURN & EQUIP								
08/10/2018	CD	2018 Transfer of Fund	30143	Transfer to Depreciation	Kenesaw Public School (Depreciation Fund)	25,000.00	0.00	0.00	0.00		
01 2310 317 000			BOARD LEGAL SERVICE								
08/15/2018	CD	213	30120	Handbooks/Emails	Perry, Guthery, Haase, & Gesford, Pc Llc	300.00	0.00	0.00	0.00		

Fund: 01 GENERAL FUND

Chart of Account Number		Chart of Account Description		Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description					
01 2320 105 000					SUPER SALARY					
08/07/2018	PR	PR Checks			PR Salary Expense	9,533.33	0.00	0.00	0.00	0.00
01 2320 211 000					SUPER HEALTH INSURANCE					
08/07/2018	PR	PR Checks			PR Salary Expense	900.00	0.00	0.00	0.00	0.00
01 2320 221 000					SUPER FICA BENEFIT					
08/07/2018	PR	PR Checks			PR Tax Expense	68.85	0.00	0.00	0.00	0.00
01 2320 225 000					SOCIAL SECURITY SUPERINTENDENT					
08/07/2018	PR	PR Checks			PR Tax Expense	729.30	0.00	0.00	0.00	0.00
01 2320 235 000					RETIREMENT SUPERINTENDENT					
08/07/2018	PR	PR Checks			PR Deduction Expense	941.68	0.00	0.00	0.00	0.00
01 2320 580 000					SUPER TRAVEL & MILEAGE					
08/15/2018	CD	Mileage Budget	1	30112	Mileage	124.23	0.00	0.00	0.00	0.00
08/15/2018	CD	Train	1	30136	Hotel	239.88	0.00	0.00	0.00	0.00
		****-2531	May	18						
01 2320 810 000					SUPER DUES & FEES					
08/15/2018	CD	55879	1	30118	Memb Reg	225.00	0.00	0.00	0.00	0.00
08/15/2018	CD	****-****-2531	1	30136	NCSA Membership	585.00	0.00	0.00	0.00	0.00
		2531								
01 2320 890 000					SUPER OTHER EXPENSE					
08/15/2018	CD	Closing Date	1	30134	Supplies	34.62	0.00	0.00	0.00	0.00
		080518								
01 2410 111 000					PRINC SALARY					
08/07/2018	PR	PR Checks			PR Salary Expense	6,934.17	0.00	0.00	0.00	0.00
01 2410 211 000					PRINC HEALTH INSURANCE					
08/07/2018	PR	PR Checks			PR Deduction Expense	1,709.36	0.00	0.00	0.00	0.00
01 2410 221 000					PRINC FICA					
08/07/2018	PR	PR Checks			PR Tax Expense	514.20	0.00	0.00	0.00	0.00
01 2410 231 000					PRINC RETIREMENT					
08/07/2018	PR	PR Checks			PR Deduction Expense	684.94	0.00	0.00	0.00	0.00
01 2410 810 000					PRINC DUES & FEES					
08/15/2018	CD	55879	1	30118	Memb Reg	225.00	0.00	0.00	0.00	0.00
01 2510 110 000					CLERICAL SALARY					
08/07/2018	PR	PR Checks			PR Salary Expense	5,517.57	0.00	0.00	0.00	0.00
01 2510 210 000					GRP INSURANCE NON INSTRUCTIONAL					
08/07/2018	PR	PR Checks			PR Deduction Expense	1,657.18	0.00	0.00	0.00	0.00
01 2510 220 000					GRP INSURANCE NON INSTRUCTIONAL					
08/07/2018	PR	PR Checks			PR Tax Expense	408.53	0.00	0.00	0.00	0.00
01 2510 230 000					RETIREMENT NON INSTRUCTIONAL					
08/07/2018	PR	PR Checks			PR Deduction Expense	545.02	0.00	0.00	0.00	0.00
01 2510 280 000					OTHER BENEFITS (JAN)					
08/07/2018	PR	PR Checks			PR Deduction Expense	100.00	0.00	0.00	0.00	0.00
01 2510 441 000					CLERICAL COPIER LEASE					
08/15/2018	CD	4028674295	1	30092	Copier Ricks Office	1.95	0.00	0.00	0.00	0.00
08/15/2018	CD	4026660821	1	30092	Copier Deb's Office	23.09	0.00	0.00	0.00	0.00
08/15/2018	CD	4026586169	1	30092	Big Copier	181.50	0.00	0.00	0.00	0.00
08/15/2018	CD	4026479770	1	30092	Copiers	68.31	0.00	0.00	0.00	0.00

Fund: 01 GENERAL FUND

Chart of Account Number		Chart of Account Description		Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description					
08/15/2018	CD	4026387217	1	30092	Deb's Office					
01 2510 540 000					CLERICAL ADVERTISING	23.22	0.00	0.00	0.00	
08/15/2018	CD	11153-180701	1	30119	Advertising	918.00	0.00	0.00	0.00	
08/15/2018	CD	300046753-	1	30107	Advertising	58.76	0.00	0.00	0.00	
		300048047								
08/15/2018	CD	300046753-	1	30107	Advertising	135.49	0.00	0.00	0.00	
		300048047								
01 2510 610 000					CLERICAL SUPPLIES					
08/15/2018	CD	Closing Date	1	30134	File Folders / Punch	90.10	0.00	0.00	0.00	
		07/05/1								
08/15/2018	CD	Closing Date	1	30134	File Folders	125.76	0.00	0.00	0.00	
		07/05/1								
08/15/2018	CD	Closing Date	1	30134	Interest	50.47	0.00	0.00	0.00	
		08/05/18								
08/15/2018	CD	Closing Date	1	30134	Time Clock Ribbon	4.25	0.00	0.00	0.00	
		08/05/18								
08/15/2018	CD	019914-01	1	30091	Calendar	33.98	0.00	0.00	0.00	
08/15/2018	CD	640651	1	30091	Calendar	13.70	0.00	0.00	0.00	
01 2510 629 000					CLERICAL TELEPHONE					
08/15/2018	CD	10553340	1	30106	Back Up System	5.95	0.00	0.00	0.00	
08/15/2018	CD	090461646	July 1	30139	Local Calling	220.29	0.00	0.00	0.00	
		18								
08/15/2018	CD	090977375 -	1	30140	ERate	849.64	0.00	0.00	0.00	
		July 18								
08/15/2018	CD	22545848	1	30088	Long Distance	57.51	0.00	0.00	0.00	
08/15/2018	CD	22545848	1	30088	Long Distance	45.16	0.00	0.00	0.00	
01 2510 650 000					CLERICAL COMP SOFTWARE					
08/15/2018	CD	****-****-0200-	1	30136	Adobe	15.81	0.00	0.00	0.00	
		6058								
01 2510 890 000					CLERICAL OTHER EXPENSE					
08/15/2018	CD	01168-F9POC1	1	30116	Deb Meeting	72.00	0.00	0.00	0.00	
08/15/2018	CD	****-****-0200-	1	30136	Hotel SD	163.92	0.00	0.00	0.00	
		6058								
01 2610 110 000					CUSTODIAL SALARY					
08/07/2018	PR	PR Checks			PR Salary Expense	9,692.87	0.00	0.00	0.00	
01 2610 110 000 0125					PT CUSTODIAL SALARY					
08/07/2018	PR	PR Checks			PR Salary Expense	2,492.89	0.00	0.00	0.00	
01 2610 210 000					GRP INSURANCE NON INSTRUCTIONAL					
08/07/2018	PR	PR Checks			PR Deduction Expense	1,847.69	0.00	0.00	0.00	
01 2610 210 000 0125					GRP INSURANCE NON INSTRUCTIONAL					
08/07/2018	PR	PR Checks			PR Deduction Expense	606.20	0.00	0.00	0.00	
01 2610 220 000					GRP INSURANCE NON INSTRUCTIONAL					
08/07/2018	PR	PR Checks			PR Tax Expense	739.09	0.00	0.00	0.00	
01 2610 220 000 0125					GRP INSURANCE NON INSTRUCTIONAL					
08/07/2018	PR	PR Checks			PR Tax Expense	190.71	0.00	0.00	0.00	
01 2610 230 000					RETIREMENT NON INSTRUCTIONAL					
08/07/2018	PR	PR Checks			PR Deduction Expense	553.93	0.00	0.00	0.00	
01 2610 230 000 0125					RETIREMENT NON INSTRUCTIONAL					
08/07/2018	PR	PR Checks			PR Deduction Expense	246.24	0.00	0.00	0.00	



Fund: 01 GENERAL FUND

Chart of Account Number		Chart of Account Description		Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct							
08/15/2018	CD	0139-9	1	30130	Paint	Sherwin Williams	133.61	0.00	0.00	0.00
08/15/2018	CD	****.****.****.2531	1	30136	Tectum	Us Bank	623.84	0.00	0.00	0.00
08/15/2018	CD	18-2628	1	30089	Pop Corn Popper	Bennett's Appliance Service	75.00	0.00	0.00	0.00
08/15/2018	CD	548103101	1	30100	Paint, Old Gym	Diamond Vogel Paint Center 548	375.80	0.00	0.00	0.00
08/15/2018	CD	62244	1	30114	Ice Mach. Room	Menards - Hastings	355.02	0.00	0.00	0.00
08/15/2018	CD	62305	1	30114	Pipe/Fillers	Menards - Hastings	37.69	0.00	0.00	0.00
08/15/2018	CD	62962	1	30114	Paint	Menards - Hastings	32.29	0.00	0.00	0.00
08/15/2018	CD	13940	1	30115	Old Gym Floor	Midwest Floor Specialists	2,810.00	0.00	0.00	0.00
08/15/2018	CD	4540-1283	1	30125	AC Unit	Rutt's Heating & Air Cond.	72.50	0.00	0.00	0.00
08/15/2018	CD	0394-0	1	30130	Paint	Sherwin Williams	74.54	0.00	0.00	0.00
08/15/2018	CD	61441	1	30114	Ice Mach. Room	Menards - Hastings	146.43	0.00	0.00	0.00
01 2620 520 000					BLDG INSURANCE					
08/15/2018	CD	50359	1	30110	PRE K Area	Knull Agency, Inc.	1,638.00	0.00	0.00	0.00
01 2620 733 000					BLDG FURN & EQUIP					
08/15/2018	CD	2018-Doors Sales Order#S933	1	30101	Doors	Dutton-Lainson Company	1,418.40	0.00	0.00	0.00
08/15/2018	CD	2018-Doors Sales Order#S933	1	30101	Credit	Dutton-Lainson Company	(29.04)	0.00	0.00	0.00
01 2710 110 000					BUS DRIVER SALARY					
08/07/2018	PR	PR Checks			PR Salary Expense		151.62	0.00	0.00	0.00
01 2710 220 000					GRP. INSURANCE NON INSTRUCTIONAL					
08/07/2018	PR	PR Checks			PR Tax Expense		11.60	0.00	0.00	0.00
01 2710 230 000					RETIREMENT NON INSTRUCTIONAL					
08/07/2018	PR	PR Checks			PR Deduction Expense		14.96	0.00	0.00	0.00
01 2710 350 000					BUS DRIVER (PHYS/TESTS/LIC)					
08/15/2018	CD	Bus License Fees	1	30126	Licenses	Schirmer, Brent	57.50	0.00	0.00	0.00
08/15/2018	CD	Bus License Fees	1	30126	Licenses	Schirmer, Brent	7.50	0.00	0.00	0.00
01 2710 430 000 0111					BUS 11					
08/15/2018	CD	005418	1	30105	Bus 11	Fill-N-Chill	130.74	0.00	0.00	0.00
01 2710 430 000 0112					BUS 12					
08/15/2018	CD	005418	1	30105	Bus 12	Fill-N-Chill	130.75	0.00	0.00	0.00
08/15/2018	CD	26659	1	30087	Replace Windshield	Auto Glass Center	390.00	0.00	0.00	0.00
01 2710 430 000 1997					PICKUP					
08/10/2018	CD	160698CL	1	30142	Pickup	Cenex Fleetcard	157.49	0.00	0.00	0.00
08/15/2018	CD	****.****.0200-6058	1	30136	Fuel Pickup	Us Bank	72.00	0.00	0.00	0.00
08/15/2018	CD	005418	1	30105	Pick Up	Fill-N-Chill	52.70	0.00	0.00	0.00
01 2710 430 000 2004					EXCURSION					
08/15/2018	CD	005418	1	30105	Excursion	Fill-N-Chill	57.25	0.00	0.00	0.00
01 2710 430 000 2008					VAN					
08/15/2018	CD	005418	1	30105	Van	Fill-N-Chill	173.31	0.00	0.00	0.00
01 2710 430 002					BUS 05					
08/15/2018	CD	2018-Bus 05 11889	1	30108	Service	H-Line Motors	810.64	0.00	0.00	0.00

Fund: 01 GENERAL FUND

Chart of Account Number		Chart of Account Description		Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description					
01 2710 732 000	CD	2018 Transfer of Fund	30143		Transfer to Depreciation		0.00	0.00		
					Kenesaw Public School (Depreciation Fund)	280,000.00	0.00	0.00		
01 2710 890 000	CD	9811305114	30137		Cell Phone	89.31	0.00	0.00		
01 2712 610 000	CD	0158893-IN	30117		Bus Car Seats	2,174.90	0.00	0.00		
01 2712 626 000	CD	160698CL	30142		SPED BUS	66.06	0.00	0.00		
01 2712 890 000	CD	9811305114	30137		Cell Phone SPED	11.56	0.00	0.00		
01 6200 111 000	PR	PR Checks			PR Salary Expense	1,730.00	0.00	0.00		
01 6200 211 000	PR	PR Checks			PR Deduction Expense	577.75	0.00	0.00		
01 6200 221 000	PR	PR Checks			PR Tax Expense	125.63	0.00	0.00		
01 6200 231 000	PR	PR Checks			PR Deduction Expense	170.89	0.00	0.00		
01 6404 490 000	CD	28904	30103		Final Age 0 - 2	(342.23)	0.00	0.00		
01 6406 490 000	CD	28904	30103		Final Age 3-4	2,791.64	0.00	0.00		
08/15/2018	CD	7993 July	30095		Cynthia H. 3-4	428.10	0.00	0.00		
08/15/2018	CD	7993 July	30095		Jessica H. 3-4	194.10	0.00	0.00		
01 6410 490 000	CD	7993 July	30095		Cynthia H 5+	398.90	0.00	0.00		
01 6412 210 000	PR	PR Checks			PR Deduction Expense	228.45	0.00	0.00		
01 6412 220 000	PR	PR Checks			PR Tax Expense	(987.77)	0.00	0.00		
01 6412 230 000	PR	PR Checks			PR Deduction Expense	28.47	0.00	0.00		
01 6412 490 000	PR	PR Checks			PR Deduction Expense	12.18	0.00	0.00		
01 6412 490 000	PR	PR Checks			PR Deduction Expense	15.81	0.00	0.00		
01 6412 490 000	PR	PR Checks			PR Salary Expense	160.00	0.00	0.00		
<b>FUND BALANCE</b>										
<b>*Current Activity</b>					623,282.99	0.00	0.00	0.00	0.00	(623,282.99)
<b>*Ending Balance:</b>					623,282.99	0.00	0.00	0.00	0.00	2,060,384.71
<b>Fund Total:</b>					623,282.99	0.00	0.00	0.00	0.00	2,060,384.71





Fund: 05 ACTIVITY FUND

Chart of Account Number    Chart of Account Description  
Entry Date    JR    Reference #    Check Acct    Check #    Description

Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
*Previous Balance						1,456.02
*Ending Balance:	0.00	0.00	0.00	0.00	0.00	1,456.02
*Previous Balance						(194.60)
*Ending Balance:	0.00	0.00	0.00	0.00	0.00	(194.60)
*Previous Balance						3,385.17
*Ending Balance:	0.00	0.00	0.00	0.00	0.00	3,385.17
*Previous Balance						255.14
*Ending Balance:	0.00	0.00	0.00	0.00	0.00	255.14
*Previous Balance						0.00
*Ending Balance:	0.00	0.00	0.00	0.00	0.00	0.00
*Previous Balance						(1,772.62)
*Ending Balance:	0.00	0.00	0.00	0.00	0.00	(1,772.62)
*Previous Balance						12,555.16
*Ending Balance:	0.00	0.00	0.00	0.00	0.00	12,555.16
DBA RockIT,						(400.00)
*Current Activity	0.00	(400.00)	0.00	0.00	0.00	(400.00)
*Ending Balance:	0.00	(400.00)	0.00	0.00	0.00	12,155.16
*Previous Balance						4,131.30
*Ending Balance:	0.00	0.00	0.00	0.00	0.00	4,131.30
*Previous Balance						2,900.99
*Ending Balance:	0.00	0.00	0.00	0.00	0.00	2,900.99
*Previous Balance						1,311.60
*Ending Balance:	0.00	0.00	0.00	0.00	0.00	1,311.60
*Previous Balance						407.00
*Ending Balance:	0.00	0.00	0.00	0.00	0.00	407.00
*Previous Balance						0.00
*Ending Balance:	0.00	0.00	0.00	0.00	0.00	0.00
*Previous Balance						838.61
*Ending Balance:	0.00	0.00	0.00	0.00	0.00	838.61
*Previous Balance						4,834.00
*Ending Balance:	0.00	0.00	0.00	0.00	0.00	4,834.00
*Previous Balance						14,309.73
*Ending Balance:	0.00	0.00	0.00	0.00	0.00	14,309.73

