

Regular Board Meeting
August 10, 2026, at 7:00 PM
Southern School District

Notice is hereby given of a meeting of the Board of Education, Southern School District #1 on August 10, 2026, at 7:00 PM at Southern Jr./Sr. High School Board Room in Wymore. A current agenda is also available at the office of the Superintendent.

I hereby certify that the above notice was posted in three public places as follows:

Southern Elementary School

Southern Jr./Sr. High School

U.S. Post Office in Wymore

- I. Call Meeting to Order
 - I.A. Roll Call
 - I.B. Notice of Nebraska Open Meetings Act Posted
- II. Approval of Minutes from the July 9, 2026 Working Board Meeting, Student Fees Hearing, Parental Involvement Hearing and the Regular Board Meeting.
- III. Communications, Audiences, and Recognitions
 - III.A. Public comments will not be received after this period of time. Public comment period is limited to 5 minutes per person and a total of 30 minutes overall.
- IV. Financial Statement: Items for Discussion, Consideration, and/or Action
 - IV.A. Approval of Bills
 - IV.A.1. General Fund, Special Building Fund, Depreciation Fund, and Qualified Capital Purpose Undertaking Fund Claims
 - IV.A.2. Lunch & Activity Claims

- V. Support Service
 - V.A. Facility Update
 - V.B. Personnel Items
 - V.C. Technology Update
- VI. Administrative and Committee Reports
 - VI.A. Elementary Principal's Report
 - VI.B. Secondary Principal's Report
 - VI.C. Superintendent's Report
- VII. Items for Discussion, Consideration, and/or Action
 - VII.A. Community Eligibility Provision (CEP)
 - VII.B. Review, discuss and take possible action on a resolution to increase the district's base growth percentage (budget authority) by up to an additional seven percent or other maximum amount as permitted by law
 - VII.C. Review, discuss and take action to approve the disbursement from the building fund, to Genensis Contracting Group for June and July work completion on the new gym project.
 - VII.D. Review, discuss and take action to approve a payment from the building fund account to Genesis Contracting Group for work completed on the new gym project.
 - VII.E. Review, discuss and take action to approve the bid by Jim's Carpet to replace the commons, stairs and hallway flooring.
 - VII.E.1. Review, discuss and take action to approve the down payment to Jim's Carpet.
 - VII.F. Annual School Board Policy Updates
 - VII.G. Approval of the District Handbooks for the 2026-2027 School Year
 - VII.G.1. Staff Handbook 2026-2027
 - VII.G.2. Technology Handbook 2026-2027
 - VII.G.3. Activity Handbook 2026-2027
 - VII.G.4. Student Handbook 2026-2027

VII.G.5. Little Raiders Handbook 2026-2027

VII.H. Approval of Bread Bids for the 2026-2027 School Year

VII.I. Review, discuss and take action to move \$200,000 from the general budget to the food service account.

VII.J. Review, discuss and take action to approve the general fund transfer of \$35,947.09 to the activities account to cover 2025-2026 expenses.

VII.K. Review and discuss the closing of the Wymore Methodist Church, presentation from Rod Goes.

VII.L. Option Enrollment Applications

VIII. Adjournment

Nebraska Open Meetings Act

84-1407. Act, how cited. Sections 84-1407 to 84-1414 shall be known and may be cited as the Open Meetings Act.

84-1408. Declaration of intent; meetings open to public. It is hereby declared to be the policy of this state that the formation of public policy is public business and may not be conducted in secret.

Every meeting of a public body shall be open to the public in order that citizens may exercise their democratic privilege of attending and speaking at meetings of public bodies, except as otherwise provided by the Constitution of Nebraska, federal statutes, and the Open Meetings Act.

84-1409. Terms, defined. For purposes of the Open Meetings Act, unless the context otherwise requires:

- (1)(a) Public body means (i) governing bodies of all political subdivisions of the State of Nebraska, (ii) governing bodies of all agencies, created by the Constitution of Nebraska, statute, or otherwise pursuant to law, of the executive department of the State of Nebraska, (iii) all independent boards, commissions, bureaus, committees, councils, subunits, or any other bodies created by the Constitution of Nebraska, statute, or otherwise pursuant to law, (iv) all study or advisory committees of the executive department of the State of Nebraska whether having continuing existence or appointed as special committees with limited existence, (v) advisory committees of the bodies referred to in subdivisions (i), (ii), and (iii) of this subdivision, and (vi) instrumentalities exercising essentially public functions; and
- (b) Public body does not include (i) subcommittees of such bodies unless a quorum of the public body attends a subcommittee meeting or unless such subcommittees are holding hearings, making policy, or taking formal action on behalf of their parent body, except that all meetings of any subcommittee established under section 81-15,175 are subject to the Open Meetings Act, (ii) entities conducting judicial proceedings unless a court or other judicial body is exercising rulemaking authority, deliberating, or deciding upon the issuance of administrative orders, and (iii) the Judicial Resources Commission or subcommittees or subgroups of the commission;
- (2) Meeting means all regular, special, or called meetings, formal or informal, of any public body for the purposes of briefing, discussion of public business, formation of tentative policy, or the taking of any action of the public body; and
- (3) Virtual conferencing means conducting or participating in a meeting electronically or telephonically with interaction among the participants subject to subsection (2) of section 84-1412.

84-1410. Closed session; when; purpose; reasons listed; procedure; right to challenge; prohibited acts; chance meetings, conventions, or workshops.

- (1) Any public body 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. The subject matter and the reason necessitating the closed session shall be identified in the motion to close. 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, pending litigation, or litigation which is imminent as evidenced by communication of a claim or threat of litigation to or by the public body;
 - (b) Discussion regarding deployment of security personnel or devices;
 - (c) Investigative proceedings regarding allegations of criminal misconduct;
 - (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;
 - (e) For the Community Trust created under section 81-1801.02, discussion regarding the amounts to be paid to individuals who have suffered from a tragedy of violence or natural disaster; or
 - (f) For public hospitals, governing board peer review activities, professional review activities, review and discussion of medical staff investigations or disciplinary actions, and any strategy session concerning transactional negotiations with any referral source that is required by federal law to be conducted at arms length.

Nothing in this section shall permit a closed meeting for discussion of the appointment or election of a new member to any public body.

- (2) The vote to hold a closed session shall be taken in open session. 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 public body holding such a closed session 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. For purposes of this section, formal action shall mean a collective decision or a collective commitment or promise to make a decision on any question, motion, proposal, resolution, order, or ordinance or formation of a position or policy but shall not include negotiating guidance given by members of the public body to legal counsel or other negotiators in closed sessions authorized under subdivision (1)(a) of this section.

- (3) Any member of any public body shall have the right to challenge the continuation of a closed session if the member determines that the session has exceeded the reason stated in the original motion to hold a closed session or if the member contends that the closed session is neither clearly necessary for (a) the protection of the public interest or (b) the prevention of needless injury to the reputation of an individual. 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.
- (4) Nothing in this section shall be construed to require that any meeting be closed to the public. No person or public body shall fail to invite a portion of its members to a meeting, and no public body shall designate itself a subcommittee of the whole body for the purpose of circumventing the Open Meetings Act. No closed session, informal meeting, chance meeting, social gathering, email, fax, or other electronic communication shall be used for the purpose of circumventing the requirements of the act.

- (5) The act does not apply to chance meetings or to attendance at or travel to conventions or workshops of members of a public body at which there is no meeting of the body then intentionally convened, if there is no vote or other action taken regarding any matter over which the public body has supervision, control, jurisdiction, or advisory power.

84-1411. Meetings of public body; notice; method; contents; when available; right to modify; duties concerning notice; virtual conferencing authorized; requirements; emergency meeting without notice; appearance before public body.

- (1)(a) Except as provided in subsection (9) of this section, each public body shall give reasonable advance publicized notice of the time and place of each meeting as provided in this subsection. Such notice shall be transmitted to all members of the public body and to the public.
- (b)(i) Except as provided in subdivision (1)(b)(ii) of this section, in the case of a public body described in subdivision (1)(a)(i) of section 84-1409 or such body's advisory committees, such notice shall be given by:
 - (A)(I) Publication in a newspaper of general circulation within the public body's jurisdiction that is finalized for printing prior to the time and date of the meeting, (II) posting on such newspaper's website, if available, and
 - (III) posting on a statewide website, if available, established and maintained as a repository for such notices by a majority of Nebraska newspapers. Such notice shall be placed in the newspaper and on the websites by the newspaper; or
 - (B)(I) Posting to the newspaper's website, if available, and (II) posting to a statewide website, if available, established and maintained as a repository for such notices by a majority of Nebraska newspapers if no edition of a newspaper of general circulation within the public body's jurisdiction is to be finalized for printing prior to the time and date of the meeting. Such notice shall be placed in the newspaper and on the websites by the newspaper.
- (ii) In the case of the governing body of a city of the second class or village, any advisory committee of such governing body, or the governing body of a rural or suburban fire protection district, such notice shall be given by:
 - (A)(I) Publication in a newspaper of general circulation within the public body's jurisdiction that is finalized for printing prior to the time and date of the meeting, (II) posting on such newspaper's website, if available, and (III) posting on a statewide website, if available, established and maintained as a repository for such notices by a majority of Nebraska newspapers. Such notice shall be placed in the newspaper and on the websites by the newspaper;
 - (B)(I) Posting to the newspaper's website, if available, and (II) posting on a statewide website, if available, established and maintained as a repository for such notices by a majority of Nebraska newspapers if no edition of a newspaper of general circulation within the public body's jurisdiction is to be

finalized for printing prior to the time and date of the meeting. Such notice shall be placed in the newspaper and on the websites by the newspaper; or (C) Posting written notice in three conspicuous public places in such city, village, or district. Such notice shall be posted by the public body in the same three places for each meeting.

(iii) In the case of a public body not described in subdivision (1)(b)(i) or (ii) of this section, such notice shall be given by a method designated by the public body.

(iv) In case of refusal, neglect, or inability of the newspaper to publish the notice, the public body shall (A) post such notice on its website, if available, (B) request the newspaper submit a post on a statewide website, if available, established and maintained as a repository for such notices by a majority of Nebraska newspapers, and (C) post such notice in a conspicuous public place in such public body's jurisdiction. The public body shall keep a written record of such posting pursuant to subdivision (1)(b)(iv)(A) and (C) of this section and a written record of the request to the newspaper pursuant to subdivision (1)(b)(iv)(B) of this section. The record of such posting shall be evidence that such posting was done as required and shall be sufficient to fulfill the requirement of publication.

(c) In addition to a method of notice required by subdivision (1)(b)(i) or (ii) of this section, such notice may also be provided by any other appropriate method designated by such public body or such advisory committee.

(d) Each public body shall record the methods and dates of such notice in its minutes.

(e) Such notice shall contain an agenda of subjects known at the time of the publicized notice or a statement that the agenda, which shall be kept continually current, shall be readily available for public inspection at the principal office of the public body during normal business hours. Agenda items shall be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting. Except for items of an emergency nature, the agenda shall not be altered later than (i) twenty-four hours before the scheduled commencement of the meeting or (ii) forty-eight hours before the scheduled commencement of a meeting of a city council or village board scheduled outside the corporate limits of the municipality. The public body shall have the right to modify the agenda to include items of an emergency nature only at such public meeting.

(2)(a) The following entities may hold a meeting by means of virtual conferencing if the requirements of subdivision (2)(b) of this section are met:

- (i) A state agency, state board, state commission, state council, or state committee, or an advisory committee of any such state entity;
- (ii) An organization, including the governing body, created under the Interlocal Cooperation Act, the Joint Public Agency Act, or the Municipal Cooperative Financing Act;
- (iii) The governing body of a public power district having a chartered territory of more than one county in this state;
- (iv) The governing body of a public power and irrigation district having a chartered territory of more than one county in this state;
- (v) An educational service unit;
- (vi) The Educational Service Unit Coordinating Council;
- (vii) An organization, including the governing body, of a risk management pool or its advisory committees organized in accordance with the Intergovernmental Risk Management Act;
- (viii) A community college board of governors;
- (ix) The Nebraska Brand Committee;
- (x) A local public health department;
- (xi) A metropolitan utilities district;
- (xii) A regional metropolitan transit authority; and
- (xiii) A natural resources district.

(b) The requirements for holding a meeting by means of virtual conferencing are as follows:

(i) Reasonable advance publicized notice is given as provided in subsection (1) of this section, including providing access to a dial-in number or link to the virtual conference;

(ii) In addition to the public's right to participate by virtual conferencing, reasonable arrangements are made to accommodate the public's right to attend at a physical site and participate as provided in section 84-1412, including reasonable seating, in at least one designated site in a building open to the public and identified in the notice, with: At least one member of the entity holding such meeting, or his or her designee, present at each site; a recording of the hearing by audio or visual recording devices; and a reasonable opportunity for input, such as public comment or questions, is provided to at least the same extent as would be provided if virtual conferencing was not used;

(iii) At least one copy of all documents being considered at the meeting is available at any physical site open to the public where individuals may attend the virtual conference. The public body shall also provide links to an electronic copy of the agenda, all documents being considered at the meeting, and the current version of the Open Meetings Act; and

(iv) Except as otherwise provided in this subdivision or subsection (4) of section 79-2204, no more than one-half of the meetings of the state entities, advisory committees, boards, councils, organizations, or governing bodies are held by virtual conferencing in a calendar year. In the case of (a) an organization created under the Interlocal Cooperation Act that sells electricity or natural gas, (b) an organization created under the Municipal Cooperative Financing Act, (C) a governing body of a risk management pool and any advisory committee of such governing body, or (D) any advisory committee of any state entity created in response to the Opioid Prevention and Treatment Act, such organization, governing body, or committee may hold more than one-half of its meetings by virtual conferencing if such organization holds at least one meeting each calendar year that is not by virtual conferencing.

(3) Virtual conferencing, emails, faxes, or other electronic communication shall not be used to circumvent any of the public government purposes established in the Open Meetings Act.

(4) The secretary or other designee of each public body shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to them of the time and place of each meeting and the subjects to be discussed at that meeting.

(5) When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes and any formal action taken in such meeting shall pertain only to the emergency. Such emergency meetings may be held by virtual conferencing. The provisions of subsection (4) of this section shall be complied with in conducting emergency meetings. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public by no later than the end of the next regular business day.

(6) A public body may allow a member of the public or any other witness to appear before the public body by means of virtual conferencing.

(7)(a) Notwithstanding subsections (2) and (5) of this section, if an emergency is declared by the Governor pursuant to the Emergency Management Act as defined in section 81-829.39, a public body the territorial jurisdiction of which is included in the emergency declaration, in whole or in part, may hold a meeting by virtual conferencing during such emergency if the public body gives reasonable advance publicized notice as described in subsection (1) of this section. The notice shall include information regarding access for the public and news media. In addition to any formal action taken pertaining to the emergency, the public body may hold such meeting for the purpose of briefing, discussion of public business, formation of tentative policy, or the taking of any action by the public body.

(b) The public body shall provide access by providing a dial-in number or a link to the virtual conference. The public body shall also provide links to an electronic copy of the agenda, all documents being considered at the meeting, and the current version of the Open Meetings Act. Reasonable arrangements shall be made to accommodate the public's right to hear and speak at the meeting and record the meeting. Subsection (4) of this section shall be complied with in conducting such meetings.

(c) The nature of the emergency shall be stated in the minutes. Complete minutes of such meeting specifying the nature of the emergency and any formal action taken at the meeting shall be made available for inspection as provided in subsection (5) of section 84-1413.

(8) In addition to any other statutory authorization for virtual conferencing, any public body not listed in subdivision (2)(a) of this section may hold a meeting by virtual conferencing if:

- (a) The purpose of the virtual meeting is to discuss items that are scheduled to be discussed or acted upon at a subsequent non-virtual open meeting of the public body;
- (b) No action is taken by the public body at the virtual meeting; and
- (c) The public body complies with subdivisions (2)(b)(i) and (ii) of this section.

84-1412. Meetings of public body; rights of public; public body; powers and duties.

(1) Subject to the Open Meetings Act, the public has the right to attend and the right to speak at meetings of public bodies, and all or any part of a meeting of a public body, except for closed sessions called pursuant to section 84-1410, may be videotaped, televised, photographed, broadcast, or recorded by any person in attendance by means of a tape recorder, a camera, video equipment, or any other means of pictorial or sonic reproduction or in writing. Except for closed sessions called pursuant to section 84-1410, a public body shall allow members of the public an opportunity to speak at each meeting.

