

Board of Education Regular Meeting
Red Willow School District #73-0017
McCook Public Schools
6:00 PM Monday, June 10, 2024
Junior High Conference Room
700 W 7th St
McCook, NE 69001

"It is the mission of McCook Public Schools to equip all students to succeed in a complex global society"

Please arrive at the Board meeting at the start time, because the Board reserves the right to change the order of items.

1. Call to Order
 - 1.1. Roll Call
 - 1.2. Recognition of Open Meeting Law
 - 1.3. Pledge of Allegiance
2. Reports, Communications & Public Participation
 - 2.1. Board accepts public comments
3. Approve the consent agenda, which includes the minutes and financials
 - 3.1. Approval of Expenditures/Payroll for May 2024
4. Reports from Staff Members and Committees
 - 4.1. Administrator's written reports: Please review prior to the board meeting
 - 4.2. Policy Committee
 - 4.3. Activities Committee
 - 4.4. Committee on American Civics
 - 4.5. Superintendent's report

Elementary Summer School

- The elementary summer school program runs from June 3 to June 27 at McCook Elementary School, serving students from Kindergarten through 5th grade. Both breakfast and lunch are available for pickup at the school, which students can either take to class or bring home at the end of the day.
 - 4.6. Principal and Director Evaluations
- I have two evaluations to complete, and both evaluations are scheduled to take place this week.
 - 4.7. Board Retreat Tuesday
- Board members will attend a retreat on Tuesday, June 11, at 5:30 PM in the Junior High Boardroom. No official board action will be taken during this retreat.

4.8.

- 4.9. Director of Business Services report
 5. Board member comments
 6. New Business
- 6.1. Approve the student discipline policy, which includes revisions to student cell phone usage during the school day.
 - 6.2. Accept resignations

- 6.3. Approve the policy package 4000s--Personnel, as presented to the Board of Education, and remove the following policies currently in place: 406.02, 205.02, 206.041, 402.01, 402.05, 402.06, 404.061, 406.05, 406.08, 408.05, 416, 508.03
- 6.4. Approve the policy package 9000s-- Bylaws of the Board, as presented to the Board of Education, and remove the following policy currently in place: 201.01
- 6.5. Approve McCook & Central Elementary Student Handbook for the 2024-2025 school year.
- 6.6. Approve Jr. High & Sr. High Student Handbook for the 2024-2025 school year.
- 6.7. Approve the district administrators' compensation package, allowing for a maximum total salary increase of \$36,000.
- 6.8. Accept Donation (\$1,222.70) from MNB Bison Debit Cards
- 6.9. Approve NSAA bowling as a high school activity starting during the 24-25 school year.
7. Positive Comments
8. Adjournment
9. Items for Review
- 9.1. McCook Public Schools Policy - Sections 6000 and 7000

Board of Education Regular Meeting
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6:00 PM Monday, May 13, 2024
Junior High Conference Room
700 W 7th St
McCook, NE 69001

1. Call to Order

1.1. Roll Call

Motion to excuse Tom Bredvick Passed with a motion by Brad Hays and a second by Teresa Thomas.

Scott Barger: Yea, Brad Hays: Yea, Mike Langan: Yea, Charlie McPherson: Yea, Teresa Thomas: Yea

Yea: 5, Nay: 0

Attendance Taken at at 6:00
PM

Agenda Item: Roll Call

Regular Board

Scott Barger
Brad Hays
Mike Langan
Charlie McPherson
Teresa Thomas

Regular Board

Tom Bredvick

1.2. Recognition of Open Meeting Law

1.3. Pledge of Allegiance

2. Reports, Communications & Public Participation

2.1. Board accepts public comments

There were no public comments.

2.2. Thank McCook Education Foundation for grant for Elementary playground equipment
Greg Borland gave an update on the McCook Elementary playground expansion. He thanked the McCook Education foundation for their gift of \$125,000 for the project. He also thanked the McCook elementary PTO for their gift of \$15,000. Joann Barenberg and Sarah Rippen were representing the McCook Education Foundation and Kelsey Hardin and Tasha Blomstedt were representing the McCook Elementary School PTO.

2.3. Recognize Student board member - Jonathan Frank

Mr. Norgaard and the Board of Education recognized Jonathan Frank for his service to the board.

3. Approve the consent agenda, which includes the minutes and financials

Motion to approve consent agenda Passed with a motion by Teresa Thomas and a second by Mike Langan.

Scott Barger: Yea, Brad Hays: Yea, Mike Langan: Yea, Charlie McPherson: Yea, Teresa Thomas: Yea

Yea: 5, Nay: 0

3.1. Approval of Expenditures/Payroll for April 2024

4. Reports from Staff Members and Committees

4.1. Committee on American Civics

Committee on American Civics Hearing

5-13-2024 @ 5:30 p.m.

McCook Jr. High Boardroom

Agenda

1. Call to Order

1. Roll Call of Committee Members

1. Board members in Attendance: Scott Barger, Mike Langan, Charlie McPherson
2. Administration & Staff: Grant Norgaard, Jeff Gross, Joel Bednar, Greg Borland, Craig Dickes.

2. Opening Formalities

1. Recognition of the Open Meetings Act
2. Confirmation of Meeting Documentation: Notes of this meeting will be taken

3. Statement of Committee Purpose

1. Discuss the integration of foundational subjects including civics, history, economics, financial literacy, and geography into the curriculum.
2. Development and use of assessments (formative, interim, and summative) to gauge mastery of social studies standards.
3. Inclusion of historically significant figures and groups from diverse cultural and racial backgrounds.
4. Administration of the naturalization civics assessment to students.
5. Adherence to statute 79-724.

4. Public Comments

1. Invitation for community input on curriculum, citizenship and patriotism education.

2. Procedures for sharing testimonials regarding American civics instruction at McCook Public Schools.

1. Note: Participants should state their full name clearly before speaking.

3. No members of the community were in attendance nor spoke during the hearing

5. V. Report on Special Days of Recognition

1. Overview of the 2024-2025 school year recognitions:

1. Constitution Day: September 17

2. Veterans Day: November 11

3. Thanksgiving: November 28

4. Native American Heritage Day: November 29

5. Dr. Martin Luther King, Jr.'s Birthday: January 20

6. Presidents' Day and George Washington's Birthday: February 17

7. Abraham Lincoln's Birthday: February 12

2. Special Non-Instructional Days:

1. Memorial Day: May 26

2. Independence Day: July 4

6. Committee Comments

1. Opportunity for committee members to discuss issues, share insights, or propose actions related to the meeting's discussions.

7. Adjournment

1. Time of adjournment to be noted: 5:52 p.m.

4.2. Facilities Committee

Facilities and Finance Committees Report

Both committees discussed continued cost saving reductions to the plan. Based on the current size of the design, both committees believed it was necessary to reduce the overall size of the plan by 10,000 square feet. Doing this will help to reduce the overall cost on the project. W Design indicated that they could reduce the square footage from multiple locations throughout the building plan without impacting the overall goals of the project.

Members discussed additional significant changes to the design plan. Each proposed change had the potential to notably affect the project's scope and future operations. Although each change offered considerable cost savings, the committees had to balance these savings against the functional and educational value of each building component.

The Jr. High gymnasium was the first item the groups discussed. The change to the project would have left the gym untouched, with no changes at all being made to the facility. The group weighed the cost savings against the operational function of the gymnasium and how it currently fails to meet the needs of our students. Further, they considered the fact that a change to the Jr. High gym was of significant importance to the steering committee and to staff. After thoughtful discussion, and taking all things into account, both committees agreed that this change was not in the schools best interests.

- Operational inadequacies of the current facility
- Importance to the steering committee and staff

The second change discussed was leaving the performing arts classrooms and the old auditorium untouched. The change to the plan created some specific issues that would have been difficult to rectify, and would have been accompanied with their own additional costs. One of the most glaring issues with this change is the loss of a school library. While modifications could have been made to other areas of the building to add some library space, this would have impacted classroom organization and layout. This change would have also eliminated the single library concept, which is a cost saving measure that could be implemented in the future.

Additionally, leaving the old auditorium would be an issue because it would now be unused and unneeded, with no plan or resources to repurpose the large space. Ultimately, both committees felt that this change would be too significant and was not in the best interest of the school district.

- Loss of the school library
- Disruption to school layout and operations
- Elimination of possible unified library space in the future
- Large redundant auditorium space

The final change discussed was related to the second change, in that this change would not update any of the performing arts spaces, with one significant addition. This change would remove the new auditorium from the plans. While the change to the overall cost of the project would be significant, each committee had to contend with the responses from the community survey, and based on this information, and the fact that the auditorium was one of the District's initial goals for this project, this change was also rejected.

- Loss of the school library
- Disruption to school layout and operations
- Elimination of possible unified library space in the future
- Large redundant auditorium space
- Community surveys indicated strong support for this feature
- District's original objectives for the project

4.3. Finance Committee
see Facility report

4.4. Administrator's written reports: Please review prior to the board meeting

4.5. Superintendent's Report

Student Handbooks

- A copy of the 2024-2025 student handbook has been provided for your review. As you look through the handbook, if you find anything that needs correction or if you have any questions, please send a note to the principals representing the respective buildings.

Cell Phone Policy

- **Introduction of New Policy:** At the June board meeting, a proposal for a stricter cell phone policy will be presented for approval. The objective of this change is to boost student

engagement and academic performance by reducing distractions. Research clearly indicates that cell phone use in schools distracts from learning and impedes both academic and social development.

- **Parent Survey Results:** Data collected from parents earlier this spring overwhelmingly support a change to our cell phone policy. Parents clearly indicated that a much more restrictive cell phone policy should be put into place.
- **Teacher Support:** High school teachers have unanimously expressed their commitment to fully support a more restrictive cell phone policy. While they have diligently integrated technology into their classrooms, they find that cell phones do not enhance these efforts and, instead, act primarily as a distraction.
- **Details of the Proposed Policy:** Under the proposed policy, the use of cell phones will be prohibited during school hours, with the exception of student lunch periods. Students who bring cell phones to school will be required to store them in a specially designed container that blocks all electronic signals.
- **Consequences of Policy Violation:** If a student's cell phone is seen during school hours outside of lunchtime, the cell phone will be confiscated. Additional disciplinary actions may also be applied.
- **Flexibility:** The policy will also allow for school buildings to be more restrictive. Currently, the Jr. High does not allow any cell phone usage at any time, and this practice will remain in place as indicated in the Jr. High portion of the student handbook.

Potential Changes to Title IX Regulations

- Recently, the Biden Administration released new Title IX regulations that would significantly overhaul the existing Title IX regulations. Almost as soon as the new regulations were released, opponents promised to sue to block their implementation and outright refuse to follow the new rules. Four states sued to enjoin the regulations from taking effect. This lawsuit will, in all likelihood, last at least as long as the proposed implementation date (August 1, 2024), and there may be other legal challenges that arise.
- Given the uncertainty of the court challenge, and the fact that the upcoming presidential election could nullify any regulations that are temporarily enjoined anyway, school attorneys are monitoring the progress of these regulations but do not see any immediate need for schools to begin worrying about complying.
- One change we may want to implement is having 3 fully trained members of the staff in the Title IX investigation process. Currently, we are only required to have one.

4.6. Director of Business Services Report

Monthly Business Manager Board of Education Report

April Lunch #'s = 18,378 Meals served.

Financial #'s = After 66%% of the fiscal year = General Fund YTD Revenue is 66% YTD

Expense is 66%

All Funds YTD Revenue is 65%, YTD Expenses are 65%

Facilities - Updates

We are working on finishing the restroom by the Agriculture department.

H2I, Inc. is on site working on finishing the gym floor replacement. Cleaning is to be done in Late May.

Tennis court surfacing is scheduled for July 2024.

Upcoming Projects

Classroom Carpets

Elementary school Vanities/sinks in the Kindergarten Wing.

Painting crew

All grounds are set to be over-seeded and aerated

Bond Project

Sampson's and W Design are working on final design and cost estimating the project.

Federal/state Reports filed in December:

Summer food services are set to be grab and go, and we will have a pick-up location to feed anyone between the ages of 1-18 in the community.

The School Financial audit dates have been set for September 10-13.

5. Board member comments

There were no Reports

6. New Business

6.1. Accept Resignations

6.2. Accept resignation from Jody Dellevoet - 1st Grade

I move to accept the resignation of Jody Dellevoet from McCook Elementary school with Gratitude for her eleven years of service. Passed with a motion by Scott Barger and a second by Charlie McPherson.

Scott Barger: Yea, Brad Hays: Yea, Mike Langan: Yea, Charlie McPherson: Yea, Teresa Thomas: Yea

Yea: 5, Nay: 0

6.3. Accept resignation from Cherie Wallace - 3rd Grade

I move to accept the resignation of Cherri Wallace from McCook Elementary school with Gratitude for her twenty six years of service. Passed with a motion by Charlie McPherson and a second by Teresa Thomas.

Scott Barger: Yea, Brad Hays: Yea, Mike Langan: Yea, Charlie McPherson: Yea, Teresa Thomas: Yea

Yea: 5, Nay: 0

6.4. Approve contract for Mary Jo Overton - McCook Elementary

I move to approve a contract with Mary Jo Overton - McCook Elementary School MA + 9, Step 12 = \$69,613.60 Passed with a motion by Teresa Thomas and a second by Mike Langan.

Scott Barger: Yea, Brad Hays: Yea, Mike Langan: Yea, Charlie McPherson: Yea, Teresa Thomas: Yea

Yea: 5, Nay: 0

6.5. Approve contract for Shari Goodenberger - McCook Elementary

I move to approve a contract with Shari Goodenberger - McCook Elementary School MA + 27, Step 14 = \$77,152.40 Passed with a motion by Teresa Thomas and a second by Mike Langan.

Scott Barger: Yea, Brad Hays: Yea, Mike Langan: Yea, Charlie McPherson: Yea, Teresa Thomas: Yea

Yea: 5, Nay: 0

6.6. Approve the policy package 2000s--Administration, as presented to the Board of Education, and remove the following policies currently in place: 200.01, 204.011, 205.06,301.01, 301.02, 302.04, 303.07, 409.02, 601.011,

I move to Approve the policy package 2000s--Administration, as presented to the Board of Education, and remove the following policies currently in place: 200.01, 204.011, 205.06,301.01, 301.02, 302.04, 303.07, 409.02, 601.011. Passed with a motion by Scott Barger and a second by Charlie McPherson.

Scott Barger: Yea, Brad Hays: Yea, Mike Langan: Yea, Charlie McPherson: Yea, Teresa Thomas: Yea

Yea: 5, Nay: 0

6.7. Approve the policy package 3000s--Business Operations, as presented to the Board of Education, and remove the following policies currently in place: 702.03, 704.02, 706.01, 706.03, 801.06, 801.07, 801.05, 801.08, 802.03, 905.02,

I move to Approve the policy package 3000s--Business Operations, as presented to the Board of Education, and remove the following policies currently in place: 702.03, 704.02, 706.01, 706.03, 801.06, 801.07, 801.05, 801.08, 802.03, 905.02, Passed with a motion by Scott Barger and a second by Mike Langan.

Scott Barger: Yea, Brad Hays: Yea, Mike Langan: Yea, Charlie McPherson: Yea, Teresa Thomas: Yea

Yea: 5, Nay: 0

7. Positive Comments

Jonathan Frank commends the phone policy and thinks it will be a huge benefit for everyone. He encouraged the Administration to look at the dual credit classes for needed cell phones for 2-step authentication for logging into class.

Scott Barger commented on a great graduation program. He also commented on Mr. Vertovsky on the boys' golf program.

Theresa Thomas' positive comment was on the 4th grade field trip to Lincoln.

Charlie McPherson appreciated graduation and the graduation walk with the elementary students.

Mike Langan heard great comments on the track facility and the Class D district track meet that McCook hosted last week.

Jeff Gross thanked the McCook Community Foundation and YCR for their help with the 6th grade heritage walking tours.

Brad Hays gave a shout-out to the McCook community foundation Youth Change Reaction for all their work with cars under the stars, drive-in movie project.

Grant Norgaard thanked everyone that is involved and helps with the Elementary track days.

8. Adjournment

The meeting adjourned at 7:09 pm.

9. Items for Review

9.1. Student Handbooks for Elementary, Central, Jr. High, and Sr. High Schools

9.1.1. McCook Public Schools Policy - Sections 5000 and 8000

McCook Public Schools

Revenues for May 2024 for June 2024 Board Meeting

[Fund] 01 - General Fund

Account Code	Description	Actual (Date)	Budget (YTD)	Actual (YTD)	Available (YTD)	% of Budget
01-1-01100-00-000-000	Local Property Taxes	(\$2,712,902.21)	(\$8,885,898.00)	(\$7,291,526.61)	(\$1,594,371.39)	82.05
01-1-01115-00-000-000	Carline Taxes	(\$3,419.53)	(\$3,700.00)	(\$4,222.84)	\$522.84	114.13
01-1-01120-00-000-000	Public Power Dist. Sales Tax	\$0.00	(\$295,000.00)	(\$295,459.80)	\$459.80	100.15
01-1-01125-00-000-000	Motor Vehicle Taxes	(\$65,303.48)	(\$810,000.00)	(\$564,710.94)	(\$245,289.06)	69.71
01-1-01323-00-000-000	Tuition - District - Sped	(\$7,500.00)	(\$15,000.00)	(\$15,000.00)	\$0.00	100.00
01-1-01510-00-000-000	Interest	\$0.00	(\$39,482.00)	(\$51,682.97)	\$12,200.97	130.90
01-1-01911-00-000-000	Local License Fees	(\$1,400.00)	(\$7,500.00)	(\$7,505.00)	\$5.00	100.06
01-1-01921-00-000-000	Police Court Fines	(\$701.00)	(\$3,000.00)	(\$3,939.58)	\$939.58	131.31
01-1-01960-00-000-000	Other Local Receipts	\$0.00	\$0.00	(\$1,800.00)	\$1,800.00	0.00
01-1-02110-00-000-000	County Fines & License Fees	(\$6,362.22)	(\$47,500.00)	(\$64,676.39)	\$17,176.39	136.16
01-1-03110-00-000-000	State Aid	(\$554,656.00)	(\$5,546,560.00)	(\$4,991,904.00)	(\$554,656.00)	90.00
01-1-03120-00-000-000	Sped School Age	(\$299,461.00)	(\$2,080,000.00)	(\$1,787,636.00)	(\$292,364.00)	85.94
01-1-03125-00-000-000	Sped Trans. Sch Age	\$0.00	(\$25,000.00)	\$0.00	(\$25,000.00)	0.00
01-1-03130-00-000-000	Homestead Exemption	(\$50,689.72)	(\$270,000.00)	(\$151,833.91)	(\$118,166.09)	56.23
01-1-03131-00-000-000	Property Tax Credit	(\$292,646.14)	\$0.00	(\$601,936.68)	\$601,936.68	0.00
01-1-03180-00-000-000	Pro Rate Motor Vehicle	(\$304.53)	(\$30,000.00)	(\$23,216.77)	(\$6,783.23)	77.38
01-1-03400-00-000-000	State Apportionment	\$0.00	(\$350,000.00)	(\$365,843.48)	\$15,843.48	104.52
01-1-03512-00-000-000	Distance Educ. Incentive Payments	\$0.00	(\$1,700.00)	\$0.00	(\$1,700.00)	0.00
01-1-03535-00-000-000	High Ability Learner Payments	\$0.00	(\$9,200.00)	(\$12,032.00)	\$2,832.00	130.78
01-1-03551-00-000-000	CTE GMS Grant	\$0.00	\$0.00	(\$7,500.00)	\$7,500.00	0.00
01-1-04505-00-000-000	Title I Current Fiscal Year	\$0.00	(\$240,000.00)	(\$71,254.00)	(\$168,746.00)	29.68
01-1-04509-00-000-000	Title II, Part A Teacher Quality	\$0.00	(\$43,700.00)	(\$3,554.00)	(\$40,146.00)	8.13
01-1-04510-00-000-000	Title IV	\$0.00	(\$18,500.00)	(\$5,619.00)	(\$12,881.00)	30.37
01-1-04516-00-000-000	IDEA Base 3-5	\$0.00	(\$16,000.00)	(\$5,100.00)	(\$10,900.00)	31.87
01-1-04518-00-000-000	IDEA - BASE - EP	\$0.00	(\$384,000.00)	(\$160,879.00)	(\$223,121.00)	41.89
01-1-04521-00-000-000	IDEA Non-Public	\$0.00	(\$32,000.00)	(\$24,279.00)	(\$7,721.00)	75.87
01-1-04523-00-000-000	IDEA Special Projects	\$0.00	\$0.00	(\$1,500.00)	\$1,500.00	0.00
01-1-04530-00-000-000	Categorical Grants	\$0.00	(\$3,000.00)	\$0.00	(\$3,000.00)	0.00
01-1-04708-00-000-000	Medicaid In Public Schools	(\$19,383.45)	(\$50,000.00)	(\$86,581.65)	\$36,581.65	173.16
01-1-04709-00-000-000	Medicaid Administrative Activity	\$0.00	\$0.00	(\$18,254.76)	\$18,254.76	0.00
01-1-04998-00-000-000	ESSERS III	\$0.00	(\$220,000.00)	(\$58,275.00)	(\$161,725.00)	26.48
01-1-05301-00-000-000	Insurance Adjustments	\$0.00	\$0.00	(\$25,483.68)	\$25,483.68	0.00
Subtotal of Element: Revenue		(\$4,014,729.28)	(\$19,426,740.00)	(\$16,703,207.06)	(\$2,723,532.94)	85.98%

[Fund] 02 - Depreciation Fund

02-1-01510-00-000-000	Interest	\$0.00	(\$1,500.00)	(\$14,084.21)	\$12,584.21	938.94
02-1-05200-00-000-000	Transfers From General Fund	\$0.00	(\$150,000.00)	\$0.00	(\$150,000.00)	0.00
02-1-05690-00-000-000	Non-revenue Receipts	\$0.00	\$0.00	(\$4,666.17)	\$4,666.17	0.00
Subtotal of Element: Revenue		\$0.00	(\$151,500.00)	(\$18,750.38)	(\$132,749.62)	12.38