05 704 2520    SHOP

05 704 2530    FBLLA

05 704 2662    CONCESSIONS

05 704 3017    Proj. DC/NY Cl of 2017

05 704 3018    PROJ. DC / NY 2018 CLASS OF 2018

05 704 3019    PROJ. DC CLASS OF 2019

05 704 3020    PROJ. DC CLASS OF 2020

05 704 3020    PROJ. DC CLASS OF 2020

05 1710 3020    PROJ. DC CLASS OF 2020

08/03/2018    CD    Wasenek Days    10928    Laser Tag

05 704 3020    PROJ. DC CLASS OF 2020

05 704 3030    MISCELLANEOUS

05 704 3035    POP MACHINE

05 704 3040    QUEST

05 704 3050    RED RIBBON

05 704 3090    ESU #9 DRUG ACCOUNT

05 704 3668    FOOTBALL FUNDRAISING

05 704 3669    VOLLEYBALL

05 704 4000    HOOPS TOURNAMENT

Fund: 05 ACTIVITY FUND

Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 4722					GRADUATED CLASSES	*Previous Balance	0.00	0.00	0.00	0.00	0.00	7,307.66
						*Ending Balance:						7,307.66
05 704 4723					IPAD USAGE FEES	*Previous Balance	0.00	0.00	0.00	0.00	0.00	12,663.40
						*Ending Balance:						12,663.40
05 704 4724					CHROME BOOK ACCOUNT	*Previous Balance	0.00	0.00	0.00	0.00	0.00	0.00
						*Ending Balance:						0.00
05 704 7274					SCRIP CARD	*Previous Balance						23,888.41
05 704 7274					SCRIP CARD							
05 2190 610 000 7274					SCRIP CARD							
08/09/2018	CD	Denkert Scrip C 5	Denkert	Denkert	10929	Kenesaw Market	970.00	0.00	0.00	0.00		
						*Current Activity						(970.00)
						*Ending Balance:	970.00	0.00	0.00	0.00	0.00	22,918.41
05 704 7737					PRESCHOOL PARTNERSHIP	*Previous Balance						225.00
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	225.00
05 704 9000					TECHNOLOGY	*Previous Balance						0.00
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	0.00
05 704 9355					WELLNESS COMMITTEE	*Previous Balance						(36.30)
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	(36.30)
						Fund Total: 05	1,764.49	(400.00)	0.00	0.00	0.00	132,323.70

Fund: 06 NUTRITION FUND

Chart of Account Number    Chart of Account Description  
Entry Date    JR    Reference #    Check Acct    Check #    Description

Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
<b>FUND BALANCE</b>						
FUND BALANCE						(5,331.08)
06 3100 210 000						
08/07/2018	606.20	0.00	0.00	0.00		
06 3100 630 000						
08/15/2018	829.49	0.00	0.00	0.00		
06 765						
	1,435.69	0.00	0.00	0.00	0.00	(1,435.69)
<b>*Ending Balance:</b>	1,435.69	0.00	0.00	0.00	0.00	(6,766.77)
Fund Total: 06						(6,766.77)

\*Previous Balance

Nebraska Food Distribution Program

\*Current Activity

# KENESAW PUBLIC SCHOOL TRANSPORTATION REPORT 2017-2018

Beg. Sept. 1, 2017										
	39	39	46	31	28	2004	2007	2012		
	59	59	71	38	Micro	8	10	5		
	#12	#08	#05	#11	#12 Sped	EXC.	VAN	Pickup	ALL VH.	
Beg 17-18 Mileage of Year	89570	104025	98532	32326	69426	137357	91260	74780		
END MO. MILEAGE	103549	115330	105457	45693	83383	143762	97745	85372		
BEG MO. MILEAGE	89570	104025	98532	32326	69426	137357	91260	74780		
<b>Totals</b>	<b>13979</b>	<b>11305</b>	<b>6925</b>	<b>13367</b>	<b>13957</b>	<b>6405</b>	<b>6485</b>	<b>10592</b>	83015	
Route Miles										
AUGUST	637	661	0	905	607	271	224	286	3591	
SEPTEMBER	1301	1208	479	1044	1297	146	660	777	6912	
OCTOBER	1385	1212	433	912	1498	515	834	1408	8197	
NOVEMBER	1174	1029	300	1398	1630	544	172	1489	7736	
DECEMBER	819	830	72	1164	1129	752	126	585	5477	
JANUARY	1277	1055	140	1662	1488	1093	1146	1231	9092	
FEBRUARY	1173	1092	26	1541	1635	488	616	1005	7576	
MARCH	1071	1167	128	1436	1684	331	371	753	6941	
APRIL	1178	1153	0	1508	1565	332	41	1530	7307	
MAY	745	724	237	931	721	434	417	122	4331	
JUNE	0	0	0	0	400	781	1103	764	3048	
JULY	0	0	0	0	0	416	274	720	1410	
Route Miles	10760	10131	1815	12501	13654	6103	5984	10670	71618	
Activity Miles	3024	1041	5074	688	205		494		10526	
Misc. Miles	71	133	36	178	93	22	5		538	
<b>TOTAL MILES</b>	<b>13855</b>	<b>11305</b>	<b>6925</b>	<b>13367</b>	<b>13952</b>	<b>6125</b>	<b>6483</b>	<b>10670</b>	<b>82682</b>	
REPAIRS/ OIL CHANGES/ETC										
					Micro				Tractor	
	#12	#08	#05	#11	#12 Sped	EXC.	VAN	Pickup	Mower	ALL VH.
AUGUST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
SEPTEMBER	481.25	0.00	346.20	1,018.30	0.00	0.00	0.00	0.00		1,845.75
OCTOBER	0.00	217.84	0.00	2,901.74	0.00	0.00	0.00	0.00		3,119.58
NOVEMBER	1311.68	87.74	91.85	87.74	56.18	350.00	140.55	312.60		2,438.34
DECEMBER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
JANUARY	290.92	87.74	87.74	1,615.01	164.13	304.91	339.26	100.00		2,989.71
FEBRUARY	0.00	209.60	0.00	17.90	598.18	0.00	0.00	0.00		825.68
MARCH	0.00	0.00	0.00	1,088.56	0.00	0.00	0.00	0.00		1,088.56
APRIL	283.29	99.57	99.57	333.24	657.03	279.30	140.55	169.96		2,062.51
MAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
JUNE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
JULY	810.64									810.64
<b>REPAIRS/YTD</b>	<b>3177.78</b>	<b>702.49</b>	<b>625.36</b>	<b>7,062.49</b>	<b>1,475.52</b>	<b>934.21</b>	<b>620.36</b>	<b>582.56</b>	<b>0.00</b>	<b>15,180.77</b>
End of July 2017 Hours			Jul-17	Jul-18	Jul-19	Jul-20				
2015 Kobota L3301 Tractor			328 hours	433.3 hrs.						
2007 John Deere LT 180 Mower			642 hours	681.1 hrs.						
2009 Grasshopper 729 Mower			992 hours	1095.6 hrs.						

## Article 2 – Employment, Compensation and Benefits

### Article 2 – EMPLOYMENT, COMPENSATION AND BENEFITS

#### Section 1 Employment

Employment occurs when the employee signs the Employee’s Contract and the Board of Education approves such contract of employment.

Classified employees may be asked in the spring whether they wish to continue in employment during the following school year. This is done for staff planning purposes and does not constitute an offer of employment.

Should an employee wish to resign from employment the employee should give two weeks’ written notice of resignation to the Superintendent. The request to resign will be acted upon by the Board of Education.

Classified employees are “at-will” employees, and may be terminated at any time by the school district. Notice of termination may be delivered by the administration or Board of Education. The termination of employment will be acted upon by the Board of Education at a regular or special meeting.

#### Section 2 Assignments

The duties to be performed are subject to assignment by the administration and your supervisor. Job descriptions, where available, provide additional information about the position duties.

Employees are expected to devote full time during days of school to their work and to diligently and faithfully perform the assigned duties to the best of the employee’s ability.

#### Section 3 Personnel File

The District will follow the requirements of state and federal law and regulation with regard to an employee’s personnel file.

#### Section 4 Grievances and Complaints

Employee grievances or complaints shall be addressed through the administrative chain of command following the process set forth in board policy or this handbook.

#### Section 5 Compensation

Compensation. Compensation is paid only as authorized by the Board of Education.

Salary Payments. Salary is payable over twelve equal installments. Employees are paid on the 15th of the month, or the last preceding school day, if the 15th falls on a holiday or weekend. In emergency cases exceptions may be made, subject to the approval of the Board. Upon separation of employment, or upon fulfillment of the contract, employees may, at the option of the Board, be paid all salary due in one lump sum.

## Article 2 – Employment, Compensation and Benefits

### **Section 2      Benefits**

Classified employees are provided benefits in accordance with their employment contract and Board policy. Annual fringe benefit elections are to be made by September 1 of each school year. Should an employee fail to make such election, the employee election from the immediately preceding school and contract year shall be continued. Employees are responsible for informing the Superintendent's Office in writing of any changes in benefit status.

Continued health insurance benefits are available through COBRA, subject to certain qualifying requirements. A Notice of COBRA Continuation Coverage Rights is incorporated into this handbook as Appendix "A."

The Health Insurance Portability and Accountability Act (HIPAA) provides rights and protections for participants and beneficiaries in group health plans. HIPAA includes protections for coverage under group health plans that limit exclusions for preexisting conditions; prohibit discrimination against employees and dependents based on their health status; and allow a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may also give you a right to purchase individual coverage if you have no group health plan coverage available, and have exhausted COBRA or other continuation coverage. Further information may be obtained from the Plan Administrator of the group health plan.

### **Section 3      Payroll and Payroll Deductions**

Payroll deductions are made in accordance with law and elections made by employees.

### **Section 4      Expense Reimbursement**

Reimbursement for authorized mileage will be paid to employees required to drive their own vehicles during their regular scheduled working hours between two or more work sites. Employees shall receive approval from their supervisor before incurring any mileage. Claims for reimbursement should be submitted to the employee's immediate supervisor. The allowable rate shall be governed by Board policy, unless otherwise required by law. The District is not liable for physical damage to employee vehicles. A request for reimbursement shall be accurate. Any employee who falsifies a reimbursement request may be terminated from employment.

Reimbursement for purchase of materials or for meals or other expenses related to travel must be submitted to and approved by either the employee's immediate supervisor or, if the expense relates to an activity, by the Athletic Director. The request for reimbursement should include a voucher sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school purpose.

Reimbursable mileage or other reimbursement expenses will be considered separate from compensation and be paid at the time of the next monthly payroll after sufficient support documentation is provided.

Necessary materials and supplies are provided by the District. If an employee needs additional materials for performance of duties, the request should be made to the employee's immediate supervisor. Employees who purchase materials or supplies without advance approval may not be reimbursed.

## Article 2 – Employment, Compensation and Benefits

Reimbursement for meals or other expenses related to District-required travel must be submitted to and approved by either the Principal or, if the expense relates to an activity, by the Athletic Director. The request for reimbursement should include a voucher sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school purpose.

### **Section 5      403(b) Salary Reduction Agreements**

The District will cooperate with any employee who chooses to participate in an investment program under Internal Revenue Code Section 403(b) that has been approved by the Board of Education.

### **Section 6      Overtime**

Overtime is paid to classified employees in accordance with the Fair Labor Standards Act (FLSA). A publication provided by the federal government which provides more information about the FLSA is attached as Appendix “D” to this handbook.

Classified employees may be classified as either “exempt” or “non-exempt” for overtime purposes. Employees who are classified as exempt employees are not eligible for overtime. Those who are “non-exempt” are eligible for overtime.

The regular workweek for overtime purposes is from 12:00 a.m. on Monday through 11:59 p.m. on Sunday. The administration may establish a different 7-day period workweek from time to time for specified employees or employee groups.

Employees will be expected to accurately report hours worked. Falsification of time cards is a serious offense.

Non-exempt employees must receive prior approval from their supervisor to work additional hours beyond their regular work schedule. Non-exempt employees will be paid for each hour worked in excess of 40 hours in a workweek and are expected to accurately and timely report overtime hours to their supervisor.

Overtime pay for non-exempt employees will be paid at the rate of not less than 1½ times the employee’s regular rate of pay for hours worked in excess of the 40 hour workweek. Employees with two or more non-exempt positions may be eligible for overtime pay based upon the total number of hours worked in one workweek. If applicable, the employee and the Superintendent will agree upon the overtime rate, in compliance with FLSA regulations.

A non-exempt employee may request compensatory time in lieu of overtime pay, with approval of the employer, with the rate figured as 1½ times the number of hours worked in excess of 40 hours in any work week. Compensatory time may be accumulated up to 40 hours upon approval by their supervisor. Any accumulation of compensatory time over 40 hours must be approved by the Superintendent. The FLSA limits the accumulation of compensatory time to 240 hours.

The District’s policy is to not permit improper deductions from the salary of exempt employees who are required to meet a “salaried basis” test for the overtime exemption to be applicable. An

## Article 2 – Employment, Compensation and Benefits

employee who feels an improper deduction affecting exemption status has occurred may submit a complaint to the Superintendent or the Superintendent's designee, who shall promptly investigate the complaint. Reimbursement shall be made and a good faith commitment to comply in the future will be given in the event it is determined that an improper deduction affecting overtime exemption has been made.

The Superintendent or Superintendent's designee may suspend an employee with or without pay for the employee's violation of District policy or rules. Such suspensions and deductions (when applicable) will be made pursuant to law.



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Overtime pay for non-exempt employees will be paid at the rate of not less than 1½ times the employee’s regular rate of pay for hours worked in excess of the 40 hour workweek. Employees with two or more non-exempt positions may be eligible for overtime pay based upon the total number of hours worked in one workweek. If applicable, the employee and the Superintendent will agree upon the overtime rate, in compliance with FLSA regulations.

A non-exempt employee may request compensatory time in lieu of overtime pay, with approval of the employer, with the rate figured as 1½ times the number of hours worked in excess of 40 hours in any work week. Compensatory time may be accumulated up to 40 hours upon approval by their supervisor. Any accumulation of compensatory time over 40 hours must be approved by the Superintendent. The FLSA limits the accumulation of compensatory time to 240 hours.

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## Article 2 – Employment, Compensation and Benefits

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The Superintendent or Superintendent's designee may suspend an employee with or without pay for the employee's violation of District policy or rules. Such suspensions and deductions (when applicable) will be made pursuant to law.





## **GUARD YOUR ACTIVITIES ELIGIBILITY – 2017-2018**

***IN ORDER TO REPRESENT A NEBRASKA HIGH SCHOOL IN INTERSCHOLASTIC ACTIVITIES COMPETITION, A STUDENT MUST ABIDE BY ELIGIBILITY RULES OF THE NEBRASKA SCHOOL ACTIVITIES ASSOCIATION. A SUMMARY OF THE MAJOR RULES IS GIVEN BELOW. CONTACT THE PRINCIPAL OR ACTIVITIES DIRECTOR FOR AN EXPLANATION OF THE COMPLETE RULE.***

- 2.2.1** Student must be a bonafide student of their member school and have not graduated from any high school.
- 2.2.2** After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership beginning with his/her enrollment in grade nine.
- 2.3** Student is ineligible if nineteen years of age before August 1 of current school year—age 21 for Unified Sports athletes. (Student in grades 7 or 8 may participate on a high school team if he/she was 15 years of age prior to August 1 of current school year.)
- 2.4.1** Student must be enrolled in some high school on or before the eleventh school day of the current semester.
- 2.5.1** Student must be continually enrolled in at least twenty credit hours per semester and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition.
- 2.5.2** Student must have been enrolled and received twenty hours of credit in school the immediate preceding semester.
- 2.6.2.1** **Guardianship does not fulfill the definition of a legal parent.** If a guardian has been appointed for a student, the student is eligible in the school district where his/her legal parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for review and a ruling.
- 2.6.3** A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After a student makes an initial choice of high schools, any subsequent transfer, unless there has been a change of domicile by his/her parents, shall render the student ineligible for ninety school days.
- If a student has participated on a high school team at any level as a seventh, eighth, or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days.
- Student eligibility related to domicile can be attained in the following manners:**
- 2.6.9.1** If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.
- 2.6.9.2** If the domicile is changed during the summer months and the student is in grade twelve and the student has attended the high school for two or more years, the student may remain at the high school he/she has been attending and retain eligibility.
- 2.6.9.3** If a student elects to remain at the high school where he/she initially enrolled after being promoted from grade eight of a middle or junior high school, or grade nine of a junior high school, he/she is eligible at that school, or is eligible at a high school located within the school district in which the parents established their domicile.
- 2.6.10** If the legal parents of a student change their domicile from one school district that has a high school to another school district that has a high school, the student shall be eligible immediately in the school district where the parents established their domicile.
- 2.7.7** Nebraska transfer students whose name appears on the NSAA transfer list prior to May 1 shall be eligible immediately in the fall. Those students whose name does NOT appear on the NSAA transfer list prior to May 1 shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
- 2.7.8** Nebraska transfer students must have signed and delivered all forms necessary to make such transfer to the school in which he/she intends to enroll for the 2017-2018 school year prior to May 1, 2017; for the student to be eligible. The school to which the transfer is being made must have notified the NSAA office via an NSAA online transfer form, no later than May 1, 2017. The student would become ineligible for ninety school days the next fall if the student were to change his/her mind and decide not to transfer. If such student were to transfer to the new school, but later decides to return to his/her former district before 90 school days have elapsed, such student will be ineligible in the former district for 90 school days, with the ineligibility period commencing at the start of the fall semester. Those students, who did not have their enrollment forms signed, delivered and accepted prior to May 1, 2017, shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
- 3.5 / 3.1** Once the season of a sport begins, a student shall participate in practices and compete only in athletic contests/meets in that sport, which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules.
- 3.5.1** During the season of a particular sport, athletes participating in that sport for a high school may attend, but may not physically take part, either as an individual or as a member of a team, in the sport activity in which instruction is being offered in the clinic, camp or school. \*(Refer to 3.5.1.1 for exception in Swimming & Diving.)
- 3.6** A student shall not participate on an all-star team while a high school undergraduate.
- 3.7** A student must maintain his/her amateur status.