(2) It shall not be a violation of subsection (1) of this section for any public body to make and enforce reasonable rules and regulations regarding the conduct of persons attending, speaking at, videotaping, televising, photographing, broadcasting, or recording its meetings, including meetings held by virtual conferencing.

(3) No public body shall require members of the public to identify themselves as a condition for admission to the meeting nor shall such body require that the name of any member of the public be placed on the agenda prior to such meeting in order to speak about items on the agenda. The body shall require any member of the public desiring to address the body to identify himself or herself, including an address and the name of any organization represented by such person unless the address requirement is waived to protect the security of the individual.

(4) No public body shall, for the purpose of circumventing the Open Meetings Act, hold a meeting in a place known by the body to be too small to accommodate the anticipated audience.

(5) No public body shall be deemed in violation of this section if it holds its meeting in its traditional meeting place which is located in this state.

(6) No public body shall be deemed in violation of this section if it holds a meeting outside of this state if, but only if:

- (a) A member entity of the public body is located outside of this state and the meeting is in that member's jurisdiction;
- (b) All out-of-state locations identified in the notice are located within public buildings used by members of the entity or at a place which will accommodate the anticipated audience;
- (c) Reasonable arrangements are made to accommodate the public's right to attend, hear, and speak at the meeting, including making virtual conferencing available at an instate location to members, the public, or the press, if requested twenty-four hours in advance;
- (d) No more than twenty-five percent of the public body's meetings in a calendar year are held out-of-state;
- (e) Out-of-state meetings are not used to circumvent any of the public government purposes established in the Open Meetings Act; and
- (f) The public body publishes notice of the out-of-state meeting at least twenty-one days before the date of the meeting in a legal newspaper of statewide circulation.

(7) Each public body shall, upon request, make a reasonable effort to accommodate the public's right to hear the discussion and testimony presented at a meeting.

(8) Public bodies shall make available at the meeting or the instate location for virtual conferencing as required by subdivision (6)(c) of this section, 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, either in paper or electronic form. Public bodies shall make available at least one current copy of the Open Meetings Act posted in the meeting room at a location accessible to members of the public. At the beginning of the meeting, the public shall be informed about the location of the posted information.

84-1413. Meetings; minutes; roll call vote; secret ballot; when; agenda and minutes; required on website; when.

- (1) Each public body shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed.
- (2) Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the public body 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 shall be satisfied by a public body which utilizes an electronic voting device which allows the yeas and nays of each member of such public body to be readily seen by the public.
- (3) The vote to elect leadership within a public body may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes.
- (4) The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public records and open to public inspection during normal business hours.
- (5) Minutes shall be written or kept as an electronic record and shall be available for inspection within ten working days or prior to the next convened meeting, whichever occurs earlier, except that cities of the second class and villages may have an additional ten working days if the employee responsible for writing or keeping the minutes is absent due to a serious illness or emergency.
- (6) Beginning July 31, 2022, the governing body of a natural resources district, the city council of a city of the metropolitan class, the city council of a city of the primary class, the city council of a city of the first class, the county board of a county with a population greater than twenty-five thousand inhabitants, and the school board of a school district shall make available on such entity's public website the agenda and minutes of any meeting of the governing body. The agenda shall be placed on the website at least twenty-four hours before the meeting of the governing body. Minutes shall be placed on the website at such time as the minutes are available for inspection as provided in subsection (5) of this section. This information shall be available on the public website for at least six months.

84-1414. Unlawful action by public body; declared void or voidable by district court; when; duty to enforce open meeting laws; citizen's suit; procedure; violations; penalties.

(1) Any motion, resolution, rule, regulation, ordinance, or formal action of a public body made or taken in violation of the Open Meetings Act shall be declared void by the district court if the suit is commenced within one hundred twenty days of the meeting of the public body at which the alleged violation occurred. Any motion, resolution, rule, regulation, ordinance, or formal action of a public body made or taken in substantial violation of the Open Meetings Act shall be voidable by the district court if the suit is commenced more than one hundred twenty days after but within one year of the meeting of the public body in which the alleged violation occurred. A suit to void any final action shall be commenced within one year of the action.

(2) The Attorney General and the county attorney of the county in which the public body ordinarily meets shall enforce the Open Meetings Act.

(3) Any citizen of this state may commence a suit in the district court of the county in which the public body ordinarily meets or in which the plaintiff resides for the purpose of requiring compliance with or preventing violations of the Open Meetings Act, for the purpose of declaring an action of a public body void, or for the purpose of determining the applicability of the act to discussions or decisions of the public body. It shall not be a defense that the citizen attended the meeting and failed to object at such time. The court may order payment of reasonable attorney's fees and court costs to a successful plaintiff in a suit brought under this section.

(4) Any member of a public body who knowingly violates or conspires to violate or who attends or remains at a meeting knowing that the public body is in violation of any provision of the Open Meetings Act shall be guilty of a Class IV misdemeanor for a first offense and a Class III misdemeanor for a second or subsequent offense.

Revised 06/2025

MINUTES
BOARD OF EDUCATION
July 9, 2026
7:20 PM

I. Call Meeting to Order

President Dave Zimmerman called the meeting to order at 7:20 p.m. and the following members were present: Dana Dorn, Dave Zimmerman, Debra Schlake, Jared McKeever, & Jeff Argo. The following administrators were present: Mark Jolliffe.

Reasonable advance publicized notice of the meeting was given according to law by publishing, a designated method for giving notice of the school district. Posted Location:

- Fairbury Journal-News

Posted Date: 7/03/2026

Reasonable advance notice was simultaneously given to board members and a copy of their acknowledgment of receipt of notice and the agenda attached. All proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public.

I.A. Roll Call

Motion to excuse Betsy Frerichs. This motion, made by Jared McKeever and seconded by Debra Schlake, passed.

Betsy Frerichs: Absent, Jeff Argo: yes, Dana Dorn: yes, Jared McKeever: yes, Debra Schlake: yes, David Zimmerman: yes
yes: 5, no: 0, Absent: 1

I.B. Notice of Nebraska Open Meetings Act Posted

President Dave Zimmerman announced that a complete copy of the Nebraska Open Meetings Act was posted on the back of the board of education meeting room.

II. Public Hearing Items - Policy 5018: Parent Involvement in Education Practices & Policy 5057: District Title I Parent and Family Engagement Policy

III. Adjournment

Motion to adjourn the meeting at 7:25 p.m. This motion, made by Jeff Argo and seconded by Debra Schlake, passed.

Betsy Frerichs: Absent, Jeff Argo: yes, Dana Dorn: yes, Jared McKeever: yes, Debra Schlake: yes, David Zimmerman: yes
yes: 5, no: 0, Absent: 1

BY

President of the Board of Education

Of this School District

ATTEST

Secretary of the Board of Education
of this School District

MINUTES
BOARD OF EDUCATION
July 9, 2026
7:10 PM

I. Call Meeting to Order

President Dave Zimmerman called the meeting to order at 7:10 p.m. and the following members were present: Dana Dorn, Dave Zimmerman, Debra Schlake, Jared McKeever, & Jeff Argo. The following administrators were present: Mark Jolliffe.

Reasonable advance publicized notice of the meeting was given according to law by publishing, a designated method for giving notice of the school district. Posted Location:

- Fairbury Journal-News

Posted Date: 7/03/2026

Reasonable advance notice was simultaneously given to board members and a copy of their acknowledgment of receipt of notice and the agenda attached. All proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public.

I.A. Roll Call

Motion to excuse Betsy Frerichs. This motion, made by Jeff Argo and seconded by Jared McKeever, passed.

Betsy Frerichs: Absent, Jeff Argo: yes, Dana Dorn: yes, Jared McKeever: yes, Debra Schlake: yes, David Zimmerman: yes
yes: 5, no: 0, Absent: 1

I.B. Notice of Nebraska Open Meetings Act Posted

President Dave Zimmerman announced that a complete copy of the Nebraska Open Meetings Act was posted on the back of the board of education meeting room.

II. Public Hearing Item - Policy 5045: Student Fees

III. Adjournment

Motion to adjourn the meeting at 7:19 p.m. This motion, made by Debra Schlake and seconded by Jared McKeever, passed.

Betsy Frerichs: Absent, Jeff Argo: yes, Dana Dorn: yes, Jared McKeever: yes, Debra Schlake: yes, David Zimmerman: yes
yes: 5, no: 0, Absent: 1

BY

President of the Board of Education

Of this School District

ATTEST

Secretary of the Board of Education
of this School District

MINUTES
BOARD OF EDUCATION
July 9, 2026
5:30 PM

I. Call Meeting to Order

President Dave Zimmerman called the meeting to order at 5:30 p.m. and the following members were present: Betsy Frerichs, Dana Dorn, Dave Zimmerman, Debra Schlake, Jared McKeever, & Jeff Argo. The following administrators were present: Mark Jolliffe.

Reasonable advance publicized notice of the meeting was given according to law by publishing, a designated method for giving notice of the school district. Posted Location:

- Fairbury Journal-News

Posted Date: 7/03/2026

Reasonable advance notice was simultaneously given to board members and a copy of their acknowledgment of receipt of notice and the agenda attached. All proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public.

I.A. Roll Call

I.B. Notice of Nebraska Open Meetings Act Posted

President Dave Zimmerman announced that a complete copy of the Nebraska Open Meetings Act was posted on the back of the board of education meeting room.

II. Public comments will not be received after this period of time. Public comment period is limited to 5 minutes per person and a total of 30 minutes overall.

III. Items for Discussion, Consideration, and/or Action

III.A. Establish Year One Goals for the Superintendent

IV. Adjournment

Motion to adjourn the meeting at 7:06 p.m. This motion, made by Jeff Argo and seconded by Debra Schlake, passed.

Betsy Frerichs: Absent, Jeff Argo: yes, Dana Dorn: yes, Jared McKeever: yes, Debra Schlake: yes, David Zimmerman: yes
yes: 5, no: 0, Absent: 1

BY

President of the Board of Education

Of this School District

ATTEST

Secretary of the Board of Education
of this School District

MINUTES
BOARD OF EDUCATION
July 9, 2026
7:30 PM

I. Call Meeting to Order

President Dave Zimmerman called the meeting to order at 7:30 p.m. and the following members were present: Dana Dorn, Dave Zimmerman, Debra Schlake, Jared McKeever, & Jeff Argo. The following administrators were present: Mark Jolliffe. The following student board member was present: Cole Thompson.

Reasonable advance publicized notice of the meeting was given according to law by publishing, a designated method for giving notice of the school district. Posted Location:

- Fairbury Journal-News

Posted Date: 7/03/2026

Reasonable advance notice was simultaneously given to board members and a copy of their acknowledgment of receipt of notice and the agenda attached. All proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public.

I.A. Roll Call

Motion to excuse Betsy Frerichs. This motion, made by Debra Schlake and seconded by Dana Dorn, passed.

Betsy Frerichs: Absent, Jeff Argo: yes, Dana Dorn: yes, Jared McKeever: yes, Debra Schlake: yes, David Zimmerman: yes
yes: 5, no: 0, Absent: 1

I.B. Notice of Nebraska Open Meetings Act Posted

President Dave Zimmerman announced that a complete copy of the Nebraska Open Meetings Act was posted on the back of the board of education meeting room.

II. Approval of Minutes from the June 8, 2026, Working Board Meeting and Regular Board Meeting

Motion to approve minutes from the June 8, 2026, Working Board Meeting and Regular Board Meeting. This motion, made by Jared McKeever and seconded by Jeff Argo, passed.

Betsy Frerichs: Absent, Jeff Argo: yes, Dana Dorn: yes, Jared McKeever: yes, Debra Schlake: yes, David Zimmerman: yes
yes: 5, no: 0, Absent: 1

III. Communications, Audiences, and Recognitions

III.A. Public comments will not be received after this period of time. Public comment period is limited to 5 minutes per person and a total of 30 minutes overall.

IV. Financial Statement: Items for Discussion, Consideration, and/or Action

IV.A. Approval of Bills

IV.A.1. General Fund, Special Building Fund, Depreciation Fund, and Qualified Capital Purpose Undertaking Fund Claims

Motion to approve the general fund, special building fund, depreciation fund, and qualified capital purpose undertaking fund claims. This motion, made by Debra Schlake and seconded by Jared McKeever, passed.

Betsy Frerichs: Absent, Jeff Argo: yes, Dana Dorn: yes, Jared McKeever: yes, Debra Schlake: yes, David Zimmerman: yes
yes: 5, no: 0, Absent: 1

IV.A.2. Lunch & Activity Claims

V. Items for Discussion, Consideration, and/or Action

V.A. Set Substitute Compensation for the 2026-2027 School Year

Motion to set Substitute Compensation at \$175 for the 2026-2027 School Year. This motion, made by Jared McKeever and seconded by Dana Dorn, passed.

Betsy Frerichs: Absent, Jeff Argo: yes, Dana Dorn: yes, Jared McKeever: yes, Debra Schlake: yes, David Zimmerman: yes
yes: 5, no: 0, Absent: 1

V.B. Preschool Playground Equipment

Motion to proceed with purchase of playground equipment from Creative Sites, LLC for the Preschool. This motion, made by Debra Schlake and seconded by Dana Dorn, passed.

Betsy Frerichs: Absent, Jared McKeever: no, Jeff Argo: yes, Dana Dorn: yes, Debra Schlake: yes, David Zimmerman: yes
yes: 4, no: 1, Absent: 1

V.C. Set Breakfast, Lunch, and Milk Prices for the 2026-2027 School Year

Motion to raise breakfast and lunch prices by \$0.15 for the 2026-2027 school year. This motion, made by Dana Dorn and seconded by Jeff Argo, passed.

Betsy Frerichs: Absent, Jeff Argo: yes, Dana Dorn: yes, Jared McKeever: yes, Debra Schlake: yes, David Zimmerman: yes
yes: 5, no: 0, Absent: 1

V.D. Approval of Milk Bids for the 2026-2027 School Year

Motion to Approve the escalating and de-escalating milk bid from Hiland Dairy for the 2026-2027 school year. This motion, made by Jared McKeever and seconded by Debra Schlake, passed.

Betsy Frerichs: Absent, Jeff Argo: yes, Dana Dorn: yes, Jared McKeever: yes, Debra Schlake:

yes, David Zimmerman: yes
yes: 5, no: 0, Absent: 1

V.E. Annual School Board Policy Updates

Motion to approve the following policy updates: 2008, 3003, 3003.1, 3004.1, 3048, 3061, 4017, 4019, 4065, 5004, 5035, 5048, 6009, 6038, 6046. This motion, made by Jared McKeever and seconded by Debra Schlake, passed.

Betsy Frerichs: Absent, Jeff Argo: yes, Dana Dorn: yes, Jared McKeever: yes, Debra Schlake: yes, David Zimmerman: yes
yes: 5, no: 0, Absent: 1

Motion to table Policy 3057, 4056, 5001 & 5003 to the August 10, 2026 Board Meeting. This motion, made by Debra Schlake and seconded by Dana Dorn, Tabled.

Betsy Frerichs: Absent, Jeff Argo: yes, Dana Dorn: yes, Jared McKeever: yes, Debra Schlake: yes, David Zimmerman: yes
yes: 5, no: 0, Absent: 1

V.F. Option Enrollment Applications

Motion to approve of option enrollment applications. This motion, made by Debra Schlake and seconded by Dana Dorn, passed.

Betsy Frerichs: Absent, Jeff Argo: yes, Dana Dorn: yes, Jared McKeever: yes, Debra Schlake: yes, David Zimmerman: yes
yes: 5, no: 0, Absent: 1

The board approved four option in applications for the 2026-2027 school year and two option out applications for the 2026-2027 school year.

VI. Adjournment

Motion to adjourn the meeting at 8:47pm. This motion, made by Jared McKeever and seconded by Jeff Argo, passed.

Betsy Frerichs: Absent, Jeff Argo: yes, Dana Dorn: yes, Jared McKeever: yes, Debra Schlake: yes, David Zimmerman: yes
yes: 5, no: 0, Absent: 1

The next Regular Board meeting is scheduled for Monday, August 10, 2026, at Southern Jr./Sr. High School Boardroom in Wymore. The Board of Education will usually adhere to the sequence of the published agenda, but reserves the right to adjust the order of items if necessary and may elect to amend the agenda as deemed necessary.

BY

President of the Board of Education

Of this School District

ATTEST

Secretary of the Board of Education
of this School District

PUBLIC PARTICIPATION

INSTRUCTIONS FOR MEMBERS OF THE PUBLIC WHO WISH TO SPEAK:
This is the portion of the meeting when members of the public may speak to the board about matters of public concern.