[Fund] 03 - Employee Benefit

Account Code	Description	Actual (Date)	Budget (YTD)	Actual (YTD)	Available (YTD)	% of Budget
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03-1-01510-00-000-000	Interest - Unemployment	\$0.00	(\$250.00)	(\$1,680.47)	\$1,430.47	672.18
03-1-05200-00-000-000	Transfers From General Fund	\$0.00	(\$5,000.00)	\$0.00	(\$5,000.00)	0.00
Subtotal of Element: Revenue		\$0.00	(\$5,250.00)	(\$1,680.47)	(\$3,569.53)	32.01
[Fund] 06 - School Nutrition Fund						
Account Code	Description	Actual (Date	Budget (YTD)	Actual (YTD)	Available (YTD)	% of Budget
06-1-01510-00-000-000	Interest	\$0.00	(\$100.00)	(\$3,305.37)	\$3,205.37	3,305.37
06-1-01610-00-000-000	Sale Of Lunches/milks	\$0.00	\$0.00	(\$392.39)	\$392.39	0.00
06-1-01611-00-000-000	School Lunch Program	(\$11,318.70)	(\$310,000.00)	(\$227,048.54)	(\$82,951.46)	73.24
06-1-03150-00-000-000	State Reimbursement	\$0.00	(\$320,000.00)	\$0.00	(\$320,000.00)	0.00
06-1-04210-00-000-000	Federal Reimbursement	(\$42,833.22)	\$0.00	(\$352,879.72)	\$352,879.72	0.00
06-1-05690-00-000-000	Other Non-revenue Receipts	(\$142.17)	\$0.00	(\$316.52)	\$316.52	0.00
Subtotal of Element: Revenue		(\$54,294.09)	(\$630,100.00)	(\$583,942.54)	(\$46,157.46)	92.67
[Fund] 07 - Bond Fund						
Account Code	Description	Actual (Date	Budget (YTD)	Actual (YTD)	Available (YTD)	% of Budget
07-1-01100-00-000-000	Local Property Taxes	(\$130,181.56)	(\$410,000.00)	(\$340,170.86)	(\$69,829.14)	82.96
07-1-01115-00-000-000	Carline Taxes	(\$203.91)	(\$385.00)	(\$255.07)	(\$129.93)	66.25
07-1-01120-00-000-000	Public Power Dist. Sales Tax	\$0.00	(\$245.00)	(\$17,348.03)	\$17,103.03	7,080.82
07-1-01510-00-000-000	Interest	\$0.00	(\$570.00)	(\$8,353.41)	\$7,783.41	1,465.51
07-1-03130-00-000-000	Homestead Exemption	(\$2,812.34)	(\$8,600.00)	(\$8,437.06)	(\$162.94)	98.10
07-1-03131-00-000-000	Property Tax Credit	(\$12,652.36)	\$0.00	(\$26,111.74)	\$26,111.74	0.00
07-1-03180-00-000-000	Pro Rate Motor Vehicle	(\$1.10)	(\$1,200.00)	(\$1,102.24)	(\$97.76)	91.85
Subtotal of Element: Revenue		(\$145,851.27)	(\$421,000.00)	(\$401,778.41)	(\$19,221.59)	95.43
[Fund] 08 - Special Building Fund						
Account Code	Description	Actual (Date	Budget (YTD)	Actual (YTD)	Available (YTD)	% of Budget
08-1-01100-00-000-000	Local Property Taxes	(\$56,206.62)	(\$400,000.00)	(\$218,171.83)	(\$181,828.17)	54.54
08-1-01115-00-000-000	Carline Taxes	(\$70.81)	\$150.00	(\$109.26)	\$259.26	-72.84
08-1-01120-00-000-000	Public Power Sales Tax	\$0.00	\$1,000.00	(\$6,024.29)	\$7,024.29	-602.42
08-1-01510-00-000-000	Interest	\$0.00	\$1,000.00	(\$14,953.87)	\$15,953.87	-1,495.38
08-1-03130-00-000-000	Homestead Exemption	(\$6,742.75)	\$1,100.00	(\$8,835.30)	\$9,935.30	-803.20
08-1-03131-00-000-000	Property Tax Credit	(\$352.02)	\$0.00	(\$6,756.59)	\$6,756.59	0.00
08-1-03180-00-000-000	Pro-rate Motor Vehicle	(\$6.31)	\$1,750.00	(\$596.38)	\$2,346.38	-34.07
08-1-04998-00-000-000	ARP ESSERS III Special Building	\$0.00	\$0.00	(\$89,427.00)	\$89,427.00	0.00
Subtotal of Element: Revenue		(\$63,378.51)	(\$395,000.00)	(\$344,874.52)	(\$50,125.48)	87.31
Grand Total		(\$4,278,253.15)	(\$21,029,590.00)	(\$18,054,233.38)	(\$2,975,356.62)	85.85

McCook Public Schools

Expenditures for May 2024 for June 2024 Board Meeting

Function - General Fund	Actuals (Selected)	Adopted Budget	Actuals (YTD)	Available	% of Budget
01100 - Regular Instruction	\$619,361.61	\$6,170,180.96	\$5,233,976.35	\$920,361.58	84.83
01150 - Limited English Proficiency Programs	\$13,480.91	\$235,328.83	\$118,970.63	\$116,358.20	50.56
01160 - Poverty Programs	\$124,882.07	\$2,284,733.20	\$1,124,669.98	\$1,160,063.22	49.23
01190 - Early Childhood Educational Programs	\$0.00	\$2,500.00	\$259.08	\$2,240.92	10.36
01200 - Special Education Instructional Programs - School Age	\$271,521.73	\$2,611,573.64	\$2,145,221.06	\$463,216.27	82.14
01291 - Special Education Instructional Programs - Ages 3-5	\$657.01	\$154,546.66	\$948.87	\$153,597.79	0.61
01295 - Special Education Instructional Programs - Unified Sports	\$96.07	\$1,180.57	\$888.08	\$292.49	75.22
01300 - Summer School	\$1,202.92	\$10,000.00	\$1,202.92	\$7,173.58	12.03
02110 - Attendance/Social Work	\$32,136.60	\$35,000.00	\$32,136.60	\$2,863.40	91.82
02120 - Guidance Services	\$16,427.57	\$287,690.08	\$149,711.11	\$137,978.97	52.04
02130 - Health Services	\$268.68	\$5,100.00	\$5,313.75	(\$5,543.03)	104.19
02131 - SPED Health Services	\$6,213.84	\$64,351.66	\$49,427.09	\$14,924.57	76.81
02141 - Psychological Services - SPED - School Age	\$10,317.21	\$150,997.18	\$132,624.47	\$13,562.71	87.83
02142 - Psychological Services- SPED- Age 3-5	\$0.00		\$6,562.50	(\$7,500.00)	
02151 - Speech Pathology and Audiology Services - SPED - School	\$19,352.01	\$230,090.61	\$190,590.32	\$37,185.91	82.83
02152 - Speech Pathology and Audiology Services - SPED - Age 3-5	\$0.00	\$2,950.00	\$842.95	\$2,107.05	28.57
02153 - Speech Pathology and Audiology Services - SPED - Age 0-2	\$0.00	\$1,000.00	\$0.00	\$1,000.00	0.00
02161 - Occupational Therapy-Related Services - SPED - School Age	\$10,297.90	\$105,493.00	\$87,483.58	\$17,109.42	82.93
02171 - Physical Therapy-Related Services - SPED - School Age	\$2,860.65		\$21,529.80	(\$21,529.80)	
02172 - Physical Therapy-Related Services - SPED - Ages 3-5	\$529.20		\$2,577.15	(\$2,577.15)	
02181 - Visually Impaired-Vision Services - SPED - School Age	\$0.00	\$7,500.00	\$0.00	\$7,500.00	0.00
02190 - Support Services - Student - Other	\$0.00	\$100,000.00	\$107,377.43	(\$7,377.43)	107.38
02213 - Instructional Staff Training	\$0.00	\$2,000.00	\$0.00	\$2,000.00	0.00
02220 - Library-Media Services	\$35,657.87	\$374,185.29	\$283,546.97	\$87,157.02	75.78
02230 - Instruction Related Technology	\$0.00	\$25,000.00	\$0.00	\$25,000.00	0.00
02310 - Board of Education	\$414.43	\$211,500.00	\$50,727.14	\$160,772.86	23.98
02320 - Executive Administration	\$20,696.82	\$276,658.99	\$199,151.30	\$77,139.53	71.98
02330 - District Legal Services	\$903.00	\$20,000.00	\$26,494.76	(\$6,494.76)	132.47
02410 - Office of the Principal	\$111,561.10	\$1,113,434.61	\$875,717.81	\$222,316.09	78.65
02490 - Activity Director	\$11,191.93	\$138,582.26	\$101,383.35	\$37,198.91	73.16
02510 - Fiscal Services	\$56,093.26	\$710,954.41	\$368,480.58	\$325,299.24	51.83
02530 - PRINTING, PUBLISHING, & DUPLICATING SERVICES	\$0.00		\$325.94	(\$325.94)	
02580 - Administrative Technology Service	\$76,482.34	\$500,416.47	\$373,384.44	\$106,229.37	74.61
02610 - Operation of Buildings	\$61,854.57	\$840,878.20	\$936,177.07	(\$95,510.23)	111.33
02620 - Maintenance of Buildings	\$83,218.67	\$811,926.11	\$629,989.86	\$180,974.62	77.59
02650 - Vehicle Operation and Maintenance (Other Than Student	\$996.54	\$21,500.00	\$10,935.01	\$10,564.99	50.86
02660 - Security	\$0.00	\$46,000.00	\$42,150.00	\$3,850.00	91.63
02670 - Safety	\$145.00		\$1,725.00	(\$1,725.00)	
02710 - Vehicle Operation - Regular Education	\$31,437.86	\$277,439.45	\$254,654.00	\$22,078.44	91.79
02712 - Vehicle Operation - School Age SPED	\$5,807.03	\$77,098.25	\$51,943.53	\$25,154.72	67.37
02713 - Vehicle Operation - Below Age 5 SPED	\$0.00	\$15,900.00	\$0.00	\$15,900.00	0.00
02730 - Vehicle Servicing and Maintenance - Regular Education	\$8,445.99	\$94,758.77	\$74,445.02	\$20,313.75	78.56
03512 - Distance Education	\$8,135.38		\$129,221.15	(\$129,221.15)	
03535 - High Ability Learners	\$4,618.37	\$23,018.00	\$23,531.49	(\$513.49)	102.23

03551 - CTE GMS Grant	\$0.00		\$11,200.00	(\$11,200.00)	
03599 - State Categorical Programs - Others	\$0.00	\$6,300.00	\$0.00	\$6,300.00	0.00
06200 - Federal Services - Title I Part A ESSA Improving Basic	\$19,411.33	\$241,237.79	\$174,715.25	\$66,522.54	72.42
06310 - Federal Services - Title II Part A ESSA Supporting Effective	\$6,336.96	\$43,700.00	\$37,487.69	\$6,212.31	85.78
06406 - Federal Services - IDEA Preschool (619) Base Allocation	\$620.55	\$15,766.96	\$15,719.99	\$46.97	99.70
06408 - Part B 611 Base EP	\$31,728.82	\$387,469.50	\$284,268.59	\$103,200.91	73.37
06412 - Federal Services - IDEA Part B Proportionate Share	\$2,700.14	\$31,264.08	\$24,104.90	\$7,159.18	77.10
06690 - Federal Services - Other Federal Non-Categorical Expenditures	\$0.00	\$6,294.00	\$0.00	\$6,294.00	0.00
06700 - Federal Services - Federal Vocational and Applied Technology	\$0.00	\$2,000.00	\$0.00	\$2,000.00	0.00
06967 - FEDERAL SERVICES - TITLE IV, PART A ESSA: STUDENT	\$0.00	\$18,500.00	\$0.00	\$18,500.00	0.00
06969 - Title IV	\$2,000.00		\$2,000.00	(\$2,000.00)	
06998 - ESSER3 Disbursement	\$21,781.87	\$157,740.47	\$157,814.62	(\$74.15)	100.05
08000 - Transfers (Outgoing)	\$0.00	\$475,000.00	\$50,000.00	\$425,000.00	10.53
01 - General Fund	\$1,731,845.81	\$19,426,740.00	\$14,603,609.18	\$4,729,129.40	75.17%

Function - Depreciation Fund	Actuals (Selected)	Adopted Budget	Actuals (YTD)	Available	% of Budget
02900 - OTHER SUPPORT SERVICES	\$49,958.01	\$1,020,000.00	\$463,702.90	\$555,397.36	45.46
02 - Depreciation Fund	\$49,958.01	\$1,020,000.00	\$463,702.90	\$555,397.36	45.46%

Function - Employee Benefit Fund	Actuals (Selected)	Adopted Budget	Actuals (YTD)	Available	% of Budget
02520 - Purchasing Warehousing and Distributing Services	\$0.00	\$5,250.00	\$0.00	\$5,250.00	0.00
03 - Employee Benefit Fund	\$0.00	\$5,250.00	\$0.00	\$5,250.00	0.00%

Function - School Nutrition Fund	Actuals (Selected)	Adopted Budget	Actuals (YTD)	Available	% of Budget
02190 - Support Services - Student - Other	\$78,638.69	\$630,100.00	\$549,127.98	\$78,696.20	87.15
06 - School Nutrition Fund	\$78,638.69	\$630,100.00	\$549,127.98	\$78,696.20	87.15%

Function - Bond Fund	Actuals (Selected)	Adopted Budget	Actuals (YTD)	Available	% of Budget
05000 - Debt Service	\$197,066.25	\$421,000.00	\$399,632.50	\$21,367.50	94.92
07 - Bond Fund	\$3,007.54	\$295,000.00	\$204,127.84	\$87,864.62	69.20%

Function Special Building	Actuals (Selected)	Adopted Budget	Actuals (YTD)	Available	% of Budget
02515 - Building and Sites	\$0.00	\$240,000.00	\$0.00	\$240,000.00	0.00
04500 - BUILDING ACQUISITION & CONSTRUCTION	\$0.00		\$2,600.00	(\$2,600.00)	
04700 - Building Improvements	\$0.00		\$86,492.98	(\$86,492.98)	
05000 - Debt Service	\$0.00		\$87,967.00	(\$87,967.00)	
08 - Special Building Fund	\$3,007.54	\$55,000.00	\$27,067.86	\$24,924.60	49.21

Grand Total	\$2,060,516.30	\$21,798,090.00	\$16,220,200.40	\$5,477,705.08	74%
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McCook Public Schools

Cash Summary Report May 2024 for June 2024 Board Meeting

Fund	Description	Beginning Balance	Revenue	Expenditure	Ending Balance	Encumbrances	Available
01	General Fund	\$4,223,476.43	\$4,014,729.28	(\$1,731,845.81)	\$6,506,359.90	(\$94,001.42)	\$6,412,358.48
02	Depreciation Fund	\$1,079,769.34	\$0.00	(\$49,958.01)	\$1,029,811.33	(\$899.74)	\$1,028,911.59
03	Employee Benefit Fund	\$140,353.85	\$0.00	\$0.00	\$140,353.85	\$0.00	\$140,353.85
05	Activity Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
06	School Nutrition Fund	\$354,545.48	\$54,294.09	(\$78,638.69)	\$330,200.88	(\$2,275.82)	\$327,925.06
07	Bond Fund	\$738,534.30	\$145,851.27	(\$197,066.25)	\$687,319.32	\$0.00	\$687,319.32
08	Special Building Fund	\$1,277,685.89	\$63,378.51	(\$3,007.54)	\$1,338,056.86	(\$3,007.54)	\$1,335,049.32
Sub Total		\$7,814,365.29	\$4,278,253.15	(\$2,060,516.30)	\$10,032,102.14	(\$100,184.52)	\$9,931,917.62

Fund	Description	Beginning Balance	Revenue	Expenditure	Adjustments	Ending Balance
12	Activity Fund	\$369,602.68	\$41,288.80	\$55,334.85	\$0.00	\$355,556.63

CHECKS BY DATE BOARD REPORT

MAY 2024

DATE	VENDOR	AMOUNT	DATE	VENDOR	AMOUNT
5/3/2024	CDW Government, Inc.	\$1,265.58	5/31/2024	Fastenal Company	\$41.43
5/3/2024	City Of McCook	\$2,511.88	5/31/2024	Fresh Ideas	\$479.88
5/3/2024	Diode Communications	\$145.00	5/31/2024	Glass Express	\$190.40
5/3/2024	Hometown Leasing	\$5,358.64	5/31/2024	Greg Borland	\$187.60
5/3/2024	Nebraska Public Power District	\$9,010.88	5/31/2024	Gross, Jeff	\$375.20
5/3/2024	Perry, Guthery, Haase & Gessford	\$903.00	5/31/2024	Hands of Heartland	\$7,338.76
5/3/2024	Pinpoint Communications	\$17.18	5/31/2024	Harris School Solutions	\$17,228.33
5/3/2024	US Bank	\$935.95	5/31/2024	Industrial Arts Supply	\$635.20
5/3/2024	Viaero Wireless	\$105.97	5/31/2024	IXL Learning	\$13,025.00
5/3/2024	WEX Bank	\$665.12	5/31/2024	Jennifer Juenemann	\$11.73
5/3/2024	Wray Gazette	\$60.00	5/31/2024	Kohl's Auto Parts	\$90.92
5/9/2024	Essential Screens	\$27.10	5/31/2024	Lauer, Jill	\$23.22
5/9/2024	Oberlin Herald	\$152.00	5/31/2024	Malleck Oil	\$752.01
5/9/2024	Quadient Leasing USA, Inc	\$645.00	5/31/2024	Marks	\$2,385.34
5/9/2024	Verizon Wireless	\$255.96	5/31/2024	Martha Marentes	\$14.12
5/14/2024	Black Hills Energy	\$6,062.70	5/31/2024	Maverick Label	\$436.18
5/14/2024	Colorado Retail Ventures	\$7,831.66	5/31/2024	McCook Gazette	\$204.43
5/14/2024	Frenchman Valley Coop	\$1,367.41	5/31/2024	McCook Lettering	\$15.00
5/14/2024	Vestis	\$512.86	5/31/2024	McCook Schools Lunch Fund	\$59.50
5/15/2024	Credit Management Services,	\$256.82	5/31/2024	McGraw-Hill Education	\$1,409.29
5/15/2024	McCook Schools Lunch Fund	\$50.00	5/31/2024	Mead Lumber	\$190.40
5/20/2024	Ameritas Life Ins. Co	\$2,015.60	5/31/2024	Mechanical Sales Inc	\$8,357.74
5/20/2024	BCBS of NE	\$239,869.75	5/31/2024	Mid-American Research Chemical	\$9,642.09
5/20/2024	Employee Benefits-Omnify	\$9,438.88	5/31/2024	Midwest Technology	\$55.20
5/20/2024	MASA	\$487.00	5/31/2024	NASSP	\$385.00
5/20/2024	National Insurance Services	\$2,288.71	5/31/2024	National Autism Resources	\$259.92
5/20/2024	Ymca	\$987.00	5/31/2024	NCSA	\$335.00
5/20/2024	National Insurance Services	\$917.50	5/31/2024	Nebraska Central Equipment Inc	\$229.69
5/21/2024	Amazon Capital Services	\$10,340.85	5/31/2024	Nick's Distribution Inc	\$134.67
5/21/2024	CodeHS, Inc	\$3,750.00	5/31/2024	Notable, Inc.	\$2,750.00
5/21/2024	Great Plains Communication	\$2,397.63	5/31/2024	Paper 101	\$10,505.80
5/31/2024	Omnify	\$128.00	5/31/2024	Pearson Assessments	\$637.00
5/31/2024	7-D Lockshop	\$1,757.93	5/31/2024	Perma Bound	\$2,040.44
5/31/2024	ABC Bus Inc	\$2,229.32	5/31/2024	Pit Crew	\$1,732.27
5/31/2024	Access Elevator & Lifts, Inc	\$750.00	5/31/2024	Pristine Clean Commercial Cleaning	\$11,157.30
5/31/2024	Ace Hardware	\$567.87	5/31/2024	Really Good Stuff, Inc.	\$19.99
5/31/2024	Acme Printing Company	\$50.00	5/31/2024	Rion	\$1,006.90
5/31/2024	AKRS Equipment	\$944.29	5/31/2024	Rise Therapy	\$1,783.73
5/31/2024	American Electric Company	\$127.12	5/31/2024	Samway Floor Covering	\$356.40
5/31/2024	Apple Computer	\$2,940.00	5/31/2024	Savvas Learning Company	\$18,954.00
5/31/2024	Arrow Seed Co.	\$2,234.50	5/31/2024	School Specialty Inc	\$1,144.41
5/31/2024	Carquest Auto Parts	\$523.79	5/31/2024	Sharon Wordekemper	\$13.86
5/31/2024	CDW Government, Inc.	\$79,522.33	5/31/2024	Southwest Farm & Auto Supply	\$256.41
5/31/2024	Cynthia L Schroeder	\$578.72	5/31/2024	SW NE Physical Therapy PC	\$3,389.85
5/31/2024	City Of McCook	\$28.22	5/31/2024	T & A Alignment	\$604.90
5/31/2024	Computer Information Concepts	\$32,136.60	5/31/2024	T&K Ventures, LLC	\$916.50
5/31/2024	D & S Hardware	\$1,040.70	5/31/2024	Teacher Synergy LLC	\$104.01
5/31/2024	Demco Inc	\$4,184.01	5/31/2024	TKO Pest Control, LLC	\$350.00
5/31/2024	Diamond Vogel	\$512.94	5/31/2024	UNK Academic & Career Services	\$195.00
5/31/2024	Dick Blick Art Materials	\$3.16	5/31/2024	Vestis	\$301.50
5/31/2024	Different Roads To Learning, Inc	\$460.12	5/31/2024	VK Electronics	\$4,248.25
5/31/2024	Eakes Office Solutions	\$860.62	5/31/2024	Volz Plumbing	\$27,956.00
5/31/2024	Erica Kinne	\$381.90	5/31/2024	Walmart	\$934.99
5/31/2024	eSpecial Needs, LLC	\$52.90	5/31/2024	WEX Bank	\$673.62
			5/31/2024	Ymca	\$7,007.56

MAY 2024 EFT CHECKS

AFLAC	\$9,309.93	LegalShield	\$142.55
Colonial Life	\$1,239.59	NE Dept of Revenue - State Taxes	\$30,122.44
Direct Deposit	\$669,052.82	Nebr. School Retirement System	\$180,834.27
Federal Taxes/FICA/Medicare	\$207,418.33	Retirement Plan Consultants (403b)	\$10,701.43
Horace Mann Insurance Co	\$2,146.23	HSA Employer Deposits	\$11,885.63

Receipt History

Detail report. Sorted by Receipt Date, Site.

From 05/01/2024 to 05/31/2024.

Receipt #	Status / Date	Deposit #	Check #	Received From	Receipt Description	Amount	Sales Tax	Amount
Activity ID	Activity Name	Fee Name & Student ID						
	Tax Name	Tax Activity		Tax Rate %		Tax Amount		

05/01/2024

MPS		McCook Public Schools							
CE-5012024	CLEARED 05/31/2024	0000002720		Chesterman Company	Coca Cola Commissions				
541-5041	Central Elementary					20.38	0.00	20.38	
JH-5012024	CLEARED 05/31/2024	0000002718		Chesterman Company	Coca Cola Commissions				
228-2028	Junior High Student Council					26.60	0.00	26.60	
ME-5012024	CLEARED 05/31/2024	0000002719		Chesterman Company	Coca Cola Commissions				
543-5043	McCook Elementary					21.60	0.00	21.60	
SH-5012024	CLEARED 05/31/2024	0000002721		Chesterman Company	Coca Cola Commissions				
280-2080	COCA COLA - Senior High School					12.20	0.00	12.20	
280-2080	COCA COLA - Senior High School					20.47	0.00	20.47	
								Total for site: MPS - McCook Public Schools	101.25
								Total for 05/01/2024	101.25

05/03/2024

MPS		McCook Public Schools							
6146	CLEARED 05/31/2024	0000002731		Winters	Wood Projects				
224-2024	Industrial Arts					255.89	0.00	255.89	
6147	CLEARED 05/31/2024	0000002730		Aufrecht/Dickes	MFL				
195-8002	Football Fundraising					200.00	0.00	200.00	
6149	CLEARED 05/31/2024	0000002729		Box Tops	Box Tops				
541-5041	Central Elementary					40.20	0.00	40.20	
6225	CLEARED 05/31/2024	0000002732		Cochran	Band				
218-2018	Band					81.69	0.00	81.69	
6226	CLEARED 05/31/2024	0000002733		Wesch	AP Test				
251-2051	AP TESTING					100.00	0.00	100.00	
								Total for site: MPS - McCook Public Schools	677.78
								Total for 05/03/2024	677.78

05/08/2024

MPS		McCook Public Schools							
6227	CLEARED 05/31/2024	0000002727		Koetter	AP Test				
251-2051	AP TESTING					100.00	0.00	100.00	
6228	CLEARED 05/31/2024	0000002728		Koetter	Class Dues				
386-3086	Class of 2024					20.00	0.00	20.00	
6231	CLEARED 05/31/2024	0000002726		Loghry	Class of 2024				
386-3086	Class of 2024					65.00	0.00	65.00	
6234	CLEARED 05/31/2024	0000002725		Chessmore	Annual				
215-2015	High School Annual					200.00	0.00	200.00	
6275	CLEARED 05/31/2024	0000002723		Hoehner	Scholarship Money				
936-9036	Scholarships					1,000.00	0.00	1,000.00	
6277	CLEARED 05/31/2024	0000002724		Kehler/Gans/Siegfried	Industrial Art Class				
224-2024	Industrial Arts					320.76	0.00	320.76	
6278	CLEARED 05/31/2024	0000002722		Dellevoet/Lyons	Volleyball				
195-6001	Volleyball Fundraising					40.00	0.00	40.00	
								Total for site: MPS - McCook Public Schools	1,745.76
								Total for 05/08/2024	1,745.76

Receipt History

Receipt Date

Detail report. Sorted by Receipt Date, Site.

Site

From 05/01/2024 to 05/31/2024.