## **NEBRASKA SCHOOL ACTIVITIES ASSOCIATION**

**COMPLIANCE WITH THE RULES WILL PREVENT YOUR TEAM, SCHOOL OR COMMUNITY FROM BEING PENALIZED**

## **Article 3 – Use of Building and Grounds**

### **Section 1     Visitors**

All visitors must report to the office, upon entering the main entrance, to sign in and receive a visitor's pass. Visits to classrooms during the first week of school and the last week of school may be limited to ensure a smooth transition. Visits by parents to classrooms are encouraged; provided that the visits do not disrupt the educational program, individual students, or create a safety concern.

### **Section 2     Smoke-Free Environment**

All of our school buildings and grounds are smoke and tobacco-free. We would appreciate your help in meeting the goal of a smoke and tobacco-free environment for our children. When you attend school events, including athletic events, please abide by our District's policy.

### **Section 3     Care of School Property**

1. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.
  
2. Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

Fines are determined on books according to the following criteria:

Lost Book:	Replacement cost
Missing one or both covers:	Same as lost book
Loose Cover:	\$1.00
Missing Page:	50 cents per page (up to replacement cost)
Torn Page:	20 cents per page (up to replacement cost)
Marks that cannot be erased:	20 cents per mark (up to replacement cost)

School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued. Students must pay all fines before they can receive school publications and final grades.

### **Section 4     Lockers**

Each student will be assigned a locker. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. We recommend that the locker be locked with a combination lock. Students may turn in an extra key to homeroom teachers if they choose to use a key lock. Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers.

### **Section 5     Searches of Lockers and Other Types of Searches**

## Article 3 – Use of Building and Grounds

Student lockers, desks, computer equipment, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted in the discretion of the administration.

The following rules apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search is to be conducted in a reasonable manner under the circumstances.
1. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted in the discretion of the administration.
2. Drug or alcohol tests may be conducted on students based on reasonable suspicion.
3. Drug or alcohol tests may be conducted on a random basis for students participating in extracurricular activities, provided that: a) the student gave consent for testing in advance (attendance at or participation in the extracurricular activity may be withheld in the absence of consent), b) the testing actually be random, c) that the testing procedures limit any intrusion on student privacy, and provide for an appropriate level of confidentiality and accuracy, and d) that the response to positive tests take into consideration student safety and compliance with laws related to reporting and releasing students to law enforcement.
4. School officials may search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file.
5. Searches of the District's computer system may be conducted in the discretion of the administration at any time.

### **Section 6 Video Surveillance**

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules

## Article 3 – Use of Building and Grounds

or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

### **Section 7 Recording of Others (Policy No. 1102)**

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted, (2) by authorized staff for purposes of child welfare (for example, to record images of injuries to students caused or believed to be caused by another person), or (3) the Superintendent or Superintendent's designee. This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

### **Section 8 Use of Telephone**

USE OF THE OFFICE PHONE WILL ONLY BE ALLOWED IN AN EMERGENCY OR WHEN A STUDENT IS ILL. There is a courtesy phone available for student use. The courtesy phone are NOT to be used during class time. Use of the phone is not an excuse to be tardy to class.

### **Section 9 Bicycles**

Bicycles must be parked in the racks provided. All bicycles should be equipped with locks and licenses. The school is not responsible for damage or theft of parts while bicycles are on school property.

### **Section 10 Student Valuables**

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

### **Section 11 Lost and Found**

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel.

### **Section 12 Accidents**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

### **Section 13 Laboratory Safety Glasses**

## Article 3 – Use of Building and Grounds

As required by law, approved safety glasses will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

### **Section 14 Insurance**

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The District does not make recommendations nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office or on school bulletin boards.

### **Section 15 Bulletins and Announcements**

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office. Posters are not to be attached to any painted wall surfaces. Place posters on marble, glass, metal, brick and wood. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

### **Section 16 Copyright and Fair Use Policy**

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted "fair use," rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is "fair." Students should seek assistance from a faculty member if there are any questions regarding what may be copied.



## **Article 5 – PERSONAL AND PROFESSIONAL CONDUCT**

### **Section 1 Ethics Standards**

The Kenesaw Public School District expects its classified employees to adhere to ethics standards which are modified from those established by the Nebraska Department of Education for certificated employees. The classified school employment job ethics standards which classified employees are expected to adhere to include those set forth below.

#### *Principle I - Commitment as a School Employee:*

Employees shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the employee's contractual and personal responsibilities, the employee:

1. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
2. Shall not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status.
3. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence personal decisions.
4. Shall not make any fraudulent statement or fail to disclose a material fact for which the employee is responsible.
5. Shall not exploit school relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
6. Shall not sexually harass students, parents or school patrons, employees, or board members.
7. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of job duties.
8. Shall report to the Superintendent any known violation of paragraphs 2 or 5 above.
9. Shall seek no reprisal against any individual who has reported a violation of this rule.

#### *Principle II - Commitment to the Student:*

Mindful that the employee's classified position exists for the purpose of serving the best interests of the school district's students and patrons, the classified employee shall perform his/her job duties with genuine interest, concern, and consideration for the student. The employee shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the employee:

1. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.

## Article 5 – Personal and Professional Conduct

2. Shall keep in confidence personally identifiable information that has been obtained in the course of employment, unless disclosure is approved by the administration or is required by law.
3. Shall not discipline students using corporal punishment.

### *Principle III - Commitment to the Public:*

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The classified employee bears responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

In fulfillment of the obligation to the public, the employee:

1. Shall not misrepresent an institution with which the employee is affiliated, and shall take added precautions to distinguish between the employee's personal and institutional views.
2. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
3. Shall neither offer nor accept gifts or favors that will impair judgment to be exercised in the course of employment.
4. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
5. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
6. Shall, with reasonable diligence, attend to the duties of the employee's position.

### *Principle IV - Commitment to Classified Position Employment Practices:*

The employee shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The employee shall believe that sound personnel relationships with governing administration and board of education are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to employment practices, the employee:

1. Shall apply for, accept, offer, or assign a position or responsibility on the basis of preparation and legal qualifications.
2. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
3. Shall give prompt notice to the employer of any change in availability of service.
4. Shall conduct job related business through designated procedures, when available, that have been approved by the employing agency.
5. Shall not assign to unqualified personnel, tasks for which an employee is responsible.
6. Shall permit no commercial or personal exploitation of his or her employment position.
7. Shall use time on duty and leave time for the purpose for which intended.

## Article 5 – Personal and Professional Conduct

### *Competent Performance*

Employees must possess the abilities and skills necessary to accomplish the designated task.

Therefore, each employee shall:

1. Keep records for which he or she is responsible in accordance with law and policies of the school system;
2. Supervise others in accordance with law and policies of the District;
3. Recognize the role and function of community agencies and groups as they relate to the District and to his or her position, including but not limited to health and social services, employment services, community teaching resources, cultural opportunities, educational advisory committees, and parent organizations.

Each employee shall:

1. Utilize available materials and equipment necessary to accomplish the designated task;
2. Adhere to and enforce written and dated administrative policy of the District which has been communicated to the educator;
3. Use channels of communication when interacting with educators, community agencies, and groups, in accordance with policy.

Each supervisor shall:

1. Make reasonable assignment of tasks and duties in light of individual abilities and specialties and available personnel resources.

*Communication Skills:* In communicating with students and other employees, each employee, within the limits prescribed by his or her assignment and role, shall:

1. Utilize information and materials that are relevant to the designated task;
2. Use language and terminology which are relevant to the designated task;
3. Use language which reflects an understanding of the ability of the individual or group;
4. Assure that the designated task is understood;
5. Use feedback techniques which are relevant to the designated task;
6. Consider the entire context of the statements of others when making judgments about what others have said;
7. Encourage each individual to state his ideas clearly.

*Management techniques:* The employee shall:

1. Resolve discipline problems in accordance with law, board policy, and administrative regulations and policies;
2. Maintain consistency in the application of policy and practice;
3. Develop and maintain positive standards of conduct.

## Article 5 – Personal and Professional Conduct

*Human and Interpersonal Relationships:* Employees shall possess effective human and interpersonal relations skills and therefore:

1. Shall allow others who hold and express differing opinions or ideas to freely express such ideas;
2. Shall not knowingly misinterpret the statement of others;
3. Shall not show disrespect for or lack of acceptance of others;
4. Shall provide leadership and direction for others by appropriate example;
5. Shall offer constructive criticism when necessary;
6. Shall comply with reasonable requests and orders given by and with proper authority;
7. Shall not assign unreasonable tasks;
8. Shall demonstrate self-confidence and self-sufficiency in exercising authority.

*Personal Requirements:* Each employee within the scope of delegated authority shall:

1. Be able to engage in physical activity appropriate to the designated task except for temporary disability;
2. Be able to communicate so effectively as to accomplish the designated task;
3. Appropriately control his or her emotions;
4. Possess and demonstrate sufficient intellectual ability to perform designated tasks.

*Contractual Obligations:* Employees shall adhere fully to the terms of a contract or appointment.

### **Section 2 Role Model**

Employees serve as role models for students and their actions and conduct reflect on the school as a whole. Employees are in all respects to conduct themselves in a professional manner.

### **Section 3 Professional Boundaries**

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:

- Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).
- Engaging in social-networking friendships with a student on MySpace, Facebook, or other social networking site. Material that employees post on social networks that is publicly

## Article 5 – Personal and Professional Conduct

available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children.

- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.
- Making any sexual advance – verbal, written, or physical – towards a student.
  - Showing sexually inappropriate materials or objects to a student.
  - Discussing with a student sexual topics that are not related to a specific curriculum.
  - Telling sexual jokes to a student.
  - Invading a student's physical privacy (e.g., walking in on the student in a restroom).
  - Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
  - Being overly "touchy" with a specific student.
  - Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
  - Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
  - Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
  - Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
  - Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
  - Going to the student's home when the student's parent or a proper chaperone is not present.
  - Giving gifts of a personal nature to a specific student.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes

## Article 5 – Personal and Professional Conduct

and for reasons of familial relationships between employees and their children who are students in the District.

Employees who observe or become aware of a violation of the foregoing expectations by other employees are to report the matter to the Principal or the Superintendent.

### **Section 4 Relationships**

It is important for employees to maintain an effective working relationship with the administration and all co-workers. Employees are also to maintain appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

### **Section 5 Civility**

All employees shall behave with civility, fairness and respect in dealing with fellow employees, students, parents, patrons, visitors, and anyone else having business with the District. Uncivil behaviors are prohibited. Employees may be subject to disciplinary action up to and including termination for engaging in uncivil behaviors.

Uncivil behaviors are any behaviors that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent or harassing. Such interactions are prohibited in all forms of communication, including telephone conversations, voice mail messages, face-to-face conversations, written communications, and email messages.

Any employee aware of another employee's uncivil behavior shall report the conduct to the employee's immediate supervisor or to the Superintendent. There will be no retaliation against a person for making the report.

### **Section 6 Notification of Arrest, etc.**

Employees must notify Superintendent by the next business day after:

1. Arrest or Criminal Charges. The employee is arrested, ticketed, or issued a criminal charge where:
  - a. The maximum penalty for the crime equals or exceeds six months incarceration;
  - b. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;
  - c. Conviction would impact performance of employee's job responsibilities, including offenses that:
    - i. Would impact the responsibility to be a role model for students or relations with other employees of the District;
    - ii. Would impact the employee's ability to operate a motor vehicle if the employee's work duties include driving; or

## Article 5 – Personal and Professional Conduct

- iii. Would impact the employee’s Commercial Drivers License if the employee’s job requires that the employee have a CDL.
  - d. The arrest or the alleged criminal activity occurred while the employee was on duty, on District property, or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.  
Employees must also promptly report to the Superintendent whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense is not otherwise reportable.
2. Certificate or License. The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee’s position.
3. Child Abuse. The employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

Further, employee must give full disclosure of any Child Protection Act investigation that resulted in an “inconclusive” determination that occurred at any time. Current employees must give such disclosure within ten days following receipt of this handbook.

Employees must give full disclosure of the existence and nature of the above proceedings and must also promptly notify Superintendent of the disposition of the proceedings.

Legal documents relating to the proceedings shall be treated and maintained as part of the employee’s confidential criminal background file.

Failure to notify as required under this policy may subject the employee to disciplinary action, up to and including termination.

### **Section 7 Evaluations**

Evaluations of employees will be conducted in accordance with the District’s evaluation policy. Supervisors reserve the right to observe, appraise or evaluate employees more frequently than required by policy on an as-needed basis. Employees are expected to make themselves available for evaluation on request, to participate constructively and positively in the evaluation process, and to accept and implement constructive suggestions and improvement strategies developed by the administration.

### **Section 8 Employee Complaints or Concerns**

Employees are to inform their supervisor or the Superintendent of any complaints or concerns about the operations of the District using the established chain of command (immediate supervisor, next higher level supervisor, etc.) on all matters that require administrative attention; that is, on all matters or issues that their job responsibilities require them to report to a supervisor.

## Article 5 – Personal and Professional Conduct

It is important to the efficient and successful operation of the District and a duty of all employees to share any such complaints or concerns in a responsible, professional manner such as to: (1) not disrupt the proper functioning of their duties, (2) not undermine the authority of their co-workers, supervisors, or superiors, (3) maintain close working relationships with their co-workers, supervisors, and superiors, and (4) ensure that all applicable laws and regulations are followed. All official communications from employees must be accurate, demonstrate sound judgment, and promote the District's mission. Employees must ensure that all applicable laws and regulations are followed by the District and its employees. In the event an employee becomes aware of any such non-compliance, the employee is to report such to the employee's immediate supervisor (or the next higher level, if the supervisor is responsible for the problem) and maintain the confidentiality of the report so that the problem can be appropriately corrected in the best interests of the District.

Employees are to use the appropriate complaint or grievance mechanism for matters involving discrimination or harassment or other established mechanism specific to the nature of the complaint or concern.

The District will not tolerate unlawful retaliation against an employee for engaging in legally protected activity. A protected activity includes an employee's act of opposing an unlawful practice prohibited by employment discrimination or other laws that protect the conduct in question. Any act of unlawful retaliation by a supervisor or other employee may result in serious disciplinary action up to and including termination. Any employee may file a complaint with the Superintendent or appropriate Coordinator if the employee feels that they have experienced unlawful retaliation in any form.

### **Section 9 Attire**

It is important for employees to project a professional image to students, parents and co-workers. Appropriate attire and grooming is one of the means of projecting a professional image. Employees are expected to maintain conservative and professional attire and grooming when on duty. As a minimal guide, employees should not wear clothing which students would not be permitted to wear at school. The administration may establish more detailed guidelines for individual employees should that be necessary.

### **Section 10 Outside Employment**

Employees shall not perform duties unrelated to District employment during duty hours. In addition, employees shall not engage in employment which conflicts with their school duties. Employees are not required to notify the District of outside employment except: (1) employees who are also employed by another Nebraska school district in order to comply with Nebraska State Retirement System regulations and (2) employees who have a work-related injury in order to comply with workers' compensation requirements.

## **Article 6 – USE OF SCHOOL FACILITIES AND EQUIPMENT**

### **Section 1 Drug-Free Workplace**

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held.

The unlawful manufacture, distribution, disposition, possession, or use of tobacco, alcohol or a controlled substance is prohibited in the work place. The possession, use or distribution of illicit drugs or alcohol, the use of glue or aerosol paint or any other chemical substance for inhalation, and being under the influence of illicit drugs, alcohol, or inhalants, is prohibited in any place on school grounds, in a school utilized vehicle or any location over which the District had control. The possession or distribution of a look-alike drug or look-alike controlled substance is similarly prohibited. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol on an employee in the work place or on duty time shall be a violation of the drug-free workplace. In addition, employees are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the employee commits a criminal drug or alcohol offense off the work place or off duty time.