- **Getting Started:** When you have been recognized, please identify yourself, including an address and the name of any organization you represent. The board may waive the address requirement to protect the security of the individual.
- **Time Limit:** The board will generally allow a total of 30 minutes for the presentation of all public comments. Individuals may speak only one time, and must limit comments to around 5 minutes. If there are more than 6 individuals who wish to address the board, the 30 minutes will be divided equally between the number of speakers. These time limits may be changed by a majority vote of the board members in attendance to extend the time for a specific item or speaker.
- **Personnel or Student Topic:** If you are planning to speak about a personnel or a student matter involving an individual, please understand that the district has a complaint policy and/or procedures to resolve such complaints and concerns. The Board requests that you follow the policy and procedures before addressing these matters with the Board. Board members will generally not respond to any questions you ask or comments about individual staff members or students.
- **General Rules:** This is a public meeting for the conduct of business. Comments from the audience while others are speaking will not be tolerated. Lewd, obscene, profane, slanderous, threatening and hostile conduct or statements and fighting words (words whose mere utterance entails a call to violence) will not be tolerated.
- **No Action by the Board:** The board will not act on any matter unless it is on the published agenda.

Southern Public Schools

Expense Budget Report - 8/10/2026

PROGRAM	Actuals (Selected Range)	Adopted Budget	Current Budget	Actuals (YTD)	Available	% of Budget
01100 - REGULAR INSTRUCTIONAL PROGRAMS	\$125,151.30	\$1,927,515.00	\$1,928,515.00	\$1,540,738.85	\$387,776.15	79.89
01160 - POVERTY PROGRAMS	\$140,710.76	\$1,687,856.00	\$1,695,856.00	\$1,545,924.28	\$149,931.72	91.16
01190 - EARLY CHILDHOOD EDUCATIONAL PROGRAMS	\$318.76	\$79,822.00	\$79,922.00	\$19,950.41	\$59,971.59	24.96
01200 - SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS	\$52,336.40	\$858,173.00	\$858,323.00	\$786,279.63	\$72,043.37	91.61
01291 - PK SPED	\$20,893.57	\$246,708.00	\$251,717.00	\$220,310.60	\$31,406.40	87.52
02120 - GUIDANCE SERVICES	\$10,182.41	\$115,336.00	\$115,336.00	\$106,484.33	\$8,851.67	92.33
02130 - HEALTH SERVICES	\$155.00	\$4,000.00	\$4,000.00	\$1,483.91	\$2,516.09	37.10
02141 - ELEM GUIDANCE	\$16,234.32	\$174,488.00	\$174,488.00	\$171,118.09	\$3,369.91	98.07
02142 - PSYCH	\$46.76	\$5,000.00	\$5,000.00	\$5,145.09	(\$145.09)	102.90
02151 - SPEECH-SEC/ELEM	\$3,883.63	\$73,600.00	\$73,600.00	\$94,732.15	(\$21,132.15)	128.71
02152 - SPEECH 3/4 YEAR OLDS	\$331.57	\$6,000.00	\$6,000.00	\$9,304.28	(\$3,304.28)	155.07
02161 - OT SERVICES	\$4,162.05	\$50,000.00	\$50,000.00	\$52,706.70	(\$2,706.70)	105.41
02163 - OT SERVICES 0-2 YEAR OLDS	\$439.21	\$7,283.00	\$7,283.00	\$6,547.60	\$735.40	89.90
02171 - PT SERVICES	\$534.97	\$9,000.00	\$9,000.00	\$7,213.96	\$1,786.04	80.16
02172 - PT 3-5 YRS	\$128.99	\$7,000.00	\$7,000.00	\$6,436.92	\$563.08	91.96
02181 - VISION SERVICES	\$0.00	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	0.00
02190 - OTHER PUPIL SUPPORT SERVICES	\$4,312.22	\$128,749.00	\$128,929.00	\$118,223.15	\$10,705.85	91.70
02212 - INSTRUCTIONAL STAFF TRAINING AND CURRICULUM DEVELOPMENT	\$0.00	\$35,046.00	\$35,046.00	\$5,101.84	\$29,944.16	14.56
02220 - MEDIA	\$9,164.50	\$114,953.00	\$114,953.00	\$102,060.96	\$12,892.04	88.78
02310 - BOARD OF EDUCATION	\$4,020.93	\$60,000.00	\$70,300.00	\$58,403.72	\$11,896.28	83.08
02320 - EXECUTIVE ADMINISTRATION SERVICES	\$29,060.12	\$354,113.00	\$354,113.00	\$290,081.57	\$64,031.43	81.92
02330 - LEGAL SERVICES	\$462.00	\$20,000.00	\$20,000.00	\$16,452.17	\$3,547.83	82.26
02410 - PRINCIPAL AREA	\$38,842.69	\$444,475.00	\$444,475.00	\$420,604.54	\$23,870.46	94.63
02510 - SCHOOL BUSINESS	\$14,077.35	\$170,994.00	\$170,994.00	\$137,067.94	\$33,926.06	80.16
02610 - CUSTODIAL	\$58,449.16	\$540,143.00	\$540,143.00	\$496,923.87	\$43,219.13	92.00
02620 - MAINTENANCE	\$15,777.84	\$892,985.00	\$892,985.00	\$176,386.81	\$716,598.19	19.75
02630 - FOOTBALL/GROUND MAINT	\$17,391.30	\$49,300.00	\$49,300.00	\$33,658.77	\$15,641.23	68.27
02640 - Equip. Upkeep	\$332.89	\$4,500.00	\$4,500.00	\$1,579.48	\$2,920.52	35.10
02650 - VEHICLES	\$209.25	\$25,000.00	\$25,000.00	\$9,098.81	\$15,901.19	36.40
02710 - BUS	\$2,762.75	\$250,100.00	\$250,100.00	\$95,523.16	\$154,576.84	38.19
02712 - SPED TRANSFER	\$0.00	\$100,000.00	\$100,000.00	\$88,240.46	\$11,759.54	88.24
06200 - Title I-ESSA	\$9,144.06	\$146,559.00	\$146,559.00	\$124,213.27	\$22,345.73	84.75
06212 - TITLE I-CSI	\$2,873.46		\$0.00	\$13,479.19	(\$13,479.19)	
06700 - Federal CTE Grant	\$0.00	\$20,900.00	\$20,900.00	\$0.00	\$20,900.00	0.00
	\$582,390.22	\$8,624,598.00	\$8,649,337.00	\$6,761,476.51	\$1,887,860.49	

Southern Public Schools

July 2026 Revenue

General Fund

Account Code	Description	Jul-26	Budget (YTD)	Actual (YTD)	Encumbrance (YTD)	Available (YTD)	% of Budget
01-1-01100-000	Local Dist Taxes	(\$13,426.76)	(\$5,038,983.00)	(\$4,004,370.74)	\$0.00	(\$1,034,612.26)	79.46
01-1-01115-000	Carline Distribution	\$0.00	(\$100.00)	(\$41.97)	\$0.00	(\$58.03)	41.97
01-1-01120-000	Pub Pow Sales Tax	\$0.00	(\$8,000.00)	\$0.00	\$0.00	(\$8,000.00)	0.00
01-1-01125-000	Motor Vehicle Taxes	(\$14,254.90)	(\$215,000.00)	(\$189,721.79)	\$0.00	(\$25,278.21)	88.24
01-1-01311-000	Tuition -Reg Education	\$0.00	(\$7,500.00)	\$0.00	\$0.00	(\$7,500.00)	0.00
01-1-01510-000	Investment Income-Int on Investment	(\$450.26)	(\$6,500.00)	(\$6,447.40)	\$0.00	(\$52.60)	99.19
01-1-01512-000	Cornerstone Interest	\$0.00	\$0.00	(\$68.90)	\$0.00	\$68.90	0.00
01-1-01960-000	Liquor License	\$0.00	\$0.00	(\$2,020.00)	\$0.00	\$2,020.00	0.00
01-1-01990-000	Misc. Local Revenue	\$0.00	(\$12,000.00)	\$0.00	\$0.00	(\$12,000.00)	0.00
01-1-02110-000	County Fines & License Fees	(\$1,537.90)	(\$20,000.00)	(\$17,665.23)	\$0.00	(\$2,334.77)	88.32
01-1-02210-000	ESU Receipts	\$0.00	(\$3,500.00)	(\$1,213.05)	\$0.00	(\$2,286.95)	34.65
01-1-03110-000	State Aid	\$0.00	(\$1,848,630.00)	(\$1,851,628.92)	\$0.00	\$2,998.92	100.16
01-1-03120-000	SPED-Sch Age	\$0.00	(\$600,000.00)	(\$725,784.00)	\$0.00	\$125,784.00	120.96
01-1-03125-000	SPED Trans - Sch Age	\$0.00	(\$17,500.00)	(\$61,985.11)	\$0.00	\$44,485.11	354.20
01-1-03130-000	Homestead Exemption	(\$19,618.29)	\$0.00	(\$98,091.45)	\$0.00	\$98,091.45	0.00
01-1-03131-000	Property Tax Credit	\$0.00	\$0.00	(\$870,635.50)	\$0.00	\$870,635.50	0.00
01-1-03166-000	Flex Funding-Sch Age-Supp Services-	\$0.00	(\$15,000.00)	\$0.00	\$0.00	(\$15,000.00)	0.00
01-1-03180-000	Pro-rate Motor	(\$2,456.06)	(\$12,000.00)	(\$12,499.31)	\$0.00	\$499.31	104.16
01-1-03400-000	State Appor	\$0.00	(\$125,000.00)	(\$81,197.11)	\$0.00	(\$43,802.89)	64.95
01-1-03512-000	Distance Ed Incentive	\$0.00	(\$15,000.00)	(\$9,472.03)	\$0.00	(\$5,527.97)	63.14
01-1-03535-000	High Ability Learners	\$0.00	(\$5,000.00)	(\$4,733.00)	\$0.00	(\$267.00)	94.66
01-1-03559-000	State Sources-Other	\$0.00	(\$7,500.00)	\$0.00	\$0.00	(\$7,500.00)	0.00
01-1-03990-000	Other State Receipts	\$0.00	(\$2,000.00)	\$0.00	\$0.00	(\$2,000.00)	0.00
01-1-04310-000	REAP Grant Funds	\$0.00	\$0.00	(\$26,736.00)	\$0.00	\$26,736.00	0.00
01-1-04505-000	Title I Part A ESSA	\$0.00	(\$100,000.00)	(\$93,931.00)	\$0.00	(\$6,069.00)	93.93
01-1-04509-000	TITLE II	\$0.00	\$0.00	(\$16,690.00)	\$0.00	\$16,690.00	0.00
01-1-04516-000	IDEA Base 3-5 (619)	\$0.00	\$0.00	(\$6,508.00)	\$0.00	\$6,508.00	0.00
01-1-04518-000	IDEA FUNDS-Part B (611) Sch Age	\$0.00	(\$100,000.00)	(\$120,519.00)	\$0.00	\$20,519.00	120.51
01-1-04709-000	Medicaid Administrative Activities	(\$1,210.81)	(\$15,000.00)	(\$11,400.62)	\$0.00	(\$3,599.38)	76.00
01-1-04969-000	Title IV	\$0.00	(\$10,000.00)	(\$10,000.00)	\$0.00	\$0.00	100.00
01-1-05301-000	Insurance Adjustments	\$0.00	\$0.00	(\$327.00)	\$0.00	\$327.00	0.00
01-1-05320-000	Sale of Property	\$0.00	\$0.00	(\$1,500.00)	\$0.00	\$1,500.00	0.00
01-1-05690-000	Other Non Revenue Receipts	\$0.00	\$0.00	(\$583,961.99)	\$0.00	\$583,961.99	0.00
Subtotal		(\$52,954.98)	(\$8,184,213.00)	(\$8,809,149.12)	\$0.00	\$624,936.12	107.64

Lunch Fund							
06-1-01510-000	Interest	(\$17.65)	(\$267.18)	(\$399.63)	\$0.00	\$132.45	149.57
06-1-01620-000	DAILY SALES – NON-REIMBURSABLE PROGRAMS	\$0.00	(\$3,750.00)	\$0.00	\$0.00	(\$3,750.00)	0.00
06-1-01990-000	OTHER LOCAL RECEIPTS	(\$117.34)	(\$1,000.00)	(\$596.97)	\$0.00	(\$403.03)	59.69
06-1-03150-000	STATE REIMBURSEMENT	\$0.00	(\$240,000.00)	(\$217,894.11)	\$0.00	(\$22,105.89)	90.78
06-1-05690-000	OTHER NON-REVENUE RECEIPTS	\$0.00	(\$200,000.00)	\$0.00	\$0.00	(\$200,000.00)	0.00
Subtotal		(\$134.99)	(\$445,017.18)	(\$218,890.71)	\$0.00	(\$226,126.47)	49.19

Southern Public Schools

Special Funds July 2026 Revenue

Deprecation Fund

Account Code	Description	Jul-26	Budget (YTD)	Actual (YTD)	Encumbrance (YTD)	Available (YTD)	% of Budget
02-1-01510-000	Depreciation Interest	\$0.00	(\$3,000.00)	(\$1,162.98)	\$0.00	(\$1,837.02)	38.76
Subtotal		\$0.00	(\$3,000.00)	(\$1,162.98)	\$0.00	(\$1,837.02)	38.77

Unemployment Fund

03-1-01510-000	Unemployment Interest	\$0.00	(\$200.00)	(\$89.33)	\$0.00	(\$110.67)	44.66
Subtotal		\$0.00	(\$200.00)	(\$89.33)	\$0.00	(\$110.67)	44.67

Special Building Fund

08-1-01100-000	Spec. Building Taxes	(\$5,902.45)	(\$846,186.00)	(\$736,504.01)	\$0.00	(\$109,681.99)	87.03
08-1-01510-000	Spec. Building Interest	(\$228.18)	(\$1,500.00)	(\$2,483.83)	\$0.00	\$983.83	165.58
08-1-05100-000	Issuance of Bond	\$0.00	\$0.00	(\$2,758,596.00)	\$0.00	\$2,758,596.00	0.00
Subtotal		(\$6,130.63)	(\$847,686.00)	(\$3,497,583.84)	\$0.00	\$2,649,897.84	412.60

QCPU Funds

09-1-01100-000	QCPU Taxes	(\$1,264.69)	(\$181,325.00)	(\$173,683.75)	\$0.00	(\$7,641.25)	95.78
09-1-01510-000	QCPU Interest	(\$137.09)	(\$650.00)	(\$1,782.04)	\$0.00	\$1,132.04	274.16
09-1-05100-000	Bond Payment	\$0.00	\$0.00	(\$956,889.90)	\$0.00	\$956,889.90	0.00
Subtotal		(\$1,401.78)	(\$181,975.00)	(\$1,132,355.69)	\$0.00	\$950,380.69	622.26

UPDATED AS OF 08/10/2026

Account Summaries

10-Aug-26

7/31/2026

	3 Month CD	Checking/Savings	
Activity Fund Checking	\$ 125,000.00	\$ 60,990.95	\$ 185,990.95
Lunch Fund Checking	\$ -	\$ 45,011.67	\$ 45,011.67
General Fund Checking	\$ 2,516,919.90	\$ 1,101,517.27	\$ 3,618,437.17
Anticipated General Fund Receipts			\$ 43,542.15
From July 2026 (will be deposited 08/15/2026)	Not Ready		

Special Funds:

	3 Month CD/NLAF	Checking/Savings	TOTAL FUND BALANCE
Depreciation	\$ 450,000.00	\$ 16,331.85	\$ 466,331.85
Unemployment	\$ 46,481.85	\$ -	\$ 46,481.85
Special Building Fund	\$ 2,526,685.92	\$ 674,548.12	\$ 3,201,234.04
Qualified Capitol Purpose	\$ 150,000.00	\$ 91,439.43	\$ 241,439.43
Qualified Capital Purpose 2025	\$ -	\$ 312,813.64	\$ 312,813.64
TOTALS	\$ 3,173,167.77	\$ 1,095,133.04	\$ 4,268,300.81

Total of Activity, Lunch, General & Special Funds
(Does not include anticipated receipts) \$ 8,117,740.60