Receipt #	Status / Date	Deposit #	Check #	Received From	Receipt Description	Amount	Sales Tax	Amount
Activity ID	Activity Name	Fee Name & Student ID						
	Tax Name	Tax Activity	Tax Rate %	Tax Amount				
05/13/2024								
MPS	McCook Public Schools							
5997	CLEARED 05/31/2024	0000002743		Nichols	Bass Fishing Team			
100-9014	Office Expenses					50.00	0.00	50.00
6148	CLEARED 05/31/2024	0000002747		Vetrovsky, Joe	Football			
195-8002	Football Fundraising					100.00	0.00	100.00
6202	CLEARED 05/31/2024	0000002744		Student/Parent	Tech Fees			
948-9048	Technology Account					210.00	0.00	210.00
6203	CLEARED 05/31/2024	0000002746		Peterman	Art Lab			
208-2008	Art Lab					17.00	0.00	17.00
6205	CLEARED 05/31/2024	0000002748		Class of 2024	Class of 2024			
386-3086	Class of 2024					140.00	0.00	140.00
6206	CLEARED 05/31/2024	0000002745		Class of 2026	Class Dues			
388-3088	Class of 2026					45.00	0.00	45.00
6210	CLEARED 05/31/2024	0000002741		Students	Activity Tickets			
100-1060	Activity Tickets					4.00	0.00	4.00
6229	CLEARED 05/31/2024	0000002752		Student/Parent	Tech Fees			
948-9048	Technology Account					50.00	0.00	50.00
6230	CLEARED 05/31/2024	0000002749		Student/Parent	Tech Fees			
948-9048	Technology Account					90.00	0.00	90.00
6232	CLEARED 05/31/2024	0000002753		Class of 2024	Class of 2024			
386-3086	Class of 2024					130.00	0.00	130.00
6233	CLEARED 05/31/2024	0000002742		Students	Library Book Fine			
225-2025	Sr High Library					20.00	0.00	20.00
6235	CLEARED 05/31/2024	0000002750		Kershaw	Math Club			
230-2030	Math Club					49.00	0.00	49.00
6236	CLEARED 05/31/2024	0000002754		Afton	Class Dues			
229-2029	INTERACT CLUB					1.00	0.00	1.00
6283	CLEARED 05/31/2024	0000002751		Jedlicki, Tyler	Industrial Art Class			
224-2024	Industrial Arts					250.00	0.00	250.00
Total for site: MPS - McCook Public Schools								1,156.00
Total for 05/13/2024								1,156.00

Receipt History

Receipt Date

Detail report. Sorted by Receipt Date, Site.

Site

From 05/01/2024 to 05/31/2024.

Receipt #	Status / Date	Deposit #	Check #	Received From	Receipt Description	Amount	Sales Tax	Amount
Activity ID	Activity Name	Fee Name & Student ID						
	Tax Name	Tax Activity	Tax Rate %		Tax Amount			
05/14/2024								
MPS	McCook Public Schools							
6244	CLEARED 05/31/2024	0000002740		Collins	Industrial Art Class			
224-2024	Industrial Arts					122.86	0.00	122.86
6245	CLEARED 05/31/2024	0000002734		Hodgson/Wolfe	AP Test			
251-2051	AP TESTING					200.00	0.00	200.00
6279	CLEARED 05/31/2024	0000002739		Booe Machinery & Salvage LLC	Metal			
938-9038	Revolving Account					40.40	0.00	40.40
6280	CLEARED 05/31/2024	0000002735		Box Tops	Box Tops			
544-5044	Junior High Activity					7.80	0.00	7.80
6281	CLEARED 05/31/2024	0000002736		May	Girls Track			
195-2001	Girls Track Fund raising					11.00	0.00	11.00
6282	CLEARED 05/31/2024	0000002737		Thiesen	Industrial Art Class			
224-2024	Industrial Arts					142.24	0.00	142.24
6284	CLEARED 05/31/2024	0000002738		Jedlicki	Industrial Art Class			
224-2024	Industrial Arts					477.00	0.00	477.00
Total for site: MPS - McCook Public Schools								1,001.30
Total for 05/14/2024								1,001.30

05/15/2024								
MPS	McCook Public Schools							
6145	CLEARED 05/31/2024	0000002755		Class of 2025	Class Dues			
387-3087	Class of 2025					100.00	0.00	100.00
6241	CLEARED 05/31/2024	0000002756		Hodge/Scott	Book fees			
225-2025	Sr High Library					45.00	0.00	45.00
6242	CLEARED 05/31/2024	0000002757		Class of 2026	Class Dues			
388-3088	Class of 2026					45.00	0.00	45.00
6246	CLEARED 05/31/2024	0000002758		Nichols	District Track			
100-1080	Host Outside Events					3,552.00	0.00	3,552.00
6248	CLEARED 05/31/2024	0000002762		BassTeam/Hoehner	Bass Team/Hoehner			
100-9014	Office Expenses					55.00	0.00	55.00
151-2000	Boys Track Equipment					250.00	0.00	250.00
152-2000	Girls Track Equipment					250.00	0.00	250.00
6285	CLEARED 05/31/2024	0000002761		MNB	Debit card donations			
945-9045	Superintendent Account					1,222.70	0.00	1,222.70
Total for site: MPS - McCook Public Schools								5,519.70
Total for 05/15/2024								5,519.70

Receipt History

Receipt Date

Detail report. Sorted by Receipt Date, Site.

Site

From 05/01/2024 to 05/31/2024.

Receipt #	Status / Date	Deposit #	Check #	Received From	Amount	Receipt Description	Amount	
Activity ID	Activity Name	Fee Name & Student ID				Sales Tax		
	Tax Name	Tax Activity	Tax Rate %			Tax Amount		
05/17/2024								
MPS	McCook Public Schools							
5293	CLEARED 05/31/2024	0000002767		Jedlicki		Industrial Art Class		
224-2024	Industrial Arts				330.04	0.00	330.04	
6287	CLEARED 05/31/2024	0000002765		Raile		Industrial Art Class		
224-2024	Industrial Arts				47.00	0.00	47.00	
6288	CLEARED 05/31/2024	0000002763		McDonald's		McTeacher Night		
543-5043	McCook Elementary				781.94	0.00	781.94	
6289	CLEARED 05/31/2024	0000002764		Stone		AP Test		
251-2051	AP TESTING				100.00	0.00	100.00	
6300	CLEARED 05/31/2024	0000002766		Hauxwell		Skolout Fundraiser		
210-2010	FFA				2,550.00	0.00	2,550.00	
6301	CLEARED 05/31/2024	0000002760		Hauxwell		Skolout Fundraiser		
210-2010	FFA				1,980.00	0.00	1,980.00	
6306	CLEARED 05/31/2024	0000002759		Hinze		AP Test		
251-2051	AP TESTING				100.00	0.00	100.00	
						Total for site: MPS - McCook Public Schools		5,888.98
						Total for 05/17/2024		5,888.98

05/24/2024								
MPS	McCook Public Schools							
6213	CLEARED 05/31/2024	0000002770		Camps		Boys Basketball		
195-8001	Boys Basketball Fundraising				976.00	0.00	976.00	
6290	CLEARED 05/31/2024	0000002773		Pineda/Mowry		Fines		
544-5044	Junior High Activity				55.00	0.00	55.00	
6291	CLEARED 05/31/2024	0000002771		Booe Machinery & Salvage LLC		Wellness		
964-9064	EHA Wellness				15.00	0.00	15.00	
6292	CLEARED 05/31/2024	0000002774		Football Camp		Football		
195-8002	Football Fundraising				1,700.00	0.00	1,700.00	
6293	CLEARED 05/31/2024	0000002772		Barber		Chromebook Repairs		
544-5044	Junior High Activity				61.25	0.00	61.25	
6294	CLEARED 05/31/2024	0000002768		Mid Plains Community College		Dual Credit R reimbursement		
275-2075	MPCCA-Dual Credit				6,552.00	0.00	6,552.00	
6295	CLEARED 05/31/2024	0000002769		NE Community Foundation		Class of 2024 cups		
940-9040	NE Community Foundation				2,338.59	0.00	2,338.59	
						Total for site: MPS - McCook Public Schools		11,697.84
						Total for 05/24/2024		11,697.84

Receipt History

Receipt Date

Detail report. Sorted by Receipt Date, Site.

Site

From 05/01/2024 to 05/31/2024.

Receipt #	Status / Date	Deposit #	Check #	Received From	Receipt Description
Activity ID	Activity Name	Fee Name & Student ID			Sales Tax
	Tax Name	Tax Activity	Tax Rate %		Amount

05/30/2024

MPS	McCook Public Schools				
5292	CLEARED 05/31/2024	0000002797		Jedlicki, Tyler	Wood Projects
224-2024	Industrial Arts				130.00
					0.00
					130.00
5294	CLEARED 05/31/2024	0000002801		Jedlicki	Wood Projects
224-2024	Industrial Arts				151.00
					0.00
					151.00
6249	CLEARED 05/31/2024	0000002789		Hauxwell	FFA
210-2010	FFA				3,269.00
					0.00
					3,269.00
6250	CLEARED 05/31/2024	0000002785		Davidson	Volleyball Camp
195-6001	Volleyball Fundraising				35.00
					0.00
					35.00
6251	CLEARED 05/31/2024	0000002784		Sr. Parents/Businesses	Poster Sponsors
195-3001	Boys / Girls Tennis Fund raising				125.00
					0.00
					125.00
6252	CLEARED 05/31/2024	0000002799		Randolph	Library Book Fine
541-5041	Central Elementary				11.18
					0.00
					11.18
6253	CLEARED 05/31/2024	0000002798		McCarville	Chromebook Repairs
544-5044	Junior High Activity				61.25
					0.00
					61.25
6276	CLEARED 05/31/2024	0000002791		Jedlicki, Tyler	Wood Projects
224-2024	Industrial Arts				715.00
					0.00
					715.00
6286	CLEARED 05/31/2024	0000002790		Jedlicki, Tyler	Wood Projects
224-2024	Industrial Arts				207.00
					0.00
					207.00
6296	CLEARED 05/31/2024	0000002783		Zoo Trip Sponsors	Zoo Trip
933-9033	Destination Imagination				400.00
					0.00
					400.00
6297	CLEARED 05/31/2024	0000002788		Chase County	District Music
263-2063	District Music Contest				1,020.00
					0.00
					1,020.00
6298	CLEARED 05/31/2024	0000002786		Zoo Trip Sponsors	Zoo Trip
933-9033	Destination Imagination				100.00
					0.00
					100.00
6299	CLEARED 05/31/2024	0000002787		Donelan	Library Book Fine
544-5044	Junior High Activity				18.00
					0.00
					18.00
6302	CLEARED 05/31/2024	0000002794		Mitchem	Chromebook Repairs
948-9048	Technology Account				40.00
					0.00
					40.00
6303	CLEARED 05/31/2024	0000002796		Mitchem	Library Book Fine
225-2025	Sr High Library				17.00
					0.00
					17.00
6304	CLEARED 05/31/2024	0000002792		Class of 2026	Class Dues
388-3088	Class of 2026				45.00
					0.00
					45.00
6305	CLEARED 05/31/2024	0000002795		Hock	AP Test
251-2051	AP TESTING				100.00
					0.00
					100.00
6307	CLEARED 05/31/2024	0000002793		Jedlicki, Tyler	Wood Projects
224-2024	Industrial Arts				20.00
					0.00
					20.00
6308	CLEARED 05/31/2024	0000002775		Sandall	Class Dues
388-3088	Class of 2026				50.00
					0.00
					50.00
6309	CLEARED 05/31/2024	0000002802		Class of 2026	Class Dues
388-3088	Class of 2026				25.00
					0.00
					25.00
6310	CLEARED 05/31/2024	0000002781		Hanson	Class Dues
387-3087	Class of 2025				26.00
					0.00
					26.00
6311	CLEARED 05/31/2024	0000002803		Class of 2025	Class Dues
387-3087	Class of 2025				9.00
					0.00
					9.00
6312	CLEARED 05/31/2024	0000002780		Johnson	Class of 2024
386-3086	Class of 2024				25.00
					0.00
					25.00
6313	CLEARED 05/31/2024	0000002804		Class of 2025	Class Dues
387-3087	Class of 2025				30.00
					0.00
					30.00
6314	CLEARED 05/31/2024	0000002805		Students	Chromebook Repairs
948-9048	Technology Account				90.00
					0.00
					90.00

Receipt History

Detail report. Sorted by Receipt Date, Site.
From 05/01/2024 to 05/31/2024.

Receipt #	Status / Date	Deposit #	Check #	Received From	Amount	Receipt Description	Sales Tax	Amount
Activity ID	Activity Name	Fee Name & Student ID	Tax Activity	Tax Rate %	Tax Amount			
6315	CLEARED 05/31/2024	0000002782		McCook Public Schools		Tech Fees		Page 4
948-9048	Technology Account			Hodge	374.18	0.00		374.18
6316	CLEARED 05/31/2024	0000002779		Goodenberger		Dance		
236-2036	Dance Team				637.86	0.00		637.86
6317	CLEARED 05/31/2024	0000002778		Porter		Library Book Fine		
225-2025	Sr High Library				13.71	0.00		13.71
6318	CLEARED 05/31/2024	0000002777		Wilkinson/Loop/Wilkinson/Janes		AP Test		
251-2051	AP TESTING				400.00	0.00		400.00
6319	CLEARED 05/31/2024	0000002806		Students		AP Test		
251-2051	AP TESTING				100.00	0.00		100.00
6320	CLEARED 05/31/2024	0000002776		NE FFA Foundation		FFA		
210-2010	FFA				53.18	0.00		53.18
6321	CLEARED 05/31/2024	0000002807		Hauxwell		FFA		
210-2010	FFA				5.00	0.00		5.00
6323	CLEARED 05/31/2024	0000002808		Students		Gym locks		
227-2027	Senior High Fines				95.00	0.00		95.00
6324	CLEARED 05/31/2024	0000002809		Willis		Concessions		
223-2023	Senior High Concessions				3,569.25	0.00		3,569.25
6325	CLEARED 05/31/2024	0000002810		Willis		Concessions		
223-2023	Senior High Concessions				900.00	0.00		900.00
Total for site: MPS - McCook Public Schools								12,867.61
Total for 05/30/2024								12,867.61

05/31/2024

MPS	McCook Public Schools							
5312024	CLEARED 05/31/2024	0000002800		First Central Bank		Bank Interest		
947-9047	Bank Interest				632.58	0.00		632.58
Total for site: MPS - McCook Public Schools								632.58
Total for 05/31/2024								632.58
Report Total								41,288.80

Check Summary

Sorted by Check Number.
From 05/01/2024 to 05/31/2024.

Check Number	Site ID	Status	Check / Void Date	Vendor Name	PO Number	Invoice No.#	Description	Amount
	MPS	Void	05/31/2024	NSAA	24-085274	72537533	Tennis	0.00
034396	MPS	Cleared	05/01/2024	Keystone Floral	24-084988	FFA-4262024	FFA	66.00
034397	MPS	Cleared	05/01/2024	McCook Lettering	24-084987	45863	FFA	115.00
034398	MPS	Cleared	05/01/2024	Coppermill	24-084989	905	FFA	2,150.00
034399	MPS	Cleared	05/01/2024	Southern Valley Schools	24-66	GOLF-5042024	JV Golf	50.00
034400	MPS	Cleared	05/06/2024	Vetrovsky, Ben	24-35	BV-5122024	district golf	210.00
034401	MPS	Cleared	05/06/2024	May, Brent	24-33	BM-5072024	District Track	660.00
034402	MPS	Cleared	05/06/2024	Sughroue, Tom	24-34	TS-5072024	District Track	700.00
034403	MPS	Cleared	05/06/2024	Southern Hills Golf Course	24-2	DG-5122024	district golf	330.00
034404	MPS	Cleared	05/06/2024	Sehnert's Bakery	24-085000	001070	Golf Invite	35.96
034405	MPS	Cleared	05/06/2024	Coppermill	24-084995	NHS-46	NHS	651.36
034406	MPS	Cleared	05/06/2024	Coppermill	24-084995	NHS-5012024	NHS	50.00
034407	MPS	Cleared	05/06/2024	Cash-Wa Distributing	24-084985	14187426	Concessions	646.45
034408	MPS	Cleared	05/06/2024	X-Press Productions	24-084991	117	Graduation	400.00
034409	MPS	Cleared	05/06/2024	Acme Printing	24-084990	3803	Graduation	700.00
034410	MPS	Cleared	05/06/2024	McCook Christian Church	24-084993	FFA-5062024	FFA	200.00
034411	MPS	Cleared	05/06/2024	Marlene's Kitchen	24-084992	FFA-5032024	FFA	250.00
034412	MPS	Cleared	05/06/2024	McCook Lettering	24-084994	45843	Band	21.00
034413	MPS	Cleared	05/07/2024	Pizza Hut	24-050724	ME-5072024	Lunch	40.25
034414	MPS	Cleared	05/07/2024	North Platte High School	24-69	NPHS-3222024	Golf	150.00
034415	MPS	Cleared	05/07/2024	North Platte High School	24-70	NPHS-3282024	Tennis	100.00
034416	MPS	Cleared	05/07/2024	North Platte High School	24-71	NPHS-5072024	Track & Field	125.00
034417	MPS	Cleared	05/07/2024	Collicott, Heather	24-085202		Cash Box for NORE	250.00
034418	MPS	Cleared	05/07/2024	McCook Lettering	24-085206	45838	Choir	12.00
034419	MPS	Cleared	05/07/2024	Planter Craze	24-085201	FFA-4222024	FFA	3,007.00
034420	MPS	Cleared	05/07/2024	Mead Lumber Company	24-083954	10559910	Wood Projects	82.99
034421	MPS	Cleared	05/07/2024	Barnett, Rich	24-085283	RB-05082024	District Track	200.00
034422	MPS	Cleared	05/07/2024	Gumb, John	24-085284	JG-5082024	District Track	300.00
034423	MPS	Cleared	05/08/2024	Pizza Hut	24-083960	JH-5092024	Celebration	290.25
034424	MPS	Cleared	05/10/2024	Gothenburg High School	24-72	GHS-5112024	JH State Track	56.00
034425	MPS	Printed	05/10/2024	Garden Thyme	24-085211	014175	FFA	445.40
034426	MPS	Cleared	05/10/2024	Common Scents	24-085210	0756	FFA	1,673.95
034427	MPS	Cleared	05/10/2024	New Life	24-084998	084998	Girls Track	155.83
034428	MPS	Cleared	05/10/2024	Gross, Jeff	24-085282	IN24079845	Hats	1,417.10
034429	MPS	Cleared	05/10/2024	Nick's Distribution Inc	24-085209	143175	Concessions	220.24
034430	MPS	Cleared	05/10/2024	Arterburn, Joel	24-085285	JA-401	Seniors	26.86
034431	MPS	Cleared	05/13/2024	May, Brent	24-36	BM-5142024	Track & Field	960.00
034432	MPS	Cleared	05/13/2024	Sughroue, Tom	24-37	TS-5142024	Track & Field	840.00
034433	MPS	Cleared	05/13/2024	US Bank	24-085287	4072	Cheer	6,660.00
034434	MPS	Cleared	05/14/2024	Scottsbluff Country Club	24-3	SCC-5142024	State Golf	245.00
034435	MPS	Cleared	05/14/2024	Vetrovsky, Ben	24-39	BV-5202024	State Golf	420.00
034436	MPS	Cleared	05/14/2024	Wiemers, Matt	24-38	MW-5202024	Tennis	600.00
034437	MPS	Cleared	05/14/2024	Mac's Drive In	24-083952	190	ELL Celebration	43.70

Check Summary

Sorted by Check Number.
From 05/01/2024 to 05/31/2024.

Check Number	Site ID	Status	Check / Void Date	Vendor Name	PO Number	Invoice No.#	Description	Amount
034438	MPS	Cleared	05/14/2024	Nick's Distribution Inc	24-084996	143168	Concessions	422.00
034439	MPS	Printed	05/14/2024	Medicine Valley Schools	24-085273	DT-5142024	District Track	787.67
034440	MPS	Printed	05/14/2024	Misko Sports	24-085218	INV-3209	Track & Field	186.00
034441	MPS	Printed	05/15/2024	McCook Lettering	24-085215	46005	Graduation	1,671.00
034442	MPS	Printed	05/14/2024	McCook Greenhouse & Country Floral Design	24-084766	34386	Graduation	240.00
034443	MPS	Printed	05/14/2024	Jostens	24-085214	34234519	Graduation	36.39
034444	MPS	Printed	05/15/2024	Juenemann, Jennifer	24-085307	COF-5152024	Circle of Friends	315.33
034445	MPS	Cleared	05/20/2024	Amazon Capital Services	24-085275	1YY9-MJNQ-DWYT	Thespians	852.00
034446	MPS	Printed	05/20/2024	Fort Hays State University	24-085309	CM-5162024	N. Bales Scholarship	1,000.00
034447	MPS	Cleared	05/20/2024	Nick's Distribution Inc	24-084874	143037	Concessions	351.99
034448	MPS	Cleared	05/20/2024	Keystone Floral	24-080487	LBP-5132024	Graduation Flowers	32.00
034449	MPS	Printed	05/20/2024	Cozad Basketball	24-085229	CHS-5162024	Basketball	350.00
034450	MPS	Printed	05/20/2024	Concordia Basketball Camp	24-085227	CBC-5162024	Basketball	275.00
034451	MPS	Printed	05/20/2024	Cambridge High School	24-085230	CAHS-5162024	Basketball	75.00
034452	MPS	Printed	05/20/2024	Kearney Catholic	24-085226	KC-5162024	Basketball	300.00
034453	MPS	Cleared	05/20/2024	Kearney High School	24-085228	KHS-5162024	Basketball Camp	400.00
034454	MPS	Cleared	05/20/2024	McCook Lettering	24-085222	45924	FFA	266.00
034455	MPS	Printed	05/20/2024	NAEA	24-085225	2425NAEA	FFA	275.00
034456	MPS	Printed	05/23/2024	Eustis-Farnam Schools	24-085313	FFA-5232024	FFA	170.00
034457	MPS	Cleared	05/24/2024	Skolout, Thatcher	24-085220	SH-5232024	Skolout Fundraiser	3,000.00
034458	MPS	Printed	05/24/2024	Taylor, Liz	24-085311	137421	Frames	161.00
034459	MPS	Printed	05/24/2024	NHSPA	24-085224	SH-5172024	Yearbook critique	75.00
034460	MPS	Printed	05/24/2024	The Axe House	24-085231	Check #1	FFA	161.25
034461	MPS	Cleared	05/24/2024	Coca Cola	24-084873	11361427	Concessions	84.00
034462	MPS	Cleared	05/24/2024	Nick's Distribution Inc	24-085203	143260	Concessions	241.57
034463	MPS	Printed	05/24/2024	Barber, Angela	24-085307	JH-5152024	Chromebook Repairs	36.25
034464	MPS	Cleared	05/24/2024	ITC	24-085291	287803	Wellness	132.00
034465	MPS	Void	05/29/2024	Schieffer, Diane	24-085223	SH-5222024	Camp	0.00
034466	MPS	Cleared	05/29/2024	Nichols, Darin	225-24	DN-5022024	Track & Field	892.08
034467	MPS	Printed	05/29/2024	NHSPA	24-085223	INV-5282024	Journalism	330.00
034468	MPS	Printed	05/29/2024	Hauxwell, Savannah	24-085221	SH-5242024	FFA	104.87
034469	MPS	Printed	05/29/2024	Ogallala High School	24-73	OHS-5072024	District Track	150.00
034470	MPS	Printed	05/29/2024	Ogallala High School	24-74	OHS-5232024	Golf	75.00
034471	MPS	Printed	05/29/2024	Harco Athletic Reconditioning, Inc	24-085236	29592	Football	4,005.00
034472	MPS	Printed	05/29/2024	Capital One	24-085314	639963290	Training room	1,707.89
034474	MPS	Printed	05/29/2024	Staybridge Suites	24-085235	6760	State Track	3,900.00
034475	MPS	Printed	05/31/2024	Vetrovsky, Joe	24-085293	VJ-5312024	Football	1,200.00
034476	MPS	Printed	05/31/2024	NSAA	24-085274	MPS-5312024	Registration	1,930.00
034477	MPS	Printed	05/31/2024	Kearney High School	24-76	KHS-5302024	Golf	130.00
034478	MPS	Printed	05/31/2024	Kearney High School	24-77	KHS-5312024	Tennis	35.00
034479	MPS	Printed	05/31/2024	Nick's Distribution Inc	24-085205	143287	Concessions	452.22
034480	MPS	Printed	05/31/2024	College Board	24-085239	A251181191	AP Exams	1,869.00
034481	MPS	Printed	05/31/2024	Holdrege High School	24-75	HHS-4192024	Track & Field	120.00

Check Summary

Sorted by Check Number.
From 05/01/2024 to 05/31/2024.