As a condition of employment employees will abide by the District's drug-free workplace policies and notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed for violations of the District's drug-free workplace policies. Sanctions may include the requirement that the employee complete an appropriate rehabilitation program, a reprimand, or termination of employment. Drug and alcohol counseling and rehabilitation and reentry programs are available through local health agencies.

### **Section 2 Smoke and Tobacco-Free Workplace**

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings.

For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. This does not preclude adults from wearing non-visible nicotine patches, or using nicotine gum without displaying the product container, as part of a smoking cessation program.

### **Section 3 Weapon-Free Workplace**

The District prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any

## Article 6 – Use of School Facilities and Equipment

employee found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

The term “weapon” means an instrument or object used, or which may be used, as a means of attack, defense, or destruction, including, without limitation:

1. Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;
2. The frame or receiver of any object described in the preceding example;
3. Any firearm muffler or silencer;
4. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;
5. Any bludgeon, sandclub, metal knuckles, or throwing star;
6. Any knife other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2-1/2 inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of size of the blade. A switch-blade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
7. Any electronic device designed to discharge immobilizing levels of electricity, such as a stun gun;
8. An employee may possess mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes and shall not be considered as possession of a weapon. Possession of larger quantities and/or concentrations of mace or other similar chemical agents than is typically designed for individual personal defensive purposes will be considered as possession of a weapon. Usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. An employee who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action;
9. An employee may possess an item which may be considered a weapon where such item is used for instructional purposes and the employee has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed; and
10. Any other object that is designed for or intended for use as a destructive or injurious device.

## Article 6 – Use of School Facilities and Equipment

The phrase “possession of a weapon” includes, without limitation, a weapon in an employee's personal possession or within reach (such as in the employee's vehicle), as well as in an employee's desk, locker, briefcase, backpack, or purse.

### **Section 4 Use of District Computer Network, Internet and Social Media**

Employees have access to the District's computer network and the Internet for the enhancement and support of student instruction and performance of their duties. Such access is subject to the following computer acceptable use policy:

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources as made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. Access and User Agreements. Use of the District's technology resources is a privilege and not a right. The Superintendent or designee may develop appropriate user agreements and require that employees sign such user agreements as a condition of access to the technology resources.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.
4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. **Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters.

Incidental or de minimis personal use is not prohibited by this provision. This exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time.

## Article 6 – Use of School Facilities and Equipment

The exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for personal use; or sending an e-mail related to one's own private consulting business.

- c. **Campaigning:** Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- d. **Technology-Related Limitations:** Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,
  - 1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
  - 2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
  - 3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
  - 4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
  - 5. Users shall not copy, change, or transfer any software without permission from the network administrators.
  - 6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
  - 7. Users shall not engage in any form of vandalism of the technology resources.
  - 8. Users shall follow the generally accepted rules of network etiquette. The Administrator or designees may further define such rules.
- e. **Other Policies and Laws:** Technology resources shall not be used for any purpose contrary to any District policy or any applicable law. Without limitation, this means that technology resources may not be used:
  - 1. To access any material contrary to the District's Internet Safety Policy; or to create or generate any such material.
  - 2. To engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.

## Article 6 – Use of School Facilities and Equipment

3. To engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
  4. To promote or tolerate violations of student conduct rules.
  5. To engage in illegal activity, such as gambling.
  6. In a manner contrary to copyright laws.
  7. In a manner contrary to software licenses.
5. Disclaimer. The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Administrator. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users

## Article 6 – Use of School Facilities and Equipment

have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system.

Sanctions. Violation of the policies and procedures concerning the use of the District's technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

### **Section 5 Use of School Facilities**

An employee who is issued school keys shall not lose their keys and shall not allow others to have access to or to use their keys. Employees are permitted to have access to school facilities during non-school time provided such access is for work-related purposes and the Principal or supervisor has given permission for such access. When employees leave the building, they are to close all windows, lock doors, and make sure that the entry door is fully closed and locked. This is especially important when employees are using the school facilities prior to the beginning of the school year and during any weekend or evening usage.

Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.) and school postage is to be for approved school-related purposes only. Excess or surplus supplies or equipment, including items which have been placed in the trash, must not be removed for non-school use without approval from the Principal.

### **Section 2 Care of School Property**

Employees are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. If an item is in need of maintenance or repair, report it to the Principal. If you learn that a student has damaged school property or equipment, or if you are responsible for damage to school property, promptly report it to the Principal so the item may be replaced or repaired if possible and appropriate responsibility for the cost of replacement or repair may be determined.

### **Section 3 Use of Telephone**

Personal telephone calls shall not be made during duty time except in the event of an emergency. Long distance calls on school telephones must be made from the office. You will need to promptly log long distance calls and be responsible for any charges which are for personal use.

### **Section 8 Visitors**

Employees are not to have visitors while on duty other than as appropriate for the performance of their duties except on a short-term basis and only with permission of the Principal or supervisor. Included in the definition of visitors are family members of the employee. Employees are responsible for ensuring that their visitors follow procedures for being on District property,

## Article 6 – Use of School Facilities and Equipment

including checking in. Employees are not to bring their children to work with them in lieu of taking them to childcare.

## Article 6 – Use of School Facilities and Equipment

### **Section 9 Salespersons**

Employees need not allow, and should not permit, any salesperson or representative or agent of any commercial enterprise or theatrical presentation to contact the employee while engaged in the employee's duties except for such times as may be designated by the Superintendent or designee.

Employees must not use classrooms, buildings or other school property for personal use or profit without specific approval from the Superintendent or designee. Employees must not use time for which the employee is on duty or paid by the District to engage in any activity for personal financial profit, including any advertisements that directly or indirectly benefit the employee. Any violation of these restrictions will be considered to be willful insubordination.

### **Section 10 Security of Desks and Lockers**

Offices, employee desks, lockers, computers, file cabinets and other such storage devices ("storage devices") are owned by the school and are to be properly cared for and maintained. Appropriate security measures should be used to protect school and personal property kept in storage devices from theft or vandalism and to protect confidential student records.

The District exercises exclusive control over school property and reserves the right to search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file. School-related documents or records must remain readily available to administration and other appropriate school staff. Any personal items an employee wants to have kept private should be kept in a separate personal storage device, such as a brief case, purse or backpack.

The District is not responsible for any personal property that employees bring to school. Employees are cautioned not to bring large amounts of money or items of significant value to school.

### **Section 11 Video Surveillance**

The Board of Education has authorized the use of video cameras on District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

### **Section 12 Bulletins and Web Page**

Bulletin boards and electronic media (web page) and other communication devices are maintained for the purposes of conveying information about the District's activities and programs and for educational purposes related to such activities and programs. The District's communication devices are designated as non-public forums, meaning that the devices are not open for public use.

Information posted or displayed on the District's communication devices may not include political advertising, communications promoting particular religious beliefs, controversial topics or

## Article 6 – Use of School Facilities and Equipment

positions not consistent with the mission of the District, or communications that promote activities not suitable for school-age children.

Any website links on the District’s web page that are permitted to be posted shall not be considered to be endorsed or sponsored by the District. The District makes no representations or warranties of any kind with regard any such links.

### **Section 13 Copyright and Fair Use Policy**

It is the District’s policy to follow the federal copyright law. Employees are reminded that, when using school equipment and when performing school duties, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The “fair use” doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the “fair use” of a copyrighted work, including reproduction “for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research” is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted “fair use,” rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is “fair.” Employees should seek assistance from administration if there are any questions regarding what may be copied.

### **Section 14 Lost and Found**

Employees who find lost articles are asked to take them to the office, where the articles can be claimed by the owner.

## Article 6 – Use of School Facilities and Equipment

### **Section 15 Safety**

#### Safety Program and Safety Committee

The District has established safety committees and safety plans, including plans and procedures to address emergency and crisis situations. Employees are expected to be familiar with these plans. These plans may be obtained for review or copy from the Principal or the Superintendent.

The District also has a safety committee to address employee accidents, injuries and work place conditions. A representative from each bargaining group plus representatives appointed by administration serve on the committee. If you have a desire to serve on the committee, you should contact the President of the teachers' association. Employees can make suggestions and/or report concerns to the safety committee in the following ways: (1) contact the teachers' association representative of the safety committee, (2) contact the President of the teachers' association, or (3) contact the Safety Committee in care of the Superintendent.

#### Safety Practices

Guidelines for safe work practices for employees include the following:

1. Never stand on chairs, counters, tables, etc. Only use step stools, ladders and locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
2. Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).
3. Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
4. Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
5. Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.). Follow up if not repaired.
6. Do not use equipment if you are not familiar with it or operate machinery without proper training.
7. Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly lift.
8. Report any injuries or medical problems to your supervisor immediately and complete the employee accident report.
9. Wear seatbelts when in vehicles where provided.
10. Do not do repetitive tasks for long periods of time (i.e., keyboarding, dipping cookies, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc. Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

## Article 6 – Use of School Facilities and Equipment

As required by law, approved safety glasses will be required of every student and employee while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

### Safe Driving

Employees who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Employees will be provided a Driver's Certification form to verify this information and to be given instruction on emergency evacuation and first aid.

Employees who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices and are responsible for any injury or accident. Employees are to abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems will be utilized by all occupants. When transporting students or using a school vehicle, employees are not to use cell phones or otherwise engage in distracted driving. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies.

### Accidents

Every accident which results in a personal injury must be reported to the Principal or supervisor immediately. In the event the injury involves a student, the employee who is responsible for the supervision of the student is responsible for making the report. If the injury occurs in the presence of the employee, the employee is also responsible for making a report.

### Workers Compensation

Employees are required to immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork.



## Article 7 – STATE AND FEDERAL PROGRAMS

### Section 1 Notice of Nondiscrimination

Kenesaw Public Schools does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in admission or access to, or treatment of employment, in its programs and activities. The Coordinators listed in Section 2 have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination.

Local complaint or grievance procedures are provided for by the District and set forth in this handbook. If an employee does not feel that a complaint of nondiscrimination has been satisfactorily resolved at the school level, the employee may file a complaint with the appropriate federal or state agency. Complaints are to be filed with the regional Department of Education, Office for Civil Rights where the complaint relates to Title IX (discrimination, harassment or lack of equity based on gender), Title VI (discrimination or harassment based on race, color, or national origin) or Section 504 (discrimination, harassment or failure to accommodate a disability). Complaints are to be filed with the regional U.S. Equal Employment Opportunity Commission (EEOC) if the complaint relates to Title VII (discrimination or harassment based on race, color, gender, national origin, or religion), the Americans with Disabilities Act (discrimination, harassment or failure to accommodate a disability), or the Age Discrimination in Employment Act (discrimination based on age). The contact information for the OCR and the EEOC in this regard are:

Office for Civil Rights (OCR)  
 One Petticoat Lane  
 1010 Walnut St. 3<sup>rd</sup> Floor, Suite 320  
 Kansas City, MO 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).

The U.S. Equal Employment  
 Opportunity Commission (EEOC)  
 Gateway Tower II  
 400 State Avenue, Suite 905  
 Kansas City, MO 66101  
 (800) 669-4000; TDD: (800) 669-6820

A publication provided by the federal government concerning rights of non-discrimination is attached as Appendix “C” to this handbook.

### Section 2 Designation of Coordinators

Any person having inquiries concerning the District’s compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Kenesaw Public Schools, 110 North 5<sup>th</sup> Avenue, P.O. Box 129, Kenesaw, Nebraska 68956; Phone: (402) 752-3215:

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Superintendent
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent Special Services Director for student matters
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

### Section 3 Anti-discrimination & Harassment Policy Policy of Non-Discrimination

## Article 7 – State and Federal Programs

The policy of Kenesaw Public Schools is to not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in admission, access, or treatment with regard to its programs and activities or with regard to employment. The District and its staff shall comply with all applicable state and federal laws prohibiting discrimination.

Decisions with regard to employment, discharge, compensation, and terms and conditions of employment shall not be made based on sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status. There shall be no discrimination against an applicant or employee because of membership or activity in an employee organization or because of protected free speech activities.

### Preventing Harassment and Discrimination

Kenesaw Public Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, and other employees, students or other persons is prohibited. In addition, the District will endeavor to protect employees and 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, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status is prohibited. The following are general definitions of what might constitute prohibited harassment:

1. In general, verbal or physical conduct relating to a person's protected status constitutes harassment when the conduct unreasonably interferes with the person's work performance or creates an intimidating work, instructional or educational environment.
2. 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.
3. 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.

## Article 7 – State and Federal Programs

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.

### Grievance Procedures

1. Employees should initially report all instances of discrimination or harassment to their immediate supervisor. However, if the employee is uncomfortable in presenting the problem to the supervisor, or if the supervisor is the problem, the employee is encouraged to go to the next level of supervision.
2. If the employee’s complaint is not resolved to his or her satisfaction within five to ten working days, or if the discrimination or harassment continues, please report your complaint to the Superintendent. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.
3. The supervisor or the Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees or removal of offending students may be taken.
4. The person who makes the complaint shall not be threatened or retaliated against for alleging a violation of this anti-discrimination policy or for use of this grievance procedure.

#### **Section 4      Grievance Procedure for Persons with a Disability**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act address discrimination, harassment or failure to provide reasonable accommodations to persons with a disability. The following grievance procedure shall be used for resolution of complaints by employees of alleged violations of the ADA or Section 504:

1. Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant’s disability prevents such, in which event the Complaint can be made verbally.
2. Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.
3. Complaints shall be investigated by the Coordinator or the Coordinator’s designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
4. The Coordinator shall make a decision on the Complaint within 30 days of the filing of the Complaint, unless such time period is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances. The decision shall be made in writing, shall set forth the Coordinator’s proposed resolution of the Complaint, and shall be forwarded to the Complainant.
5. The Complainant shall have 10 days from the date the Coordinator’s decision is sent to the Complainant to accept or reject the Coordinator’s proposed resolution. The Complainant shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period.
6. In the event the Complainant rejects the proposed resolution, the Complainant shall be given the

## Article 7 – State and Federal Programs

opportunity to file a request for reconsideration within 10 days from the date the Coordinator's decision is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. Upon receipt of the request for reconsideration, the Coordinator shall promptly forward the request for reconsideration and all evidence received by the Coordinator in connection with the Complaint to a third person for review (either an administrator or other employee of the District, or members of the Board of Education or Committee of the Board).

7. A decision on the request for reconsideration shall be made within 10 days after the request for reconsideration was filed unless the Board or Committee of the Board is the reviewer, in which event the decision shall be made within 30 days of the filing of the request for reconsideration, unless such time period is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances.

### **Section 5 Confidentiality of Student Records (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of age rights of access and confidentiality with respect to education records. Employees are expected to provide access rights and maintain the confidentiality of education records in accordance with FERPA and Board policy. Employees may have access to only those education records in which they have a legitimate educational interest, unless the parent has given written and dated consent for the access. An employee who violates this restriction shall be subject to disciplinary action up to and including termination. Further information about FERPA and the District's policies under FERPA are found in Board policy and in the student handbook.

### **Section 6 Disclosure of Student Information to Military Recruiters and Colleges**

Federal law requires the District to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that the school not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written consent. Employees are expected to follow these requirements.

### **Section 7 Breakfast and Lunch Programs**

The District participates in the National School Lunch Program. Employees are expected to keep information about the participation of students in the program confidential.

### **Section 8 Confidentiality of Protected Health Information**

It is the policy of the District to develop and implement all necessary practices, policies, and procedures to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) where and to the extent applicable and to maintain the privacy of protected health information (PHI), as that term is defined by HIPAA, that it receives, obtains, or transmits for employees and students. The District designates the Superintendent as its HIPAA privacy officer. Student and employee records containing PHI shall be accessible only to those who require such information to carry out their duties.



## Article 8 – STATE AND FEDERAL PROGRAMS

### Section 1 Notice of Nondiscrimination

The Kenesaw Public Schools does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected category in admission or access to, or treatment of employment, in its programs and activities. The Coordinators listed in Section 2 have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination.

Local complaint or grievance procedures are provided for by the District and set forth in this handbook. If an employee does not feel that a complaint of nondiscrimination has been satisfactorily resolved at the school level, the employee may file a complaint with the appropriate federal or state agency. Complaints are to be filed with the regional Department of Education, Office for Civil Rights where the complaint relates to Title IX (discrimination, harassment or lack of equity based on gender), Title VI (discrimination or harassment based on race, color, or national origin) or Section 504 (discrimination, harassment or failure to accommodate a disability). Complaints are to be filed with the regional U.S. Equal Employment Opportunity Commission (EEOC) if the complaint relates to Title VII (discrimination or harassment based on race, color, gender, national origin, or religion), the Americans with Disabilities Act (discrimination, harassment or failure to accommodate a disability), or the Age Discrimination in Employment Act (discrimination based on age). The contact information for the OCR and the EEOC in this regard are:

Office for Civil Rights in the U.S. Department of Education (OCR)  
One Petticoat Lane  
1010 Walnut Street, 3rd Floor, Suite 320  
Kansas City, Missouri 64106  
(816) 268-0550; Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf),  
or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov).