**Southern Public Schools
General Fund
Revenue vs. Expenditures**

Revenue									
Month	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25	25-26
September	\$ 1,088,707.45	\$ 1,040,555.29	\$ 1,087,673.42	\$ 1,024,741.86	\$ 1,300,383.99	\$ 1,234,436.01	\$ 1,089,560.60	\$ 1,184,920.25	\$ 908,964.48
October	\$ 393,692.99	\$ 428,439.12	\$ 505,142.60	\$ 587,818.48	\$ 415,864.41	\$ 433,216.39	\$ 373,068.23	\$ 581,528.54	\$ 681,540.33
November	\$ 201,481.48	\$ 232,895.37	\$ 279,167.96	\$ 253,798.15	\$ 384,349.97	\$ 309,853.20	\$ 352,273.14	\$ 102,076.93	\$ 41,233.92
December	\$ 200,090.24	\$ 246,050.38	\$ 287,885.09	\$ 340,878.34	\$ 556,874.88	\$ 254,513.55	\$ 410,414.21	\$ 577,132.30	\$ 503,235.54
January	\$ 874,775.45	\$ 855,249.36	\$ 1,090,872.10	\$ 949,133.80	\$ 1,050,806.07	\$ 1,259,276.13	\$ 1,054,683.39	\$ 855,809.99	\$ 957,357.65
February	\$ 496,316.17	\$ 524,914.41	\$ 560,671.01	\$ 570,184.30	\$ 667,341.19	\$ 655,361.80	\$ 597,092.24	\$ 1,211,635.84	\$ 1,967,447.07
March	\$ 301,743.73	\$ 284,347.36	\$ 286,474.53	\$ 336,621.44	\$ 312,712.54	\$ 332,298.69	\$ 541,314.71	\$ 613,162.89	\$ 429,589.63
April	\$ 301,067.60	\$ 369,760.03	\$ 465,753.44	\$ 539,617.07	\$ 427,420.87	\$ 604,716.03	\$ 390,578.36	\$ 466,644.77	\$ 523,105.15
May	\$ 1,421,482.91	\$ 1,546,731.31	\$ 1,239,797.75	\$ 1,205,446.79	\$ 1,330,534.77	\$ 1,101,855.06	\$ 1,565,668.43	\$ 1,905,653.74	\$ 2,187,969.01
June	\$ 612,281.21	\$ 611,832.37	\$ 561,982.34	\$ 633,770.64	\$ 634,199.16	\$ 734,027.94	\$ 587,434.45	\$ 704,548.52	\$ 554,975.47
July	\$ 241,845.94	\$ 76,197.98	\$ 63,292.10	\$ 38,639.64	\$ 69,413.74	\$ 55,362.05	\$ 53,333.20	\$ 84,829.20	\$ 52,891.34
August	\$ 159,351.29	\$ 92,140.93	\$ 115,568.43	\$ 64,960.88	\$ 204,975.38	\$ 59,042.12	\$ 88,021.41	\$ 85,817.74	
YTD Total	\$ 6,292,836.46	\$ 6,309,113.91	\$ 6,544,280.77	\$ 6,545,611.39	\$ 7,354,876.97	\$ 7,033,958.97	\$ 7,103,442.37	\$ 8,373,760.71	\$ 8,808,309.59
Budgeted	\$ 6,300,000.00	\$ 6,244,802.00	\$ 6,186,830.00	\$ 6,317,039.00	\$ 6,468,149.00	\$ 6,738,803.00	\$ 6,973,341.00	\$ 7,406,081.00	\$ 8,624,598.00
YTD % of Budget	99.89%	101.03%	105.78%	103.62%	113.71%	104.38%	101.87%	113.07%	102.13%

	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25	25-26
YTD Revenue Total	\$ 6,292,836.46	\$ 6,309,113.91	\$ 6,544,280.77	\$ 6,545,611.39	\$ 7,354,876.97	\$ 7,033,958.97	\$ 7,103,442.37	\$ 8,373,760.71	\$ 8,808,309.59
YTD Expenditure Total	\$ 6,267,782.09	\$ 6,291,156.19	\$ 6,003,237.87	\$ 6,353,785.06	\$ 7,344,776.81	\$ 6,799,227.21	\$ 7,193,056.56	\$ 8,074,356.82	\$ 6,800,194.79
Revenue Minus Expenditures	\$ 25,054.37	\$ 17,957.72	\$ 541,042.90	\$ 191,826.33	\$ 10,100.16	\$ 234,731.76	\$ (89,614.19)	\$ 299,403.89	\$ 2,008,114.80

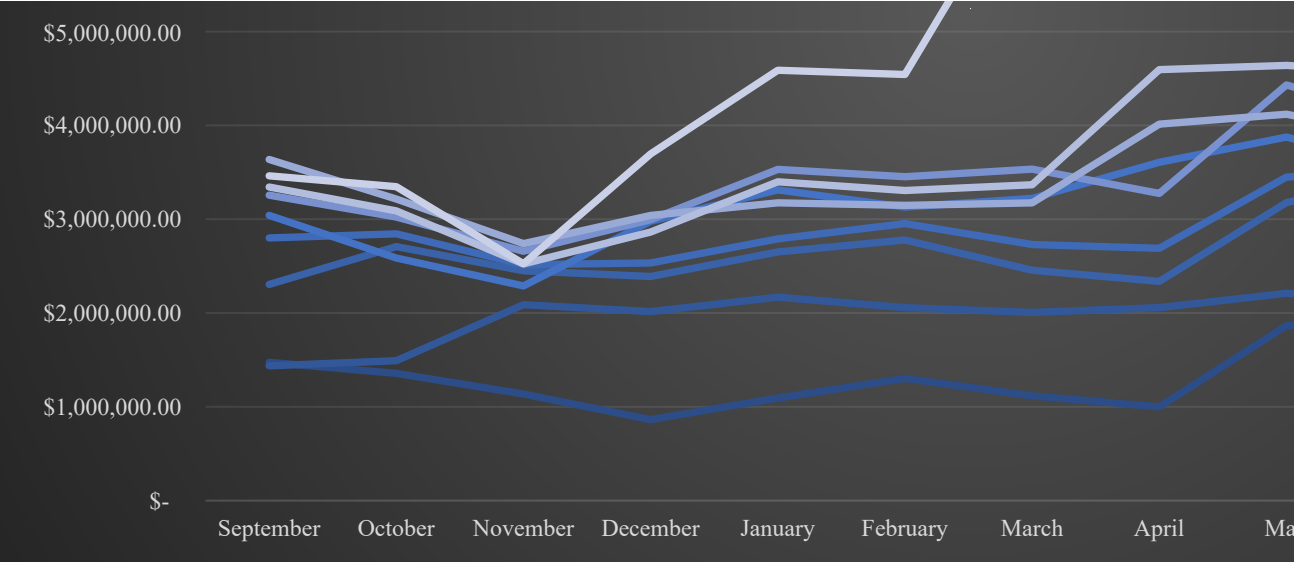
Expenditures									
Month	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25	25-26
September	\$ 512,553.37	\$ 517,357.12	\$ 423,467.32	\$ 420,055.76	\$ 518,993.54	\$ 439,478.27	\$ 511,218.56	\$ 560,981.09	\$ 502,091.85
October	\$ 794,195.79	\$ 472,585.19	\$ 558,318.96	\$ 520,206.36	\$ 884,422.14	\$ 570,616.58	\$ 604,757.34	\$ 635,632.69	\$ 724,827.65
November	\$ 201,555.46	\$ 480,979.92	\$ 453,712.90	\$ 451,584.38	\$ 599,283.27	\$ 550,819.43	\$ 662,955.85	\$ 648,135.25	\$ 618,090.64
December	\$ 481,420.60	\$ 454,657.96	\$ 596,420.18	\$ 495,727.24	\$ 518,676.59	\$ 523,125.86	\$ 548,297.18	\$ 553,889.96	\$ 607,791.47
January	\$ 492,616.57	\$ 469,459.49	\$ 603,146.91	\$ 457,820.67	\$ 506,433.36	\$ 497,144.42	\$ 545,491.69	\$ 816,873.41	\$ 661,484.59
February	\$ 459,531.82	\$ 462,956.61	\$ 445,282.09	\$ 467,601.36	\$ 517,180.11	\$ 494,018.38	\$ 497,143.07	\$ 543,844.43	\$ 571,112.36
March	\$ 469,157.78	\$ 446,386.97	\$ 451,952.18	\$ 490,180.92	\$ 472,591.96	\$ 520,709.03	\$ 530,418.26	\$ 542,638.31	\$ 598,789.27
April	\$ 499,126.49	\$ 470,918.74	\$ 437,839.27	\$ 573,744.38	\$ 651,713.84	\$ 493,774.85	\$ 593,521.12	\$ 634,726.52	\$ 567,103.53
May	\$ 478,590.42	\$ 494,331.73	\$ 426,061.26	\$ 478,557.00	\$ 563,464.89	\$ 679,126.83	\$ 547,241.04	\$ 653,144.17	\$ 668,925.97
June	\$ 512,528.01	\$ 465,579.36	\$ 456,075.78	\$ 567,464.51	\$ 556,481.09	\$ 540,007.82	\$ 761,693.19	\$ 606,256.96	\$ 635,618.21
July	\$ 466,736.59	\$ 451,286.74	\$ 530,051.19	\$ 556,615.65	\$ 601,961.85	\$ 518,970.62	\$ 501,657.13	\$ 557,059.51	\$ 644,359.25
August	\$ 899,769.19	\$ 1,104,656.36	\$ 620,909.83	\$ 874,226.83	\$ 953,574.17	\$ 971,435.12	\$ 888,662.13	\$ 1,321,174.52	
YTD Total	\$ 6,267,782.09	\$ 6,291,156.19	\$ 6,003,237.87	\$ 6,353,785.06	\$ 7,344,776.81	\$ 6,799,227.21	\$ 7,193,056.56	\$ 8,074,356.82	\$ 6,800,194.79
Budgeted	\$ 6,300,000.00	\$ 6,244,802.00	\$ 6,186,830.00	\$ 6,317,039.00	\$ 6,468,149.00	\$ 6,738,803.00	\$ 6,973,341.00	\$ 7,406,081.00	\$ 8,624,598.00
YTD % of Budget	99.49%	100.74%	97.03%	100.58%	113.55%	100.90%	103.15%	109.02%	78.85%

**Southern Public Schools
All Funds
Cash Balances (End of the Month)**

	September	October	November	December	January	February	March
2017-2018	\$ 1,474,379.98	\$ 1,356,491.10	\$ 1,136,507.53	\$ 863,488.39	\$ 1,093,340.76	\$ 1,302,934.55	\$ 1,116,689.17
2018-2019	\$ 1,436,929.10	\$ 1,491,656.40	\$ 2,088,770.58	\$ 2,015,319.63	\$ 2,168,770.41	\$ 2,056,991.48	\$ 2,006,136.46
2019-2020	\$ 2,304,611.87	\$ 2,707,849.57	\$ 2,450,127.06	\$ 2,389,156.32	\$ 2,651,153.90	\$ 2,778,437.63	\$ 2,455,694.89
2020-2021	\$ 2,800,328.06	\$ 2,843,998.53	\$ 2,515,489.54	\$ 2,533,489.54	\$ 2,790,319.46	\$ 2,953,420.96	\$ 2,730,275.77
2021-2022	\$ 3,041,022.44	\$ 2,586,133.26	\$ 2,288,878.26	\$ 2,978,634.76	\$ 3,313,063.90	\$ 3,128,859.43	\$ 3,222,451.98
2022-2023	\$ 3,256,275.36	\$ 3,022,961.26	\$ 2,658,473.34	\$ 2,995,157.70	\$ 3,531,128.37	\$ 3,452,855.65	\$ 3,533,699.79
2023-2024	\$ 3,637,080.81	\$ 3,215,180.17	\$ 2,739,588.28	\$ 3,040,350.17	\$ 3,174,529.97	\$ 3,147,688.54	\$ 3,173,858.74
2024-2025	\$ 3,343,141.63	\$ 3,088,672.55	\$ 2,523,954.57	\$ 2,863,099.02	\$ 3,398,735.17	\$ 3,305,998.28	\$ 3,367,237.84
2025-2026	\$ 3,462,454.01	\$ 3,346,762.74	\$ 2,524,880.50	\$ 3,695,936.73	\$ 4,588,077.40	\$ 4,542,963.49	\$ 6,803,885.32

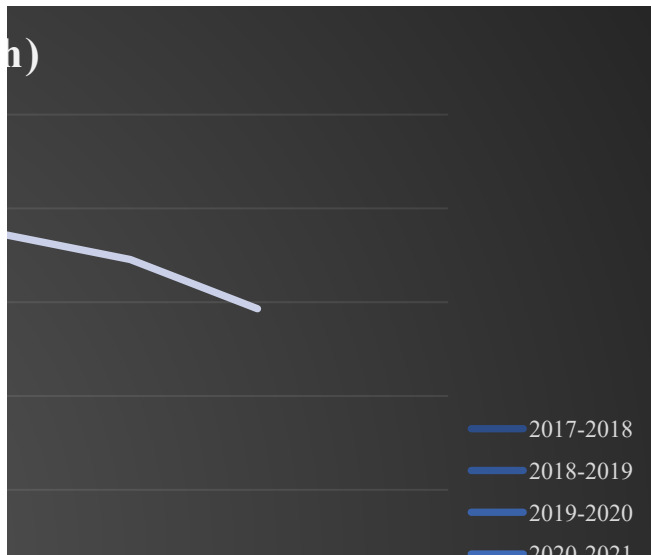
Please Note: The cash balance totals includes the General Fund Checking balance and the savings balances from Special Building Fund, QCPU Fund, Depre

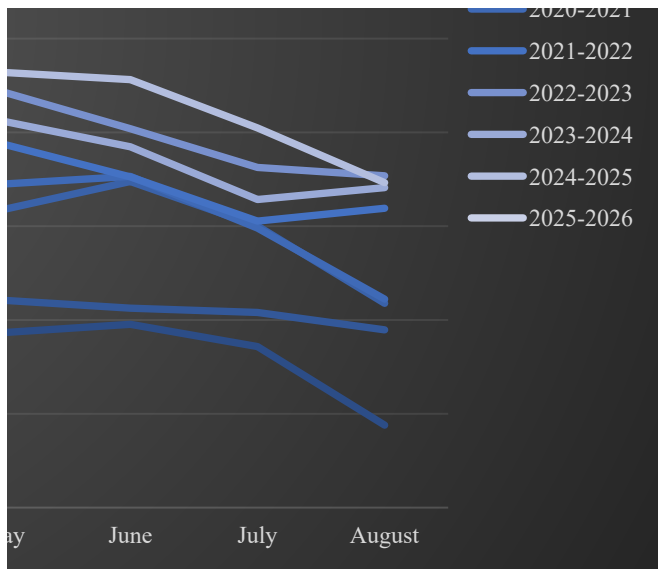




April	May	June	July	August
\$ 998,874.41	\$ 1,865,597.85	\$ 1,954,087.36	\$ 1,716,747.07	\$ 879,002.06
\$ 2,057,590.75	\$ 2,210,293.45	\$ 2,126,116.76	\$ 2,080,477.53	\$ 1,895,037.77
\$ 2,337,299.43	\$ 3,177,147.76	\$ 3,476,773.57	\$ 3,001,833.03	\$ 2,177,747.14
\$ 2,689,759.04	\$ 3,449,531.82	\$ 3,531,084.37	\$ 2,979,827.80	\$ 2,222,298.49
\$ 3,606,657.57	\$ 3,875,671.08	\$ 3,525,407.02	\$ 3,054,365.01	\$ 3,191,337.57
\$ 3,275,045.55	\$ 4,431,373.54	\$ 4,039,490.00	\$ 3,626,458.95	\$ 3,537,173.67
\$ 4,013,685.34	\$ 4,119,382.97	\$ 3,846,685.41	\$ 3,284,686.10	\$ 3,411,326.14
\$ 4,594,754.78	\$ 4,639,572.20	\$ 4,562,786.60	\$ 4,047,687.54	\$ 3,464,299.75
\$ 8,685,000.45	\$ 8,723,821.80	\$ 8,454,995.46	\$ 7,930,280.13	

preciation Fund, Unemployment Fund, and Bond Fund





Southern Public Schools

Check Report

Begin Date: 07/10/2026; End Date: 08/07/2026; Accounting Cycle: [All]; Check Type: Accounts Payable; Payee: [All]; Bank: [All];
Account Expression: ([FUND] = "01") ; Show Detail by Voucher: Yes; Created On: 8/7/2026 12:23:53 PM