Check Number	Site ID	Status	Check / Void Date	Vendor Name	PO Number	Invoice No.#	Description	Amount
034482	MPS	Printed	05/31/2024	Comfort Suites - Lincoln	24-085237	72537533-Tennis	Tennis	980.00
							Report Total:	55,334.85

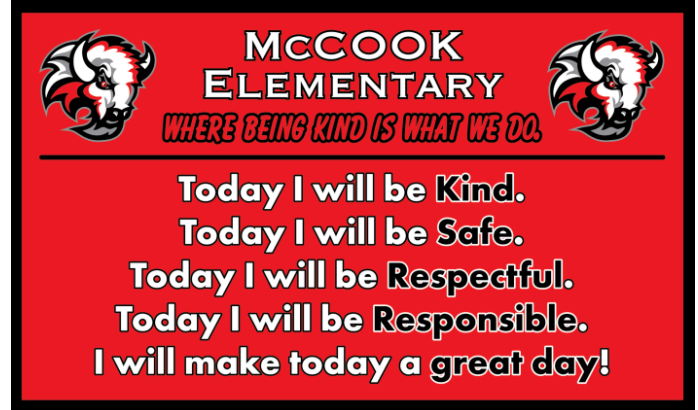
McCook School Board Report
June 10, 2024
Special Education Dept., John Hanson, Director

- 1) Extended School Year Services are underway for preschool, elementary school, secondary credit recovery and the Developmental Learning Center.
- 2) The first annual NDE/state legislature required report dealing with reporting numbers of dyslexia evaluations conducted has been submitted via the NDE portal before the due date of June 15th.
- 3) Thank you to ESU 16 up in North Platte area for conducting a hearing evaluation at a low cost for a 2 year old student who lives in McCook and receives early intervention services.
- 4) As of right now, we are needing to hire 5 paraeducator replacements across the district for the beginning of the school year to meet student needs.
- 5) Thank you to the McCook Rotary Club for awarding five scholarships to recent McCook graduates in the amount of \$500.
- 6) ESU 15 will be hosting a Paraeducator Training in McCook Elementary Commons on Tuesday, July 30th. The facilitator will be Michelle Kohmetscher and the topic will be Youth Mental Health First Aid. Thank you to Region II for sponsoring the training and ESU 15 for providing lunch.

McCook Elementary Board Report June 2024

1. Enrollment:

PreK 3-Year-Olds	
Prek 4-Year-Olds	
Kindergarten	
1st Grade	
2nd Grade	
3rd Grade	
Total	



2. Curriculum/Instruction

- a. Completed our first full week of Summer School.
- b. End of school year data showed significant growth in math and reading. Math was certainly a strength for our students.
- c.

3. General Announcements

- a. Paul Paz is in the process of replacing the common sinks in the Kindergarten wing.
- b. Playground has been completed.
- c. Justin is continually working through the building completing summer cleaning.
- d. Mrs. Gunsch and Mrs. Morgan has been welcomed into our building for summer school. Both new hires for the 24-25 school year.

4. PTO News

- a.

604 West 1st,
McCook, NE 69001
308-344-4400 Ex. 3



Principal: Joel Bednar
jbednar@mccookbison.org
Secretary: Kim Lyons
klyons@mccookbison.org
Counselor: Debbie Arp
debbie.arp@mccookbison.org

Central Elementary

- The 23-24 school year ended on a very high note. Lots of tears from students and adults on the last day of school which is a great sign of solid relationships with kids!
- Our HAL Zoo trip was a success! We had great sponsors and we dealt with a few curve balls with weather and illnesses but we survived!
- Summer school is off to a great start. We have about 55 4th and 5th graders which is fantastic! Thank you to Mrs. Sharp, Mrs. Fisher, Mrs. Winkler, and Mrs. Frank! We have many para-professionals helping to make sure everything runs smoothly! We have many STEM activities/themes such as electrical circuit boards, engineering extravaganza, Animal Habitats, etc. Teachers have put a lot of work in already in terms of planning.
- Textbook companies have shipped and some of them have delivered many books. I'm in the process of inventorying and getting it sent to specific buildings.
- I'm also starting to look ahead to next year in terms of planning for staff development, scheduling, tweaks to WIN time/interventions, etc to maximize staff.
- Carpet is being redone at Central. I'm excited to see the change it brings to classrooms!
- Thank you to maintenance with cleaning up a tree that fell in front of the building with the strong winds we had last week.
- Attended Canvas Training in Maxwell with Tina Williams and several teachers. It was a great workshop I think everyone brought back something to implement.

Junior High Board Report
May 31, 2024
Chad Lyons, Principal

1. Central Elementary 5th-grade students attended our Sneak Peek day.
2. Junior high band students performed in concert.
3. Mrs. Bass presented Look 2 College career exploration to our 6th-grade students.
4. The NSCAS state assessment window closed.
5. Seventh and eighth student-athletes had the opportunity to complete their sports physicals.
6. Sixth-grade physical education classes participated in their 6th-grade track day. Mr. Hoins' group hoisted the traveling team trophy.
7. Sixth-grade students experienced the McCook downtown heritage tour. Senior high YCR students helped guide students to their destinations.
8. Eighth-grade students experienced the McCook area Ag Tour.
9. Students received multiple different classroom awards during our rewards program. Seventy-five students attended the no blue folder behavior write-up or no office referral bowling party.
10. Seventh-grade students experienced the MCC vocational tour. The tour consists of 5 local businesses and MCC campus.
11. Eighth-grade students participated in Reality Check. Students are given a future life economic scenario to understand the impact of the dollar. They make decisions about housing, jobs, insurance, vehicle loans, student loans, groceries, utilities, entertainment, etc.
12. Summer school students were contacted via telephone and mailing. Ms. Branch is the junior high supervising teacher.
13. Fourth-quarter/second-semester grade sheets were mailed to parents.
14. Our first-day packet of staff supervision duties is being updated for the coming new school year.

Enrollment- 6th-106 7th- 108 8th- 92 Total=306

June 10th, 2024
SH Board Report
Senior High, Craig Dickes, Principal

May Enrollment numbers:

9th-116, 10th-129, 11th-111, 12th-105. Total = 461

AVG Daily Attendance for May 2024 is 91.28%

- Activity 2274 periods
 - Excused 2315 periods
 - Illness 553 periods
 - Waivered ILL 170 periods
 - Out of School Suspension 83 periods
 - Unexcused 148 periods
- Student Discipline for May 2024.
- Attendance Violation 57 events by 47 students
 - Bullying 0 events by 0 students
 - Disorderly conduct 1 events by 1 students
 - Violation of School Rules 0 events by 0 students
 - Alcohol/Tobacco 0 event by 0 student
 - Drug Possession/Use 0 event by 0 student
 - Fighting 0 events by 0 students
 - Insubordination 7 events by 7 students
 - Weapons 0 events by 0 students
 - Theft 0 events by 0 student
 - Vandalism 0 event by 0 student

The Gym Floor Project is nearly complete. We hope to have our teams getting on it in a couple of weeks.

Graduation went very well, thank you to the college for all of their support in making the event so special.

Even though school is out, and contracts have been fulfilled I still see many of our staff coming into school to work with kids through activities, or preparing for the upcoming school year.

Monthly Business Manager Board of Education Report May 2024 for June 2024 Board Meeting

May Lunch #'s = 9,789 Meals served.

Financial #'s = After 75%% of fiscal year = General Fund YTD Revenue is 75% YTD Expense is 66%
All Funds YTD Revenue is 86%, YTD Expenses is 74%

Facilities - Updates

Restroom (room # 323) is now complete

Cleaning has been completed on the SH gym. H2I is returning this week to paint the center logo and install volleyball sleeves.

Tennis court surfacing is scheduled for July 2024
Concrete is being replaced by the SH Auditorium
On going HVAC projects are underway
Kitchen work is being completed per summer schedule

Carpet is being replaced at Central
Painting crew is painting in the district
Carpets are being cleaned

Upcoming Projects

Elementary school Vanities/sinks in the Kindergarten Wing
All Grounds are set to be overseeded and aerated

Bond Project

Sampson's and W Design are working on final design and cost estimating the project.

Federal/state Reports filed in May:

District hours in Session

1138 6-12th grades, 1132 K-5th grades, 450 PK

Student transportation mileage

104,861 route miles

153,853 for Activities

Title I services provided

Title 1 - non Public consultation and delinquent report

StudentsStudent Discipline

- A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and 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 upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.
1. 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 school days (short-term suspension) on the following grounds:
 - a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
 - b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

- a. 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.
- b. 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.
- c. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, 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.
- d. 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. The Principal shall document their

- attempt to make a reasonable effort to hold a conference with the parent or guardian.
- e. A student who is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.
2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who is 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.
 3. Expulsion:
 - a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. 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.
 - b. 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 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. If the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension. During this period, the student will not be required to attend the alternative

programs for expelled students in order to complete classwork or homework.

- c. 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.
- d. Alternative Education: Students who are expelled may be offered an alternative education program that will enable the student to continue academic work for credit toward graduation. A student will not be required to attend the alternative education program in order to complete classwork and homework. 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.
- e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
- f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, 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.
- g. Returning from Expulsion. At the conclusion of an expulsion, the District will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any

Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.

- h. Exception for Pre-Kindergarten through Second Grade Students. Notwithstanding the foregoing, no pre-kindergarten through second grade student may be suspended from school, unless the student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity. Instead, the Principal or Principal's designee may implement alternative disciplinary measures on a case-by-case basis if a pre-kindergarten through second grade student engages in misconduct that would otherwise result in a short-term suspension. If a pre-kindergarten through second grade student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity, then the student may be suspended or expelled in accordance with this Policy's disciplinary procedures.

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

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

- B. 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.
- C. 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 a 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. Engaging in 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), electronic nicotine delivery systems, 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.
 12. A 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 riding school buses or vehicles.
 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 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 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.

For purposes of this policy, the term "dangerous weapon" includes any personal safety or security device (such as tasers, mace and pepper spray). If a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device on school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student's locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

- D. 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 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.
 - 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

indecenty, 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. The District 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 or during passing time except as otherwise provided by this policy. 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 (d)(1). 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) All students who choose to bring cell phones or other prohibited devices to school must keep their devices fully enclosed in a signal-proof container or bag at all times during school hours, with the sole exception of lunchtime. This policy is in effect from the beginning of the school day until the end, except during the designated lunch period.

(i) Signal-Proof Containers or Bags: Students are responsible for providing their own signal-proof containers or bags. These items must be designed to effectively block all incoming and outgoing electronic signals. Compliance with this policy is mandatory for all students bringing cell phones to school.

(ii) Teachers and school staff have the authority to ask for proof that cell phones are correctly stored as per this policy, should there be any suspicion of non-compliance.

(iii) Any cell phone in a container or bag that fails to block signals is in violation of this policy.

(iv) Building principals may enforce stricter cell phone rules for their buildings. Please refer to the student handbooks for building specific rules.

(4) 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).

(5) 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.) or otherwise

transmitting images and/or sounds of another person or persons 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 detention, 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 detention, 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.

(3) 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.

(4) 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.

e. 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.

E. 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:

1. 1st Offense: Student will be confronted and directed to cease.

2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.

3. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.

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.

F. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:

1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
2. Students in the hallway during class time must have a pass with them.
3. Gum, 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 drunk outside.
4. Students are expected to bring all books and necessary materials to class. This includes study halls.
5. Assignments for all classes are due as assigned by the teacher.
6. Students are not to operate the mini-blinds or the windows.
7. 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.
8. Students are to be in their seats and ready for class on the tardy bell.
9. 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.
10. 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.
11. 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.
12. 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.

Legal Reference: Neb. Rev. Stat. Sections 79-254 to 79-296

Date of Adoption: June 10, 2024

Personnel - Non-Certificated Employees

Contract

All non-certificated employees shall be required to sign an "at will" employment contract with the school district as a condition precedent to employment or continued employment with the school district. The non-certificated "at will" employee contract shall be in the form as proposed by the Superintendent and approved by resolution of the Board of Education.

Date of Adoption: June 10, 2024

**CLASSIFIED EMPLOYEE'S
EMPLOYMENT AGREEMENT**

This Employment Agreement is entered into between McCook Public Schools, hereinafter referred to as the "District," and _____, hereinafter referred to as the Employee.

WITNESSETH: The District hereby agrees to employ the Employee and the Employee hereby agrees to accept such employment on the following terms and conditions:

Section 1. Term of Contract. The term of this contract shall commence effective on the 1st day of August, 20__, and shall terminate on the 31st day of July, 20__. The contract and employment is on an "at will" basis and may be earlier terminated pursuant to Section 4. The contract may be extended for like periods by written agreement.

Section 2. Compensation and Benefits.

- a. Salary Worksheet. Employee shall be paid a salary and benefits in accordance with the Salary Worksheet attached hereto and incorporated by this reference. Salary shall be payable in twelve equal installments on the regular payroll date each month.
- b. Leaves. Vacation leave days are earned on a proportionate basis throughout the year (for example, if the District provides 12 days per year, one day is available each month); the District may permit advance leave days to be taken in its discretion. Unused leave does not carry forward from one year to another. There shall be no pay in lieu of unused sick leave.
- c. Deductions. The Employee authorizes the District to deduct or withhold from each and every period of pay any amounts necessary to offset any damages caused by the Employee or the value of property or money entrusted to the Employee or owed by the Employee to the District during the course of the Employee's employment.
- d. State Retirement. This employment is subject to provisions of the School Employees State Retirement Act.
- e. FLSA Exemption: Employee is Exempt ____ Not Exempt ____ (check as applicable) under the FLSA guidelines. Employee agrees that this overtime-exempt determination is accurate.

Section 3. Duties of Employee.

- a. Position. Employee is employed in the position of _____.
- b. Duties. The duties of the Employee shall include such duties as may be set forth in the applicable job description for the position, the policies of the Board of Education, and as are assigned by the Superintendent and by the Employee's supervisor. The Employee agrees to perform the duties faithfully and to the best of the Employee's ability.
- c. Board Policies. The Employee shall comply with the policies of the Board of Education, the rules and regulations of the District and the directives of supervisors. The Employee agrees that the policies of the Board of Education and rules and regulations of the district may be changed at any time, with or without notice to the Employee.
- d. Duty Hours. The days and hours of employment shall be as assigned by the Superintendent or the Employee's supervisor. Regular, dependable in-person attendance is an essential function of the Employee's position.
- e. Assignment. The Employee may be assigned to different positions and duties and in such event the Board shall retain the discretion to adjust the salary and benefits commensurate with such changed position or duties.

Section 4. Termination of Employment.

- a. Termination by District. This agreement creates no property right in continued employment. It may be terminated by the District, with or without cause or hearing, upon giving two (2) calendar weeks notice or pay in lieu of notice, provided that in the event of just cause for termination, no notice or pay in lieu of notice shall be required.
- b. Termination by Employee. In the event of Employee submits a resignation or otherwise terminates the agreement prior to July 31, 20__ (or prior to an extended term entered into between the District and the Employee), the resignation shall not become effective until approval by the Board which, unless waived by Board action, shall be subject to the condition that Employee pay liquidated damages for such early termination as follows: resignation effective more than 90 days prior to term—fifteen percent (15%) of annual salary; resignation effective more than 60 days but less than 90 days prior to term—ten percent (10%) of annual salary; and resignation effective at any other time prior to the effective date but without two (2) weeks written notice—five percent (5%) of annual salary. The Employee agrees that such liquidated damages are necessary for the reason that early resignations and resignations without advance notice present severe problems for the District in obtaining suitable replacements, the damages from such are difficult to fix, and the established liquidated damages approximate damages to the District.
- c. Compensation upon Termination. Upon termination, the compensation to be paid shall be an amount which bears the same ratio to the annual salary specified as the number of months or fraction thereof to the date of termination bears to the twelve months in the annual salary period in which termination occurs. (In the event salary is fixed on a period other than twelve months, the same proration method shall be used for the period over which the salary has been fixed). Any portion of compensation, whether in the form of salary or benefits, paid or provided but not earned prior to termination, shall be refunded to the District by the Employee. The Employee authorizes a set-off from compensation for any damages due the District from the Employee for reason of liquidated damages or otherwise.

Section 5. Applicable Law. This agreement shall be governed by and construed in accordance with the laws of the State of Nebraska.

Section 6. Entirety of Agreement and Amendments. This Employment Agreement constitutes the entire agreement and no representations, promises, agreements or undertakings made by or on behalf of the District, written or oral, not herein contained shall be of any force or effect. It is specifically agreed that this Employment Agreement shall be subject to modification only by a written instrument signed by the Employee and the Superintendent or the Board of Education.

<p>Executed this ___ day of _____, 20__.</p> <p>_____</p> <p>Employee</p>	<p>Executed this ___ day of _____, 20__.</p> <p>McCook Public Schools</p> <p>By: _____</p> <p>Superintendent or other Authorized Official</p>
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SALARY AND BENEFIT WORKSHEET

General Information:

Employee Name:	Employee Number:
Building:	Assignment:

PPACA Full-Time Employee Calculation:

Hours Per Day: _____	x Days Per Fiscal Year: _____	÷ Weeks Per Fiscal Year: _____	= Average Hours Per Week: _____	PPACA Status (√): () Full-Time () Not Full Time
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Salary & Benefits and Deductions:

SALARY/COMPENSATION	
Schedule Placement: [If any].	
Hourly Rate:	\$
School District Fringe Benefit Contribution:	\$
Extra Duty Hourly Rate:	\$
DEDUCTIONS PER PAY PERIOD	
Blue Cross Blue Shield – Employee Paid Premiums through Section 125 Plan	\$
Life Insurance	\$
Medical Reimbursement through Section 125 Plan	\$
Dependent Care through Section 125 Plan	\$
Annuities	\$
United Way	\$
Credit Union	\$
Direct Deposit	\$

Leaves: All leaves are per fiscal year.

LEAVE	DAYS
Vacation Leave	
Personal Leave	
Sick Leave	

Please use this worksheet to make any changes in your deductions. Salary Reduction Agreements are required to make changes to annuities. As an employee of the McCook Public Schools, I voluntarily authorize the above deductions effective on the signed date.

_____ Employee	Date: _____, 20__.
_____ Superintendent	Date: _____, 20__.

Personnel - Non-Certificated Employees

Assignment and Transfer

Each non-certificated employee shall be assigned to a position at the direction of the Superintendent or the Superintendent's designee and may be transferred to any other position as the Superintendent may direct.

Date of Adoption: June 10, 2024

Personnel - Non-Certificated EmployeesComplaint Procedure

The normal procedure to be followed by each employee regarding a personal complaint related to his/her employment is to discuss the matter in a personal conference with the school principal or with the supervisory officer directly in charge. When the nature of the complaint dictates otherwise, the employee is entitled to present the complaint to any higher supervisory officer. An unsatisfactory result with the school principal or with the supervisory officer may be taken to the Superintendent.

Date of Adoption: June 10, 2024

Personnel - Non-Certificated Employees

Complaint Form

This complaint form is to be used when a non-certificated employee of McCook Public Schools has a personal complaint related to his/her employment. The initial step for such a complaint is to have a conference with the school principal or with the supervisory officer directly in charge. That step may be undertaken informally, without completing this form.

This form is to be completed if the employee is dissatisfied with the outcome at the initial step and wishes to have his/her complaint reviewed at the next level.

Date: _____

Name: _____

(1) Description of the complaint:

_____.

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

_____.

(3) Identify and attach any material supporting the complaint:

_____.

(4) Date of the personal conference with the principal or supervisory officer: _____.

(5) Response given by principal or supervisory officer to the employee's complaint:

_____.

(6) Relief requested (what I want done in response to this complaint):

_____.

The undersigned states: I have a reasonable belief that the facts in this complaint are true and accurate and I give permission for an investigation to be made into this complaint.

Received by: _____ Signature: _____
Date: _____

PersonnelNon-Certified StaffBus Drivers

Bus drivers are selected from qualified applicants by the superintendent and recommended to the Board of Education for employment. Bus drivers must meet all the requirements prescribed by Nebraska Law.

Regular bus drivers are paid at a rate established annually by the Board of Education. Bus drivers receive three days sick leave per year non-accumulative with one of those days available to be used for personal leave with the permission of the administration. Bus drivers are entitled to none of the insurance benefits.

Bus drivers will be paid at an hourly rate established annually by the Board for school activity and field trips.

Except as may otherwise be established by the Board, the pay for each trip on a regular route shall be the total annual pay divided by the total scheduled trips. This amount shall be deducted for each trip that a substitute must be hired. Substitute drivers will be paid an amount calculated according to the procedures outlined above.

Legal Reference: Neb. Rev. Stat. Sec. 79-608
 NDE Rules 91 and 92

Date of Adoption: _____, 2023

PersonnelStandards of Performance for Non-Certified Employees

In fulfillment of the employee's minimum responsibilities, the employee:

1. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, other employees, 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, sexual orientation or gender identity, or other protected status.
3. Shall not use coercive means, or promise or provide special treatment to students, other employees, school patrons, or school board members in order to influence professional 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 relationships with students, other employees, parents, school patrons, or school board members for personal gain or private advantage.
6. Shall not harass in any manner 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 duties.
8. Shall keep in confidence personally identifiable student or employee information that has been obtained in the course of service to the district, unless disclosure serves professional purposes or is required by law.
9. Shall not discipline students using corporal punishment.
10. Shall not engage in physical or sexual abuse of students, including engaging in inappropriate sexual behaviors with students.
11. Shall not misrepresent the school district, and shall take added precautions to distinguish between the employee's personal and institutional views.
12. Shall abide by policies and regulations of the Board of Education and the rules and standards established by the administration and the employee's supervisor.
13. Shall seek no reprisal against any individual who has reported a violation of these standards.

Date of Adoption: June 10, 2024

**Classified Employee Notice of Performance Concerns
McCook Public Schools**

Employee	Date of Review
Location	Position

CONCERNS: Check appropriate items(s)

<input type="checkbox"/> Knowledge and performance of job	<input type="checkbox"/> Failure to follow policies
<input type="checkbox"/> Attendance	<input type="checkbox"/> Ability to work cooperatively with others
<input type="checkbox"/> Punctuality	<input type="checkbox"/> Failure to exhibit appropriate judgment and tact
<input type="checkbox"/> Neglect of Duty	<input type="checkbox"/> Other

Description of Incident including date(s) of occurrence:

Recommendations for Improvement:

Supervisor	Date
* Employee	Date

*Employee signature indicates that the employee has reviewed this document. The employee is also being notified that further infractions of this nature or any other type may result in further disciplinary action, which may include termination.

Original to file; copies to Employee, Supervisor

Personnel - All EmployeesStaff Payments During Closure

In the event of inclement weather, a pandemic, or other unexpected or extraordinary circumstances, the Board of Education or the Superintendent may close school or a particular school building in order to protect staff and students from harm, and will establish a reopen date when it is safe to return, as determined by the Superintendent, then the Superintendent may implement procedures, agreements, or other requirements to compensate staff during a closure to ensure staff return to employment after the closure. The District may consistently pay staff according to District policies and procedures already established by salaries or wages.

Legal Reference: 2 C.F.R. Sec. 200.430

Date of Adoption: June 10, 2024

Personnel -AllRecruitment and Selection

The Board of Education authorizes the Superintendent to recruit and recommend for employment the best qualified personnel to implement and fulfill the goals and policies of McCook Public Schools. When a vacancy exists, the administration may consider reassignment of existing staff to fill the vacancy. When the administration determines that a vacancy cannot be appropriately filled by reassignment of existing staff, the administration is to solicit applicants by advertising or otherwise. All applicants so selected and recommended must satisfy the standards as set by the Board and/or the laws of the State of Nebraska.