The U.S. Equal Employment Opportunity Commission (EEOC)  
Gateway Tower II  
400 State Avenue, Suite 905  
Kansas City, KS 66101  
(800) 669-4000; TTY: (800) 669-6820; Fax (913) 551-6957

A publication provided by the federal government concerning rights of non-discrimination is attached as Appendix “D” to this handbook.

### Section 2 Designation of Coordinators

Any person having inquiries concerning the District’s compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Kenesaw Public Schools, 110 North 5<sup>th</sup> Avenue, P.O. Box 129, Kenesaw, NE 68956, 402-752-3215.

Article 8 – State and Federal Programs

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Superintendent
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

**Section 3 Anti-discrimination & Harassment Policy**

Elimination of Discrimination

The Kenesaw Public Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

Preventing Harassment and Discrimination

Purpose: Kenesaw Public Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, the Kenesaw Public Schools will try to protect employees and 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, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected category constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

Age harassment (40 years of age and higher) 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.

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Sexual harassment is 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:

- Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;
- Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time;
- 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.

### Complaint and Grievance Procedures

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom 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. In the case of a student, the Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if you feel you need immediate help for any reason, please report your complaint to the Superintendent of Kenesaw Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

### **Section 4      Grievance Procedure for Persons with a Disability**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act address discrimination, harassment or failure to provide reasonable accommodations to persons with a disability. The following grievance procedure shall be used for resolution of complaints of alleged violations of the ADA or Section 504:

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1. Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
2. Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.
3. Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
4. The Coordinator shall make a decision on the Complaint within thirty (30) days of the filing of the Complaint, unless such time period is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.
5. The Complainant shall have ten (10) days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution. The Complainant shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period.
6. In the event the Complainant rejects the proposed resolution, the Complainant shall be given the opportunity to file a request for reconsideration within ten (10) days from the date the Coordinator's decision is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. Upon receipt of the request for reconsideration, the Coordinator shall promptly forward the request for reconsideration and all evidence received by the Coordinator in connection with the Complaint to a third person for review (either an administrator or other employee of the District, or members of the Board of Education or Committee of the Board).
7. A decision on the request for reconsideration shall be made within ten (10) days after the request for reconsideration was filed unless the Board or Committee of the Board is the reviewer, in which event the decision shall be made within thirty (30) days of the filing of the request for reconsideration, unless such time period is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances.

### **Section 5 Confidentiality of Student Records (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of age rights of access and confidentiality with respect to education records. Employees are expected to provide access rights and maintain the confidentiality of education records in accordance with FERPA and Board policy. Further information about FERPA and the District's policies under FERPA are found in Board policy and in the student handbook.

### **Section 6 Disclosure of Student Information to Military Recruiters and Colleges**

Federal law requires the District to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and family members and secondary students have the right to request that the school not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written consent. Employees are expected to follow these requirements.

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### **Section 7 Disclosure of Staff Qualifications**

At the beginning of each school year, upon the request of a parent, if the District receives Title I funding, the District will notify the parents of information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

- (A) Whether the student's teacher—
  - (i) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - (ii) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
  - (iii) is teaching in the field of discipline of the certification of the teacher.
- (B) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

### **Section 8 Student Privacy Protection (Policy No. 5419)**

Federal law requires the District to protect the privacy of students. Further information about student privacy and the District's policies with regard to student privacy are found in Board policy and in the student handbook. In general, employees are expected to comply with these provisions of the ESSA and related Board policy, as follows:

1. Student surveys created by and administered by either the United States Department of Education or a third party (a group or person other than the District)—give parent/guardian the opportunity to inspect the survey upon request before the survey is administered or distributed to the students;
2. Student surveys which involve "sensitive" matters—make suitable arrangements to protect student privacy (that is, do not include the name or other identifying information about a particular student) and give parents and family members the opportunity, in advance, to "opt-out" their child from the survey. Sensitive matters include:
  1. Political affiliations or beliefs of the student or the student's parent;
  2. Mental or psychological problems of the student or the student's parent;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating or demeaning behavior;
  5. Critical appraisals of other individuals with whom the student has close family relationships;
  6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
  7. Religious practices, affiliations, or beliefs of the students or the student's parent;
  8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
3. Instructional materials—permit parents and family members upon reasonable request to inspect any instructional material used as part of the educational curriculum for their child. The term "instructional materials" does not include academic tests or academic assessments for purposes of this parent inspection requirement. If you receive such a request, direct the parent to contact your building principal and also inform the building principal yourself about the request to get instructions.
4. Collection, disclosure, or use of personal information collected from students for the

## Article 8 – State and Federal Programs

purpose of marketing or for selling that information—the District policy is to not gather such information for such purposes.

### Mental Health Assessment or Service

The District shall obtain informed consent from the parent of each child who is under 18 years of age to participate in any mental-health assessment or service that is funded under the Every Student Succeeds Act (“ESSA”). Before obtaining the consent, the District shall provide the parent written notice describing in detail such mental health assessment or service, including the purpose for such assessment or service, the provider of such assessment or service, when such assessment or service will begin, and how long such assessment or service may last.

### **Section 9 Parental and Family Involvement**

#### General - Parental/Community Involvement in Schools

The District’s policy is to welcome parental and family involvement in the education of their children. As a part of this policy, employees are expected to:

1. provide parents and family members timely information about their child’s progress, including use of quarterly report cards, active and constructive attendance at parent-teacher conferences, and more frequent parent contacts where warranted by the student’s academic and behavioral needs;
2. make textbooks, completed tests and other curriculum materials available for review by parents and family members upon request;
3. permit parents and family members access to their child’s records according to law and school policy;
4. encourage parents and family members to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher, counselor or administrator, provided that such parent attendance be educationally appropriate and not disruptive to the educational program;
5. assure that testing occurs to assure proper measurement of each child’s educational progress and achievement;
6. permit parents and family members to excuse their child from testing, classroom instruction and other school experiences when possible and educationally appropriate;
7. notify parents and family members of student surveys in accordance with district policy, obtain parental permission for surveys where required by District policy or law, and allow parents and family members to opt-out of such surveys in accordance with District policy and law; and
8. encourage parents and family members to express their concerns, share their ideas and advocate for their child’s education.

#### Title I Parental and Family Engagement (Policy No. 6410)

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

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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.

The District has a separate policy established pursuant to federal law relating to parental and family engagement applicable to parents and family members of children enrolled in Title I programs. The policy requires that parents and family members of Title I children have been given the opportunity to participate 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 the parental and family engagement policy. Employees are expected to comply with the Title I parental and family engagement policy.

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### **Section 10 Homeless Students (Policy No. 5418)**

Federal law requires that homeless students not be stigmatized or segregated on the basis of their status as homeless. Homeless children generally include children who lack a fixed, regular, and adequate nighttime residence. The Superintendent serves as the District's designated Homeless Coordinator and should be contacted for questions relating to a homeless student.

### **Section 11 Breakfast and Lunch Programs**

The District participates in the National School Lunch Program. Employees are expected to keep information about the participation of students in the program confidential.

### **Section 12 Confidentiality of Protected Health Information**

It is the policy of the District to develop and implement all necessary practices, policies, and procedures to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) where and to the extent applicable and to maintain the privacy of protected health information (PHI), as that term is defined by HIPAA, that it receives, obtains, or transmits for employees and students. The District designates the Superintendent as its HIPAA privacy officer. Student and employee records containing PHI shall be accessible only to those who require such information to carry out their duties.



## Article 8 – Student Conduct Rules

### Section 1 Purpose of Student Conduct Rules

These student conduct rules are established to maintain a school atmosphere which is conducive to learning, to aid student development, to further school purposes, and to prevent interference with the educational process. Violations of the rules will result in disciplinary action.

### Section 2 Forms of School Discipline

A. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five (5) school days (short-term suspension) on the following grounds:

1. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or,
2. Other violations of rules and standards of behavior adopted by the Kenesaw Public Schools Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
4. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.
5. A student on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

B. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five (5) school days but less than twenty (20) school days. A student who on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term

suspension. The notice will include a description of the procedures for long-term suspension. The procedures will be those set forth in the Student Discipline Act.

C. Expulsion:

1. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless (a) the misconduct occurred within ten (10) school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) the misconduct occurred within ten (10) school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.
2. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent. The suspension pending hearing may be imposed if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
3. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
4. Alternative Education. Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
5. Suspension of Enforcement of an Expulsion. Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one (1) full semester in

addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.

6. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than 19 years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to a court order, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

4. Emergency Exclusion: A student may be excluded from school in the following circumstances:
  1. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
  2. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

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

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing is to be held and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

5. Other Forms of Student Discipline: Administrative and teaching personnel may take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or

prevent interference with the educational process. Such actions may include, but are not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

### **Section 3 Student Conduct Expectations**

Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.

#### **A. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment**

The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another;

3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude;
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations;
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks;
7. Selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant;
8. Public indecency or sexual conduct;
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events;
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction;
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten; or
12. Repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes;
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities;
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be

derogatory toward a group or individual based upon race, gender, disability, national origin, or religion;

15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for those students riding Kenesaw Public Schools' buses.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
  - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
  - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one (1) calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one (1) year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.

- c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

**B. Additional Student Conduct Expectations and Grounds for Discipline**

The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

- (1) Student Appearance: Students at Kenesaw Public Schools are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
  - a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
  - b. Shorts, skirts, or skorts that do not reach mid-thigh or longer, or yoga pants not covered by preceding criteria.
  - c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
  - d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g. cleats).
  - e. Head wear including hats, caps, bandannas, and scarves;
  - f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
  - g. Clothing or jewelry that is gang related.
  - h. Visible body piercing (other than ears).

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

( 2. Academic Integrity.

- a. Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

- b. Definitions: The following definitions provide a guide to the standards of academic integrity:

(1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:

(a) Tests (includes tests, quizzes and other examinations or academic performances):

(i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in

cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.

- (ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for “open book” tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
  - (iii) Use of Other Student Answers: Copying or looking at another student’s answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student’s paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student’s answers on the test paper.
  - (iv) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
  - (v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student’s real reason for missing class was because the student was not prepared for the test.
- (b) Papers (includes papers, essays, lab projects, and other similar academic work):
- i) Use of Another’s Paper: Copying another student’s paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
  - (ii) Re-use of One’s Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
  - (iii) Assistance from Others: Having another person assist with the paper to such an extent that the work

does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

(iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

(c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

(2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

(a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.

(b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

(3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:

(1) Academic Sanction. The instructor will refuse to accept the

student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.

- (2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
- (3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

### 3. Electronic Devices

a. Philosophy and Purpose. Kenesaw Public Schools strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

#### b. Definitions.

(1) "Electronic devices" include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.

(2) "Sexting" means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:

(i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or

(ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,

(iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

c. Possession and Use of Electronic Devices.

(1) Students are not permitted to possess or use any electronic devices during class time. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.

(2) Students are permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (4)(a)). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

(3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).

(4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

d. Violations

(1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

(2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.

(i) First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device.

(ii) Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(iii) Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

e. Penalties for Prohibited Use of Electronic Devices:

Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:

(i) Students found in possession of a "sexting" message shall be subject to a one (1) day suspension from school.

(ii) Students who send or encourage another to send a "sexting" message shall be subject to a five (5) day suspension from school.

f. Reporting to Law Enforcement.

Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

g. Responsibility for Electronic Devices.

Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and

parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

- (3) Harassment and Bullying Policy: One of the missions of Kenesaw Public Schools is to provide safe and secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and required of all students and staff. Inappropriate behaviors (bullying, intimidation and harassment are to be identified and corrected. Students and staff are to avoid such behaviors. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

“Bullying” is behavior where one person or group engages in harmful action towards another person or group acting on a real or perceived imbalance of power or view of superiority. The behavior typically includes verbal (e.g. teasing or name-calling) and physical aggression (e.g., hitting, pushing), threatening, excluding or ignoring, spreading rumors, or taking, defacing or destroying the others' property. “Harassment” includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited. Bullying and harassment is a violation of student conduct rules and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment is done on the basis of gender, disability, race, or other protected status, it is considered a very serious offense for which expulsion may be a likely consequence depending on the severity of the conduct.

Students who are the victim of bullying or harassment or who observe such occurring are to promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report.

- (4) Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:
- a. 1st Offense: Student will be confronted and directed to cease.
  - b. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
  - c. 3rd Offense: Student will be suspended from school for a minimum of one (1) day, and parents and student will need to meet with Administrator(s) and/or counselor.
  - d. If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

- (5) Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion.
- a. Students must have a pass when not in class during class time. Students are to use the pass only for the purpose requested. For example, if given a pass to use the restroom, the student must promptly proceed to and use the nearest restroom and promptly return to class.
  - b. Candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be consumed outside.
  - c. Students are expected to bring all books and necessary materials to class. This includes study halls.
  - d. Assignments for all classes are due as assigned by the teacher.
  - e. Students are not to operate the mini-blinds or the windows without permission of the teacher.
  - f. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
  - g. Students are to be in their seats and ready for class on the tardy bell.
  - h. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
  - i. Students are not to bring “nuisance items” to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
  - j. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
  - k. Snow handling is prohibited.

#### G. Law Violations

1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student’s maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student’s parent of the fact that the referral to legal authorities has been or will be made.

The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the

County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

F. Anti-Bullying Policy: (Policy No. 5415)

One of the missions of the District is to provide safe and secure environments for all students and staff.

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

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse 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.

(4) Initiations, Hazing, Secret Clubs and Outside Organizations (Policy No. 6284)

- (a) Initiations. Initiations by classes, clubs or athletic teams are prohibited except with the approval of the administration. Any student who engages in or encourages initiations that have not been approved by the administration is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

The administration may only give consent to initiation activities that are consistent with student conduct expectations and that do not present a risk of physical or mental injury or belittlement.

- (b) Hazing. Hazing by classes, clubs, athletic teams or other student organizations are prohibited. Hazing means any activity by which a person intentionally or recklessly endangers the physical or mental health or safety

of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any school organization. Such prohibited hazing activity includes whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, sexual conduct, nudity, or any brutal treatment or the performance of any act which endangers the physical or mental health or safety of any person or the coercing of any such activity. Hazing is prohibited even though the person who has been the subject of the hazing consents to the activity. Any student who engages in or encourages hazing is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

- (c) Secret Organizations. It is unlawful for students to participate in or be members of any secret fraternity or secret organization that is in any degree a school organization. Any student who violates this restriction is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.
- (d) Outside Organizations. It is unlawful for any person, whether a student of the District or not, to enter upon the school grounds or any school building for the purpose of rushing or soliciting, while there, any student to join any fraternity, society, or association organized outside of the schools. Any person who violates this restriction is subject to criminal prosecution and removal and exclusion from school grounds.

(7) Network, E-Mail, Internet and Other Computer Use Rules:

(a) General Rules:

- (i) The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.
- (ii) Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.
- (iii) Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and insure that users are using the network system responsibly.

Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.

- (iv) Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
- (v) The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

(b) Policy and Rules for Acceptable Use of Computers and the Network: The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."

- (i) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.
- (ii) Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).
- (iii) Users shall not use or try to discover another user's account or password.
- (iv) Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).
- (v) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
- (vi) Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
- (vii) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
- (viii) Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.

- (ix) Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.
  - (x) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
  - (xi) Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator.
- (c) Etiquette and Rules for Use of Computers and the Network: All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:
- (i) Be polite. Do not become abusive in your messages to others.
  - (ii) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.
  - (iii) Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.
  - (iv) Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages which violate the rules will result in disciplinary action.
  - (v) All communications and information accessible via the network should be assumed to be private property of others.
  - (vi) Do not place unlawful information on any network system.
  - (vii) Keep paragraphs and messages short and to the point. Focus on one subject per message.
  - (viii) Include your signature at the bottom of e-mail messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
  - (ix) Other rules may be established by the network administrators or teachers from time to time.
- (d) Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administrating the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the

policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.

- (e) Student and Parent Agreements: Students and parents may be required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment.

(7) Risks of MySpace, Facebook and other Social Networking:

The purpose of this message is to give our students information about the risks of using MySpace, Facebook, Xanga, and similar social networking sites.

These sites are public sources of information. The information may be seen by your school administrators, your parents, and law enforcement. It is also accessible to people who you don't even know now, but may later want to impress—such as university admissions and scholarship officials and prospective employers. In fact, many large companies now search the internet as a means of conducting background checks on job applicants. What you say now on MySpace may affect you years later.

What you say now on MySpace may also affect you right now. Pictures or writings that show that you have violated student conduct rules may result in school discipline. A picture of a student drinking a beer may very well lead to a suspension from activities if the school learns about it. Criminal charges may be filed against you based on information posted on MySpace.