Check Date	Check	Payee	Type	Amount
07/16/2026	15004	Norris Public Power	Accounts Payable	\$5,234.00
07/20/2026	15005	Amazon eCommerce	Accounts Payable	\$1,879.16
07/20/2026	15006	ESU #5	Accounts Payable	\$29,297.13
07/20/2026	15007	First Concord Group, Inc	Accounts Payable	\$330.00
07/20/2026	15008	STAPLES	Accounts Payable	\$1,955.51
07/20/2026	15009	Time Management Systems	Accounts Payable	\$2,454.00
07/22/2026		Wex Bank	Accounts Payable	\$514.36
07/22/2026	15010	Lauby Plumbing Heating & Air	Accounts Payable	\$403.38
07/22/2026	15011	S & S Worldwide	Accounts Payable	\$84.29
07/22/2026	15012	Windstream	Accounts Payable	\$218.15
07/31/2026	100	Wood River Energy LLC	Accounts Payable	\$4,543.32
08/05/2026	15013	Southern Payroll	Accounts Payable	\$449,823.15
08/07/2026	15014	Abbott Portable Toilets	Accounts Payable	\$1,730.00
08/07/2026	15015	Ackerman Lock & Key	Accounts Payable	\$66.50
08/07/2026	15016	Amazon eCommerce	Accounts Payable	\$1,211.47
08/07/2026	15017	Apple Inc.	Accounts Payable	\$2,700.00
08/07/2026	15018	Audrey Whitwer	Accounts Payable	\$1,000.38
08/07/2026	15019	Buss Pest control	Accounts Payable	\$180.00
08/07/2026	15020	Capital Business Systems	Accounts Payable	\$1,379.04
08/07/2026	15021	CAPITAL BUSINESS SYSTEMS (CAPBUS)	Accounts Payable	\$314.74
08/07/2026	15022	Central Iowa Distributing	Accounts Payable	\$1,034.00
08/07/2026	15023	City Of Wymore	Accounts Payable	\$12,233.66
08/07/2026	15024	Class Intercom	Accounts Payable	\$975.00
08/07/2026	15025	Colorado West Equipment, Inc.	Accounts Payable	\$103.55
08/07/2026	15026	DAS State Accounting-Central Finance	Accounts Payable	\$317.87
08/07/2026	15027	Dietze Music House	Accounts Payable	\$563.85
08/07/2026	15028	Diode Technologies	Accounts Payable	\$160.00
08/07/2026	15029	Dyan Allington	Accounts Payable	\$413.10
08/07/2026	15030	Echo Electric	Accounts Payable	\$3,584.76
08/07/2026	15031	ESU COORDINATING COUNCIL	Accounts Payable	\$1,013.32
08/07/2026	15032	Fairbury Journal News	Accounts Payable	\$24.73
08/07/2026	15033	First Concord Group, Inc	Accounts Payable	\$330.00
08/07/2026	15034	First National Bank-Omaha	Accounts Payable	\$1,154.72
08/07/2026	15035	HD Supply	Accounts Payable	\$88.95
08/07/2026	15036	INNOVATIVE OFFICE SOLUTIONS, LLC	Accounts Payable	\$50.83
08/07/2026	15037	Intermedia, Inc.	Accounts Payable	\$106.53
08/07/2026	15038	Jeff Murphy	Accounts Payable	\$362.45

08/07/2026	15039	John Eisenhower	Accounts Payable	\$100.00
08/07/2026	15040	Kane Hookstra	Accounts Payable	\$361.00
08/07/2026	15041	KSB SCHOOL LAW	Accounts Payable	\$462.00
08/07/2026	15042	Lakeshore Learning Materials	Accounts Payable	\$113.84
08/07/2026	15043	Lauby Plumbing Heating & Air	Accounts Payable	\$121.22
08/07/2026	15044	Mark Jolliffe	Accounts Payable	\$368.36
08/07/2026	15045	McPherson & Jacobson, L.L.C	Accounts Payable	\$100.84
08/07/2026	15046	Mead Lumber Co	Accounts Payable	\$978.04
08/07/2026	15047	National Art & School Supplies	Accounts Payable	\$283.45
08/07/2026	15048	NE School Counselor Association	Accounts Payable	\$40.00
08/07/2026	15049	NIFCO Mechanical Systems.inc	Accounts Payable	\$1,611.25
08/07/2026	15050	NRCSA	Accounts Payable	\$850.00
08/07/2026	15051	One Source	Accounts Payable	\$24.00
08/07/2026	15052	PIONEER MANUFACTURING CO.	Accounts Payable	\$1,131.95
08/07/2026	15053	PITNEY BOWES GLOBAL FINANCIAL SERVICES I L C	Accounts Payable	\$198.66
08/07/2026	15054	PITNEY BOWES GLOBAL FINANCIAL SERVICES I L C	Accounts Payable	\$1,175.78
08/07/2026	15055	Plymouth Electric, Inc	Accounts Payable	\$2,273.33
08/07/2026	15056	PREMIER MOWER & POWER SPORTS	Accounts Payable	\$31.05
08/07/2026	15057	PYRAMID SCHOOL PRODUCTS	Accounts Payable	\$1,006.53
08/07/2026	15058	Quill Corporation	Accounts Payable	\$263.43
08/07/2026	15059	Really Good Stuff	Accounts Payable	\$14.99
08/07/2026	15060	Scholastic Inc. (Scholastic)	Accounts Payable	\$542.24
08/07/2026	15061	School Financial Software	Accounts Payable	\$300.00
08/07/2026	15062	School Specialty Inc	Accounts Payable	\$54.00
08/07/2026	15063	Security Services	Accounts Payable	\$111.13
08/07/2026	15064	Sherwin Williams	Accounts Payable	\$624.22
08/07/2026	15065	STAPLES	Accounts Payable	\$1,057.78
08/07/2026	15066	SUPREME SCHOOL SUPPLY CO.	Accounts Payable	\$99.23
08/07/2026	15067	Taylor Boyer	Accounts Payable	\$681.38
08/07/2026	15068	Teacher Direct	Accounts Payable	\$272.54
08/07/2026	15069	TK ELEVATOR CORPORATION	Accounts Payable	\$347.35
08/07/2026	15070	Tri County Credit Bulletin	Accounts Payable	\$64.00
08/07/2026	15071	TRUGREEN CHEMLAWN	Accounts Payable	\$2,473.85
08/07/2026	15072	ULINE	Accounts Payable	\$9,376.33
08/07/2026	15073	University of Nebraska-Lincoln	Accounts Payable	\$1,750.00
08/07/2026	15074	WESTLAKE ACE HARDWARE	Accounts Payable	\$98.02
08/07/2026	15075	Windstream	Accounts Payable	\$40.25
08/07/2026	15076	Wood River Energy LLC	Accounts Payable	\$2,681.47
08/07/2026	15077	Wymore Fertilizer	Accounts Payable	\$247.50
08/07/2026	15078	Southern Payroll	Accounts Payable	\$24,741.51
Sub Total				\$584,908.42

Southern Public Schools

Check Report

Begin Date: 07/10/2026; End Date: 08/07/2026; Accounting Cycle: [All]; Check Type: Accounts Payable; Payee: [All]; Bank: [All]; Account Expression: ([FUND] = "01") ; Show Detail by Voucher: Yes;
Created On: 8/7/2026 12:23:53 PM

Payee	Check Date	Check Number	Description	Type	Amount
Abbott Portable Toilets	08/07/2026	15014	TB Field Toilets	Accounts Payable	\$1,730.00
Ackerman Lock & Key	08/07/2026	15015	Keys	Accounts Payable	\$66.50
Amazon eCommerce	07/20/2026	15005	Elem Supplies	Accounts Payable	\$544.83
Amazon eCommerce	07/20/2026	15005	HS/Elem Maint & Cust	Accounts Payable	\$455.81
Amazon eCommerce	07/20/2026	15005	Karen Supplies	Accounts Payable	\$147.66
Amazon eCommerce	07/20/2026	15005	McKinney Supplies	Accounts Payable	\$153.24
Amazon eCommerce	07/20/2026	15005	Reading Rally & Golden Sower Books.	Accounts Payable	\$9.99
Amazon eCommerce	07/20/2026	15005	Stevens Supplies	Accounts Payable	\$567.63
Amazon eCommerce	08/07/2026	15016	Barnhart Supplies	Accounts Payable	\$210.39
Amazon eCommerce	08/07/2026	15016	Elem Supplies	Accounts Payable	\$75.58
Amazon eCommerce	08/07/2026	15016	Fralin Suplies	Accounts Payable	\$16.48
Amazon eCommerce	08/07/2026	15016	Fralin Supplies	Accounts Payable	\$21.43
Amazon eCommerce	08/07/2026	15016	Hs/Elem Custodial	Accounts Payable	\$887.59
Apple Inc.	08/07/2026	15017	Admin/Cody Laptops	Accounts Payable	\$2,700.00
Audrey Whitwer	08/07/2026	15018	April-May Mileage/April-Aug Cell Usage	Accounts Payable	\$1,000.38
Buss Pest control	08/07/2026	15019	Pest Control	Accounts Payable	\$180.00
Capital Business Systems	08/07/2026	15020	HS/Elem Copier	Accounts Payable	\$1,379.04
CAPITAL BUSINESS SYSTEMS (CAPBUS)	08/07/2026	15021	HS Copier	Accounts Payable	\$247.74
CAPITAL BUSINESS SYSTEMS (CAPBUS)	08/07/2026	15021	HS/Elem Fax	Accounts Payable	\$67.00
Central Iowa Distributing	08/07/2026	15022	HS/Elem Custodial	Accounts Payable	\$1,034.00
City Of Wymore	08/07/2026	15023	Utilities	Accounts Payable	\$12,233.66
Class Intercom	08/07/2026	15024	25-26 Subscription	Accounts Payable	\$975.00
Colorado West Equipment, Inc.	08/07/2026	15025	Bus Maint	Accounts Payable	\$103.55
DAS State Accounting-Central Finance	08/07/2026	15026	Dist. Learning	Accounts Payable	\$317.87
Dietze Music House	08/07/2026	15027	Nielson Supplies	Accounts Payable	\$563.85
Diode Technologies	08/07/2026	15028	Open Path	Accounts Payable	\$160.00
Dyan Allington	08/07/2026	15029	Mileage/Registration Fee	Accounts Payable	\$413.10
Echo Electric	08/07/2026	15030	HS/Elem Grounds & Maint	Accounts Payable	\$3,584.76
ESU #5	07/20/2026	15006	25-26 Services	Accounts Payable	\$29,297.13
ESU COORDINATING COUNCIL	08/07/2026	15031	PowerSchool World Book 26-27	Accounts Payable	\$301.32
ESU COORDINATING COUNCIL	08/07/2026	15031	Swank	Accounts Payable	\$712.00
Fairbury Journal News	08/07/2026	15032	Advertising	Accounts Payable	\$24.73
First Concord Group, Inc	07/20/2026	15007	Admin Fees-July 2026	Accounts Payable	\$330.00
First Concord Group, Inc	08/07/2026	15033	Admin Fees-Aug 2026	Accounts Payable	\$330.00
First National Bank-Omaha	08/07/2026	15034	Elem/Bus Maint	Accounts Payable	\$184.02
First National Bank-Omaha	08/07/2026	15034	Mark Supplies/Membership/Admin Days	Accounts Payable	\$802.80
First National Bank-Omaha	08/07/2026	15034	Paper/Postage/Custodial	Accounts Payable	\$154.00

First National Bank-Omaha	08/07/2026	15034	Spotify	Accounts Payable	\$13.90
HD Supply	08/07/2026	15035	Custodial	Accounts Payable	\$88.95
INNOVATIVE OFFICE SOLUTIONS, LLC	08/07/2026	15036	Elem Supplies	Accounts Payable	\$50.83
Intermedia, Inc.	08/07/2026	15037	July Phones	Accounts Payable	\$106.53
Jeff Murphy	08/07/2026	15038	July Mileage/ Aug Cell Usage	Accounts Payable	\$362.45
John Eisenhower	08/07/2026	15039	Cell Usage	Accounts Payable	\$100.00
Kane Hookstra	08/07/2026	15040	Aug Cell Usage/ July Mileage	Accounts Payable	\$361.00
KSB SCHOOL LAW	08/07/2026	15041	Legal Services	Accounts Payable	\$462.00
Lakeshore Learning Materials	08/07/2026	15042	Ware Supplies	Accounts Payable	\$113.84
Lauby Plumbing Heating & Air	07/22/2026	15010	HS/Elem Maint	Accounts Payable	\$403.38
Lauby Plumbing Heating & Air	08/07/2026	15043	Grounds/Building Maint	Accounts Payable	\$121.22
Mark Jolliffe	08/07/2026	15044	Cell Phone Usage/Admin Days	Accounts Payable	\$368.36
McPherson & Jacobson, L.L.C	08/07/2026	15045	Supt Performance Objectives	Accounts Payable	\$100.84
Mead Lumber Co	08/07/2026	15046	HS Maint	Accounts Payable	\$978.04
National Art & School Supplies	08/07/2026	15047	Elem Supplies	Accounts Payable	\$283.45
NE School Counselor Association	08/07/2026	15048	2026 Membership	Accounts Payable	\$40.00
NIFCO Mechanical Systems.inc	08/07/2026	15049	Grounds/Building	Accounts Payable	\$1,611.25
Norris Public Power	07/16/2026	15004	Utilities	Accounts Payable	\$5,234.00
NRCSA	08/07/2026	15050	26-27 Dues	Accounts Payable	\$850.00
One Source	08/07/2026	15051	Background Check	Accounts Payable	\$24.00
PIONEER MANUFACTURING CO.	08/07/2026	15052	Elem/HS Parking Lot Paint	Accounts Payable	\$1,131.95
PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	08/07/2026	15053	HS Postage	Accounts Payable	\$198.66
PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	08/07/2026	15054	Elem Postage	Accounts Payable	\$507.25
PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	08/07/2026	15054	HS Postage	Accounts Payable	\$668.53
Plymouth Electric, Inc	08/07/2026	15055	STEM Room	Accounts Payable	\$2,273.33
PREMIER MOWER & POWER SPORTS	08/07/2026	15056	Ground Maints	Accounts Payable	\$31.05
PYRAMID SCHOOL PRODUCTS	08/07/2026	15057	Elem Supplies	Accounts Payable	\$1,006.53
Quill Corporation	08/07/2026	15058	Karen Supplies	Accounts Payable	\$263.43
Really Good Stuff	08/07/2026	15059	Bartels Supplies	Accounts Payable	\$14.99
S & S Worldwide	07/22/2026	15011	Elem Supplies	Accounts Payable	\$84.29
Scholastic Inc. (Scholastic)	08/07/2026	15060	Bachmann Supplies	Accounts Payable	\$542.24
School Financial Software	08/07/2026	15061	Budget Software	Accounts Payable	\$300.00
School Specialty Inc	08/07/2026	15062	Ware Supplies	Accounts Payable	\$54.00
Security Services	08/07/2026	15063	Fire/Alarm System	Accounts Payable	\$111.13
Sherwin Williams	08/07/2026	15064	Elem Maint	Accounts Payable	\$624.22
Southern Payroll	08/05/2026	15013	August 2026 Payroll Transfer	Accounts Payable	\$449,823.15
Southern Payroll	08/07/2026	15078	August 2026-Murph/Hook	Accounts Payable	\$24,741.51
STAPLES	07/20/2026	15008	Nurse-Grant Supplies	Accounts Payable	\$1,955.51
STAPLES	08/07/2026	15065	Elem Supplies	Accounts Payable	\$1,057.78
SUPREME SCHOOL SUPPLY CO.	08/07/2026	15066	Karen Supplies	Accounts Payable	\$99.23
Taylor Boyer	08/07/2026	15067	April-July Mileage/April-Aug Cell Usage	Accounts Payable	\$681.38
Teacher Direct	08/07/2026	15068	Bartels Supplies	Accounts Payable	\$148.78

Teacher Direct	08/07/2026	15068	McConnell Supplies	Accounts Payable	\$123.76
Time Management Systems	07/20/2026	15009	Manager Training/Fee/Agreement	Accounts Payable	\$2,454.00
TK ELEVATOR CORPORATION	08/07/2026	15069	Aug Elv. Service	Accounts Payable	\$347.35
Tri County Credit Bulletin	08/07/2026	15070	Credit Bulletin	Accounts Payable	\$64.00
TRUGREEN CHEMLAWN	08/07/2026	15071	Ground Main	Accounts Payable	\$2,473.85
ULINE	08/07/2026	15072	FB Field/HS Maint	Accounts Payable	\$9,376.33
University of Nebraska-Lincoln	08/07/2026	15073	A. Schmidt Cert Program	Accounts Payable	\$1,750.00
WESTLAKE ACE HARDWARE	08/07/2026	15074	Elem Grounds/Maint	Accounts Payable	\$98.02
Wex Bank	07/22/2026		Gas	Accounts Payable	\$514.36
Windstream	07/22/2026	15012	Phones	Accounts Payable	\$218.15
Windstream	08/07/2026	15075	Telephone	Accounts Payable	\$40.25
Wood River Energy LLC	07/31/2026	100	Gas	Accounts Payable	\$4,543.32
Wood River Energy LLC	08/07/2026	15076	Gas	Accounts Payable	\$2,681.47
Wymore Fertilizer	08/07/2026	15077	Grounds Maint	Accounts Payable	\$247.50
Sub Total					\$584,908.42

Check Summary

Sorted by Check Number.
From 07/01/2026 to 07/31/2026.