Where required by law or deemed essential by the school district, employees must be duly licensed and/or certified.

The rehiring of a former employee is contingent on the former employee having a positive performance record with the District. A former employee who was terminated, or who resigned in lieu of termination, for reason of violating a workplace conduct rule or unsatisfactory job performance is not eligible for rehire.

Legal Reference: Neb. Rev. Stat. Sec. 79-501

Date of Adoption: June 10, 2024

Personnel - All EmployeesEqual Opportunity Employment

It is the policy of McCook Public Schools to employ the best qualified applicant for each position without regard to sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, and to not fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment, because of such individual's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status.

There shall be no discrimination by school officials against any employee because of membership or activity in an employee organization or because of protected free speech activities.

Date of Adoption: June 10, 2024

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

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

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

Students: Joel Bednar, Central Elementary Principal, 604 West 1st Street, McCook, NE 69001308-345-2510.

Employees: Craig Dickes, High School Principal, 700 West 7th Street, McCook, NE 69001308-345-2510.

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

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

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

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

or gender identity, or other protected status, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

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

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

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

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

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

- a. Unwelcome sexual advances or propositions,
- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or

- g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

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

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

2. Anti-retaliation:

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

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

3. Grievance (or Complaint) Procedures:

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

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

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

i. Level 1 (Investigation and Findings):

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

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

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

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

- a. Providing the parties with the opportunity to present witnesses and provide evidence.

- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.
- d. A review of the evidence using a “preponderance of the evidence” standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

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

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

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

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

ii. Level 2 (Appeal to the Superintendent):

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within **five (5) working days** after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary,

and issue a written determination about the appeal **within ten (10) working days** after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

iii. Level 3 (Appeal to the Board):

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

4. Confidentiality:

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

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

5. Training:

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

In addition, the District shall ensure that employees designated to address or investigate discrimination, harassment, and retaliation, including designated compliance coordinators, receive training to promptly and effectively investigate and respond to

complaints and reports of discrimination, and to know the District's grievance procedures and the applicable confidentiality requirements.

6. Designated Compliance Coordinators:

Designated compliance coordinators will be responsible for:

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

7. Preventive Measures:

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

building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community.

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

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

Date of Adoption: June 10, 2024

Notice of Nondiscrimination

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

Students: Joel Bednar, Central Elementary Principal, 604 West 1st Street, McCook, NE 69001308-345-2510.

Employees: Craig Dickes, High School Principal, 700 West 7th Street, McCook, NE 69001308-345-2510.

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

**Complaint Form
Discrimination, Harassment or Retaliation**

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

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

The applicable coordinator may be contacted if you have questions about filling out this complaint form:
Students: Joel Bednar, Central Elementary Principal, 604 West 1st Street, McCook, NE 69001308-345-2510.
Employees: Craig Dickes, High School Principal, 700 West 7th Street, McCook, NE 69001308-345-2510.

Name: _____ Date: _____

(1) Description of the complaint: _____
_____.

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

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

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

_____.

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

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

Signature: _____

Received by: _____ Date: _____

Personnel - All EmployeesDuty Hours of Employees

1. Administrative personnel shall be on duty when and at such times as the responsibilities of their position dictates. The Superintendent shall set the duty hours of administrative staff.
2. Teachers shall make arrangements to be available to students after school. Unless otherwise specified by the Superintendent or by negotiated agreement, members of the professional staff shall be on duty 15 minutes before the start of school and 15 minutes after the end of the day to plan and to carry out their individual professional responsibilities as determined by the Superintendent and the building principals. Teachers shall be provided with a one half hour duty free lunch period.
3. All other staff shall be on duty as determined by the Superintendent.
4. No teacher or other school employee shall accept any other employment or carry on any business or activity for profit that interferes with the complete discharge of his or her responsibilities to the school district.

Date of Adoption: June 10, 2024

Personnel - All Employees

Absence of Employees

1. An employee who finds it necessary to be absent from duty shall notify the office of the employee's immediate supervisor in advance of such absence and give (1) the reason for the absence; and, (2) the anticipated length of absence.
2. Employees requesting leave in order to perform other duties for which they will be compensated (court duty, consulting, etc.) shall be required to remit to the District either the compensation received beyond expenses or their district wages for the time missed.
3. Absence or suspension from duty of any employee shall result in loss of pay for the period of absence or suspension except as otherwise provided by these policies or law.
4. A substitute may not be hired by any employee to take over his/her duties. In no instance may an employee make personal arrangements to pay a substitute.

Date of Adoption: June 10, 2024

Personnel - All Employees

Absence From Building

1. Employees may not be absent from their respective assignments during duty hours except by permission of their immediate supervisor or Superintendent. Employees shall check out of the building whenever absent during the day.
2. Employees may be excused from the building for periods not to exceed sixty (60) minutes with the approval of their immediate superior officer or Superintendent for matters of personal business which cannot be completed after regular school hours. Personal absence leave forms shall be completed in the event the absence from the building exceeds 60 minutes.

Date of Adoption: June 10, 2024

Personnel - All EmployeesFamily and Medical Leave Policy

It shall be the policy of the McCook Public Schools to comply with the directives of the Family and Medical Leave Act.

Benefits will be granted under the Family and Medical Leave Act to eligible employees for up to twelve (12) weeks of leave for certain medical or family emergencies in a twelve (12) month period of time. Such benefits are subject to the following:

The employee must have been employed with the School District for at least twelve (12) months before this leave can be requested and have worked a minimum of 1,250 hours during the prior twelve (12) month period.

Except as stated in paragraph 3 hereof, the leave shall be unpaid.

The employee must first use all paid sick leave and vacation that has accumulated. Such days or weeks will be counted against the twelve (12) weeks of leave granted under the Family and Medical Leave Act. The School District shall maintain records relating to the usage of family leave days. Upon receipt of a request, the School District shall notify the employee within fifteen (15) days whether the same is granted and to what extent other paid leave days will be counted as family leave.

Family leave may be used for:

- a. The birth of a child;
- b. The adoption of a child;
- c. To care for a sick spouse, child, or parent;
- d. For the employee's own serious health condition.

Employees eligible for leave who are employed primarily in an instructional capacity and who request leave for a foreseeable and planned medical treatment where the leave would last longer than 20% of the total number of school days during the leave period would be required to:

- a. Either take the leave for a period not to exceed the duration of the planned treatment, or

Approved

Reviewed

Revised

File: 415.03

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SUPPORT STAFF FAMILY AND MEDICAL LEAVE

- b. Transfer temporarily to an available position for which the employee is qualified and which will better accommodate the recurring periods of leave. If transferred, the employee would receive equal pay and benefits.

If the leave is for any reason and begins more than five (5) weeks before the end of an academic term, the School District may require the employee to continue leave until the end of the academic term if such leave requested is of at least three (3) weeks in length and return of the employee would take place during the last three (3) week period of the academic term.

If the leave takes place less than five (5) weeks before the end of the academic term for any reason other than the employee's own serious health condition, the School District may require the employee to continue the leave until the end of the academic term if the leave is longer than two (2) weeks and the employee's return to work would occur during the last two (2) weeks of the academic term.

If the employee begins leave less than three (3) weeks before the end of the academic term for any reason other than serious health conditions, the School District may require the employee to continue leave until the end of the academic term if the leave is longer than five (5) days.

The employee must give at least thirty (30) days notice except for emergency situations, in which case notice shall be given as soon as practicable.

The School District will maintain employee health insurance while the employee is on leave under the same terms and conditions as when the employee is working in the District. The employee will be expected to pay the employee share of any health insurance premium each month when it comes due. If the employee does not return from the leave, the employee will be expected to repay the School District for the full amount of health insurance premiums paid by the School District during the leave.

In the case of leave requested for the serious illness of the employee or illness of a relative, the employee may be required to submit certification of the health care provider. If such certification is requested by the School District, it must be provided within fifteen (15) days of the request. Failure to provide such certification shall be grounds for the School District to deny the requested leave

Approved

Reviewed

Revised

File: 415.03

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SUPPORT STAFF FAMILY AND MEDICAL LEAVE

until it is submitted. The School District may require re-certification on a reasonable basis. Any employee who submits false reasons or fraudulent records to support a family leave request will be subject to immediate discharge.

If both husband and wife are employed by the School District, the husband/wife team is entitled to only twelve (12) weeks between them for any qualifying event, except in the case of leave requested to care for a spouse or sick child or serious illness of the employee.

With limited exceptions, any employee who takes a leave will be returned to his/her former position or an equivalent position with the same pay and benefits.

The employee must fill out the proper leave form in order to obtain a leave. The immediate supervisor will not have authority to grant or alter any leave terms or conditions.

Personnel - All EmployeesAdoption Leave

Adoption leave will be permitted to be taken by an adoptive parent for the same time and on the same terms as an employee is permitted to take a leave of absence upon the birth of the employee's child.

The adoptive parent leave of absence begins following the commencement of the parent-child relationship. The parent-child relationship commences, for purposes of adoption leave, when the child is placed with the employee for purposes of adoption. The employee shall be deemed to have waived any adoptive leave days not taken following the commencement of the parent-child relationship, except as the Superintendent and the employee may otherwise agree. Advance notice of an anticipated adoption shall be provided by the employee to the Superintendent as soon as possible.

Legal Reference: Neb. Rev. Stat. § 48-234

Date of Adoption: June 10, 2024

Personnel - All EmployeesDrug and Substance Use and Abuse

It is the policy of the McCook Public School District to eliminate the influence of drugs, alcohol and other chemicals within the school environment and to educate students against the usage of drugs, alcohol and illegal substances. The District will implement regulations and practices which will ensure compliance with laws relating to drugs and alcohol, including: the Drug-Free Workplace Act and the Omnibus Transportation Employee Testing Act of 1991, and all regulations and rules promulgated pursuant thereto.

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 school district recognizes that the use, possession, or being under the influence of illicit drugs or alcohol constitutes a hazard to the positive development of students and employees and a substantial interference with school purposes.

1. The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the work place. Employees are also prohibited from possessing, using or distributing illicit drugs or alcohol, or being under the influence of illicit drugs or alcohol, on any district property or district sponsored event. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol in the work place or on duty time shall be a violation of the drug-free workplace.
2. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. 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.
3. As a condition of employment, employees will abide by the District's drug-free workplace policies and notify the Superintendent or designee in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) calendar days after such conviction.
4. Disciplinary sanctions, up to and including termination of employment and referral for prosecution, will be imposed upon employees who violate the aforementioned standards of conduct. Sanctions for violation thereof may include the requirement that the employee complete an appropriate rehabilitation program, reprimands, and non-renewal, cancellation, or termination of contract of employment.
5. Employees shall be advised through employee publications about drug and alcohol counseling and rehabilitation and reentry programs that are available.

6. Employees shall be furnished with a paper or digital copy of this policy.

This policy supplements and is in addition to all other policies, regulations, practices, procedures and contractual provisions regarding or related to the improper or unlawful possession, use, or distribution of illicit drugs and alcohol.

Section 2 Alcohol and Drug Testing

The District will implement regulations and practices which will insure compliance with the Omnibus Transportation Employee Testing Act of 1991, the Moving Ahead for Progress in the 21st Century (MAP-21) Act, and all regulations and rules promulgated pursuant to such Acts. Employees in "safety-sensitive" positions, as defined by the Act and regulations promulgated thereunder, including employees whose position requires a commercial driver's license (CDL), shall be tested for alcohol and controlled substances as required by law. (See attached Appendix "1"). Refusal to submit to such pre-employment testing, or testing positive, shall disqualify an applicant from employment. Reasonable suspicion, random, post-accident, return-to-duty, and follow-up testing shall also be conducted. Employees who test positive shall be immediately removed from safety-sensitive positions and shall be removed from employment.

Legal Reference: 41 U.S.C. §§701 to 707
49 U.S.C. §§5331(b) and 31306; 49 CFR Part 382

Date of Adoption: _____, 2023

4009 - APPENDIX 1

**CONTROLLED SUBSTANCES AND ALCOHOL USE AND TESTING:
FEDERAL REGULATIONS, MCCOOK PUBLIC SCHOOLS' COMPLIANCE
POLICIES AND PROCEDURES, AND EDUCATIONAL MATERIALS**

The U.S. Department of Transportation (DOT) and the Federal Highway Administration (FHWA) have issued regulations requiring that individuals who perform safety-sensitive functions and who are required to maintain a commercial driver's license (CDLs) be tested for controlled substances and alcohol and not engage in controlled substances use or alcohol misuse. Information concerning those regulations, McCook Public Schools policies and procedures, and educational materials relating to controlled substances use and alcohol misuse is set forth as follows:

(A) The persons designated by McCook Public Schools to answer employee questions about these materials are:

Superintendent of Schools
Secondary Principal

(B) The categories of employees who are subject to the provisions of the federal controlled substances and alcohol use and testing regulations are:

Individuals who perform safety-sensitive functions and who are required to maintain a commercial driver's license (CDLs), including bus drivers and distribution and maintenance employees who are subject to driving commercial motor vehicles.

(C) The term "safety-sensitive functions" means:

- (1) All time waiting to be dispatched, unless the driver has been relieved from duty;
- (2) All time inspecting equipment or inspecting, servicing, or conditioning any commercial motor vehicle (i.e., a vehicle in excess of 26,000 pounds GVWR or designed to carry 16 or more passengers, including the driver) at any time;
- (3) All driving time (i.e., time spent at the controls of a commercial motor vehicle in operation);
- (4) All time, other than driving time, in or upon any commercial motor vehicle;
- (5) All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded;
- (6) All time spent performing the driver requirements of 49 CFR §§392.40 and 392.41 relating to accidents;
- (7) All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

(D) Employee conduct that is prohibited by the federal controlled substances and alcohol use and testing regulations includes:

1. **Alcohol concentration.**
No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.00 or greater.
2. **Alcohol possession.**
No driver shall be on duty or operate a commercial motor vehicle while the driver possesses alcohol.
3. **On-duty use.**
No driver shall use alcohol while performing safety-sensitive functions.
4. **Pre-duty use.**
No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
5. **Use following an accident.**
No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until the driver undergoes a post-accident alcohol test, whichever occurs first.
6. **Refusal to submit to a required alcohol or controlled substances test.**
No driver shall refuse to submit to a post-accident alcohol or controlled substances test, a reasonable suspicion alcohol or controlled substance test, or a follow-up alcohol or controlled substances test.
7. **Controlled substances use.**
No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle.
8. **Controlled substances test.**
No driver shall report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive for controlled substances.

(E) The circumstances under which an employee will be tested for alcohol and/or controlled substances pursuant to the federal regulations include:

1. **Pre-employment testing.**
Prior to the first time a driver performs safety-sensitive functions, the driver shall undergo testing for alcohol and controlled substances. No safety-sensitive functions are to be performed unless the driver has been administered an alcohol test with a result indicating an alcohol concentration less than 0.04, and has received a controlled substances test result from the medical review officer indicating a verified negative test result.
2. **Post-accident testing.**
 - (a) As soon as practicable following an accident involving a commercial motor vehicle, each surviving driver:
 - (1) Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life; or

- (2) Who receives a citation under State or local law for a moving traffic violation arising from the accident shall undergo a test for alcohol and controlled substances.
- (b) (1) *Alcohol tests.* Shall be administered within two hours following the accident unless such cannot reasonably be done, and not more than eight hours following the accident.
- (2) *Controlled substance tests.* Shall be administered within 32 hours following the accident.
- (c) A driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the employer to have refused to submit to testing. The driver shall be permitted to leave the immediate scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care, but shall otherwise remain readily available for testing.

3. **Random testing.**

- (a) Drivers shall be subject to random testing. The minimum annual percentage rate for random alcohol testing should be 25 percent of the average number of driver positions, or such minimum annual percentage rate as established from time to time by the FHWA. The minimum annual percentage rate for random controlled substance testing shall be 50 percent of the average number of driver positions.
- (b) The selection of drivers for random alcohol and controlled substances testing shall be made by a scientifically valid method. Under the selection process used, each driver shall have an equal chance of being tested each time selections are made.
- (c) The random alcohol and controlled substances tests shall be unannounced and the dates for administering random alcohol and controlled substances tests shall be spread reasonably throughout the calendar year.
- (d) Each driver who is notified of selection for random alcohol and/or controlled substances testing shall proceed to the test site immediately; provided, however, that if the driver is performing a safety-sensitive function at the time of notification, the driver shall cease to perform the safety-sensitive function and proceed to the testing site as soon as possible.

4. **Reasonable suspicion testing.**

- (a) A driver shall submit to an alcohol test when the employer has reasonable suspicion to believe that the driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations (except for possession of alcohol).
- (b) Under federal law, notwithstanding the absence of a reasonable suspicion alcohol test, a driver is prohibited from reporting for duty or remaining on duty requiring the performance of safety-sensitive functions while the driver is under the influence of or impaired by alcohol and must not perform or continue to perform safety-sensitive functions, until:
 - (i) An alcohol test is administered and the driver's alcohol concentration measures less than 0.02; or
 - (ii) Twenty-four hours have elapsed following the determination that there is reasonable suspicion to believe that the driver has violated the prohibitions concerning the use of alcohol.

5. **Return-to-duty testing.**

(a) Alcohol. If a driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations concerning alcohol and has not been terminated, the driver shall undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.00.

(b) Controlled Substances. If a driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations concerning controlled substances, and has not been terminated, the driver shall undergo a return-to-duty controlled substances test with a result indicating a verified negative result for controlled substances use.

6. **Follow-up testing.**

Following a determination that a driver is in need of assistance in resolving problems associated with alcohol misuse and/or use of controlled substances, the driver shall, if still employed, be subject to unannounced follow-up alcohol and/or controlled substances testing as directed by a substance abuse professional in accordance with the provisions of federal regulations.

Random, reasonable suspicion, and follow-up alcohol testing shall be conducted only when the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing safety-sensitive functions.

(F) The procedures that will be used to test for the presence of alcohol and controlled substances, to protect the employee and the integrity of the testing processes, to safeguard the validity of the test results, and to ensure that those results are attributed to the correct employee include:

The procedures outlined in 49 CFR 40, concerning procedures for Transportation Workplace Drug and Alcohol Testing Program, will be followed. This includes use of a "split sample" approach for drug testing and chain of custody procedures including documentation of screening aliquots.

(G) An employee is required to submit to alcohol and controlled substances tests administered pursuant to the federal regulations.

(H) A "refusal to submit" to an alcohol or controlled substance test includes:

Refuse to submit (to an alcohol or controlled substances test) means that a driver (1) Fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement for breath testing, (2) fails to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing, or (3) engages in conduct that clearly obstructs the testing process. A failure to remain readily available for post-accident testing, or to notify the employer of the need for such testing, or to proceed to the test site immediately for random testing, may be deemed by the employer to constitute a refusal to submit.

The consequences for refusing to submit to an alcohol or controlled substances test are as follows: A driver who has refused to submit to a required alcohol or controlled substance test is subject to the same consequences as a driver who has tested positive on an alcohol (concentration of 0.00 or greater) or controlled substances test.

(I) The consequences under the federal regulations for employees who have violated the federal regulations relating to controlled substances and alcohol use and testing include:

The driver shall be removed from and not permitted to perform safety-sensitive functions. The driver shall be referred for evaluation by a substance abuse professional for a determination of what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substances abuse.

Before a driver returns to duty requiring the performance of a safety-sensitive function after engaging in conduct prohibited by the federal regulations, the driver shall, if still employed, undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.01 if the conduct involved alcohol, or a controlled substances test with a verified negative result if the conduct involved a controlled substance.

In addition, each driver identified as needing assistance in resolving problems associated with alcohol misuse or controlled substance use, if still employed,

- (i) Shall be evaluated by a substance abuse professional to determine that the driver has properly followed any rehabilitation program prescribed, and
- (ii) Shall be subject to unannounced follow-up alcohol and controlled substances tests administered by the employer following the driver's return to duty.

The driver may also be subject to the penalty provisions of 49 U.S.C. § 521(b).

(J) The consequences under the federal regulations for employees found to have an alcohol concentration of 0.02 or greater but less than 0.04 include: Removal from safety-sensitive functions for a period of not less than 24 hours following administration of the test.

(K) Information to assist employees in avoiding alcohol misuse and controlled substances use, signs and symptoms of an alcohol or a controlled substances problem, and available methods of intervening when such a problem is suspected: Information will be made available by the counselor to employees upon request.

Date of Adoption: June 10, 2024

**APPLICANT'S CONSENT
TO OBTAIN PAST DRUG AND ALCOHOL TEST RESULTS**

I, _____ [insert applicant's name], understand that as a condition of hire with McCook Public Schools ("School District") I must give written Consent to obtain the results of all DOT-required drug and/or alcohol tests (including any refusals to be tested) from all of the companies for which I worked as a driver, or for which I took a pre-employment drug and/or alcohol test during the past two (2) years. I also understand that the School District requires me to consent to access to the same information concerning any non-DOT driver drug and/or alcohol tests which I took during this same period of time. I have also been advised and understand that my signing of this consent does not guarantee me a job or guarantee that I will be offered a position with the School District.

Below I have listed all of the companies for which I worked as a driver, or for which I took a pre-employment driver position drug and/or alcohol test during the past two (2) years. I hereby consent to the School District obtaining from those companies, and I hereby consent to those companies furnishing to the School District, all requested information concerning my drug and alcohol tests, including:

- (i) all DOT and non-DOT alcohol test results of 0.04 or greater during the past two (2) years;
- (ii) all verified positive DOT and non-DOT drug test results during the past two (2) years;
- (iii) all instances in which I refused to submit to a DOT-required drug and/or alcohol test during the past two (2) years;
- (iv) any other violations of DOT agency drug and alcohol testing regulations during the past two (2) years; and
- (v) documentation of successful completion of DOT return-to-duty requirements (including follow-up tests) in the event of a violation of a DOT drug and alcohol testing regulations during the past two (2) years.

I specifically authorize the companies to fully complete the School District's Report of Past Drug and/or Alcohol Test Results form.

The following is a list of all of the companies for which I worked as a driver, or for which I took a pre-employment driver position drug and/or alcohol test, during the past two (2) years:

<u>Company name</u>	<u>Dates worked for/took pre-employment test</u>
_____	_____
_____	_____
_____	_____
_____	_____

APPLICANT CERTIFICATION

I have carefully read and fully understand this Consent to release my past drug and alcohol test results. In authorizing the release of my test results, I consent and agree to waive any physician-patient privilege that may otherwise exist with respect to the confidentiality of my drug and alcohol test results. I further release the Company and its medical review officer, and any officer, employee or agent of the Company or medical review officer whose disclosure of the results is in accordance with this release from any and all claims or causes of actions which may result from the disclosure of such test results to the person or persons identified on this release form.

In signing below, I certify that all of the information which I have furnished on this form is true and complete, and that I have identified all of the companies for which I have either worked, or for which I took a pre-employment drug and/or alcohol test, as a driver during the past two years. I understand that this information is material to my hiring and that my failure to provide true and complete information will automatically disqualify me for a position with the School District or, in the event that I am hired, subject me to immediate termination. Further, I understand that in the event of receipt of a report of past drug and/or alcohol violation, any conditional offer of employment will be revoked and in the event I have been hired, any employment will be automatically ended.

Signature of Applicant

Print Name

Date

REQUEST FOR PAST TEST RESULTS

To: _____ *[Insert name of previous employer]*
From: _____ *[Insert name and title of school representative]*
Subject: Request to obtain past drug and alcohol test results
Date: _____ *[Insert date]*

_____ *[Insert applicant's name]* has advised us that he/she worked for your company as a driver or that he/she applied to work as a driver for you, during the previous two (2) years.

Regulations of the Department of Transportation (DOT) (49 C.F.R. § 40.25) require us to obtain from you, and **require you to provide** to us, information concerning the above-named driver's past drug and alcohol test results (including refusals to be tested).

In accordance with DOT's regulations, therefore, we are providing you with the driver's written consent directing you to provide us with the past drug and alcohol testing results, as set forth in the consent. A Report form to provide the requested information is also enclosed for your convenience.

Please send this information to

McCook Public Schools

_____, NE 68 _____

as soon as possible, either by facsimile (FAX # (____) ____ - ____) or by mail. As required by the DOT, the information which you furnish will be treated as strictly confidential.