MySpace has published a Guide for schools with some suggestions that we would like to share with you:

Here are some common sense guidelines that you should follow when using MySpace and the Internet in general:

- Don't forget that your profile and MySpace forums are public spaces. Don't post anything you wouldn't want the world to know (e.g., your phone number, address, IM screens name, or specific whereabouts).
- Avoid posting anything that would make it easy for a stranger to find you, such as where you hang out every day after school.
- People aren't always who they say they are. Be careful about adding strangers to your friends list. It's fun to connect with new MySpace friends from all over the world, but avoid meeting people in person whom you do not fully know. If you must meet someone, do it in a public place and bring a friend or trusted adult.
- Harassment, hate speech and inappropriate content should be reported. If you feel someone's behavior is inappropriate, react. Talk with a trusted adult, or report it to MySpace or the authorities.

- Don't post anything that would embarrass you later. Think twice before posting a photo or info you wouldn't want your parents or boss to see!
- Don't mislead people into thinking that you're older or younger. If you lie about your age, MySpace will delete your profile.

We urge all students to following these common sense guidelines.

**Section 4      Reporting Student Law Violations:**

- (1) Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
- (2) When a Principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the Principal or other school official will take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken. An exception applies when a minor has been taken into custody as a victim of suspected child abuse; in that event the Principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
- (3) In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it shall be the policy of the Kenesaw Public Schools to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
  - (a) Knowingly possessing illegal drugs or alcohol.
  - (b) Assault.
  - (c) Vandalism resulting in significant property damage.
  - (d) Theft of school or personal property of a significant nature.  
Automobile accident.
  - (e) Any other behavior which significantly threatens the health or safety of students, staff or other persons or which is required by law to be reported.

## Article 10 – State and Federal Programs

### Section 1 Notice of Nondiscrimination

The Kenesaw Public Schools does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in the admission, access to its facilities or programs or activities, treatment, or employment.

### Section 2 Designation of Coordinators

Any person having concerns or needing information about the District’s compliance with anti-discrimination laws or policies should contact the District’s designated Coordinator for the applicable anti-discrimination law.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Superintendent
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

The Coordinator may be contacted at: 110 North 5<sup>th</sup> Street, Box 129, Kenesaw, Nebraska 68956, telephone number (402) 752-3215.

### Section 3 Anti-discrimination & Harassment Policy

Elimination of Discrimination. The Kenesaw Public Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

#### Preventing Harassment and Discrimination of Students.

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

## Article 10 – State and Federal Programs

For purposes of this policy, discrimination or harassment based on a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

Age harassment (40 years of age and higher) 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.

Sexual harassment is 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:

Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;

Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time.

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.

### Complaint and Grievance Procedures:

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom 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,

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the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of Kenesaw Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent will promptly and thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

### **Section 4      Multicultural Policy**

The philosophy of the District's multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races (including but not be limited to African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans) and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races. The mission shall also include preparing students to eliminate stereotypes and discrimination or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

### **Section 5      Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973**

The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of

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information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.

7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent.)
11. File a local grievance.

### **Section 6 Notification of Rights Under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person

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employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

### **Notice Concerning Directory Information**

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's date of birth and place of birth;
6. Student's extra-curricular participation;
7. Student's achievement awards or honors;
8. Student's weight and height if a member of an athletic team;
9. Student's photograph; and
10. School or school district the student attended before he or she enrolled in [Name] Public Schools.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the

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personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two (2) weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.

The District may disclose information about former students without meeting the conditions in this section.

The District's policy is for education records to be kept confidential except as permitted by the FERPA law, and the District does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District does not either approve or disapprove such teaching practices, and designates such student work as directory information and/or as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

### Notice Concerning Designation of Law Enforcement Unit:

The District designates the Adams County Sheriff's Office as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

### **Section 7 Notice Concerning Disclosure of Student Recruiting Information**

Federal law requires that the District provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that the District not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. The District will comply with any such request.

### **Section 8 Title I Parental and Family Involvement (Policy No. 6410)**

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.

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- 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.

### **Section 9 Student Privacy Protection Policy**

It is the policy of Kenesaw Public Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District’s policies in this regard include the following:

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent’s request, a

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survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent’s child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed “Definition of Surveys of Matters Deemed to be Sensitive”), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: “Notification of and Right to Opt-Out of Specific Events.”

Right of Parents to Inspect Instructional Materials: Parents have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term “instructional materials” for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator’s intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: “Notification of and Right to Opt-Out of Specific Events.”

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the

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extent possible in the event of any such collection, disclosure, or use of personal information. “Personal information” for purposes of this policy means individually identifiable information about a student including: a student or parent’s first and last name, home address, telephone number, and social security number. The term “personal information,” for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy: The District provides parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

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The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act ).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be “sensitive” for purposes of this policy:

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental or psychological problems of the student or the student’s parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student’s parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

### **Section 10 Parental Involvement Policies**

#### **A. General - Parental/Community Involvement in Schools:**

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Kenesaw Public Schools welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is the District's policy to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children. Policies and regulations are established to protect the emotional, physical and social well-being of all students.

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to support the implementation of district policies and regulations.
3. Parents are encouraged to monitor their student's progress by reviewing quarterly report cards and attending parent-teacher conferences.
4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.
5. Parents are provided access to records of students according to law and school policy.
6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parents' continued attendance at such activities will be based on the students' well-being.
7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
8. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.
9. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before the survey is administered.
10. Parents are invited to express their concerns, share their ideas and advocate for their children's education with board members, administrators and staff.
11. School district staff and parents will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

### B. Title I Parental Involvement Policy:

The District's Title I Parental Involvement Policy is established in compliance with the No Child Left Behind Act. The District has a parental involvement policy applicable to parents of all

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children. The parental involvement policy applicable to parents of all children is not replaced by this Title I Parental Involvement Policy and shall continue to be applicable to all parents, including parents participating in Title I programs.

It is the policy of the District to implement programs, activities, and procedures for the involvement of parents 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 of participating children.

**Expectations for Parental Involvement:** It is the expectation of the District that parents of participating children will have opportunities available for parental involvement in the programs, activities, and procedures of the District’s Title I program. The term “parental involvement” means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—(A) that parents play an integral role in assisting their child’s learning; (B) that parents are encouraged to be actively involved in their child’s education at school; (C) that parents 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 involvement policy. The District intends to meet this expectation through the following activities:

1. Involving parents in the joint development of the District’s Title I plan and the processes of school review and school improvement.
2. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
3. Building the schools’ and parents’ capacity for strong parental involvement.
4. Coordinating and integrating parental involvement strategies under Title I with parental involvement strategies under other programs. Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents in Title I programs, with particular attention to parents 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 involvement policies of the District.
6. Involving parents in the activities of the schools served under Title I.

**Policy Involvement:** Each school served under the Title I program will:

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school’s participation under the Title I program and to explain the requirements of the Title I program.

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2. 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 involvement in such meetings by offering transportation, child care, or home visits.
3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
4. Provide parents 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, 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.
5. If the District operates a schoolwide program under Title I and such plan is not satisfactory to the parents of participating children, submit any parental 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 involvement policy, each school served under the Title I program will jointly develop with parents for all children served under the Title I program a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. 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 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 and parents on an ongoing basis through, at a minimum: (i) 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; (ii) frequent reports to parents on their children's progress; and (iii) 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 to support a partnership among the District, parents, 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, 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 work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of

## Article 10 – State and Federal Programs

parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent 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 resource centers, that encourage and support parents in more fully participating in the education of their children; (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand; (6) may involve parents 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 involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; (9) may train parents to enhance the involvement of other parents; (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 who are unable to attend such conferences at school, in order to maximize parental involvement and participation; (11) may adopt and implement model approaches to improving parental involvement; (12) may establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (14) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

Accessibility: In carrying out the parental involvement activities for this Title I Parental Involvement policy, the District shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents 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 Involvement Policy shall be incorporated into the District's Title I plan, shall be distributed to parents 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 the school.

### **Section 11 Homeless Students (Policy No. 5418)**

#### **A. General Policy Statement**

The District shall ensure that homeless children and youths shall have equal access to the same free, appropriate public education, including public preschool education, as provided to other children and youths.

## Article 10 – State and Federal Programs

### B. Definitions

“School of Origin” shall mean the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including preschool. School of origin shall also include any designated receiving school for the next grade level for all feeder schools when a student completes the final grade level served by the school of origin.

“Homeless children and youths” shall mean any individuals who lack a fixed, regular, and adequate nighttime residence; and includes:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. Migratory children who qualify as homeless because they are living in circumstances described in (1-3).

“Unaccompanied youth” shall mean a homeless child or youth not in the physical custody of a parent or guardian.

### C. School Stability

1. School Selection: Each school shall presume that keeping a homeless child or youth enrolled in the child’s or youth’s school of origin is in the child’s or youth’s best interest, except when doing so is contrary to the request of the child’s or youth’s parent or guardian or, in the case of an unaccompanied youth, the youth.

To overcome the presumption that a child or youth should remain in his/her school of origin, the school shall consider student-centered factors including: the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child’s or youth’s parent or guardian or, in the case of an unaccompanied youth, the youth.

2. Enrollment: Once the school is selected in accordance with the child’s or youth’s best interest, that child or youth shall be immediately enrolled even if the child or youth is unable to produce records normally required for enrollment including, but not limited to, previous academic records, immunization or other health records,

## Article 10 – State and Federal Programs

proof of residency or has missed any application or enrollment deadlines during any period of homelessness.

Transportation: If the child or youth continues to attend his or her school of origin, transportation shall be provided promptly even if there is a dispute pending regarding which school is in the child's or youth's best interest to attend. Transportation will continue to be provided to and from the school of origin for the remainder of any academic year during which the child or youth becomes permanently housed.

### D. Records

Any record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth shall be maintained:

1. Such that all records are available, in a timely fashion, when a child or youth enrolls in a new school or school district;
2. Any information about a homeless child's or youth's living situation shall be treated as a confidential student education record, and shall not be deemed to be directory information; and
3. In a manner consistent with the Federal Education Rights and Privacy Act.

### E. Services

The Local Education Agency Liaison shall identify an appropriate staff person to be the Local Educational Liaison (LEL) for all homeless children and youth attending school in the District. The LEL responsibilities shall include, but are not limited to:

1. Ensure homeless children and youth are identified through outreach and coordination activities including coordination with the Nebraska Department of Education Homeless Education Liaison, community, and school personnel responsible for education and related services to homeless children and youths;  
Receive appropriate time and training in order to carry out the duties required by law and this policy;
3. Ensure homeless families and homeless children and youths are referred to health care, dental, mental health, substance abuse, housing and any other appropriate services;
4. Ensure that homeless children and youths:
  - a. Are enrolled in school which includes attending classes and participating fully in school activities;

## Article 10 – State and Federal Programs

- b. Have a full and equal opportunity to meet the same challenging State academic standards as other children and youths;
  - c. Receive individualized counseling from counselors to prepare and improve their readiness for college, including college selection, application, financial aid, and on-campus supports.
  - d. Unaccompanied youths are informed of their status as independent students under the Higher Education Act of 1965 and may obtain assistance from the LEL to receive verification of such status for purposes of the Free Application for Federal Student Aid.
5. Ensure that public notice of the educational rights and available transportation services of the homeless children and youths is disseminated in locations frequented by parents or guardians of such youths and unaccompanied homeless youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form that is easily understandable.
  6. Ensure the dispute resolution process identified below is carried out in accordance with the law and district policy.

### F. Dispute Resolution

1. The dispute procedure must be available for disputes over eligibility, as well as school selection or enrollment.
2. In the event of a dispute regarding where a child or youth should enroll, the child or youth shall be immediately enrolled in the school in which enrollment is sought pending final resolution of the dispute, including all available appeals. The district shall immediately provide the child's parent or guardian or, in the case of an unaccompanied youth, the youth a written explanation of the decision made regarding the school selection including the right to appeal such decision. Said writing shall be provided in a manner and form understandable to such parent, guardian, or unaccompanied youth and also include the LEL contact information. The LEL shall carry out the dispute resolution process within 30 calendar days from the date of said writing pursuant to 92 Nebraska Administrative Code 19-005.02.
3. Appeals: Any parent, guardian or other person having legal or actual charge of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner within thirty calendar days of receipt of the decision by following the process in 92 Nebraska Administrative Code 19-005.03 and 19-005.03C.

No Stigmatization or Segregation of Homeless Students: It is the District's policy and practice to

## Article 10 – State and Federal Programs

ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

Homeless Coordinator: The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with the Nebraska Commissioner of Education and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian as provided in Nebraska Rule 19.

If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. The process to resolve disputes concerning the enrollment or placement of a homeless child or youth is as follows:

1. The district shall provide a written response and explanation of a decision regarding any complaint or dispute of a parent, guardian or other person having legal or actual charge or control of a homeless child or youth within thirty (30) calendar days of the time such complaint or dispute is brought;
2. The enrollment of the homeless child or youth in the school where enrollment is sought

## Article 10 – State and Federal Programs

during the time such dispute is being considered;

3. And notice of the right to appeal as provided in Nebraska Rule 19.

Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner of the Nebraska Department of Education within thirty (30) calendar days of receipt of the decision. Such appeals are informal and shall be submitted to the Commissioner in writing, as outlined in Nebraska Department of Education Rule 19, Section 005.03. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the District, and the homeless child continues to live in the District, transportation to and from the school of origin shall be provided by the District; and (2) if the homeless child lives in a school other than the District, but continues to attend the Kenesaw Public Schools based on it being the school of origin, the new school and Kenesaw Public Schools shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

### **Section 12 Pregnant and Parenting Students (Policy No. 5422)**

Kenesaw Public Schools recognizes that pregnant and parenting students have the right and responsibility to attend school. This attendance right and responsibility applies to students regardless of their marital or parental status. Further, the district will educate pregnant and parenting students and will provide reasonable accommodations to support and encourage all pregnant and parenting students to obtain their high school diploma. No student will be excluded from, denied the benefit of, or discriminated against under any educational program or activity because of pregnancy or parenting responsibilities.

#### Attendance and Leave of Absences

Pregnant and parenting students will be permitted to attend to their own health care, their child's medical care, or other pregnancy- or parenting- related appointments with the benefit of having any such absences or tardiness excused. A student will be permitted to take a leave of absence for pregnancy, childbirth, and any other pre- and post-natal related medical needs, along with recovery therefrom for the duration that is deemed medically necessary by the student's licensed health care provider. At the conclusion of the leave of absence, a student will be immediately enrolled in the district at the same grade and status as when the leave began. Pregnant and parenting students shall be allowed to participate in all activities including extracurricular activities throughout the student's pregnancy and thereafter unless the district deems such participation poses a substantial

## Article 10 – State and Federal Programs

risk of injury to the student or to others. A pregnant and parenting student may be asked to obtain certification from the student's licensed healthcare provider regarding the student's safe participation in an extracurricular activity when such certification is required of students for other conditions which require the attention of a licensed healthcare provider.

Any absences accumulated due to pregnancy or pregnancy-related conditions, or care for an ill child, should not count towards any district policies in effect under compulsory attendance requirements. Pregnant and parenting students with excused absences or tardiness shall be treated like all other students with excused absences or tardiness for any other medical reasons.

Pregnant and parenting students will be provided with assignments, classwork and any additional support needed to ensure that the student can keep up with class requirements when absent for pregnancy or parenting-related absences.

### Alternative Means to Complete Course Work

The district will provide at least one alternate method, in addition to traditional classroom instruction, to keep pregnant and parenting students in school. Such accommodation(s) may include accessing coursework online, home-based independent study, or at-home tutoring. Alternative methods of instruction or other alternative program for pregnant and parenting students are voluntary for the student who may elect whether to engage in an alternative method of instruction or the traditional methods of instruction available to their peers. Pregnant and parenting students shall be allowed to attend their regular classrooms and complete regular coursework.

### Lactation

The district will provide reasonable time and space to accommodate lactating students to express breast milk or breastfeed during the school day. Such accommodations will be in a location, other than a bathroom or closet, that is private, clean, has an electrical outlet, a chair and is reasonably accessible. Students shall also be provided a food safe refrigerator to store breast milk safely.

### Child Care

If in-school child care is not provided, a list of qualified licensed child care providers will be provided upon request to pregnant or parenting students. Such list will be updated annually and include providers that participate in the quality rating and improvement system and meet all of the quality rating criteria for at least a step-three rating pursuant to the Step Up to Quality Child Care Act. Nothing in this policy is intended to prohibit or limit any referral for a student or a student's child to an early head start program or any other available community resources.

### Privacy and Confidentiality

Pregnant and parenting students have the right to have their health and personal information kept confidential in accordance with law. School staff will make every effort to keep personal information and health records confidential and in compliance with Nebraska and federal law.

Information about students' pregnancies and related conditions will not appear in their cumulative records and will not be used when they are being considered for educational or job opportunities, awards or scholarships.

## Article 10 – State and Federal Programs

### Other Accommodations

Pregnant and parenting students may request additional reasonable accommodations to ensure continued participation and enrollment in school. Accommodation requests will be evaluated on a case-by-case basis. Such accommodations may include but are not limited to: additional frequency allowed for bathroom breaks, additional time allowed in between class periods, a larger desk or additional work space, and adjustments to requirements for physical education as needed. Students seeking additional reasonable accommodation should make such requests to the building principal.