Check Number	Site ID	Status	Check / Void Date	Vendor Name	PO Number	Invoice No.#	Description	Amount
8440	SPS	Void	07/16/2026	Fresh Ideas Management LLC			School Visit Meals	-207.00
8481	SPS	Printed	07/06/2026	BEATRICE HIGH SCHOOL			Vball Summer League	140.00
8482	SPS	Printed	07/06/2026	FILLMORE CENTRAL HIGH SCHOOL			Vball Camp	200.00
8483	SPS	Cleared	07/09/2026	FIRST NATIONAL BANK-OMAHA			2026 Band Trip	1,995.89
8484	SPS	Cleared	07/14/2026	Harley Rhoades			Vball Camp	560.00
8485	SPS	Cleared	07/16/2026	AWARDS UNLIMITED, INC.	00000A-594		26-27 Awards	371.50
8486	SPS	Printed	07/16/2026	Fresh Ideas Management LLC			School visit meals	207.00
8487	SPS	Cleared	07/16/2026	The Leadership Center	00000A-593		FBLA Summer Officer Leadership Training	1,428.35
8488	SPS	Printed	07/20/2026	Blaze Barleen & Hastings College			1st. Sem. Scholarship Check	500.00
8489	SPS	Printed	07/20/2026	Calee Belding & SCC			1st. Sem. Scholarship Check	900.00
8490	SPS	Printed	07/20/2026	Jenna Forney & SCC			1st. Sem. Scholarship Check	500.00
8491	SPS	Printed	07/20/2026	Annika Glynn & Ne College of Tech Ag			1st. Sem. Scholarship Check	850.00
8492	SPS	Printed	07/20/2026	Carsen Goes & NW Missouri State			1st. Sem. Scholarship Check	1,525.00
8493	SPS	Printed	07/20/2026	Gwen Mendenhall & Eastern Wyoming College			1st. Sem. Scholarship Check	525.00
8494	SPS	Printed	07/20/2026	Jazlyn Schell & SCC			1st. Sem. Scholarship Check	900.00
8495	SPS	Printed	07/20/2026	Kasandra VonNiessen & SCC			1st. Sem. Scholarship Check	525.00
8496	SPS	Cleared	07/22/2026	Crossroads Designs LLC	00000A-596		Parents Night Flowers	216.00
8497	SPS	Printed	07/28/2026	VARSAITY	00000A-589		Cheer uniforms	3,409.60
8498	SPS	Printed	07/28/2026	Naomi Keedy			State Wrestling Boards	120.00
8499	SPS	Printed	07/31/2026	MRG Hauff	00000A-590		Fall Equipment	2,740.80
Report Total:								17,407.14

Southern Public Schools

Check Report

Begin Date: 07/10/2026; End Date: 08/07/2026; Accounting Cycle: [All]; Check Type: Accounts Payable; Payee: [All]; Bank: [All]; Account Expression: ([FUND] = "06") ; Show Detail by Voucher: Yes; Created On: 8/7/2026 12:22:36 PM

Check Date	Check Number	Payee	Type	Amount
08/05/2026	8017	Southern Payroll	Accounts Payable	\$13,122.25
08/07/2026	8018	Naomi Pharr	Accounts Payable	\$160.21
Sub Total				\$13,282.46

Southern Public Schools

Check Report

Begin Date: 07/10/2026; End Date: 08/07/2026; Accounting Cycle: [All]; Check Type: Accounts Payable; Payee: [All]; Bank: [All]; Account Expression: ([FUND] = "06") ;
Show Detail by Voucher: Yes; Created On: 8/7/2026 12:22:36 PM

Payee	Check Date	Check Number	Description	Type	Amount
Naomi Pharr	08/07/2026	8018	Meal Reimbursements/Lunch staff at trainings	Accounts Payable	\$160.21
Southern Payroll	08/05/2026	8017	August 2026 Payroll Transfer	Accounts Payable	\$13,122.25
Sub Total					\$13,282.46

John Eisenhauer

Maintenance

8/06/2026

Jon Schwartz with Pro-Tech Electric told me that the poles for the football field lights will be here in one week from today, Aug. 6th. They bored the underground electric from pole to pole and to where the meter socket will be placed. We are going to mount the meter and the control box to the side of the shed on the north side. He thinks it will be done on Aug. 28th. We replaced the lights on the outside of both schools that needed it. In the timeframe from ordering them and installing them, there is one light at the high school that burnt out. I will need to get a new one and replace it. We took bus 16A and 16C to Auto Repair in Plymouth to have the rear brakes replaced and the parking brake adjusted. We have all the classrooms cleaned, shampooed at both schools. I have a kitchen hood company from Lincoln coming down Aug. 13th to the high school to clean the hood which is required by the fire marshal. EMS, the company that did the drainage at the elementary school, are going to have sod brought in on Monday next week to put down on the east and west side walks they poured. The concrete steps outside the boys locker room and kitchen loading dock at the high school.

Thanks,
John

Technology Report

In process of getting student laptops updated and ready for distribution.

Will be installing / replacing 9 core network switches throughout the district with ESU5

Working with Wilkins, Diode, and Plymouth Electric on all low voltage / data installation at new gym.

Getting estimate to add cameras at Elementary where we have no coverage (Mostly west side of building)

Moving Media Center computers and equipment to new STEM room. Data rack has been installed and fiber has been extended. Will be running and terminating data cables for new room as well.

Adding new staff for access control and alarms.

Phone system updates

August 10, 2026 Elementary Principal School Board Report

1. PK-5th grade enrollment- 133
 - a. PK-3 10 students
 - b. PK-4 12 students
 - c. K 20 students
 - d. 1st 19 students
 - e. 2nd 17 students
 - f. 3rd 18 students
 - g. 4th 24 students
 - h. 5th 13 students
2. Our maintenance and teaching staff have worked hard to prepare for the upcoming school year, especially with all of the moving of classrooms this Summer.
3. School Improvement Retreat is scheduled for Wednesday, August 12. Our focus for this day will be to reflect on progress made this past school year and plan for the upcoming school year centered on the our strategic plan and professional development days.
4. The elementary will be hosting a Back-To-School Open House on Wednesday, August 19.
5. Several members of the teaching staff attended workshops at ESU5 this summer. Those trainings focused on special education, literacy, MTSS, restorative practices, and Open SciEd (new science program at the elementary school).
6. A request has been made from various textbook vendors to provide samples for a new social studies curriculum, which will be reviewed this year and adopted for the 27-28 school year.
7. Other

ENCLOSURE

SOUTHERN BOARD OF EDUCATION MEETING

August 10, 2026

Jeff Murphy, Principal

I. 6th & 7th Grade Orientation

6th & 7th grade orientation will take place on Tuesday, August 18th at 6:30 p.m. This gives 6th & 7th graders and their parents an opportunity to meet their teachers, see the building and get all the information they need to know about being a middle schooler at Southern. It also gives staff a chance to meet students and parents.

II. Alternative School Update

We currently have 3 spots filled at the alternative school.

III. End of Summer Trainings

New teacher workshop at ESU
Special Education workshop at ESU
New teacher orientation with Mr. Murphy

IV. Shirts From Landoll Corporation

We would like to express our appreciation to Landoll Corporation for donating Raider T-Shirts to all students in the middle school and high school. This is the third year they have done this. This year, the shirt will have the lyrics to the school fight song.

V. Welcome New Staff

I would like to welcome Laney Schaefer as Southern's new K-12 Art instructor. Miss Schaefer will also be helping with the Junior class sponsor and prom. Amanda Rath is the new High School Special Education teacher. She will also be working with our students in the 18-21 program. Welcome to Laney and Amanda.

VI. Currency Team Academic Excellence Awards

Currency and The Nebraska Coaches Association give our academic excellence awards in recognition for outstanding academic performance. This is a team award and the team must have a cumulative GPA of 3.30. This past school year we had five teams earn this award and I would like to recognize those teams. They are girls' basketball, boys' basketball, football, wrestling and softball. Congratulations to all these players.

VII. Lunch Study Groups

Mrs. Trauernicht and Mrs. Fralin will be starting lunch study groups this year for students in grades 7–9. If a student is failing a class, they will be asked to take their lunch and attend the lunch study group in the media center on Tuesday – Friday.

VIII. Fall Sports Participation Numbers

Today is the first day of Fall practices. I will have number to share at the next board meeting.

IX. Anticipated Enrollment 183

13th Grade	2	1 Boys	1 Girls
12th Grade	22	12 Boys	10 Girls
11th Grade	23	9 Boys	14 Girls
10th Grade	34	19 Boys	15 Girls
9th Grade	<u>23</u>	<u>10 Boys</u>	<u>13 Girls</u>
9–12 Total	104	51 Boys	53 Girls
8th Grade	26	15 Boys	11 Girls
7th Grade	23	10 Boys	13 Girls
6th Grade	<u>30</u>	<u>19 Boys</u>	<u>11 Girls</u>
7–8 Total	79	44 Boys	35 Girls

Transferred In: 5 Students

Transferred Out: 5 Students

Dropped Out/: 1 Student

VIII. OTHER

1. School Calendars

Superintendent Update – August 7, 2026

It is great to have the principals and office support staff back in the building. The principals and I have planned our School Improvement retreat, along with teacher report week professional development. We have spent time reviewing policy, handbooks and general expectations. I continue to work with the office staff on duties and job descriptions.

Student Data Management - Update

We are currently working with NEXTPATH to transition our data to their management system. The goal is to have this transition done prior to teacher report week so that teachers can begin looking at their student data.

NDE Compliance Review - Repeat

I was informed that our district will receive a Nebraska Department of Education compliance review for Rules 10, 14, and 18 during this school year. This review examines district compliance with accreditation and operational requirements. It is a routine process that typically occurs every five to eight years and is often scheduled during a superintendent transition. We have no concerns regarding the review, and it aligns well with my own plans to evaluate these critical operational areas.

Food Service

A Sysco representative met with our food service and maintenance staff to review the equipment in the elementary kitchen. Through this process, we are looking at purchasing a 3-door freezer, a double oven and removing a few pieces of equipment. A vent fan will be installed to improve the working conditions in the kitchen. In the future we will need to rearrange the dishwasher, triple sink, food prep area and create additional storage. These improvements will allow for more homemade meals.

Facilities Update

The gym project continues to progress well. The roof and exterior walls are 99% complete. Interior framing is moving quickly. We will have the student parking lot cleaned up and usable by the end of next week. I will share updates from our monthly construction meeting (Aug 6) at the board meeting.

Johnson Controls

Johnson Controls has completed all items and we are awaiting a final meeting to sign documents and begin the year warranty. Prairie Mechanical will be starting soon and I expect a few adjustments will need to be made. I will be in touch with legal to determine our payment obligations.

Additional Facilities Projects

- The commons flooring project is in progress and I will bring this quote to you at the next board meeting. I have renderings and a plan in place for installation during winter break.
- The elementary sidewalk work has been completed. Our team will backfill some areas by the new sidewalk on the west. Sod will need to be purchased and installed in the areas that dirt work was completed.
- The playground contract has been signed and the project is officially underway. The playground will be installed this fall (September/October).
- The exterior lights at both buildings have been replaced
- Football lighting pole bases have been installed. The old light poles have been removed. We are awaiting the arrival of the metal poles and lights. This company has been working to run wiring while they wait for the poles. We need to upgrade our electrical panels and remove some deteriorating wire, which will be an added expense I will bring to your attention at our next board meeting.
- New picnic tables have been ordered for the football field concessions area. During non-season these tables will be moved to both schools for staff and student use.
- New outside trash cans have been or will be added at each main entrance as a courtesy and effort to maintain a clean environment.
- High school hallway flooring is scheduled to be replaced next summer. More details to come.
- It is my intent to add more “Energy and Spirit” to the rather boring high school hallways. This will happen through paint, banners, spirit items and pictures of past students in successful situations.

Upcoming events:

Legislative Meet and Greet - Monday, August 25th in Beatrice - District 30 and 32. More information to come.

NASB Area Meeting - Tuesday, Aug 26th in Nebraska City from 4:30-7:30. Please let me know if you plan to attend so I can get everyone registered. The following members will be recognized for reaching new levels on the Awards of Achievement: Debra Schlake - Level II, Jared McKeever - Level II, Dana Dorn - Level V

Closing

I have the budget as complete as I can until we receive the valuation numbers on August 20. I will bring you an update at the board meeting. Please don't hesitate to call, email, or stop by if you have any questions or would like to discuss any of these updates further.

Thank you for your continued support.

Mark

Go Raiders!

APPLICATION AND CERTIFICATION FOR PAYMENT

PAGE ONE OF TWO PAGES

AIA DOCUMENT G702

TO OWNER:
Southern School District 1
115 S. 11th Street
Wymore, NE 68466
FROM CONTRACTOR:
Genesis Contracting Group
404 Hill Street
Lincoln NE. 68502
CONTRACT FOR: New Construction

PROJECT:
New High School Gym Project
102 S. 11th Street
Wymore, NE 68466
VIA ARCHITECT:
Wilkins Architecture Design Planning LLC
2204 University Dr., Suite 130
Kearney, NE 68845

APPLICATION NO: 5

Distribution to:

☐	OWNER
☐	CONSTRUCTION MANAGER
☒	ARCHITECT/ENGINEER
☐	CONTRACTOR

PERIOD TO: 7/31/2026

APPLICATION DATE: 7/31/2026

PROJECT NOS: 26-004

CONTRACT DATE: February 16, 2026

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$ 2,958,596.00
2. Net change by Change Orders	\$ 79,386.58
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$ 3,037,982.58
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$ 1,531,427.56
5. RETAINAGE:	
a. 10 % of Completed Work (Column D + E on G703)	\$ 153,142.76
b. 10 % of Stored Material (Column F on G703)	
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$ 153,142.76
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$ 1,378,284.80
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$ 900,817.20
8. CURRENT PAYMENT DUE	\$ 477,467.60
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$ 1,659,697.78

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this Month	\$79,386.58	\$0.00
TOTALS	\$79,386.58	\$0.00
NET CHANGES by Change Order	\$79,386.58	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Genesis Contracting Group LLC.

By: [Signature] Date: 7/31/2026
State of: Nebraska County of: Lincoln
Subscribed and sworn to before me this 31 day of July, 2026
Notary Public: [Signature]
My Commission expires: 4-18-2028

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ \$477,467.60

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that changed to conform to the amount certified.)