Enclosures:

- Document No. 1. Applicant's Consent to Obtain Past Drug and Alcohol Test Results.**
- Document No. 4. Report of Past Drug and Alcohol Test Results.**

Personnel - All EmployeesIntellectual Property and Work-for-Hire

The District encourages its staff members to be creative, innovative and to engage in continued learning and advancement. These aims are intended to contribute towards each staff member's professional development, enhance the District's reputation and image among its constituents and improve student learning. However, inherent in the pursuit of advancement is the possibility that a staff member may use resources provided through the District for commercial purposes or gain. All staff members shall abide by this policy when developing, producing or otherwise creating any "Covered Work," as defined herein.

A. Covered Works

A "Covered Work" includes all intellectual property, as defined by applicable state and federal law, including, but not limited to, the following:

1. Patents;
2. Copyrights;
3. Trademarks;
4. Trade secrets;
5. All other information and data owned by the District.

These include, but are not limited to, literary, scholarly, musical, sound, audiovisual, electronic, or other computer (including hardware, software or apps) work. In the event that any state or federal law, rule or regulation is amended to include a new category of "intellectual property," such new category will be included in this policy as if set forth fully herein.

B. Ownership of Covered Work

The District owns all "Covered Works" and any other intellectual property interest created by District employees in their capacity as a District employee or created with any District-sponsored resources. Employees shall have no claim to any ownership rights in such works and shall take whatever steps necessary to comply with this policy. An employee who accepts payment or other gain for any Covered Work, without Board approval, shall be in violation of this policy and may be disciplined up to and including termination of employment.

The Board may, in its discretion, recognize a staff member who contributed to such work.

The Board reserves the right to patent, register, market, and license any of its intellectual property. The Board may allocate any proceeds generated from such activities in a manner consistent with

the Board's mission.

C. Employee Resolution Process

In the event that an employee is uncertain as to whether a work is a "Covered Work," as defined by this policy, or whether such work will be created in their capacity as a District employee or created with any District-sponsored resources, the employee should first seek clarification from the Superintendent. In the event that the Superintendent is uncertain, the Superintendent may ask the Board to adopt a determination. In the event that the Superintendent or Board conclude that the employee's intended work will not be covered under this policy, the employee need not make any further reports or findings to the Superintendent. However, if the employee's work changes in any way that may bring such work within the definition of "Covered Work," the employee must consult with the Superintendent.

In the event that the Superintendent and/or Board determines that an employee's proposed work would fall under the definition of "Covered Work," the employee shall regularly inform the Superintendent of the work's progress.

Employees are strongly encouraged to secure pre-approval before attempting to create or produce any work.

Date of Adoption: June 10, 2024

Personnel - All EmployeesBloodborne Pathogen Compliance PlanA. Procedures for Control of Communicable Diseases.

The School District shall cooperate with county and state health departments in developing procedures for the control of communicable disease in School District programs and activities. Procedures shall conform to the regulations for communicable disease control set up by the state health department. The Superintendent or designee shall establish an exposure control plan in accordance with OSHA's "Occupational Exposure to Blood-Borne Pathogens" Standard.

B. Students

1. Contagious and Infectious Diseases. Contagious and infectious diseases subject to this part include those diseases regulated by the Nebraska Department of Health and Human Services regulations pertaining to school health and communicable disease control (173 NAC 3). A student showing any signs or symptoms of a contagious or infectious disease will be excluded from attending McCook Public Schools or programs in accordance with the Contagious and Infectious Disease Chart attached to those regulations and not be allowed to return until the minimum isolation period has elapsed, and all signs or symptoms of illness have disappeared in accordance with the Chart. Students with contagious or infectious diseases or conditions other than those listed in the Chart will be subject to exclusion until the student's physician gives a written statement that the disease or condition is not in a communicable stage or there is minimal risk of transmission to others in a school program setting.
2. Bloodborne Pathogen Communicable Diseases. Communicable diseases subject to this part include diseases spread via bloodborne pathogens, including Human immunodeficiency virus (HIV) (including AIDS) and Hepatitis B (only carriers are of concern). A student with such a disease shall not be excluded or be subject to different treatment concerning services or participation in activities in the absence of an individualized determination that exclusion or modifications are appropriate because the student's condition poses an imminent threat to the health or the safety of others in the School District or program community. Such a determination shall be made by following established policies and procedures for students with chronic health problems or students with disabilities. Decision makers are to consult with the student's physician and parent or guardian; respect the student's and family's privacy rights; and reassess the placement if there is a change in the student's need for accommodations or services.

In making such a determination, the following factors will be evaluated: (1) the nature of the disease; (2) the age of the student; (3) the behavior of the student; (4) the neurological development of the student; (5) the physical condition of the student; (6) the expected type of interaction which the student will have with other individuals in the proposed placement setting; (7) the degree to which other

Page 2 of 4

individuals may be exposed to infectious organisms; (8) the hygienic practices of the student; (9) the risk of transmission of the disease from the student to those individuals with whom the student will interact; and (10) any other pertinent factor reasonably related to the decision.

3. Reporting. Employees who become aware that a student has been diagnosed with or is suspected of having a reportable disease shall immediately inform the Superintendent or designee, who shall notify the appropriate Superintendent of the school in which the student is enrolled and make a report to the Board of Health where required by law.

C. Employees

1. Contagious and Infectious Diseases. When an employee has a contagious or infectious disease which is in a communicable stage or presents more than a minimal risk of transmission to others, the employee should not report to work and is expected to follow the absence reporting procedures. Employees should in general follow the same guidelines for absence from work as a student is to follow under the guidelines of the Contagious and Infectious Disease Chart of the Nebraska Department of Health and Human Services regulations pertaining to school health and communicable disease control. Prior to returning to work, employees shall upon request submit a physician's written statement stating that the employee is able to return to work and does not pose a significant risk of transmission of the disease to others.
2. Bloodborne Pathogen Communicable Diseases. Communicable diseases subject to this part include diseases spread via bloodborne pathogens, including Human immunodeficiency virus (HIV) (including AIDS) and Hepatitis B (only carriers are of concern). An employee with a communicable disease, or an applicant for employment, shall be employed or be continued in employment without consideration of the communicable disease provided the employee or applicant is able to perform the essential functions of the position with such reasonable accommodations as may be necessary and provided the communicable disease does not pose an imminent threat to the health or the safety of others within the employee's work environment. Employees who have a communicable disease are expected to conduct themselves in such a manner as to not place others at risk and, in the event reasonable accommodation is necessary to avoid such risk, to make a confidential request for such accommodation.

D. General Provisions

1. No Discrimination or Harassment. No employee or student shall be unlawfully discriminated against or subjected to harassment on the basis of having a communicable disease.
2. Privacy. Every employee has a duty to treat as highly confidential any knowledge or speculation concerning the bloodborne pathogen status of a student or other

Page 3 of 4

employee. Violation of medical privacy may be cause for disciplinary action against the employee, including possible termination.

No information regarding a person's bloodborne pathogen status will be divulged to any individual or organization other than School District employees or agents who have a need to know of the circumstance, appropriate officials of the school in which the student is enrolled, and emergency medical personnel with a need to know, without a court order or a signed and dated consent of the person with the bloodborne pathogen infection (or the parent or guardian of a minor).

3. Records. All health records, notes, and other documents that reference an employee's bloodborne pathogen status or occupational exposure will be maintained in a separate confidential medical file for the employee. Records of occupational exposure shall be maintained for at least the duration of employment plus 30 years in accordance with OSHA standards.

All health records, notes, and other documents that reference a student's bloodborne pathogen status will be maintained in a separate confidential medical file for the student.

4. Infection Control. All employees are required to consistently follow infection control guidelines. Employees are required to follow the exposure control plan of The School District established in accordance with OSHA's "Occupational Exposure to Blood-Borne Pathogens" Standard. The use of universal precautions is mandated and work practice controls to minimize or prevent potential exposure are to be implemented. Any incident of exposure to blood shall be reported, evaluated, and follow-up completed and shall be shared only to the extent required to accomplish legitimate educational goals and to comply with employees' right to know requirements. Equipment and supplies needed to apply the infection control guidelines will be maintained and kept accessible.
5. Staff Development. The Superintendent or designee will make communicable disease and bloodborne pathogen education programs available to employees as appropriate to convey guidance on infection control procedures and inform employees about School District policies.

Legal Reference: 173 NAC 3 (HHS Control of Communicable Disease regulation) Sections 20-167 and 20-168 (HIV/AIDs statutes)
 Neb. Rev. Stat. Sec. 79-264 (student emergency exclusion)
 29 CFR 1910.1030 (OSHA Bloodborne Pathogens regulation)
 ADA-42 U.S.C. Sec. 12101 et seq.; 28 CFR Sec. 35.101 et seq.
 Rehabilitation Act of 1973, Section 504--29 U.S.C. Sec. 791, et seq.; 34 CFR Sec. 104, et seq.
 Nebraska Fair Employment Practices Act—Sections 48-1101 to 48-1126
 20 U.S.C. 1232g (FERPA)

Date of Adoption: June 10, 2024

Personnel - All EmployeesInfectious Diseases

In the event that a student, employee, or other person in frequent contact with students, employees or others present in McCook Public Schools contracts an infectious disease, the determination of whether that person should be permitted to remain on duty, attend school or participate in school activities shall be made on a case-by-case basis. The following factors will be taken into consideration:

- (1) The behavior, neurological development, and physical condition of the student;
- (2) The expected type of interaction with others in the school setting;
- (3) The impact on both the infected person and others in that setting.

The determination of whether or not the infected person remains in the school shall be based on scientific and medical evidence.

When it is determined that an infected student poses an imminent threat to the health and safety of the school community or that the student's conduct presents a clear threat to the physical safety of himself, herself, or others, the provisions of the Communicable and Infectious Disease policies shall be implemented, providing for the exclusion of that student.

Any person with an infectious disease will retain the rights of confidentiality and privacy, limited to individuals in a need-to-know position (administrators and board members). The community shall be informed that an infectious disease is present in the school system and that the person will be excluded if the situation warrants such action, based on medical and legal advice. No information will be given out about the individual, his or her specific medical record, or about the family without the written permission of the individual (adult) or parent/legal guardian (student).

Legal Reference: 173 NAC 3 (HHS Control of Communicable Disease regulation) Sections 20-167 and 20-168 (HIV/AIDs statutes)
Neb. Rev. Stat. Sec. 79-264 (student emergency exclusion)
29 CFR 1910.1030 (OSHA Bloodborne Pathogens regulation)
ADA-42 U.S.C. Sec. 12101 et seq.; 28 CFR Sec. 35.101 et seq.
Rehabilitation Act of 1973, Section 504--29 U.S.C. Sec. 791, et seq.; 34 CFR Sec.104, et seq.
Nebraska Fair Employment Practices Act—Sections 48-1101 to 48-1126
20 U.S.C. 1232g (FERPA)

Date of Adoption: June 10, 2024

Personnel-All EmployeesPersonnel Files

Any teacher, administrator, or full-time employee of any public school district shall, upon request, have access to their personnel file and shall have the right to attach a written response to any item in such file, and may in writing authorize any other person to have access to such file, which authorization shall be honored by the district. Such access and right to attach a written response shall not be granted with respect to any letters of recommendation solicited by the employer which appear in the personnel file. No other person except school officials while engaged in their professional duties shall be granted access to such file nor shall the contents thereof be divulged in any manner to any unauthorized person.

Legal Reference: Neb. Rev. Stat. Sec. 79-539; Sec. 79-8,109

Date of Adoption: June 10, 2024

Personnel - All EmployeesReceiving Agents, Salespersons, and Other Business Representatives

No school employee shall visit with or discuss business matters of a personal nature with any sales representative during the hours the employee is on duty in the school, except by special permission of the Superintendent or building principal.

Any agent or business representative calling on school personnel about school matters, such as, textbooks, publication of the school annual, class insignia, athletic equipment, school equipment, school supplies, building and custodial supplies, and the like, shall first obtain the permission of the Superintendent or building principal and it is the duty of the school employee to ascertain that the representative has such permission. In general, a teacher shall not interrupt class work to confer with such representatives.

Legal Reference: Neb. Rev. Stat. Sec. 79-8,100

Date of Adoption: June 10, 2024

Personnel - All Employees

Unauthorized Purchases

Any employee who orders any supplies or equipment without express authorization of the Superintendent or building principal may be personally liable for payment of the bill for the material so ordered.

Date of Adoption: June 10, 2024

Personnel - All Employees

Use of School Facilities and Equipment by School Employees

The Superintendent or Superintendent's designee may approve use of school facilities, equipment and other resources by school employees, except for activities which result in personal or corporate gain and provided that such use is consistent with Policy No. 1100.

School vehicles shall not be available for personal use.

Date of Adoption: June 10, 2024

Personnel

Lifetime Activity Pass

As an indication of appreciation for the services rendered to the McCook School District and as an encouragement for its programs, the District shall award lifetime activities passes to qualified Board members and their spouses who hereafter retire following one or more elected terms of service on the McCook School District's Board of Education. Such passes shall be valid for attendance at all school activities sponsored by the McCook School District.

Date of Adoption June 10, 2024

Approved

Reviewed

Revised

Personnel - All Employees

Activity Passes

All employees and Board of Education members of McCook Public Schools may be given an activity pass which will admit the employee and Board of Education member, spouse and children to school activities. The activity pass may be used only by the person whose name appears on the pass.

Date of Adoption: June 10, 2024

PersonnelCommunity Relations—Political Activity

The Board requires that staff members who desire to seek public office or to engage in other political activity likely to interfere with their normal work requirements seek prior Board approval.

In order to guard against placing students or staff members under undue pressure to adopt particular positions on political issues, the Board directs that employees avoid using their positions or their access to school materials or facilities for solicitation, promotion, recruiting or to otherwise work for the election or defeat of any candidate for public office or to influence the outcome of an election or a decision by a governing body on a political issue. Specifically, employees are restricted from the use of the following for such purposes.

1. Their position, whether as an instructor or as a leader or supervisor of other employees;
2. Classrooms, buildings or facilities;
3. Students; or
4. School equipment, materials or mailing systems.

These restrictions do not apply to employees who are engaged in authorized lobbying activities on behalf of the district. The restrictions also do not apply to the distribution of employee association correspondence or newsletters in the normal course of association business, even though those communication media may contain information concerning adopted positions of the association on political issues.

Date of Adoption: June 10, 2024

Personnel - All Employees

Fair Labor Standards Act (Minimum Wage & Overtime)

Work week: The work week for overtime purposes shall be 12:00 a.m. Sunday until 11:59 Saturday. The administration may establish a different 7-day period workweek from time to time for specified employees or employee groups.

Overtime: Overtime will be paid to non-exempt employees as required by law. Compensatory pay in-lieu of overtime pay may be implemented in accordance with law. A non-exempt employee shall not work overtime without the express approval of the employee’s supervisor.

Salaried Basis: 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 exemption to be applicable. (Teaching professionals are not subject to the “salaried basis” test). An 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 District’s policy is to authorize unpaid disciplinary suspensions of a full day or more for infractions of workplace conduct rules and to apply such policy uniformly to all similarly situated employees, including exempt employees who are required to meet a “salaried basis” test for the exemption to be applicable. Unpaid disciplinary suspensions of a partial day or of a full day or more may be implemented for infractions of safety rules of major significance. Deductions of pay of a partial day or of a full day or more may be made for FMLA leaves and in the first and last weeks of employment. In addition, based on principles of public accountancy, deductions from pay of a partial day or of a full day or more will be made for absences for illness, injury or personal reasons when accrued leave is not used or not available, and for absences due to any budget-required furlough.

Legal Reference: Fair Labor Standards Act, 29 U.S.C. Sec. 201 et seq.
29 CFR Sections 541.303; 541.602; 541.603; 541.710; 553.20-.28; and
771.105

Date of Adoption: June 10, 2024

Personnel - All EmployeesShredding Consumer Reports

It is the policy of McCook Public Schools to take reasonable measures to protect against unauthorized access to consumer information from consumer reports.¹ A consumer report includes criminal background checks performed on applicants or employees by a third party. It does not include criminal checks performed by school staff.

Reasonable measures to protect against unauthorized access to or use of consumer information in connection with its disposal include the following examples. These examples are illustrative only and are not exclusive or exhaustive methods for complying with this directive.

- (1) Shredding of papers containing consumer information so that the information cannot practicably be read or reconstructed. Burning or pulverising such papers are also options where appropriate.
- (2) Destruction or erasure of electronic media containing consumer information so that the information cannot practicably be read or reconstructed.
- (3) After due diligence,² entering into and monitoring compliance with a contract with another party engaged in the business of record destruction to dispose of material in a manner consistent with this directive.

This policy does not require that the consumer reports information be disposed of; rather, it specifies the action to be taken whenever such disposal occurs. Questions regarding the disposal of consumer reports information should be directed to the Superintendent or the Superintendent's designee.

Legal Reference: FTC Rule on Disposal of Consumer Report Information and Records, 16 CFR Part 682

Date of Adoption: June 10, 2024

¹ “The term ‘consumer report’ means any written, oral, or other communication of any information by a consumer reporting agency bearing on a consumer's credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in establishing the consumer's eligibility for . . .(B) employment purposes.” Fair Credit Reporting Act, 15 U.S.C. § 1681a(3).

² The FTC rule states: “In this context, due diligence could include reviewing an independent audit of the disposal company's operations and/or its compliance with this rule, obtaining information about the disposal company from several references or other reliable sources, requiring that the disposal company be certified by a recognized trade association or similar third party, reviewing and evaluating the disposal company's information security policies or procedures, or taking other appropriate measures to determine the competency and integrity of the potential disposal company.”

Personnel - All EmployeesSocial Security Numbers

Employee social security numbers shall be kept confidential to the extent required by law. Use of more than the last four digits of an employee's social security number shall be made by the District only for:

1. Legal Mandates. Compliance with state or federal laws, rules, or regulations.
2. Internal Administration. Internal administrative purposes, including provision of employee social security numbers to third parties for such purposes as administration of personnel benefits and employment screening and staffing. However, the internal administrative uses shall not permit use of employee social security numbers:
 - a. As an identification number for occupational licensing.
 - b. As an identification number for drug-testing purposes except when required by state or federal law.
 - c. As an identification number for District meetings.
 - d. In files with unrestricted access within the District.
 - e. In files accessible by any temporary employee unless the temporary employee is bonded or insured under a blanket corporate surety bond or equivalent commercial insurance.
 - f. For posting any type of District information.
3. Voluntary Transactions. Commercial transactions freely and voluntarily entered into by the employee with the District for the purchase of goods or services.

The District will not use or require an employee to use more than the last four digits of an employee's social security number for:

1. Public Posting or Display. Any public posting or display available to the general public or to an employee's co-workers.
2. Internet Transmission. Transmission over the Internet unless the connection is secure or the information is encrypted.
3. Internet Access. To access an Internet web site unless a password, unique personal identification number, or other authentication device is also required to access the Internet web site.
4. Identifier. As an employee number for any type of employment-related activity.

Legal Reference: Neb. Rev. Stat. Sec. 48-287
5 USCS § 552a (note) (Privacy Act of 1974)

Date of Adoption: June 10, 2024

Personnel - All EmployeesMilitary and Family Military Leave

Military leave and family military leave will be granted to the extent required by state and federal law.

Employees requesting military leave must notify the Superintendent as soon as they receive notification of activation. Employees are to attach a copy of their orders to a District leave request form when they prepare the request for military leave.

Employees requesting to take family military leave under the Nebraska statutes must notify the Superintendent at least 14 days in advance of taking such a leave if the leave will be for 5 or more consecutive days, consult with their supervisor to schedule the leave so as to not unduly disrupt operations of the school, and for leaves of less than 5 days, notify the Superintendent of the leave request as soon as practicable.

Family military leave under the Family and Medical Leave Act (FMLA) will be provided in accordance with that law and subject to the provisions of the Board policy pertaining to FMLA leave.

Legal Reference: Neb. Rev. Stat. Sections 55-160 to 55-166;
 Neb. Rev. Stat. Sections 55-501 to 55-507
 29 U.S.C.A. Sections 2611, et seq. and 29 CFR Part 825
 38 USC Sections 4301 to 4333 and 20 CFR Part 1002

Date of Adoption: June 10, 2024

Personnel - All EmployeesNotification of Arrest, Criminal Charges, and Certificate, License or Child Abuse Complaints

Employees must notify the Superintendent by the next working 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;
 - ii. Would impact the employee's ability to operate a motor vehicle if the employee at times needs to travel during duty time or the employee at times drives our students, including on extracurricular activities; or
 - 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 school property or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.
 - e. 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 was 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. This includes proceedings of the Nebraska Department of Education related to an alleged violation of the NDE Standards of Conduct and Ethics, Chapter 27, and proceedings of the Health and Human Services related to an alleged violation of the professional standards of conduct 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, employees 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 adoption of this Policy. As a condition of employment, applicants for employment must give such disclosure prior to commencement of employment. Any hiring made without such disclosure shall be subject

to being immediately revoked in the event the required disclosure was not given.

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

Date of Adoption: June 10, 2024

Personnel - All Employees

Wage and Deduction Information

Within ten working days after a written request is made by an employee, the Superintendent or designee shall furnish the employee with an itemized statement listing the wages earned and the deductions made from the employee's wages for each pay period that earnings and deductions were made. The statement may be in print or electronic format.

Legal Reference: Neb. Rev. Stat. Sec. 48-1230

Date of Adoption: June 10, 2024

Personnel - All EmployeesProfessional Boundaries Between Employees and Students

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 social networking sites. Material that employees post on social networks that is publicly 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. Employees shall not friend or follow students on any social networking site.
- 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.
- Discussing alcohol, tobacco or other illicit drugs in a non-instructional setting, such as describing a party that the employee attended.
- Discussing another student's or employee's personal matters when it is not appropriate outside of the instructional setting.
- "Grooming," which includes building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student's life the sexual contact or sexual penetration would take place.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of family relationships between employees and their children who are students in the District. A staff member seeking an exception must receive advance approval from his or her administrator. If a staff member is unable to communicate with an administrator in advance (such as in the event of an emergency), the staff member must notify the administrator as soon as possible, but not later than 24 hours immediately following the event.

Any person who suspects a District employee of engaging in any prohibited conduct under this policy, including grooming, should contact the Superintendent as soon as practical.

An employee who violates this policy may face discipline, up to and including termination of employment, and may be referred to the appropriate certification or credentialing agencies for further discipline.

A violation of this policy will result in referral to the Department of Health and Human Services, law enforcement, or both.

Legal Reference: Neb. Rev. Stat. 79-879

Date of Adoption: June 10, 2024

Personnel - All Employees

Prohibition on Aiding and Abetting Sexual Abuse

A school employee, contractor, or agent of the school district is prohibited from assisting another school employee, contractor or agent in obtaining a new job if the individual knows or has probable cause to believe, that such other employee, contractor, or agent engaged in sexual misconduct with a minor or student in violation of the law.

“Assisting” does not include the routine transmission of administrative and personnel files.

Exceptions to giving such assistance may only be made where the exception is authorized by the Every Student Succeeds Act (for example, where the matter has been investigated by law enforcement and the person has been exonerated and approved by the Superintendent or designee.)

Legal Reference: 20 USCS § 7926

Date of Adoption: June 10, 2024

Personnel - All EmployeesWorkplace Privacy Policy

1. The District will abide by the Nebraska Workplace Privacy Act and will not:
 - a. Require or request that an employee or applicant provide or disclose any user name or password or any other related account information in order to gain access to the employee's or applicant's personal Internet account by way of an electronic communication device;
 - b. Require or request that an employee or applicant log into a personal Internet account by way of an electronic communication device in the presence of the District in a manner that enables the District to observe the contents of the employee's or applicant's personal Internet account or provides the District access to the employee's or applicant's personal Internet account;
 - c. Require an employee or applicant to add anyone, including the District, to the list of contacts associated with the employee's or applicant's personal Internet account or require or otherwise coerce an employee or applicant to change the settings on the employee's or applicant's personal Internet account which affects the ability of others to view the content of such account;
 - d. Take adverse action against, fail to hire, or otherwise penalize an employee or applicant for failure to provide or disclose any of the information or to take any of the actions prohibited by the Workplace Privacy Act.
 - e. Require an employee or applicant to waive or limit any protection granted under the Workplace Privacy Act as a condition of continued employment or of applying for or receiving an offer of employment.