### Bullying and Harassment

Pregnant and parenting students have the same rights as other students to be free from discrimination, bullying, and harassment. Such school policies are incorporated herein and apply to all students.

### Policy Dissemination

This policy will be available at the beginning of each school year on the district's website and will be incorporated into the student handbook.

#### **1. Married Students (Policy No. 5403)**

Married students shall have the same educational opportunities in this school system as unmarried students. There shall be no discrimination on the basis of sex, marital status of any person, or the condition of being a parent. To enforce this prohibition, aggrieved persons shall use the District's anti-discrimination policies.





208 N PINE STREET, SUITE 301  
GRAND ISLAND, NE 68801  
(P) 308.384.4444

## REQUEST FOR PROPOSAL (RFP) – NO. 01

PROJECT: Kenesaw Public Schools Preschool Addition

PROJECT #: GI17109

DATE: 03/30/2018

TO: Brad Hamburger

COMPANY: Carmichael Construction

FROM: Matt Kreutzer

COMPANY: CMBA ARCHITECTS

*Provide a cost breakdown in accordance with the contract documents for the proposed changes to the contract as described below and on any attachments transmitted here within. This is not an authorization to proceed. If approved, the changes will be included in a forthcoming change order.*

1. Move Exterior North Wall of Room 103 Collaborative Learning 5'-0" to the north as indicated on attached revised drawings: S1.00, S1.01, A2.00, A2.01, A2.02, A2.04, A3.00, A4.00, A4.02, A4.06, A6.00, M2.1, M3.1, M4.1, and E2.1.

CC: Rick Masters, Superintendent Kenesaw Public Schools



DATE ISSUED 2 April 2018

ETI PR # RFP-001

TO  
Brad Kissler  
Cannon Moss Brygger Architects  
208 N Pine Street, Suite 301  
Grand Island, NE, 68801

PROJECT  
Kenesaw Public School – Preschool  
Addition

ETI PROJECT # 2017-150

CC file

PROPOSAL  
REQUEST BY Owner

**Description of Proposed Changes: (This is not authorization to proceed with these changes.)**

Please request of the Contractor to submit a Price Quotation for the proposed change items below. A detailed breakout including deduct and/or additional items should be provided for our review:

**GENERAL DESCRIPTION** - The north wall of the Collaborative Learning 103 shall be extended to the north, refer to attached drawing to obtain pricing for the equipment and labor to:

**MECHANICAL**

- 1. Sheet M2.1 Floor Plan – Mechanical
  - a. See sheet M2.1 – Revision #2 for changes to the rainwater piping layout in Collaborative Learning 103 and Classroom 108.
  - b. See sheet M2.1 – Revision #2 for extending underground hydronic piping to the radiators at the new wall location.
- 2. Sheet M3.1 Floor Plan - HVAC:
  - a. See sheet M3.1 – Revision #2 for changes to the HVAC layout in Collaborative Learning 103.
  - b. Change (qty 2) ceiling diffusers from 6” to 8” and increase cfm as shown. See changes to sheet note #10.
  - c. Move vav box (VAV-103) slightly north to not be over top of the light.
- 3. Sheet M4.1 Mechanical Symbols, Schedules and Details:
  - a. Change Variable Air Volume Box Schedule for VAV-103 to 1,380 Max. CFM Setting and change static pressure from 0.26 to 0.29. All other values remain the same.

**ELECTRICAL**

- 1. Sheet E2.1 Floor Plans – Lighting and Electrical
  - a. See Sheet E2.1 for lighting and electrical changes in Collaborative Learning 103.



Carmichael Construction L.L.C.  
 1012 West 18<sup>th</sup> Street  
 P.O. Box 64  
 Hastings, Nebraska 68902-0064  
 Phone: (402) 463-1353 • Fax (402) 463-4057

# CHANGE ORDER

TO: CMBA

Phone	Date 4/18/18
Job Name/Location Kenesaw Public School	
Job Number	Job Phone

**Pricing per PR #1**

- Andersen Interiors ADD \$650.00
- Kully Pipe and Steel ADD \$2,200.00
- Ziemba Roofing ADD \$1,947.00
- Jacobi Flooring ADD \$3,175.00
- Consolidated Concrete ADD \$1,800.00
- Carmichael Construction Labor ADD ADD \$1,120.00
- Misc Fasteners ADD @ \$320.00

Total with Overhead and Bond ADD \$13,087.00

Note: Only these items are included for RFP 1

Note: This Change Order becomes part of and in conformance with the existing contract.

NOT TO EXCEED THE SUM OF		\$13,087.00
DATE 4/18/18		
AUTHORIZED SIGNATURE (CONTRACTOR) Brad Hamburger		

**ACCEPTED**-The above prices and specifications of this Change Order are satisfactory and are hereby accepted. All work to be performed under same terms and conditions as specified in original contract unless otherwise stipulated.

Date of acceptance \_\_\_\_\_

Signature: \_\_\_\_\_  
 (OWNER)

# Andersen Interiors

# Proposal

2715 R Street  
Lincoln Ne 68503  
Cell 402-601-0529  
FX 866-230-8029  
[rranderseninteriors@yahoo.com](mailto:rranderseninteriors@yahoo.com)

DATE:  
04 26 18

**Proposal to:**

carmichel construction

**For:**

Kenesaw School

DESCRIPTION	AMOUNT
install new exposed grid acoustical tile ceilings system as per reflected ceilings plans & specifications in section 09500 to date.	
additional 4 ft in room 103	650.00
<b>TOTAL</b>	

Accepted By:

Date:

**THANK YOU FOR YOUR BUSINESS!**



405 WEST SOUTH STREET  
HASTINGS, NE. 68902-0929

**QUOTE**

TO: <b>Brad Hamburger</b>	FROM: <b>Scott A. Denman</b>
COMPANY: <b>Carmichael Construction</b>	DATE: <b>4/6/2018</b>
PHONE NUMBER:	TOTAL NO. OF PAGES INCLUDING COVER: <b>One</b>
FAX NUMBER:	KULLY QUOTE NUMBER: <b>4-6-18SD</b>
RE: <b>Kenesaw Preschool Addition RFP #1</b>	YOUR REFERENCE NUMBER:

URGENT     FOR REVIEW     PLEASE COMMENT     PLEASE REPLY     PLEASE QUOTE

Brad,

In regards to RFP #1,

Please add \$2,200 to existing total for joist and deck adds.

This quote expires in 30 days.

Sales tax, Use Tax, Installation, Field Measurements and Accessories are not included.

If I can be of any assistance, please call me at 402.463.8000 or e-mail me at [sdenman@kullysteel.com](mailto:sdenman@kullysteel.com)

Thank you,

Scott A. Denman

# Proposal



## ZIEMBA ROOFING COMPANY

806 West 17th Street • P.O. Box 2043  
Hastings, Nebraska 68902-2043  
(402) 462-8382 • FAX (402) 463-6179

Date:  
April 26, 2018

**Project Name / Location:**  
Kenesaw Public Schools  
Preschool Addition  
Kenesaw, NE  
RFP1

To: Carmichael Construction  
1012 W. 18th Street  
Hastings, NE 68901

Kenesaw RFP 1

Labor, materials, taxes and insurance required to add additional roofing per above referenced RFP.

Materials..... \$1,112.00

Labor..... \$835.00

Total..... \$1,947.00

We propose hereby to furnish material and labor in accordance with above specifications, for the sum of:

\_\_\_\_\_ Dollars

\*\*\*\*\*

Note: This proposal may be withdrawn by us if not accepted within 30 days.

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

Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to complete the work as specified.

Date of Acceptance: \_\_\_\_\_

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





HASTINGS, NEBRASKA

Phone 402-463-1393  
Fax 402-463-2879

Job: Kenesaw Public School – Pre School Addition

Date: Thursday, May 31, 2018

Subject: RFP No. 1

Company: Consolidated Concrete Co.

Scope: Site Grading and Building Pad Prep

**Breakdown**

*50 extra yards of imported material*

*4 side dump loads*

- **Trucks**  
*4lds @1-1/2hr per round = 6hrs*  
*6hrs @ \$96.95 = \$581.70*
- **Equipment**  
*6hrs @ \$147.95 = \$887.70*
- **Imported Clay**  
*50 yards (1.2 ton/yard) = 60 ton @ \$7.49 per ton = \$449.40*

*Grand Total = \$1,918.80*

**\*Lump Sum Price \$1,800.00\***

Thank You,

A handwritten signature in black ink, appearing to read "Eric Freeman", written over a horizontal dotted line.

Eric Freeman  
Plant Manager



208 N PINE STREET, SUITE 301  
GRAND ISLAND, NE 68801  
(P) 308.384.4444

## REQUEST FOR PROPOSAL (RFP) – NO. 04

PROJECT: Kenesaw Public Schools Preschool Addition

PROJECT #: GI17109

DATE: 06/29/2018

TO: Brad Hamburger

COMPANY: Carmichael Construction

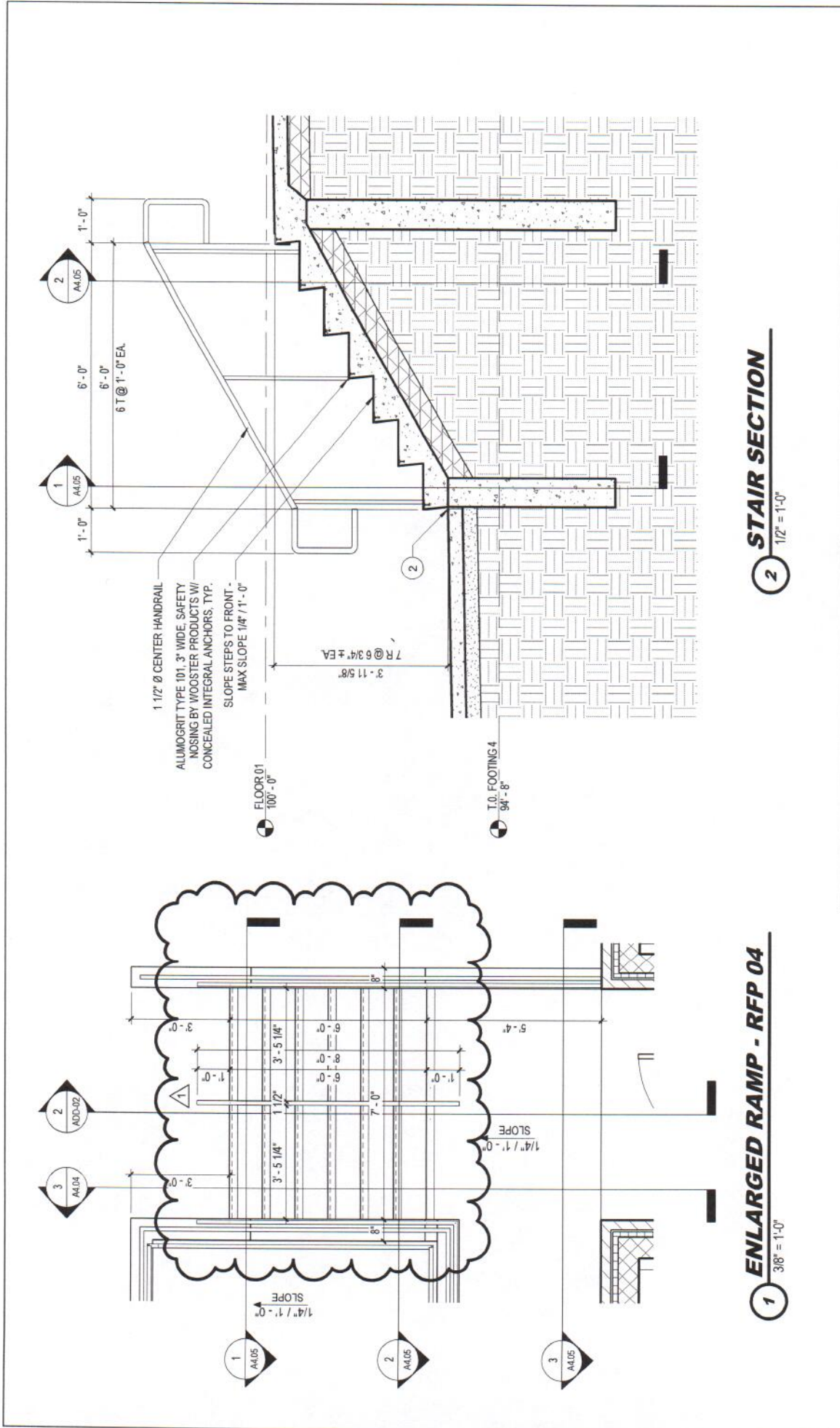
FROM: Matt Kreutzer

COMPANY: CMBA ARCHITECTS

*Provide a cost breakdown in accordance with the contract documents for the proposed changes to the contract as described below and on any attachments transmitted here within. This is not an authorization to proceed. If approved, the changes will be included in a forthcoming change order.*

1. Add center handrail on stairs as shown on Attached Sheet ADD-02.

CC: Rick Masters, Superintendent Kenesaw Public Schools



**1** ENLARGED RAMP - RFP 04  
3/8" = 1'-0"

**2** STAIR SECTION  
1/2" = 1'-0"

PRESCHOOL ADDITION KENESAW PUBLIC SCHOOL KENESAW, NEBRASKA PROJECT: G17109 DATE: 06/28/18	RFP #04 - CENTER STAIR HANDRAIL <b>ENLARGED RAMP PLAN &amp; SECTION</b> ADD-02
	CMBA ARCHITECTS 208 N PINE ST. STE 301 GRAND ISLAND, NE 68801 (P) 308.384.4444



Carmichael Construction L.L.C.  
 1012 West 18<sup>th</sup> Street  
 P.O. Box 64  
 Hastings, Nebraska 68902-0064  
 Phone: (402) 463-1353 • Fax (402) 463-4057

# CHANGE ORDER

TO: CMBA ARCHITECTS

Phone	Date 8/9/18
Job Name/Location School	
Job Number	Job Phone

**Pricing per RFP #4**

- Kully's ADD \$400.00
- Installation ADD \$280.00

Total with Overhead and Bond ADD \$794.00

Note: This Change Order becomes part of and in conformance with the existing contract.

CHANGE ORDER TOTAL	\$794.00
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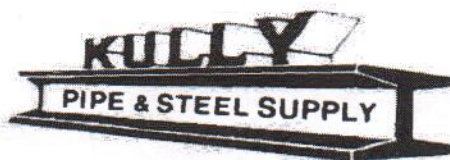
DATE 8/9/18		
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AUTHORIZED SIGNATURE (CONTRACTOR) Brad Hamburger		
---	--	--

**ACCEPTED**-The above prices and specifications of this Change Order are satisfactory and are hereby accepted. All work to be performed under same terms and conditions as specified in original contract unless otherwise stipulated.

Date of acceptance \_\_\_\_\_

Signature: \_\_\_\_\_  
 (OWNER)



405 WEST SOUTH STREET  
HASTINGS, NE. 68902-0929

**QUOTE**

TO: <b>Brad</b>	FROM: <b>Scott A. Denman</b>
COMPANY: <b>Carmichael Construction</b>	DATE: <b>7/17/2018</b>
PHONE NUMBER:	TOTAL NO. OF PAGES INCLUDING COVER: <b>One</b>
FAX NUMBER:	KULLY QUOTE NUMBER: <b>7-17-18SD</b>
RE: <b>Kenesaw Pre-School RFP-04</b>	YOUR REFERENCE NUMBER:

URGENT   
 FOR REVIEW   
 PLEASE COMMENT   
 PLEASE REPLY   
 PLEASE QUOTE

Brad,

Thank you for letting us quote the following:

One ~ PS 1 1/4" single line rail w/ 3 vertical posts ~ Galvanized

**ALL FOR THE SUM OF: \$400.00**

**FOB: Kenesaw, NE**

This quote expires in 30 days.

Sales tax, Use Tax, Installation, Field Measurements and Accessories are not included.