ARCHITECT:

By: [Signature] Date: 8/3/2026

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

APPLICATION NO: 5											
G703 Document											
APPLICATION DATE: 7/31/2026											
PERIOD TO: 7/31/2026											
DESCRIPTION OF WORK	Current SCHEDULED VALUE	WORK COMPLETED			WIP THIS PERIOD PLUS STORED	TOTAL COMPLETED AND STORED TO DATE	RETAINAGE THIS PERIOD	NET AMOUNT DUE THIS PERIOD			
		PREVIOUS APPLICATIONS	THIS APPLICATION								
			Work In Place	STORED MATERIAL						BALANCE TO FINISH	RETAINAGE
General Conditions	205,000.00	46,000.00	15,000.00	0.00	15,000.00	61,000.00	1,500.00	13,500.00	29.76%	144,000.00	6,100.00
Bond and Insurance	59,172.00	59,172.00	0.00	0.00	0.00	59,172.00	0.00	0.00	100.00%	0.00	5,917.20
Site Demo & Final Grading	26,000.00	21,200.00	0.00	0.00	0.00	21,200.00	0.00	0.00	81.54%	4,800.00	2,120.00
Concrete Reinforcement	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.00	0.00	100.00%	0.00	2,000.00
Foundations	90,000.00	90,000.00	0.00	0.00	0.00	90,000.00	0.00	0.00	100.00%	0.00	9,000.00
Slab on Grade & Slab on Deck	90,000.00	75,000.00	15,000.00	0.00	15,000.00	90,000.00	1,500.00	13,500.00	100.00%	0.00	9,000.00
Masonry	44,000.00	32,000.00	12,000.00	0.00	12,000.00	44,000.00	1,200.00	10,800.00	100.00%	0.00	4,400.00
Steel Fabrication	148,000.00	14,800.00	100,000.00	0.00	100,000.00	114,800.00	10,000.00	90,000.00	77.57%	33,200.00	11,480.00
Steel Erection	55,000.00	0.00	40,000.00	0.00	40,000.00	40,000.00	4,000.00	36,000.00	72.73%	15,000.00	4,000.00
Rough Carpentry	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	5,000.00	0.00
Finish Carp - (Install of Wood Paneling, Doors, Specialties)	11,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	11,000.00	0.00
Millwork	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	4,000.00	0.00
Frames Doors and Hardware	77,000.00	7,000.00	70,000.00	0.00	70,000.00	77,000.00	7,000.00	63,000.00	100.00%	0.00	7,700.00
Coiling Doors	15,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	15,000.00	0.00
Aluminum Doors and Glazing	48,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	48,000.00	0.00
Translucent Panels	42,596.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	42,596.00	0.00
Metal Studs and Drywall	95,000.00	0.00	15,000.00	0.00	15,000.00	15,000.00	1,500.00	13,500.00	15.79%	80,000.00	1,500.00
Tiling	16,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	16,000.00	0.00
Acoustical Ceilings	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	4,000.00	0.00
Flooring	3,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	3,500.00	0.00
Painting	40,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	40,000.00	0.00
Sealed Conc., Epoxy Resinous Flooring	22,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	22,000.00	0.00
Signage	7,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	7,000.00	0.00
Specialties	20,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	20,000.00	0.00
Gym Divider Curtain	17,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	17,000.00	0.00
Gym Equipment	86,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	86,000.00	0.00
Bleachers	59,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	59,000.00	0.00
PEMB & Snow Guards - Material	330,328.00	330,328.00	0.00	0.00	0.00	330,328.00	0.00	0.00	100.00%	0.00	33,032.80
PEMB - Erection	140,000.00	70,000.00	50,000.00	0.00	50,000.00	120,000.00	5,000.00	45,000.00	85.71%	20,000.00	12,000.00
PEMB - Insulation	42,000.00	0.00	42,000.00	0.00	42,000.00	42,000.00	4,200.00	37,800.00	100.00%	0.00	4,200.00
Wheel Chair Lift	60,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	60,000.00	0.00
Fire Sprinkler	45,000.00	3,200.00	0.00	0.00	0.00	3,200.00	0.00	0.00	7.11%	41,800.00	320.00
Plumbing	60,000.00	21,000.00	0.00	0.00	0.00	21,000.00	0.00	0.00	35.00%	39,000.00	2,100.00
HVAC	312,000.00	22,000.00	0.00	75,000.00	75,000.00	97,000.00	7,500.00	67,500.00	31.09%	215,000.00	9,700.00
Electrical/Communications/Fire Alarm	280,000.00	75,867.00	6,648.00	0.00	6,648.00	82,515.00	664.80	5,983.20	29.47%	197,485.00	8,251.50
Seeding	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	5,000.00	0.00
Concrete Pavement	65,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	65,000.00	0.00

G703 Document

APPLICATION NO: 5

APPLICATION DATE: 7/31/2026

PERIOD TO: 7/31/2026

DESCRIPTION OF WORK	Current SCHEDULED VALUE	WORK COMPLETED			WIP THIS PERIOD PLUS STORED	TOTAL COMPLETED AND STORED TO DATE	RETAINAGE THIS PERIOD	NET AMOUNT DUE THIS PERIOD		BALANCE TO FINISH	RETAINAGE
		PREVIOUS APPLICATIONS	THIS APPLICATION								
			Work In Place	STORED MATERIAL					%		
Striping & Site Joint Sealants	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	5,000.00	0.00
Fencing	9,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	9,000.00	0.00
Site Utilities	35,000.00	16,500.00	0.00	0.00	0.00	16,500.00	0.00	0.00	47.14%	18,500.00	1,650.00
Included Allowances											
Special Inspections	8,000.00	8,000.00	0.00	0.00	0.00	8,000.00	0.00	0.00	100.00%	0.00	800.00
PEMB Footing Design	30,000.00	0.00	30,000.00	0.00	30,000.00	30,000.00	3,000.00	27,000.00	100.00%	0.00	3,000.00
PEMB Hoop Supports	30,000.00	28,841.00	1,159.00	0.00	1,159.00	30,000.00	115.90	1,043.10	100.00%	0.00	3,000.00
Wood Gym Floor	150,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.00	0.00	6.67%	140,000.00	1,000.00
Supplemental Grading	50,000.00	50,000.00	0.00	0.00	0.00	50,000.00	0.00	0.00	100.00%	0.00	5,000.00
Change Order #1	25,712.56	0.00	25,712.56	0.00	25,712.56	25,712.56	2,571.26	23,141.30	100.00%	0.00	2,571.26
Change Order #2	53,674.02	0.00	33,000.00	0.00	33,000.00	33,000.00	3,300.00	29,700.00	61.48%	20,674.02	3,300.00
GRANDTOTAL:	3,044,982.58	1,000,908.00	455,519.56	75,000.00	530,519.56	1,531,427.56	53,051.96	477,467.60	50.29%	1,513,555.02	153,142.76



RUTTHEA-01

JSHAFFER

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/23/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Ellerbrock-Norris Agency, Inc. P.O. Box 816 Hastings, NE 68902-0816	CONTACT NAME: Jalyn Perry
	PHONE (A/C, No, Ext): FAX (A/C, No):
	E-MAIL ADDRESS: jperry@ellerbrock-norris.com
	INSURER(S) AFFORDING COVERAGE NAIC #
	INSURER A: Continental Western Group 10804
INSURED Rutt's Heating and Air Conditioning, Inc. 1001 W 1st Street Hastings, NE 68901-5066	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:
	INSURER F:

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJECT ☐ LOC OTHER:			CPA3323402-24	1/1/2026	1/1/2027	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			CPA3323402-24	1/1/2026	1/1/2027	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 0			CPA3323402-24	1/1/2026	1/1/2027	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ Aggregate Limit \$ 5,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☒ Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A	WCA3323390-24	1/1/2026	1/1/2027	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Property			CPA3323402-24	1/1/2026	1/1/2027	BPP 1,259,700

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Project: Southern School District Addition & Remodel

Amount: \$75,000.00

Stored: 1938 Yolande Ave. Lincoln, NE 68521

CERTIFICATE HOLDER

CANCELLATION

Genesis Contracting
404 Hill St
Lincoln, NE 68502

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF TWO PAGES

TO OWNER:
Southern School District 1
115 S. 11th Street
Wymore, NE 68466
FROM CONTRACTOR:
Genesis Contracting Group
404 Hill Street
Lincoln NE. 68502
CONTRACT FOR: New Construction

PROJECT:
New High School Gym Project
102 S. 11th Street
Wymore, NE 68466
VIA ARCHITECT:
Wilkins Achritecture Design Planning LLC
2204 University Dr., Suite 130
Kearney, NE 68845

APPLICATION NO: 4

PERIOD TO: 6/30/2026
APPLICATION DATE: 7/2/2026

PROJECT NOS: 26-004

CONTRACT DATE: February 16, 2026

Distribution to:

☐	OWNER
☐	CONSTRUCTION MANAGER
☒	ARCHITECT/ENGINEER
☐	CONTRACTOR

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

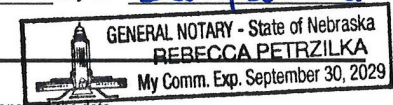
1. ORIGINAL CONTRACT SUM	\$ 2,958,596.00
2. Net change by Change Orders	\$ 0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$ 2,958,596.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$ 1,000,908.00
5. RETAINAGE:	
a. 10 % of Completed Work (Column D + E on G703)	\$ 100,090.80
b. 10 % of Stored Material (Column F on G703)	\$
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$ 100,090.80
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$ 900,817.20
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$ 316,737.90
8. CURRENT PAYMENT DUE	\$ 584,079.30
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$ 2,057,778.80

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this Month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order	\$0.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Genesis Contracting Group LLC.

By: Cassy ZP Date: 7/2/2026
State of: Nebraska County of: Lancaster
Subscribed and sworn to before me this 2 day of July 2026
Notary Public: Rebecca Petrzilka
My Commission expires: 09-30-29



CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ \$584,079.30

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that changed to conform to the amount certified.)

ARCHITECT: Ben Van Buren Date: 7/2/2026

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

DESCRIPTION OF WORK	Current SCHEDULED VALUE	WORK COMPLETED			WIP THIS PERIOD PLUS STORED	TOTAL COMPLETED AND STORED TO DATE	RETAINAGE THIS PERIOD	NET AMOUNT DUE THIS PERIOD	%	BALANCE TO FINISH	RETAINAGE
		PREVIOUS APPLICATIONS	THIS APPLICATION	Work In Place							
				STORED MATERIAL							
General Conditions	205,000.00	31,000.00	15,000.00	0.00	15,000.00	46,000.00	1,500.00	13,500.00	22.44%	159,000.00	4,600.00
Bond and Insurance	59,172.00	59,172.00	0.00	0.00	0.00	59,172.00	0.00	0.00	100.00%	0.00	5,917.20
Site Demo & Final Grading	26,000.00	21,200.00	0.00	0.00	0.00	21,200.00	0.00	0.00	81.54%	4,800.00	2,120.00
Concrete Reinforcement	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.00	0.00	100.00%	0.00	2,000.00
Foundations	90,000.00	90,000.00	0.00	0.00	0.00	90,000.00	0.00	0.00	100.00%	0.00	9,000.00
Slab on Grade & Slab on Deck	90,000.00	0.00	75,000.00	0.00	75,000.00	75,000.00	7,500.00	67,500.00	83.33%	15,000.00	7,500.00
Masonry	44,000.00	0.00	32,000.00	0.00	32,000.00	32,000.00	3,200.00	28,800.00	72.73%	12,000.00	3,200.00
Steel Fabrication	148,000.00	14,800.00	0.00	0.00	0.00	14,800.00	0.00	0.00	10.00%	133,200.00	1,480.00
Steel Erection	55,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	55,000.00	0.00
Rough Carpentry	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	5,000.00	0.00
Finish Carp - (Install of Wood Paneling, Doors, Specialties)	11,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	11,000.00	0.00
Millwork	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	4,000.00	0.00
Frames Doors and Hardware	77,000.00	7,000.00	0.00	0.00	0.00	7,000.00	0.00	0.00	9.09%	70,000.00	700.00
Coiling Doors	15,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	15,000.00	0.00
Aluminum Doors and Glazing	48,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	48,000.00	0.00
Translucent Panels	42,596.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	42,596.00	0.00
Metal Studs and Drywall	95,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	95,000.00	0.00
Tiling	16,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	16,000.00	0.00
Acoustical Ceilings	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	4,000.00	0.00
Flooring	3,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	3,500.00	0.00
Painting	40,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	40,000.00	0.00
Sealed Conc., Epoxy Resinous Flooring	22,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	22,000.00	0.00
Signage	7,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	7,000.00	0.00
Specialties	20,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	20,000.00	0.00
Gym Divider Curtain	17,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	17,000.00	0.00
Gym Equipment	86,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	86,000.00	0.00
Bleachers	59,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	59,000.00	0.00
PEMB & Snow Guards - Material	330,328.00	33,033.00	297,295.00	0.00	297,295.00	330,328.00	29,729.50	267,565.50	100.00%	0.00	33,032.80
PEMB - Erection	140,000.00	0.00	70,000.00	0.00	70,000.00	70,000.00	7,000.00	63,000.00	50.00%	70,000.00	7,000.00
PEMB - Insulation	42,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	42,000.00	0.00
Wheel Chair Lift	60,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	60,000.00	0.00
Fire Sprinkler	45,000.00	0.00	3,200.00	0.00	3,200.00	3,200.00	320.00	2,880.00	7.11%	41,800.00	320.00
Plumbing	60,000.00	0.00	21,000.00	0.00	21,000.00	21,000.00	2,100.00	18,900.00	35.00%	39,000.00	2,100.00
HVAC	312,000.00	0.00	22,000.00	0.00	22,000.00	22,000.00	2,200.00	19,800.00	7.05%	290,000.00	2,200.00
Electrical/Communications/Fire Alarm	280,000.00	17,726.00	12,000.00	46,141.00	58,141.00	75,867.00	5,814.10	52,326.90	27.10%	204,133.00	7,586.70
Seeding	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	5,000.00	0.00

G703 Document

APPLICATION NO: 4

APPLICATION DATE: 7/2/2026

PERIOD TO: 6/30/2026

DESCRIPTION OF WORK	Current SCHEDULED VALUE	WORK COMPLETED			WIP THIS PERIOD PLUS STORED	TOTAL COMPLETED AND STORED TO DATE	RETAINAGE THIS PERIOD	NET AMOUNT DUE THIS PERIOD		BALANCE TO FINISH	RETAINAGE
		PREVIOUS APPLICATIONS	THIS APPLICATION								
			Work In Place	STORED MATERIAL							
									%		
Concrete Pavement	65,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	65,000.00	0.00
Striping & Site Joint Sealants	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	5,000.00	0.00
Fencing	9,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	9,000.00	0.00
Site Utilities	35,000.00	0.00	16,500.00	0.00	16,500.00	16,500.00	1,650.00	14,850.00	47.14%	18,500.00	1,650.00
Included Allowances											
Special Inspections	8,000.00	8,000.00	0.00	0.00	0.00	8,000.00	0.00	0.00	100.00%	0.00	800.00
PEMB Footing Design	30,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	30,000.00	0.00
PEMB Hoop Supports	30,000.00	0.00	28,841.00	0.00	28,841.00	28,841.00	2,884.10	25,956.90	96.14%	1,159.00	2,884.10
Wood Gym Floor	150,000.00	0.00	10,000.00	0.00	10,000.00	10,000.00	1,000.00	9,000.00	6.67%	140,000.00	1,000.00
Supplemental Grading	50,000.00	50,000.00	0.00	0.00	0.00	50,000.00	0.00	0.00	100.00%	0.00	5,000.00
GRANDTOTAL:	2,965,596.00	351,931.00	602,836.00	46,141.00	648,977.00	1,000,908.00	64,897.70	584,079.30	33.75%	1,964,688.00	100,090.80

**Jim's Carpet**

308 Court St

Beatrice, NE 68310

<https://www.jimscarpet.com/>jimscarpet@windstream.net

Phone: (402) 228-3684

Quote Number**3178****Cafeteria and hallway****Type:** Material and Labor**Date:** 07/16/2026**Expires on:** 09/04/2026**Customer Information****Company Name:** Southern School**Address:** 115 South 11th Street, Wymore, NE 68466**Email:** jeisenhauer@southernschools.org**Cell Phone:** (402) 806-6470**Service Site Details****Address Title:** High School**Address:** 115 South 11th Street, Wymore, NE 68466**Contact Name:** Southern School**Email:** jeisenhauer@southernschools.org**Cell Phone:** (402) 806-6470