Notwithstanding anything to the contrary, all employees must abide by the District's technology policies, procedures and guidelines, including the District's Internet Use policy and/or practice. Pursuant to the Workplace Privacy Act, the District may also:

- a. Monitor, review, access, or block electronic data stored on an electronic communication device supplied by or paid for in whole or in part by the District or stored on the District's network, to the extent permissible under applicable laws;
- b. Access information about an employee or applicant that is in the public domain or is otherwise obtained in compliance with the Workplace Privacy Act;
- c. Conduct an investigation or require an employee to cooperate in an investigation if the District has specific information about potentially wrongful activity taking place on the employee's personal Internet account, for the purpose of ensuring compliance with applicable laws, regulatory requirements, or prohibitions against work-related employee misconduct;
- d. Any other reason permitted by the Workplace Privacy Act.

Legal Reference: Nebraska Revised Statutes Sections 48-3501 to 48-3511

Date of Adoption: June 10, 2024

Personnel - All EmployeesEmployee Fundraising

Any employee who directly or indirectly seeks to use their position as a District employee to fundraise (such as through a crowd funding initiative) must obtain prior approval from the Superintendent or Superintendent's designee before taking any action to fundraise.

An employee who receives permission to fundraise shall abide by the following requirements:

- a. The employee shall inform the Superintendent or Superintendent's designee of any content (including online messages or requests) that the employee intends to publish.
- b. The employee shall not violate any District policy, rule or law in any fundraising efforts and shall keep all student information confidential.
- c. The employee must account for any money raised through the approved fundraising effort and shall provide evidence to the Superintendent or Superintendent's designee as to how the money was spent.

District employees who engage in fundraising efforts in their private capacities need not abide by this policy.

Date of Adoption: June 10, 2024

Personnel - All EmployeesLeave for CourtA. Jury Duty

In the event that a District employee receives notice that he or she may be required to serve on a jury, the employee shall notify as soon as possible the building principal of the potential jury duty day(s). In doing so, the employee must provide a copy of the jury summons or notification from the court. The employee and building principal must work cooperatively to schedule any arrangements that need to be made while the employee serves on the jury, such as lesson planning for a substitute teacher.

In the event that a District employee is selected for jury duty, the employee shall immediately notify the building principal. For any day that the employee actually serves on the jury. An employee who serves on a jury will not be required to use or lose any available leave days in order to serve on the jury.

In the event that a District employee is not selected for jury duty, then such employee shall immediately notify the building principal and report to work as scheduled.

B. Subpoenas

In the event that a District employee is subpoenaed as a witness in a legal matter, the District will accommodate the employee's leave, as long as the employee provides reasonable advanced notice to the building principal. The employee and building principal must work cooperatively to schedule any arrangements that need to be made while the employee is absent, such as lesson planning for a substitute teacher. For any hours that the employee testifies in a legal proceeding during a regularly scheduled work day, the District will pay the employee the difference between the employee's regular daily wages that the employee would have earned and the amount that the employee receives for testifying as a witness. An employee who misses work to testify will not be required to use or lose any available leave days in order to testify. An employee will not lose any other benefits (such as health insurance) for serving on a jury.

Notwithstanding anything to the contrary in this policy, if a District employee is either (1) a party to a legal matter or (2) subpoenaed as a witness in a legal matter in which the employee has a personal interest, then the employee will not be paid by the District for any such absence, unless the employee uses available paid leave and such leave is approved in advance by the Superintendent. Legal matters that involve an employee's personal interest may include criminal proceedings (including traffic citations) against the employee, divorce or family law proceedings involving the employee or a member of the employee's family, or civil disputes between the employee and a third party; however, the Superintendent shall have the final say on whether an employee has a personal interest in the legal matter at issue.

C. Subject to Negotiated Agreement

In the event that any provision(s) of this policy conflict with the applicable negotiated agreement, then such provision(s) of this policy will be disregarded and the negotiated agreement will control.

Legal Reference: Neb. Rev. Stat. Sections 25-1223 & 25-1640

Date of Adoption: June 10, 2024

Personnel - All EmployeesWage Information

The District will not terminate or retaliate against any employee for inquiring about or sharing compensation information for the purpose of determining whether the District gives equal pay for equal work. However, an employee with authorized access to wage information as part of their job function, who discloses the wages of other employees to those who do not have authorized access to other employees' compensation information, may be disciplined for such disclosure, up to and including termination, unless the disclosure is made in response to a complaint or investigation proceeding, hearing or other similar action.

Legal Reference: Neb. Rev. Stat. § 48-1114

Date of Adoption: June 10, 2024

Personnel - All EmployeesInjury Leave

A District employee who believes that they have been physically injured within the employee's scope of employment by another individual who intentionally, knowingly, or recklessly causes bodily injury to such employee must report such injury to the employee's administrator as soon as practical. An administrator will then investigate the circumstances to determine if the employee qualifies for paid injury leave. The employee may be required to provide confirmation from a physician regarding the causation and the period of time for which an employee is unable to work. If the administrator determines that the employee qualifies for paid injury leave, then the employee will receive up to seven calendar days of paid injury leave to cover the amount of time that the employee was otherwise scheduled to work. Such paid injury leave will not count against the employee's other available leave.

If the administrator determines that the employee does not qualify for paid injury leave, then the employee may be required to use other available leave. There is no appeal process for an employee who has been denied a request for paid injury leave.

Legal Reference: Neb. Rev. Stat. § 79-8,106

Date of Adoption: June 10, 2024

Personnel - Certificated Employees

Qualifications for Appointment as Teacher

To be eligible for appointment as a teacher, an applicant must have a minimum of a Bachelor's Degree from an accredited or approved college or university and have a current teaching certificate from the State of Nebraska, Department of Education (or provide satisfactory evidence that these requirements will be in place prior to commencement of duties), and such other certification or license as may be required by law.

Legal Reference: Neb. Rev. Stat. Sec. 79-801 et. seq.

Date of Adoption: June 10, 2024

Personnel - Certificated EmployeesQualifications for Appointment to Administrative and Supervisory Positions

To be eligible for appointment to any administrative or supervisory position, an applicant must have a minimum of a Master's Degree from an accredited institution of higher learning with graduate training in educational supervision and administration from an accredited or approved college or university and have a current Administrative and supervisory certificate from the State of Nebraska, Department of Education (or provide satisfactory evidence that these requirements will be in place prior to commencement of duties), and such other certification or license as may be required by law.

Legal Reference: Neb. Rev. Stat. Sec. 79-801 et. seq.

Date of Adoption: June 10, 2024

Personnel - Certificated EmployeesContract

Certificated employees shall be recommended for hiring by the Superintendent with the final approval by the Board of Education prior to hiring. Final approval must be made by formal motion of the Board of Education. The final approval by the Board of Education should generally follow closely the recommendation of the Superintendent whenever possible, but such approval of recommendation is not mandatory on the Board of Education.

All contracts for employment of a teacher or administrator to be effective must meet the following conditions:

1. The contract must be in writing and contain such provisions as are required by law.
2. The employed person must hold a valid teaching or administrative certificate at all times.
3. The employed person must not be under contract to another district in this state.
4. The contract must be approved by at least four (4) school Board members and signed by a designated member of the Board.

No member of the Board of Education may cast a vote in favor of the election of any teacher when such member of the Board is related to him or her or to the majority of the Board by blood or marriage.

Legal Reference: Neb. Rev. Stat. Sec. 79-817
 Neb. Rev. Stat. Sec. 79-818
 Neb. Rev. Stat. Sec. 79-819

Date of Adoption: June 10, 2024

Personnel - Certificated Employees

Certification

Each certificated staff member shall hold at all times a valid Nebraska teaching or administrative certificate.

Legal Reference: Neb. Rev. Stat. Sec. 79-802

Date of Adoption: June 10, 2024

Personnel - Certificated Employees

Probationary Certified Employees

During the first three (3) years of employment with the School District, as determined and calculated in accordance with state law, a certificated employee shall be considered a probationary employee. A probationary employee's rights to continued employment status and non-renewal of a probationary employee's contract shall be determined according to law.

Legal Reference: Neb. Rev. Stat. Sec. 79-824

Date of Adoption: June 10, 2024

Personnel - Certificated Employees

Permanent Certified Employees

A certificated employee who has been employed for the full probationary period as set forth in policy 4120 and in accordance with state law is a permanent certificated employee. A permanent certificated employee's rights to continued employment status and termination of said permanent certificated employee's contract shall be determined according to law.

Legal Reference: Neb. Rev. Stat. Sec. 79-824

Date of Adoption: June 10, 2024

Personnel - Certificated Employees

Assignment of Duties

The Superintendent shall have the authority to assign and reassign teachers and other staff to extracurricular activities and other specific activities, including supervision of pupils in halls, study halls, playgrounds, work on faculty committees and staff activities, and other duties necessary for the operation of the school.

Legal Reference: Neb. Rev. Stat. Sec. 79-839

Date of Adoption: June 10, 2024

Personnel - Certificated EmployeesAgents/Tutors

Teachers and other certificated staff shall not act as agents, or accept commission, royalties, or other rewards for books or other school materials, the selection or purchases of which they may influence.

A professional employee may not provide private tutoring or professional services in exchange for compensation from a source other than the School District without advance approval of the Superintendent:

1. to a child that the employee teaches or provides professional services in the course and scope of the employee's duties to the School District; or
2. in a facility owned or under the control of the District; or
3. during the employee's duty hours.

Professional employees who accept engagements to provide private tutoring or professional services are to make clear that the services are not being provided on behalf of the School District to the extent the recipient of the services may in any way otherwise be caused to believe the services are provided through the School District.

Legal Reference: NDE Rule 27, Sections 27.402E, 27.403F and 27.404B

Date of Adoption: June 10, 2024

Personnel - Certificated Employees

Student Teachers and Pre-Student Teachers

The district will cooperate with colleges and universities by allowing students who are preparing to teach to devote a reasonable amount of time to training in our schools, provided that this training will in no way impede the satisfactory progress of pupils.

Date of Adoption: June 10, 2024

Personnel - Certificated EmployeesSubstitute Teachers

Persons employed as substitute teachers shall meet such qualifications as are established by law and the State Department of Education and may be employed for periods of time in the absence of the regular teacher.

Rates of compensation for all substitute teachers will be set by the Board. Substitute teachers will not participate in the health plan or other fringe benefits of the school district.

The Superintendent shall be responsible for recruitment, selection, assignment, orientation and evaluation of substitute teachers. The Superintendent, or Superintendent's designee, is hereby authorized on behalf of the District to execute any necessary documents to assist a substitute teacher to secure a local substitute teaching permit.

Legal Reference: Neb. Rev. Stat. Sec. 79-808

Date of Adoption: June 10, 2024

Personnel - Certificated EmployeesTeacher Training

The district shall provide and promote development programs for all professional staff - Superintendent, principals, teachers and the board of education. Features of the staff development program:

1. Staff development resources and time shall be allocated in keeping with the key values and priorities of the district.
2. The staff development program shall concentrate on the programs and practices of effective schools and teaching, goal setting, assessment procedures, evaluation of staff, and the change process.
3. Content shall be selected that has been verified by research to improve student outcomes.
4. Teachers shall be actively involved in initiating, planning, and conducting the development programs for teachers.

Date of Adoption: June 10, 2024

Personnel - Certificated EmployeesEvaluation of Teachers

These evaluation procedures are applicable to certificated staff (teachers). Administrators are not covered by this evaluation policy.

1. Communication of Evaluation Process.

Annual written communication of the evaluation process to those being evaluated shall be made by distributing a copy of the evaluation instrument to the certificated staff at the beginning of each school year.

2. Duration and frequency of observations and written evaluations

The duration and frequency of observations and written evaluations for probationary and permanent (tenured) teachers are to be as follows:

a. Probationary Teachers.

- i. Formal observations of probationary teachers shall be based upon actual classroom observations for an entire instructional period.
- ii. Probationary teachers shall be formally observed and evaluated at least once each semester.
- iii. The responsible evaluator is expected to complete the second semester evaluations of probationary teachers prior to April 15 of each year.

b. Permanent Teachers.

- i. Formal observations and evaluations of permanent teachers are to be based upon actual classroom observations for an entire instructional period.
- ii. Permanent teachers are to be formally observed and evaluated at least once each school year.

c. Teachers' Responsibility. Teachers are expected to inform the responsible evaluator of instructional periods that would be conducive to an evaluation and to make themselves readily available for evaluations. In the event the responsible evaluator has not initiated the evaluation process nearing the time within which an evaluation is required to be completed, the teacher has the responsibility to notify the responsible evaluator such that the evaluation can be completed when due.

d. Failure to Complete Evaluations. For permanent teachers, a failure to complete evaluations with the designated duration and frequency shall not give the permanent teacher rights, but is to be considered in evaluating the responsible evaluator's performance.

e. Informal Observations and Evaluations. Informal observations and evaluations may be conducted as the administration determines to be appropriate.

- f. Additional Observations and Evaluations. The duration and frequency of observations and written evaluations is specified as a minimum. Observations and evaluations of greater frequency or number than required may be conducted and made at the request of the teacher or in the discretion of the evaluator.
- g. Conferences. The evaluator is expected to meet with each teacher within five school days of the formal observation to address the observation and any concerns observed during said observation. The evaluator may need to meet with a teacher more frequently if the evaluator determines that follow-up conferences would benefit the teacher.

3. Evaluation Criteria

Teachers shall be evaluated based upon the following district-defined evaluation criteria:

- Instruction, which includes:
 - Instructional Process
 - Instructional Climate, which includes Classroom Organization and Management
- Professionalism, which includes:
 - Professional Conduct
 - Personal Conduct
- Improvement, which includes:
 - Teaching Improvement
 - School Improvement

The descriptors set forth in the evaluation instrument approved by the board of education set forth the specific district-defined criterion within each of the foregoing criteria areas.

In preparing summative evaluations, evaluators are to consider not only the formal observations conducted, but also informal observations and other relevant information concerning the performance of the teacher in each of the evaluation criteria.

4. Communication of Deficiencies

The evaluation process shall include written communication and documentation to the evaluated teacher specifying all noted deficiencies, specific means for the correction of the noted deficiency, and an adequate timeline for implementing the concrete suggestions for improvement.

As professionals, teachers may be assigned responsibility to provide suggestions for improvement plans or job growth strategies and shall have the duty of complying with such requests. Further, in the event improvement plans or other similar performance measures are implemented, teachers shall have the duty to comply with such plans. Teachers are expected to be cooperative, professional, and to exhibit a willingness to improve performance and to accept the constructive criticisms and suggestions of the evaluator.

5. Teacher Responses to Evaluations

Teachers shall be provided seven calendar days from receipt of an evaluation in which to give a written response to the evaluation.

6. Plan for Training Evaluators

All evaluators shall possess a valid Nebraska Administrator's Certificate and be trained to use the evaluation system used in the District. Training sessions in the use of the District's teacher evaluation system will be provided by the Superintendent or designee to all evaluators prior to their participation in teacher evaluations. Refresher training is to be conducted as the Superintendent determines to be needed.

Legal Reference: Neb. Rev. Stat. Sec. 79-828 (Evaluation of Probationary Teachers)

NDE Rule 10

Date of Adoption: June 10, 2024

Personnel - Certificated EmployeesReduction in Force Policy for Certificated Staff

Reductions-in-force of certificated staff member may be required due to decreasing enrollments, limited financial support, changing programs, or other changes in circumstances. If such changes occur and a reduction of certificated staff is necessary, the Superintendent (or his designee) shall recommend to the Board of Education those certificated employees to be reduced under the reduction-in-force provisions of the continuing contract laws; provided, however, that no permanent employee may be reduced through a reduction-in-force while a probationary employee is retained to perform a service in a position that the permanent employee is qualified by certification and endorsement to perform or where certification is not applicable, by reason of college credits in the teaching area.

Due to the often intimate, confidential, and unique personal working relationship necessary between the administration and the Board of Education, a certificated employee who is not currently serving in a predominantly administrative capacity shall have no rights under this policy to any administrative position within the school system.

The selection of personnel to be reduced shall be made with consideration given to the following: (1) programs to be offered, (2) areas of certification and endorsement, (3) state and federal regulations which may mandate certain employment practices, (4) special qualifications that may require specific training and/or experience, (5) contributions to activity programs, (6) qualifications based on past performance and competence as determined by the Principal and/or Superintendent through employee evaluation procedures, (7) the organizational and educational impact created by multiple part time certificated employees, and (8) any other reasons which can be rationally related to the instruction in or administration of the school system.

Employee evaluations (including frequency of evaluations, evaluation forms, and number and length of classroom observations, if applicable) used for purposes of this policy shall conform to the board policies and administrative rules, regulations, and practices (in effect at the time) related to the periodic evaluation of certificated staff members.

If, after consideration of the above, it is the opinion of the Superintendent that no significant difference exists between certificated employees being considered for reduction-in-force, then the employee with the longest uninterrupted service to the district shall be retained. Uninterrupted service time shall accrue the same for all certificated employees regardless of their full time equivalency. Uninterrupted service time for employees employed less than a full school year shall accrue according to the number of contract days worked. Uninterrupted service time shall not accrue for certificated employees on leave of absence for more than forty (40) days.

Any certificated employee whose contract is terminated because of reduction-in-force shall be considered to have been dismissed with honor and shall, upon request, be provided a letter to that effect. Such employee shall have preferred rights to re-employment for a period of twenty-four months commencing at the end of the contract year and the employee shall be recalled on the basis

of length of uninterrupted service to the school to any position for which he or she is qualified by endorsement or college preparation to teach. The employee shall, upon reappointment, retain any benefits which had accrued to said employee prior to the reduction, but such leave of absence shall not be considered as a year of employment by the district. An employee under contract to another educational institution may waive recall but such waiver shall not deprive the employee of his or her right to subsequent recall.

It shall be the responsibility of such certificated employee to file (with the Superintendent of Schools) a copy of said employee's teaching certificate (including endorsements) upon initial employment with the district. On or before March 15th of each year thereafter (for so long as the employee is employed in the school system or has rights of recall) evidence of any changes in said employee's certification or endorsements which have occurred (since March 15th of the previous year) or are pending shall be filed with the Superintendent of Schools.

Any certificated employee whose employment contract is reduced as a result of reductions-in-force shall (during his/her period of recall) report his/her current address to the Superintendent of Schools and shall inform said Superintendent of any changes of address thereafter. If a vacancy in the system occurs for which said employee has rights of recall, the offer of such employment may be sent by said Superintendent to said employee's last known address. If no acceptance of such offer is received from said employee within fourteen days of mailing and the Superintendent has no personal knowledge of the whereabouts of said employee (other than said last known address), the employee shall be deemed to have waived his/her rights to recall to said employment position.

Anything in this policy to the contrary notwithstanding, this policy shall specifically permit and allow reductions in force to occur which deal with total elimination or termination or amendment of contracts or positions, which deal with reductions in force from full-time to part-time, which deal with reductions in force from part-time to a lesser part-time, or which deal with any other reductions in force which result in the termination or amendment of a certificated employee's contract or employment position.

Legal Reference: Neb. Rev. Stat. Sections 79-846 to 79-849

Date of Adoption: June 10, 2024

Personnel - Certificated EmployeesResignation of Certificated Employees

Certificated employees are encouraged to notify their immediate supervisor of their plans to resign as soon as practicable. The Board of Education will generally accept all tendered resignations, effective at the end of the current school year, submitted prior to March 15th.

The Board delegates to the Superintendent the authority to formally ask certificated employees in writing whether they intend to accept employment with the District for the following school year. The Superintendent shall give employees a deadline to respond to such requests, so long as the deadline occurs after March 14th. Any employee who fails to respond or declines to accept employment for the following school year may be terminated from employment if they refuse to resign.

The Superintendent is further authorized to file a complaint with the Professional Practices Commission for any teacher who abrogates their contract with the District.

Notwithstanding anything to the contrary herein, the Board is not obligated to accept or reject any tendered resignation if the employee is involved in a disciplinary matter or for any other reason that the Board deems to be in the best interest of the District.

Legal Reference: Neb. Rev. Stat. § 79-829.

Date of Adoption: June 10, 2024

Personnel - Certificated EmployeesDual Sponsorship of Activities

In any instance where more than one teacher is assigned to the sponsorship of an activity for which a stipend is paid, each teacher thereby assigned shall receive payment of the stipend as is specified in the negotiated agreement between the certificated teaching staff and the school district. Should two or more teachers receive administration approval to share the sponsorship of any activity, only an amount equal to one stipend as specified shall be made but shall be equally divided among those teachers sharing the sponsorship.

Date of Adoption: June 10, 2024

Personnel - Certificated EmployeesStandards of Ethical and Professional Performance – Certificated Staff

Both the State of Nebraska and the Board of Education recognize that teaching and its related services, including administrative and supervisory services, are a profession with all of the rights, responsibilities, and privileges accorded other recognized professions. The Board recognizes and endorses the Standards of Ethical and Professional Performance as established by the Nebraska Department of Education and expects all certificated employees to abide by these standards.

Certificated Personnel-Professional Performance and Code of Ethics

It is the expectation of this District that all certificated staff shall comply with the ethics standards set forth by the Nebraska Department of Education, as such standards may be modified from time to time. The ethics standards which certificated staff shall follow shall include the standards set forth in this policy. References to “educator” shall include all certificated employees of the District.

Preamble

The educator shall believe in the worth and dignity of human beings. Recognizing the supreme importance of the pursuit of truth, the devotion to excellence and the nurture of democratic citizenship, the educator shall regard as essential to these goals the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator shall accept the responsibility to practice the profession to these ethical standards.

The educator shall recognize the magnitude of the responsibility he or she has accepted in choosing a career in education, and engages, individually and collectively with other educators, to judge his or her colleagues, and to be judged by them, in accordance with the provisions of this code of ethics.

The standards listed in this section are held to be generally accepted minimal standards for all educators with respect to ethical and professional conduct.

Principle I - Commitment as a Professional Educator:

Fundamental to the pursuit of high educational standards is the maintenance of a profession possessed of individuals with high skills, intellect, integrity, wisdom, and compassion. The educator shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the educator's contractual and professional responsibilities, the educator:

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, sexual orientation or gender identity, 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 professional decisions.
4. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
5. Shall not exploit professional 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 have had revoked for cause in Nebraska or another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which an educator's certificate is issued in Nebraska.
8. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
9. Shall report to the Superintendent any known violation of these standards.
10. Shall seek no reprisal against any individual who has reported a violation of these standards.

Principle II - Commitment to the Student:

Mindful that a profession exists for the purpose of serving the best interests of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator 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 educator:

1. Shall permit the student to pursue reasonable independent scholastic effort, and shall permit the student access to varying points of view.
2. Shall not deliberately suppress or distort subject matter for which the educator is responsible.

3. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
4. Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.
5. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.
6. Shall not tutor for remuneration students assigned to his or her classes unless approved by the Board of Education.
7. Shall not discipline students using corporal punishment.
8. Shall not engage in physical or sexual abuse of students, including engaging in inappropriate sexual behaviors with students.

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 educator bears particular 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 educator:

1. Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator'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 professional judgment.
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 his or her professional position.

Principle IV - Commitment to the Profession:

In belief that the quality of the services to the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education. The educator shall believe that sound professional relationships with colleagues are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to the profession, the educator:

1. Shall provide upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
2. Shall not misrepresent his or her professional qualifications, nor those of colleagues.
3. Shall practice the profession only with proper certification, and shall actively oppose the practice of the profession by persons known to be unqualified.

Principle V - Commitment to Professional Employment Practices:

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

In fulfillment of the obligation to professional employment practices, the educator:

1. Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional 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 professional business through designated procedures, when available, that have been approved by the Board of Education.
5. Shall not assign to unqualified personnel tasks for which an educator is responsible.
6. Shall permit no commercial or personal exploitation of his or her professional position.
7. Shall use time on duty and leave time for the purpose for which intended.