If I can be of any assistance, please call me at 402.463.8000 or e-mail me at [sdenman@kullysteel.com](mailto:sdenman@kullysteel.com)

Thank you,

Scott A. Denman

400  
280  
-----  
680

\$794.00

+ Install \$280

# DEPRECIATION FUND - ALLOCATION OF MONEY

Expense Accounts:            Instruction  
    Building Maintenance  
    Transportation

Balance as of 8-1-2018	386656.22
TRANSFER FROM GENERAL FUND TO DEPRECIATION FUND - AUGUST 2018	350000
<b>TOTAL IN DEPRECIATION FUND</b>	<b>736656.22</b>

Expense Acct.	Priority Rank	Description	
Instruction	1	Library	25000
Building Main.	2	Science Room	200000
Building Main.	3	Restroom Updates	25000
Building Main.	4	Carpet	20000
Instruction	5	Classroom Updates	75000
Building Main.	6	Ligthting Upgrade	36000
Building Main.	7	Track Sealant	50000
Building Main.	8	Gym Curtains	0
Building Main.	9	Locker and Hallway Update	0
Building Main.	10	Old Gym Floor - Refinish	15000
Building Main.	11	Old Gym Bleachers	45000
Building Main.	12	Cafeteria Flooring	0
Building Main.	13	Entry, Offices, Lounge	0
Building Main.	14	Bus Barn	0

<b>TOTAL EXPENDITUTES</b>	<b>491000</b>
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**Additional Items**

Transportation	Bus	150000
Instruction	Media/Infrastructure	50000
Instruction	Textbooks	45000

<b>TOTAL EXPENDITURES</b>	<b>245000</b>
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<b>GRAND TOTAL OF EXPENDITURES</b>	<b>736000</b>
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<b>BALANCE</b>	<b>656.22</b>
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\$35,000.00

EXTRA-DUTY PAY SCHEDULE

2018-2019 SCHOOL YEAR

BASE

7TH SPONSOR	12TH GRADE	11th GRADE	JR HIGH	*ASS'T WRE	MUSIC V&I	HEAD B TRACK	HEAD VB	HEAD BBB
8th SPONSOR	SPONSOR	SPONSOR	BBB/GBB	ASS'T TRACK	SPEECH	HEAD G TRACK	HEAD FB	HEAD GBB
9th SPONSOR		FBLA	Cheer LDR	ASS'T FB	ONE ACT	CROSS COUNTRY	HEAD	AD
10th SPONSOR		DANCE SQUAD	VB	ASS'T VB	ASS'T BBB		WRESTLING	
		QUIZ BOWL	**FB		ASS'T GBB			
		STUDENT	TRACK					
		COUNCIL	WRESTLING					
		Concessions						

Skills USA

STEP	CAT 1 0.016	CAT 2 0.019	CAT 3 0.02	CAT 4 0.025	CAT 4.5 0.060	CAT 5 0.075	CAT 6 0.08	CAT 7 0.09	CAT 8 0.1	CAT 9 0.11
1	\$560.00	\$665.00	\$700.00	\$875.00	\$2,625.00	\$2,800.00	\$2,800.00	\$3,150.00	\$3,500.00	\$3,850.00
2		\$735.00	\$770.00	\$1,050.00	\$2,800.00	\$2,975.00	\$2,975.00	\$3,500.00	\$3,850.00	\$4,200.00
3			\$840.00	\$1,225.00	\$2,975.00	\$3,150.00	\$3,150.00	\$3,850.00	\$4,200.00	\$4,550.00
4					\$3,150.00	\$3,325.00	\$3,325.00	\$4,200.00	\$4,550.00	\$4,900.00
5					\$3,325.00	\$3,500.00	\$3,500.00	\$4,550.00	\$4,900.00	\$5,250.00

\* THIS POSITION IS PROVIDED WHEN MORE THAN ONE-HALF OF THE WEIGHT CLASSES ARE FILLED.

\*\*JR. HIGH FB / VB - IF PRACTICE IS AFTER SCHOOL, AN ADDITIONAL \$250.00 WILL BE ADDED TO THE PAY.

\*\*\* SAT Pay is \$300.00 per year for the Elementary and Secondary SAT Chair.

MENTORING ANOTHER TEACHER - \$300.00 ?? \$500

CAT 4.5

STEP 1	.060	\$ 2,100
2	.065	\$ 2,275
3	.070	\$ 2,450
4	.075	\$ 2,625
5	.080	\$ 2,800

REVISED 7/30/18

## Business Operations

### Procurement Plan – School Food Authorities

The following procurement policy statement shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. This statement is meant to provide guidance to our personnel and vendors on acceptable and/or required procurement practices. Our goal is to fully implement all required and recommended procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the State Agency.

### **Procurement Policy**

The purchasing procedure to be followed shall be determined by the anticipated total annual expenditure on items related to the food service program:

- When the annual total for food service program related items is less than \$250,000 per year (per procurement event or in aggregate purchases) this organization will follow the informal Small Purchase Procedure.
- When the annual total for food service program related items is greater than \$250,000 per year (per procurement event or in aggregate purchases) this organization will follow the Formal Competitive Solicitation Procedures.

#### Micro-Purchase Procedures

Micro-Purchases may be used for annual transactions under \$10,000 made with a vendor [2 CFR 200.320(a)].

Prices will be reviewed for reasonableness [2 CFR 200.320(a)].

Purchases will be spread equitably among all qualified sources [2 CFR 200.320(a)].

#### Small Purchase Procedures

For purchases made below the small purchase threshold, Small Purchase Procedures will be utilized to purchase necessary goods and services. When Small Purchase Procedures are used, this organization will take the following steps:

1. Contact a minimum of three potential vendors
2. Document each vendor's quoted price
3. Select the company that provides the lowest, most responsive, and responsible bid
4. Inform all bidding companies in writing of the final decision made by the sponsor
5. Write contract for meal service between the sponsor and the winning bidder.

#### Formal Competitive Solicitation Procedures

For purchases made in excess of the small purchase threshold, a Formal Competitive Solicitation will be conducted. When Formal Competitive Solicitation Procedures are used, this organization will take the following steps:

1. Prepare an Invitation for Bid (“IFB”) or Request for Proposal (“RFP”) document specifically addressing the items to be procured
  - a. Include detailed specifications

- b. Ensure price will be most heavily weighted
2. Publicly announce and advertise the bid/proposal at least 21 calendar days prior to bid opening
  - a. Announcements will include the date, time and location in which bids will be opened
3. Determine the most responsive and responsible bid/proposal by using the selection criteria set forth in the bid/proposal document
  - a. Responsible bidders will be those whose bid/proposal conform to all of the terms, conditions and requirements of the IFB/RFP
4. Award the contract
  - a. To the most responsive and responsible bidder based on the criteria set forth in the IFB/RFP
  - b. At least two weeks before program operations begin
  - c. If a protest is received, it must be handled in accordance with 7 CFR 210.21
5. Retain all records pertaining to the formal competitive bid process for a period of five years plus the current year

(Note: If the bid threshold established in the sponsor's procurement policy statement is less than \$150,000, the smaller bid threshold will govern.)

This organization incorporates the following elements into the Procurement Policy Statement, as required by 2 CFR 200 and 7 CFR parts 210, 3016 and 3019.

- A. Competition: We shall demonstrate our goods and services are procured in an openly competitive manner. Competition will not be unreasonably restricted. [7 CFR 210.21(c)(1)] [2 CFR Part 200.319(a)(1-7)]
- B. Comparability: We recognize for true competition to take place, we must maintain reasonable product specifications to adequately describe the products to be purchased and the volume of planned purchases based upon pre-planned menu cycles. 2 CFR 200.319(a)(6)/7 CFR 3016.36(c)(3)(i)/7 CFR 3019.44(a)(3)(iv)]
- C. Documentation: We shall maintain for the current year and the preceding three years all menus, production records, invitations to bid, bid results, bid tabulations or any other significant materials that will serve to document our policies and procedures. [2 CFR 200.318(i)/7 CFR 3016.36(9)]
- D. Code of Conduct: This program shall be governed by the attached Code of Conduct and it shall apply to all personnel, employees, directors, agents, officers, volunteers or any person(s) acting in any capacity concerning the food service procurement program. [2 CFR 200.318(c)(1)/7 CFR 3016.36(3)(1-1 v)]
- E. Procurement Review Process: This procurement plan shall receive an internal program review on an annual basis by a staff person who is not associated with food service

procurement process. This review shall be summarized in written form and kept with the other required program documentation.

- F. Contract Administration: Purchases shall be checked or verified by designated staff to assure that all goods and services are received and prices verified. All invoices and receipts shall be signed, dated, and maintained in the documentation file. [2 CFR Part 200.318(b)] [7 CFR Part 3016.36(b)(2)]
- G. General Requirements:
- Small, minority and women's businesses enterprises and labor surplus firms are used when possible. [2 CFR 200.321]
  - A cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. [2 CFR 200.323(a)]
  - Documented Procurement Procedures and activities will be maintained. [2 CFR 200.318(a)]
- H. Duties of Food Service Supervisor:
1. To work with staff and clients in developing acceptable menus for breakfast and lunch.
  2. To compile market orders or requisitions for purchases which accurately reflect the total quantities of required foods to be ordered per (day, week or month).
  3. To place and confirm orders with vendors, or make plans to purchase the required items.
  4. To keep program menus up to date by testing and using new products and seeking feedback from staff and clients.
  5. To send out bid quotation forms to vendors who have expressed an interest in doing business with the sponsor.
  6. To make procurement awards based on the lowest and best vendor's response as determined by quality, availability, service and price.
  7. To work with vendors on a fair and equal basis.
  8. To develop a list of acceptable brands. (Multiple brands per bid item when possible.)
  9. To conduct an in-house procurement review once per year.

Date of Adoption: [Insert Date]

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Date of Adoption: [Insert Date]



EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D.C. 20503

OFFICE OF FEDERAL  
FINANCIAL MANAGEMENT

June 20, 2018

M-18-18

MEMORANDUM FOR CHIEF FINANCIAL OFFICERS AND HEADS OF SMALL EXECUTIVE AGENCIES

FROM:

Tim Soltis

Deputy Controller, Office of Federal Financial Management

SUBJECT:

Implementing Statutory Changes to the Micro-Purchase and the Simplified Acquisition Thresholds for Financial Assistance

In accordance with recent statutory changes set forth in the National Defense Authorization Acts (NDAA) for Fiscal Years 2017 and 2018, this memorandum raises the threshold for micro-purchases under Federal financial assistance awards to \$10,000, and raises the threshold for simplified acquisitions to \$250,000 for all recipients. Further, it implements an approval process for certain institutions that want to request micro-purchase thresholds higher than \$10,000. Agencies are required to implement these changes in the terms and conditions of their awards, and recipients of existing Federal financial assistance awards may implement them in their internal controls.

**Background**

This memorandum applies to all Federal agencies, as defined at 5 U.S.C. § 551(1), that award grants or cooperative agreements. It implements changes to the micro-purchase and simplified acquisition thresholds for financial assistance under the NDAA for Fiscal Year (FY) 2017 and FY2018. The micro-purchase threshold refers to purchases of supplies or services using simplified acquisition procedures, not to exceed an established amount pursuant to the Office of Management and Budget (OMB) Governmentwide Guidance for Grants and Agreements (“Uniform Guidance”) at 2 C.F.R. § 200.67 (Micro-purchase). The simplified acquisition threshold refers to purchases of property or services using small purchase methods not to exceed an established amount pursuant to 2 C.F.R. § 200.88 (Simplified acquisition threshold). For Federal financial assistance awards, these purchases are acquired for use by a Federal program. The NDAA for FY2017 increased the micro-purchase threshold from \$3,500 to \$10,000 for institutions of higher education, or related or affiliated nonprofit entities, nonprofit research organizations or independent research institutes (41 U.S.C. § 1908). The NDAA for FY2018 increases the micro-purchase threshold to \$10,000 for all recipients and also increases the simplified acquisition threshold from \$100,000 to \$250,000 for all recipients.

**Implementing the NDAA for FY2017**

Section 217(b) of the NDAA for FY2017 raises the micro-purchase threshold to \$10,000 for procurements under grants and cooperative agreements for institutions of higher education, or related or affiliated nonprofit entities, nonprofit research organizations or independent research institutes.<sup>1</sup>

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<sup>1</sup> Pub. L. No. 114-328 (codified at 41 U.S.C. § 1902(a)(2)).

The NDAA for FY2017 also establishes an interim uniform process by which these recipients can request and Federal agencies can approve requests to apply a higher micro-purchase threshold. Specifically, the 2017 NDAA allows a threshold above \$10,000 if approved by the head of the relevant executive agency. For purposes of this approval, the institution's cognizant Federal agency for indirect cost rates will be the relevant executive agency as defined in 2 C.F.R. § 200.19 (Cognizant agency for indirect costs). To receive a higher threshold, the institution must either have "clean single audit findings" (*i.e.*, in accordance with 2 C.F.R. § 200.520 - Criteria for a low-risk auditee), have an acceptable internal institutional risk assessment, or the higher threshold must be consistent with State law for public institutions.

Agencies should reflect this change through policy or terms and conditions in awards for those institutions. The effective date for this change was when the NDAA for FY2017 was signed into law on December 23, 2016. OMB intends to revise the Uniform Guidance to conform with the law.<sup>2</sup>

### **Process for Requesting a Higher Threshold Under the NDAA for FY2017**

Requests for approval should be submitted to the institution's cognizant Federal agency for indirect cost rates; however, institutions should contact the agency before sending the request to determine the correct point of contact. The cognizant Federal agency will assign review of the request to the appropriate office within the agency to determine whether to approve, and will maintain records and justification of all approvals. The request should include the threshold level being requested and the justification(s) for it based on the criteria above per Section 217(b) of the NDAA for FY2017.

### **Implementing the NDAA for FY2018**

This memorandum also implements provisions of the NDAA for FY 2018, Pub. L. No. 115-91, which became law on December 12, 2017. Specifically, section 806 raised the micro-purchase threshold from \$3,500 to \$10,000, and section 805 raised the simplified acquisition threshold from \$100,000 to \$250,000. Pursuant to 2 C.F.R. § 200.67 (Micro-purchase) and 2 C.F.R. § 200.88 (Simplified acquisition threshold), these higher thresholds are not effective until implemented in the Federal Acquisition Regulation (FAR) at 48 C.F.R. Subpart 2.1 (Definitions).<sup>3</sup>

In order to allow maximum flexibility for grant recipients in light of the changes to the NDAA for FY2018, OMB is granting an exception allowing recipients to use the higher threshold of \$10,000 for micro-purchases and \$250,000 for simplified acquisitions in advance of revisions to the FAR at 48 C.F.R. Subpart 2.1 and the Uniform Guidance. Pursuant to 2 C.F.R. § 200.102 (Exceptions), OMB may allow exceptions to the Uniform Guidance when exceptions are not prohibited by statute. The exception takes effect upon the date of issuance of this memo. Agencies should apply this exception to all recipients. Recipients should document any change based on this exception in accordance with 2 C.F.R. § 200.318 (General procurement standards).

If you have any questions regarding this memorandum, please contact Mary Tutman at [Mary.E.Tutman@omb.eop.gov](mailto:Mary.E.Tutman@omb.eop.gov) or Gil Tran at [Hai\\_M.\\_Tran@omb.eop.gov](mailto:Hai_M._Tran@omb.eop.gov).

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<sup>2</sup> The American Innovation and Competitiveness Act, Pub. L. No. 114-329, § 207(b) (2017) states that the Uniform Guidance shall be revised to conform with the requirements concerning the micro-purchase threshold.

<sup>3</sup> Codified at 41 U.S.C. § 1902(f).

GOALS & PRIORITIES: Facilities - Needs

PROJECT	Marlin	Shandra	Kay	Shawn		Cindy	Rod		Rank
Library	6/14	1/4	5/14	1/10		1/5 Needs to be updated to meet ADA requirements. Makes sense to do it when the carpet is being replaced. I would include the computer room off of the library in this project.	1/11	15/58	1
Science Room	3/14	2/4 Science to music, music to wrestling.	2/14 Science to music, music to wrestling.	5/10		1/5 What we currently have is not a practical or safe setup for the number of students we have in labs. Plus, science teachers are difficult to find and keep!	3/11	16/58	2
Restroom Updates	5/14	3/4 YES!	1/14	4/10		2/5 I would put this on a rotation similar to classrooms. Starting with the worst and replace everything with a streamlined clean look and easy to clean surfacing everywhere! Basically, I would copy the Omaha airport bathrooms!!!	5/11	20/58	3
Carpet – Molly, Tonya A, Library (rooms left)	9/14	2/4	10/14	2/10		1/5 There are only a few rooms left to update. I believe we should finish them, before starting another project rotation.	3/11	27/58	4
Classroom Updates	2/14	4/4 Clean, simple, organized. Streamline cabinetry.	6/14			2/5 Begin this rotation after completion of the science room and library. Set a yearly amount in the budget to be spent on classroom updates. Some rooms will need more, some less. This amount will determine how many rooms are done each year. Start with the classrooms that need it the most. I would tear out old unused radiators, replace cabinetry for a streamlined uniform look, replace desks. I would allow teachers to be involved in choosing how their classroom looks. Similar to how we handled Mr. Sales room. The teachers know what best works in their classrooms.	3/11 Ergonomic friendly – lighting – color – stand up/sit down desks.	17/48	5
Lighting Updates	10/14	3/4	4/14	5/10 Not sure of scope or cost.		I would update these in areas as they are renovated and then update the rest.	3/11	25/53	6
Track Coating	14/14	2/4 Brings in revenue by hosting events.	12/14	1/10 Whenever it is due, it needs to be first.		1/5 This would be my priority athletic update. By doing this we prolong having to replace the track.	2/11	32/58	7



Priorities list

1. Put a sloped roof on pre-school. You do not have enough slope.
2. Bus driver needed.
3. Finish carpet, painting, and cleaning.
4. Start an FFA program. Way better than Skills America.
5. Teacher retention. We will do a much better breakfast this year!
6. Construct a bus barn when we can afford it.
7. Konesaw needs study halls!!!
8. Develop the art program. Digital art-- more options for art.
9. Develop the theater dept. Have an actual play or musical, not just one act.
10. Keep start date for fall closer to end of August.
11. And probably five more that I am not thinking of.