Legal Reference: Neb. Rev. Stat. Sections 79-859, 79-866; 92 NAC 27 (NDE Rule 27)

Date of Adoption: June 10, 2024

Personnel - Non-Certificated Employees

Qualifications of Non-Certificated Employees

Non-certificated employees shall meet the statutory license requirements and such other qualifications as may be determined by the Board and the Superintendent.

Date of Adoption: June 10, 2024

Personnel - Non-Certificated Employees"At Will" Employees

All non-certificated employees and non-certificated assignments shall be employed on an "at will" basis. Non-certificated employees shall have no property right in continued employment and need not be accorded a hearing or any other procedural or substantive due process, prior to termination of their employment.

Nothing in board policy, administrative regulations or practices, employee handbooks, or in any evaluation instrument or in the appraisal process or program for non-certificated employees shall be or is intended to create or be a contract or part of a contract with a non-certificated employee which shall in any way be construed to be contrary to the "at will" employment of non-certificated employees. No administrator or other employee of the school district has any authority to enter into any agreement of employment with a non-certificated employee for any specific period of time or to make any agreement contrary to an at-will employment relationship.

Date of Adoption: June 10, 2024

Personnel - Non-Certificated EmployeesHiring/Dismissal

The Board of Education hereby delegates to the Superintendent the authority to hire, suspend and dismiss non-certificated employees (employees in positions that do not legally require a teacher or administrative certificate) on behalf of McCook Public Schools. Such authority shall be exercised in compliance with the policies of the Board of Education. The Board of Education reserves the authority to modify or reverse any such action taken by the Superintendent.

Dismissal of non-certificated employees shall be on an at-will basis, as such employees are subject to termination at any time without cause, without prior disciplinary action or progressive discipline, and irrespective of the lack of any evaluation or the irregularity in any evaluation process.

Date of Adoption: June 10, 2024

Bylaws of the Board - Board Members

Attorney

The board may, at its discretion, appoint an attorney to perform desired legal services. The attorney shall serve at the board's pleasure and be compensated at a mutually agreeable rate.

Legal Reference: Neb. Rev. Stat. Sec. 79-513

Date of Adoption: June 10, 2024

Bylaws of the Board - Board MembersAuditor

The board will have an annual independent audit of the finances of the district. The board will contract only with state approved auditors and their analysis and report will be in keeping with state approved or accepted standards. This annual audit will be completed by November 5 of each year.

Legal Reference: Neb. Rev. Stat. Sec. 79-1089
NDE Rule 1.3.05

Date of Adoption: June 10, 2024

Bylaws of the Board - Board Members

Individual Members

It is understood that the members of the Board have authority only when acting as a Board legally in session. The Board shall not be bound in any way by any action or statement on the part of any individual Board members, except when such statement or action is in pursuance of specific, formal instructions from the Board.

Date of Adoption: June 10, 2024

Bylaws of the Board - Board Members

Removal From Office

Any member elected or appointed to an officer position on the Board of Education may be removed from the officer position by a two-thirds ($2/3$ rds) vote of the membership of the Board.

Date of Adoption: June 10, 2024

Bylaws of the Board - Board MembersBoard Member Attendance

A Board Member who does not physically attend an entire Board meeting will be deemed to be unexcused and absent from the Board meeting. If a Board Member is absent for more than two consecutive regular meetings of the Board without these absences being excused, then the Board Member's seat becomes vacant.

If a Board Member desires to request their absence be excused, then such Board Member must submit the following information to the Board President and Superintendent at least three days' prior to the Board Meeting: (1) an explanation of why the Board Member is unable to attend the Meeting; (2) an explanation of what steps, if any, the Board Member took to make arrangements to attend the Meeting (such as rescheduling a work commitment); and (3) what "good cause" exists to deem the absence to be excused. "Good cause" is to be determined by the Board, in its sole discretion. If the Board Member submitting the request is the Board President, then the Board President shall submit the request to the Vice President and Superintendent. Any requests submitted within three days of the Board Meeting shall be denied, unless the Board determines that unforeseen or extenuating circumstances have occurred to cause the short notice. The Board President and Superintendent shall have the authority to implement any other reasonable measures to facilitate the request process.

After receipt of such request, the Board President will present the Board Member's request at the Board Meeting. The Board, in its sole discretion, may vote on the request. If the request fails to secure an affirmative vote of the Board, then the Board Member's request shall be denied, and the Board Member's absence shall be unexcused.

Legal Reference: Neb. Rev. Stat. § 32-570

Date of Adoption: June 10, 2024

Bylaws of the Board - Bylaws, Policies and RegulationsFormulation, Adoption, Amendment of Policies

Policy proposals and suggested amendments to or revisions of existing policies shall normally be submitted to all members of the Board of Education by the Superintendent in writing prior to a regularly scheduled Board of Education meeting in which such proposed policies, amendments, or revisions thereof shall be read and discussed.

Policies will be adopted or amended after consideration by the Board of Education. The agenda and minutes shall be marked to indicate policy matters.

The formal adoption of policies shall be by majority vote of all members of the Board of Education and the actions shall be recorded in the minutes of the Board of Education. Only those written statements so adopted and so recorded shall be regarded as official policy.

Policies shall be reviewed at least every three (3) years or at such other periodic time periods as may be required by law.

Reference: Robert's Rules of Order

Date of Adoption: June 10, 2024

Bylaws of the Board - Bylaws, Policies and Regulations

Adoption and Amendment of Bylaws

Proposed new bylaws, as well as amendments or revisions to existing bylaws, may be adopted by a majority vote of ALL members of the Board during regularly scheduled meetings, provided that all proposed changes have been described in writing.

Legal Reference: Neb. Rev. Stat. Sec. 79-526
Reference: Robert's Rules of Order

Date of Adoption: June 10, 2024

Bylaws of the Board - Bylaws, Policies and RegulationsApproval and Amendment of Administrative Regulations

The Board does not adopt administrative regulations unless specifically required to do so by law, or unless requested to do so by the Superintendent, or as required by negotiated agreements with employee organizations, in which case, any such regulation shall become a part of any such agreement and shall be subject to amendment as provided in any such agreement. Adoption and amendment of such Board adopted regulations shall be by the same procedure as that specified for policies at 9200.

The Board reserves the right to review and demand revisions of administrative regulations should they, in the Board's judgment, be inconsistent with the policies adopted by the Board.

Legal Reference: Neb. Rev. Stat. Sec. 79-526

Date of Adoption: June 10, 2024

Bylaws of the Board - Meetings

Regular Meetings

The Board shall meet in regular session on the second Monday of each calendar month, unless otherwise designated by the president with the approval of the Board. Such meetings shall begin at 6:00 p.m.

All meetings shall be held in the boardroom at the McCook Jr. High Boardroom unless otherwise designated by the president with the approval of the Board.

In each odd-numbered year, the January meeting will be held on or after the first Thursday after the first Tuesday.

Legal Reference: Neb. Rev. Stat. Sec. 79-554
 Neb. Rev. Stat. Sec. 79-555
 Neb. Rev. Stat. Sec. 84-1401

Date of Adoption: June 10, 2024

Bylaws of the Board - Meetings

Special Meetings

A special meeting of the Board may be called by the president when in his opinion it is necessary, or upon recommendation of the Superintendent of Schools, or any two (2) Board members.

No business shall be transacted at any special meeting which does not come within the purpose or purposes set forth in the call for the meeting unless it is of an emergency nature.

All meetings shall be held in the McCook Jr. High Boardroom unless otherwise designated by the president with the approval of the Board.

Special Board sessions may be adjourned to a definite date and time.

Legal Reference: Neb. Rev. Stat. Sec. 79-554
 Neb. Rev. Stat. Sec. 79-520
 Neb. Rev. Stat. Sec. 79-555
 Neb. Rev. Stat. Sec. 84-1401

Date of Adoption: June 10, 2024

Bylaws of the Board - Meetings

Advance Delivery of Meeting Materials

The Board shall require the Superintendent to prepare an agenda which, with the minutes, shall be mailed or delivered to the Board members on Thursday or prior to each regular monthly Board meeting.

Items not placed on the regular agenda may be shelved until the regular meeting on the following month to provide the Board adequate time to research the item in question. Citizens may have an item placed on the agenda by permission of the President of the Board or the Superintendent of Schools.

Legal Reference: Neb. Rev. Stat. Sec. 79-520

Date of Adoption: June 10, 2024

Bylaws of the Board - MeetingsOrder of Business

The following may be the order of business for the regular meetings, subject to the discretion of the Board President. This order of business may be changed when the Board President or Superintendent establish the Agenda, by consent of the Board or when the Board President believes it would be in the best interests of the District.

The Board President may, at any meeting, elect not to take up any business or act on any of the items of business. The Board reserves the right not to have any public forum or public comment for any meeting or for any meetings during a particular month. In the event that the Board President elects not to have any Public Forum or public comment, then the Board President may so elect without giving any reason.

The Board may enter into closed session for any lawful purpose, even if not specifically designated on the agenda.

Date of Adoption: June 10, 2024

Bylaws of the Board - MeetingsParliamentary Procedure

The rules of parliamentary procedures as embodied in Robert's Rules of Order, latest edition, may guide the school Board in the conduct of Board meetings. Exceptions shall be made when the issue in question is covered by Board policies or bylaws, and as to minutes, adjournment and as otherwise required by statute. The President, or meeting chair, shall decide all questions of procedure and order, subject to an appeal to the Board, with the object that Board meetings be conducted with order, decency, and regularity and to accomplish the work of the school Board in the best possible manner.

Date of Adoption: June 10, 2024

Bylaws of the Board - MeetingsMinutes

The Board of Education shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed. The resignation of a Board member or any other circumstance that results in a vacancy in office shall be made a part of the minutes.

The minutes shall be prepared by the secretary immediately following the meeting, shall be written, shall be available on the District's website and for inspection by the public and for distribution to the members of the Board within ten (10) working days, or prior to the next convened meeting, whichever occurs earlier, and shall be a part of the agenda for the next regular meeting at which time they shall be corrected, if necessary, and approved.

The minutes shall be kept in the office of the superintendent and shall be public records and open to public inspection during normal business hours. The minutes shall also be available on the District's website for at least six (6) months.

Legal Reference: Neb. Rev. Stat. Sections 79-555; 79-570; and 79-577
Neb. Rev. Stat. Sections 84-1408 to 1414

Date of Adoption: June 10, 2024

Bylaws of the Board - Meetings

Voting

Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the Board in open session, and the record shall state how each member voted, or if the member was absent or not voting. The requirements of a roll call or viva voce vote may be satisfied by use of an electronic voting device which allows the yeas and nays of each member of the board to be readily seen by the public.

Date of Adoption: June 10, 2024

Bylaws of the Board - Meetings

Methods of Operation/Quorum

The Board of Education shall transact business only when it is in session, has a quorum present, and minutes are kept. A majority of all members of the Board shall constitute a quorum.

Legal Reference: Neb. Rev. Stat. Sec. 79-554

Date of Adoption: June 10, 2024

Bylaws of the Board - MeetingsBoard/School District RecordsExceptions and Locations

The Board of Education and the Superintendent may withhold from the public those records in their custody enumerated by law. Records which are open to inspection shall be available in the office of the Superintendent.

Open Meetings Act Posting and Public Access to Board Records

The Board of Education accepts its responsibility to conduct its meetings in public and in compliance with law. The Superintendent shall post at least one current copy of the Open Meetings Act in the meeting room at a location accessible to members of the public. At the beginning of each meeting the public shall be informed about the location of the posted information by announcement of the Board President or Chairperson or via notice given in the Agenda. The Superintendent and the Board secretary shall make available for examination and copying by members of the public at least one copy of all reproducible written material to be discussed at an open meeting except where the law specifically states that a matter is exempted either temporarily or permanently from such disclosure.

Therefore, the Board of Education directs the Superintendent and the Board secretary, acting jointly and cooperatively, to make easily available copies of the Board of Education policy manual and the minutes of meetings of the Board of Education and its committees (except as exempt by law). Minutes shall be made available within ten (10) days of the meeting reported; policies shall be incorporated into the manual within thirty (30) days of adoption.

Legal Reference: Neb. Rev. Stat. Sections 84-1408 to 84-1414
 Neb. Rev. Stat. Sec. 84-712

Date of Adoption: June 10, 2024

Bylaws of the Board - MeetingsOpen Sessions

Subject to the provisions of the public meeting law of the State of Nebraska and the policies of the District, the public shall have the right to attend and the right to speak at meetings of the Board except any part thereof held in closed session, and all or any part of a meeting of the Board except that held in closed session may be recorded by any person in attendance by means of a tape recorder or any other means of sonic reproduction or in writing.

The Board may make and enforce reasonable rules and regulations regarding the conduct of persons attending its meetings and regarding their privilege to speak. The Board is not required to allow citizens to speak at each meeting, nor may it forbid public participation at all meetings.

Any person or group may attend the regular or special meeting of the Board of Education. Undue interruption or other interference with the orderly conduct of business cannot be allowed. Defamatory or abusive remarks are always out of order. A speaker's privilege of address may be terminated if he persists in improper remarks.

At a public meeting of the Board no person shall orally initiate charges or complaints against an individual employee of the District or challenge instructional materials used in the District. All such complaints, charges or challenges shall be presented to the Superintendent or Board in writing and signed by the complainant. All such charges, if presented to the Board directly, shall be referred to the Superintendent for investigation and report.

The Board is not obligated to act on any request unless the same has been submitted in writing to the Superintendent or to the president of the Board sufficiently in advance to allow the same to have been incorporated into the agenda for the meeting.

Date of Adoption: June 10, 2024

Bylaws of the Board - MeetingsClosed Sessions

The Board of Education may hold a closed session by the affirmative vote of a majority of its voting members if a closed session is clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting. Closed sessions may be held for, but shall not be limited to, such reasons as: (a) strategy sessions with respect to collective bargaining, real estate purchases, or litigation; (b) discussion regarding deployment of security personnel or devices; (c) investigative proceedings regarding allegations or misconduct; or (d) evaluation of the job performance of a person when necessary to prevent needless injury to the reputation of a person and if such person has not requested a public meeting; provided, however a closed meeting shall never be held for the purpose of discussing the appointment or election of a new member to the Board of Education.

The vote to hold a closed session shall be taken in open session. The subject matter and the reason necessitating the closed session shall be identified in the motion to close. The entire motion, the vote of each member on the question of holding a closed session, and the time when the closed session commenced and concluded shall be recorded in the minutes. If the motion to close passes, then the presiding officer immediately prior to the closed session shall restate on the record the limitation of the subject matter of the closed session. The Board shall restrict its consideration of matters during the closed portions to only those purposes set forth in the motion to close as the reason for the closed session. The meeting shall be reconvened in open session before any formal action may be taken.

Any member of the Board shall have the right to challenge the continuation of a closed session if the member determines that the session has exceeded the reasons stated in the original motion to hold a closed session. Such challenge shall be overruled only by a majority vote of the members of the public body. Such challenge and its disposition shall be recorded in the minutes.

The term "closed session" as used in the policies, regulations and Bylaws of the District shall include within its meaning any "executive session" or "executive meeting" authorized or prescribed by said policies, regulations and Bylaws, all of said terms being interchangeable.

Legal Reference: Neb. Rev. Stat. Sections 84-1407 to 84-1414

Date of Adoption: June 10, 2024

Bylaws of the Board - Board Authority

General Statement

Bylaws are rules or procedures adopted by the board to govern its internal operations. The use of such guidelines or bylaws helps the board to comply with the responsibility and duties delegated to it by law and by the local electorate, in an efficient and effective manner.

Date of Adoption: June 10, 2024

Bylaws of the Board - Board Authority

Limits of Authority

The Board of Education is the unit of authority. Apart from the normal function as part of the unit, a board member has no individual authority. Individually, the board member may not commit the district to any policy, act or expenditure.

No individual member of the board shall exercise any administrative responsibility with respect to the schools.

Date of Adoption: June 10, 2024

Bylaws of the Board - Board Members

Legal Description

The corporate name of this school district shall be:

Red Willow County School District 17, and shall also be known as the McCook Public Schools.

Legal Reference: Neb. Rev. Stat. Sec. 79-405

Date of Adoption: June 10, 2024

Bylaws of the Board - Board Members

Number of Members, Terms of Office

The Board of Education shall consist of six (6) members elected at large by the qualified voters of the school district in a manner prescribed by law under the provisions pertaining to a Class III school district in the statutes of the State of Nebraska.

The terms of office for board members shall be four (4) years and will begin on the **first Thursday** after the **first Tuesday** in January.

Legal Reference: Neb. Rev. Stat. Sec. 79-549
 Neb. Rev. Stat. Sec. 79-550
 Neb. Rev. Stat. Sec. 32-543

Date of Adoption: June 10, 2024

Bylaws of the Board - Board Members

Officers

1. Members of the school board will elect from among its members a president and vice president.
2. There will also be an elected or appointed secretary who does not need to be a member of the school board.
3. These officers shall be elected at the board's organizational meeting in January of each year.
4. The Board of Education may employ a secretary/treasurer for the district at the January meeting who shall be paid a salary from school district funds within the limits permitted by law, in amounts to be fixed by the Board. A treasurer so employed shall not be a member of the Board. A board member serving as treasurer shall not be compensated.

Legal Reference: Neb. Rev. Stat. Sec. 79-520
 Neb. Rev. Stat. Sec. 79-590

Date of Adoption: June 10, 2024

Bylaws of the Board - Board MembersPresident

1. The duties of the board president shall be to:
 - a. Preside at all meetings of the school board generally following Robert's Rules of Order, though not adhering strictly to every technical detail.
 - b. Countersign all orders upon the school treasury for funds to be disbursed by the district.
 - c. Countersign all warrants of the secretary of the county treasurer.
 - d. Administer the oath to the secretary and treasurer when so required by law.
 - e. Other duties as the law may require.
2. The president has the right to vote on any issue that may come before the school board.
3. The president has the additional duty to maintain order at public meetings of the school board.
4. The president must appear for and on behalf of the district in all suits brought by or against the district.
5. The president shall appoint or provide for the election of all committees of the board, unless otherwise directed by the board. The president shall be kept apprised of the workings of all such committees.
6. The president may call special meetings of the board.
7. The president shall call special meetings of the board when requested by two (2) or more board members.

Legal Reference: Neb. Rev. Stat. Sec. 79-569
Neb. Rev. Stat. Sec. 79-570
Neb. Rev. Stat. Sec. 79-572

Date of Adoption: June 10, 2024

Bylaws of the Board - Board Members

Vice-President

The vice president shall perform the duties of the president in case of absence of the president. In the case of the absence of both the president and vice-president, the remaining members shall select a president pro tem to preside at the meeting.

Date of Adoption: June 10, 2024

Bylaws of the Board - Board MembersTreasurer

The treasurer shall be custodian of all money belonging to the school district, and shall perform duties required by law or by the board. It is the practice of McCook Public Schools to appoint the Director of Business Services at the annual meeting to act in an official capacity as secretary and treasure for the Board of Education.

Legal Reference: Neb. Rev. Stat. Sec. 79-586
 Neb. Rev. Stat. Sec. 79-587
 Neb. Rev. Stat. Sec. 79-588
 Neb. Rev. Stat. Sec. 79-590

Date of Adoption: June 10, 2024

Bylaws of the Board - Board MembersSecretary

The secretary shall perform duties required by law and such duties as the Board and Superintendent may request. In the secretary's absence, documents requiring the signature of the secretary may be signed on the secretary's behalf by the treasurer or another board officer as the secretary's designee.

Legal Reference: Neb. Rev. Stat. Sec. 79-576
 Neb. Rev. Stat. Sec. 79-577
 Neb. Rev. Stat. Sec. 79-578
 Neb. Rev. Stat. Sec. 79-524

Date of Adoption: June 10, 2024

Activities Committee Meeting

Date: 6-5-2024

Time: 12:00 p.m.

Location: Conf. Room A

- **Bowling**
 - Adding girls and boys bowling
 - Additional information on next page

New Information:

- Following a survey conducted by the AD's office, it was found that approximately 20 students (jr. through freshman) are interested in participating in bowling.
- Both girls and boys have shown interest in participating and both should be able to put together a full bowling team.
- The local bowling alley is interested in supporting the program.
- We do have a member of the staff interested in coaching.
 - The potential coach believes that youth programs would likely get going if the high school offered the varsity sport.
- We would not need to use a bus for competitions, at least not during its inaugural years.
- While the addition of this program would draw a few students from other current winter athletic programs, we don't forecast it to be detrimental to any of the other programs.
- It appears that we would be able to put together 7 dates for varsity competition to take place.

Information Provided at the April Meeting:

Varsity Bowling for Boys and Girls

2024-2025 Proposal

A request was made to the high school administration by members of the community to add Varsity Boys and Girls Bowling to the 2024-2025 school year. McCook administration feels that adding another sport/activity to the winter season will not negatively affect other sports and will not require additional

facilities management or facilities development for the school. Adding a sport will increase expenses for the school and will require additional work for the school employees. If we were to add bowling, it would provide another opportunity for our students.

The NSAA began Varsity Bowling in the 2020-2021 school year. Currently, there are two classes in bowling, with 30 schools participating in Class A and 34/33 schools participating in Class B. McCook would compete in Class B for bowling. Bowling is a winter sport that would follow the schedule of basketball, wrestling, and swim and dive.

Projected Expenses:

Transportation for a minimum of 5 contests in order to qualify for the district tournament.

Transportation

1262 miles = 3319

1980 miles = 5207

Coach

Head	Currently 13% of base 2/3 the workload	\$4,268
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Assistant	Currently 8% of base 2/3 the workload	\$2,134
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Uniforms

15 girls @ \$55 = \$825

15 boys @ \$55 = \$825

Bowling Bag/Equipment

30 team bags @ \$65 = \$1,950

Rental of Facility at Home

Practice and contests = \$2,500

Entry Fees

5 @ \$150 = \$750 if we play in 5 contests minimum

10 @ \$150 = \$1,500

Total Expenses

\$17,559

Important Dates:

- First Day of Practice November 18, 2024
- Schedules Due November 21, 2024
- Date of First Contest December 5, 2024
- District Tournaments February 3, 4 or 5, 2025
- State Championships February 10-13, 2025

Uniforms:

Players are required to wear school uniforms during play. The following rules apply to all competitions: All bowlers' uniforms should be the same color and style, with a number placed on the back of the shirt – 6 inches, centered.

Bowlers should wear slacks, skirts, or skorts. These slacks/skirts/skorts may be of any color as long as they match the rest of the team and do not have any tears or holes. Bowlers may NOT wear shorts, jeans, leggings/yoga pants, or hats. Bowlers out of uniform will not be allowed to bowl until they can comply with the rules. Proper shoes are required. Participants must keep their uniforms on while in the competition area. Coaches should wear either a team uniform or appropriate coaching apparel in school colors, or in the colors black, white, gray, or khaki.

Team Composition:

A team shall consist of no more than seven bowlers, comprising five bowlers and two substitutes. A team may have an unlimited number of bowlers within their high school program. Teams will normally compete with a playing strength of five bowlers. If a school is unable to field a complete team of five bowlers, individual bowlers from that school may compete if the school has at least three individual bowlers. An absentee score of zero will be recorded for missing roster members.

Competition Limitations:

The season starts on the first day of practice, which is Monday of Week 20 of the NFHS Standardized Calendar. The first date for a contest is Thursday of Week 22 of

the Standardized Calendar, and the season concludes with the state championship. Teams may not exceed 18 competition points prior to the district and state tournaments and are limited to participating in no more than 3 tournaments, excluding the district and state series of tournaments. Teams must accumulate a minimum of 5 competition points to qualify for district tournament participation. Competition points are assigned as follows:

1. Dual Match = 1 point
2. Double Dual = 2 points
3. Tournament = 3 points

Format/Match Point System:

The Match Point System will be employed, awarding 1 point for each individual game, 3 points for each team game, and 5 points for the Baker match. All bowling will be conducted on a scratch basis. Each match will consist of three games (2 regulation and the best 2 out of 3 Baker matches). Half points will be awarded in the event of tie situations, with specific exceptions noted. In the case of a split decision (where team points are equal after the Baker round), please refer to the Tie Breaker section of this manual. The 21 Point System allocates 8 points per team game (5 for individual and 3 for team - a maximum of 16 points) and 5 points for the Baker match.