Item	Description/Area	Quantity	Unit Price	Amount
Cafeteria & hall to west				
***Creative Terrain II	Creative Terrain II Dune Drift 3'x3' - 54 sf/ctn	2538	\$7.99	\$20,278.62
***Creative Terrain II	Creative Terrain II Redstone Summit 3'x3' - 54 sf/ctn Notes: Quantity of red needs adjusted before ordering based on pattern selected.	432	\$7.99	\$3,451.68
Johnsonite Cove Base Vinyl 1/8" 4" 120' Coils Colors	Style: Johnsonite Cove Base Vinyl 1/8" 4" 120' Coils Colo / Color: Grey	314 Foot	\$1.56	\$489.84
Johnsonite Cove Base Vinyl 1/8"X2.5"X120'Coils Colors	Style: Johnsonite Cove Base Vinyl 1/8"X2.5"X120'Coils Col / Color: Grey	1 Carton	\$180.00	\$180.00
Nc 886 Skim & Repair 10 Lb	Style: Nc 886 Skim & Repair 10 Lb / Color: Prep	15 Piece	\$16.88	\$253.20
Johnsonite Eg-H 1/4" Edge Guard	Style: Johnsonite Eg-H 1/4" Edge Guard / Color: Charcoal / Description: EGXXH Charcoal	12 Foot	\$2.48	\$29.76
Johnsonite Adaptor Cta-A 1/4" To 1/8" X 1.375"	Style: Johnsonite Adaptor Cta-A 1/4" To 1/8" X 1.375" / Color: Charcoal / Description: CTAXXA Charcoal	52 Foot	\$2.24	\$116.48
Johnsonite Adaptor Cta-J 1/4" To O X 2.5"	Style: Johnsonite Adaptor Cta-J 1/4" To O X 2.5" / Color: Charcoal	24 Foot	\$4.24	\$101.76
Total Bond Mhg 2 Gal Gl	Style: Total Bond Mhg 2 Gal Gl / Color: 2Gal 300-520Sqft PI	8 Each	\$283.75	\$2,270.00
Mapei Ultrabond Eco 575 Wall Base Adhesive 28.70 Oz	Style: Mapei Ultrabond Eco 575 Wall Base Adhesive 28.70 O / Color: Adhesive	6 Piece	\$10.67	\$64.02
LVP Install	LVP Install	3024 SqFt	\$2.25	\$6,804.00
Install Buff/final coat on LVP	Install Buff/final coat on LVP	2814	\$1.00	\$2,814.00
Tear out rubber flooring	Tear out rubber flooring	2814 SqFt	\$2.00	\$5,628.00
Scrape glue & Prep	Scrape Glue & Prep	2814 SqFt	\$1.00	\$2,814.00

Covebase or Carpet cove install	Covebase or Carpet Cove Install	442 LF	\$1.00	\$442.00
Tear out cove base	Tear out cove base	442 LF	\$0.25	\$110.50
South entry & top of maintenance steps				
Defining Pace 24" X 24" Aw	Style: Defining Pace 24" X 24" Aw / Color: Ironwood Notes: Need to confirm pattern & color.	392 SqFt	\$5.68	\$2,226.56
Enpress - Adhesive - 4Gallon	Style: Enpress - Adhesive - 4Gallon / Color: 158Cw	0.4 Piece	\$285.00	\$114.00
Johnsonite Vcd Stair Nosing	Style: Johnsonite Vcd Stair Nosing / Color: Black	12 Foot	\$5.91	\$70.92
Carpet Tile Install	Carpet Tile Install	392 SqFt	\$0.99	\$388.08
Tear out rubber flooring	Tear out rubber flooring	350 SqFt	\$2.00	\$700.00
Maintenance steps				
Johnsonite Trd Solid Clr Rais Rnd & Sq Patt Vis Imp Grit Stp	Style: Johnsonite Trd Solid Clr Rais Rnd & Sq Patt Vis Im / Color: Black Notes: ***change to #48 grey with black grit strip when ordering! (48ft = 6 pces 8' long, will need to piece together on one end)	48 Foot	\$25.26	\$1,212.48
Johnsonite Cove Base Vinyl 1/8" 6"X100' Coils Colors	Style: Johnsonite Cove Base Vinyl 1/8" 6"X100' Coils Colo / Color: Grey	1 Carton	\$166.66	\$166.66
Nc 886 Skim & Repair 10 Lb	Style: Nc 886 Skim & Repair 10 Lb / Color: Prep	1 Piece	\$19.29	\$19.29
Mapei Ultrabond Eco 575 Wall Base Adhesive 28.70 Oz	Style: Mapei Ultrabond Eco 575 Wall Base Adhesive 28.70 O / Color: Adhesive	1 Piece	\$10.67	\$10.67
965 Floor Tread Adhesive 1G	Style: 965 Floor Tread Adhesive 1G / Color: Gallon	1 Each	\$84.94	\$84.94
931 Dual-Cartridge Epoxy Caulk	Style: 931 Dual-Cartridge Epoxy Caulk / Color: Dual Cartridge	3 Each	\$77.10	\$231.30
Tear out steps	Tear out steps	5 Each	\$20.00	\$100.00
LVP/Laminate Install per step	Vinyl stair tread Install per step	4 SqFt	\$75.00	\$300.00
Covebase or Carpet cove install	Covebase or Carpet Cove Install	41 LF	\$1.00	\$41.00
Tear out cove base	Tear out cove base	41 LF	\$0.25	\$10.25
Could consider carpet tile with nosing for the steps to maintenance area to lower pricing instead of treads.				
			Total	\$51,524.01
			Grand Total	\$51,524.01

Jim's Carpet

308 Court St

Beatrice, NE 68310

<https://www.jimscarpet.com/>jimscarpet@windstream.net

Phone: (402) 228-3684

Invoice Number**INV-3119****Cafeteria and hallway****Type:** Material and Labor**Date:** 01/15/2027**Due Date:** 01/15/2028**Customer Information****Company Name:** Southern School**Address:** 115 South 11th Street, Wymore, NE 68466**Email:** jeisenhauer@southernschools.org**Cell Phone:** (402) 806-6470**Service Site Details****Address Title:** High School**Address:** 115 South 11th Street, Wymore, NE 68466**Contact Name:** Southern School**Email:** jeisenhauer@southernschools.org**Cell Phone:** (402) 806-6470

Item	Description/Area	Quantity	Unit Price	Amount
Cafeteria & hall to west				
Creative Terrain II Vinyl Tile - 36 X 36 6 pce 54 sf/ctn	Style: Creative Terrain II Vinyl Tile - 36 X 36 / Color: Dune Drift	2808 SqFt	\$7.99	\$22,435.92
Creative Terrain II Vinyl Tile - 36 X 36 6 pce 54 sf/ctn	Style: Creative Terrain II Vinyl Tile - 36 X 36 / Color: Redstone Summit Notes: See graph sheet for approx layout of red accent.	162 SqFt	\$7.99	\$1,294.38
Johnsonite Cove Base Vinyl 1/8" 4" 120' Coils Colors	Style: Johnsonite Cove Base Vinyl 1/8" 4" 120' Coils Colo / Color: Grey	314 Foot	\$1.56	\$489.84
Johnsonite Cove Base Vinyl 1/8"X2.5"X120'Coils Colors	Style: Johnsonite Cove Base Vinyl 1/8"X2.5"X120'Coils Col / Color: Grey	1 Carton	\$180.00	\$180.00
Nc 886 Skim & Repair 10 Lb	Style: Nc 886 Skim & Repair 10 Lb / Color: Prep	15 Piece	\$16.88	\$253.20
Johnsonite Eg-H 1/4" Edge Guard	Style: Johnsonite Eg-H 1/4" Edge Guard / Color: Charcoal / Description: EGXXH Charcoal	12 Foot	\$2.48	\$29.76
Johnsonite Adaptor Cta-A 1/4" To 1/8" X 1.375"	Style: Johnsonite Adaptor Cta-A 1/4" To 1/8" X 1.375" / Color: Charcoal / Description: CTAXXA Charcoal	52 Foot	\$2.24	\$116.48
Johnsonite Adaptor Cta-J 1/4" To O X 2.5"	Style: Johnsonite Adaptor Cta-J 1/4" To O X 2.5" / Color: Charcoal	24 Foot	\$4.24	\$101.76
Total Bond Mhg 2 Gal Gl	Style: Total Bond Mhg 2 Gal Gl / Color: 2Gal 300-520Sqft PI	8 Each	\$283.75	\$2,270.00
Mapei Ultrabond Eco 575 Wall Base Adhesive 28.70 Oz	Style: Mapei Ultrabond Eco 575 Wall Base Adhesive 28.70 O / Color: Adhesive	6 Piece	\$10.67	\$64.02
LVP Install	LVP Install	3024 SqFt	\$2.25	\$6,804.00
Install Buff/final coat on LVP	Install Buff/final coat on LVP	2814	\$1.00	\$2,814.00
Tear out rubber flooring	Tear out rubber flooring	2814 SqFt	\$2.00	\$5,628.00

Scrape glue & Prep	Scrape Glue & Prep	2814 SqFt	\$1.00	\$2,814.00
Covebase or Carpet cove install	Covebase or Carpet Cove Install	442 LF	\$1.00	\$442.00
Tear out cove base	Tear out cove base	442 LF	\$0.25	\$110.50
South entry & top of maintenace steps				
Defining Pace 24" X 24" Aw	Style: Defining Pace 24" X 24" Aw / Color: Forge Gray	392 SqFt	\$5.68	\$2,226.56
Enpress - Adhesive - 4Gallon	Style: Enpress - Adhesive - 4Gallon / Color: 158Cw	0.4 Piece	\$285.00	\$114.00
Johnsonite Vcd Stair Nosing	Style: Johnsonite Vcd Stair Nosing / Color: Black	12 Foot	\$5.91	\$70.92
Carpet Tile Install	Carpet Tile Install	392 SqFt	\$0.99	\$388.08
Tear out rubber flooring	Tear out rubber flooring	350 SqFt	\$2.00	\$700.00
Maintenance steps				
Johnsonite Trd Solid Clr Rais Rnd & Sq Patt Vis Imp Grit Stp	Style: Johnsonite Trd Solid Clr Rais Rnd & Sq Patt Vis Im / Color: Black Notes: ***change to #48 grey with black grit strip when ordering! (48ft = 6 pces 8' long, will need to piece together on one end)	48 Foot	\$25.26	\$1,212.48
Johnsonite Cove Base Vinyl 1/8" 6"X100' Coils Colors	Style: Johnsonite Cove Base Vinyl 1/8" 6"X100' Coils Colo / Color: Grey	1 Carton	\$166.66	\$166.66
Nc 886 Skim & Repair 10 Lb	Style: Nc 886 Skim & Repair 10 Lb / Color: Prep	1 Piece	\$19.29	\$19.29
Mapei Ultrabond Eco 575 Wall Base Adhesive 28.70 Oz	Style: Mapei Ultrabond Eco 575 Wall Base Adhesive 28.70 O / Color: Adhesive	1 Piece	\$10.67	\$10.67
965 Floor Tread Adhesive 1G	Style: 965 Floor Tread Adhesive 1G / Color: Gallon	1 Each	\$84.94	\$84.94
931 Dual-Cartridge Epoxy Caulk	Style: 931 Dual-Cartridge Epoxy Caulk / Color: Dual Cartridge	3 Each	\$77.10	\$231.30
Tear out steps	Tear out steps	5 Each	\$20.00	\$100.00
LVP/Laminate Install per step	Vinyl stair tread Install per step	4 SqFt	\$75.00	\$300.00
Covebase or Carpet cove install	Covebase or Carpet Cove Install	41 LF	\$1.00	\$41.00
Tear out cove base	Tear out cove base	41 LF	\$0.25	\$10.25
Could consider carpet tile with nosing for the steps to maintenance area to lower pricing instead of treads.				
			Sub Total	\$51,524.01
			Grand Total	\$51,524.01
			Balance	\$51,524.01
			Amount Due	\$31,372.18

Payment Method☐ In-Store Payment**Amount Due: \$31372.18**

3057
Title IX Policy

As required by Title IX of the Education Amendments of 1972, it is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the district's programs or activities, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report must be made by any means to the district's Title IX Coordinator whose contact information can be found on the district's website and in the district's student and staff handbooks. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator.

Adopted on: 8-10-2026

Revised on: _____

Reviewed on: _____

4056
Resignation of Certificated Staff

Certificated staff members who know they will not be returning to employment at the school district for the following school year are encouraged to submit their resignations as early as possible, to enable the board to find suitable replacements. Unless otherwise required by law or contract, the following resignation requirements apply.

Staff members who submit their resignations to the board of education by the earlier of (a) April 15th or (b) the date designated in a written request of the school board or the administrators to accept employment for the next school year pursuant to section 79-829 (provided that such acceptance date may not be earlier than March 15th of each year) will be released from the next school year's contract. Staff members who refuse to fulfill their contractual obligations will be reported to the Commissioner of Education.

Adopted on: 11-12-2018

Revised on: 8-10-2026

Reviewed on: 8-10-2026

5001

Compulsory Attendance and Excessive Absenteeism

Required Attendance

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

Mandatory Attendance Age

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

Exceptions

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

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. A copy of the required affidavit is attached to this policy.

Discontinuing Enrollment – 5 Year Old Students

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request to the superintendent using the form which is attached to this policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

Discontinuing Enrollment – 16 and 17 Year Old Students

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request and submit it to the superintendent using the form which is attached to this policy. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

Only children disenrolling to attend an exempt school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending exempt schools. The superintendent may confirm the validity of the submission with the State Department of Education.

Prohibition on Discontinuing Enrollment – Abuse or Neglect Investigation

Upon notice from the Department of Health and Human Services, the District shall not facilitate the transfer or disenrollment of a student whose parent, guardian, or educational decisionmaker is subject to an active investigation by the Department for fourteen days or until further notice from the Department, whichever occurs first.

Attendance Officer

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

Excused Absences – Physical or Mental Illness

Absences shall be excused by a parent, guardian, or educational decision maker, as defined in section 79-530, of the child for physical or mental illness and as documented by a credentialed health professional, provided the

documentation supports such absence. In the instance of chronic illness, documentation shall be reviewed each semester.

Excused Absences – Others

The following additional absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

1. Severe weather
2. Medical appointments for the student
3. Death or serious illness of the student's family member
4. Attending a funeral, wedding or graduation
5. Appearance at court or for other legal matters
6. Observance of religious holidays of the student's own faith
7. College planning visits
8. Personal or family vacations

Excessive Absenteeism

When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer may send written notification of the student's total absences to the student's parent or guardian. When a student receives 10 unexcused absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student's total absences to the student's parent or guardian and offer to meet with the student's parents or guardians to discuss any barriers to the student's attendance. When a student receives 15 unexcused absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student's total absences to the student's parent or guardian and shall schedule a meeting with relevant stakeholders to discuss and address any barriers to the student's attendance, unless the Attendance Officer determines that such a meeting would not be productive in facilitating the student's regular attendance.

When a student has accrued 20 days of unexcused absences, or the hourly equivalent, the district may report the matter to the county attorney in the county where the student resides.

When a student has accrued 11 days of absences without credentialed health professional documentation in any semester, the student shall be required to make up those absences through attendance at Saturday school.

Adopted on: 12-10-2018

Revised on: 8-10-2026

Reviewed on: 8-10-2026

**Disenrollment of Five-Year-Old Child
Attendance Affidavit of Parent/Guardian and Student**

I, _____, am the parent or legal guardian of _____, and have legal authority to make education decisions regarding the student. My child resides in the _____ School District but will not be enrolled in and regularly attend a public, private, denominational, or parochial day school which meets the requirements for legal operation in Chapter 79 of the Nebraska statutes.

I certify that the child was born on (date) _____, is five years old, and will not reach the age of six years old prior to January 1 of the ____-____ school year. I am disenrolling my child pursuant to section 79-201 of the Nebraska statutes and district policy. I understand that my student whose enrollment is discontinued using this form shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

Printed Name of parent or guardian: _____

Relationship to Student: _____

Address: _____ Phone Number: (____) _____

Signature of parent or guardian: _____

Signature of student: _____

(not required if the student is too ill to attend)

COUNTY OF _____)

) ss.

STATE OF NEBRASKA

)

Signed in my presence and sworn to this ____ day of _____, 201__.

Notary Public

**Alternative Educational Arrangements for Six-Year-Old Child
Attendance Affidavit of Parent/Guardian and Student**

I, _____, am the parent or legal guardian of _____, and have legal authority to make education decisions regarding the student. My child resides in the _____ School District but will not be enrolled in and regularly attend a public, private, denominational, or parochial day school which meets the requirements for legal operation in Chapter 79 of the Nebraska statutes.

I certify that the child was born on (date) _____, is six years old, and will not reach the age of seven years old prior to January 1 of the ____ - ____ school year. I am not enrolling my child this school year because:

Please check one of the following:

_____ The child is participating in an education program that I believe will prepare the child to enter grade one for the following school year.

_____ I intend the child to participate in a school which has elected or will elect, pursuant to section 79-1601 of the Nebraska statutes, not to meet accreditation or approval requirements; and I intend to provide the Commissioner of Education with the required statement to that effect on or before the child's seventh birthday.

Printed Name of parent or guardian: _____

Relationship to Student: _____

Address: _____ Phone Number: (____) _____

Signature of parent or guardian: _____

Signature of student: _____

(not required if the student is too ill to attend)

COUNTY OF _____)

STATE OF NEBRASKA

) ss.
)

Signed in my presence and sworn to this ____ day of _____, 201__.

Notary Public

I, _____ am the parent or legal guardian of _____, and have legal authority to make education decisions regarding the student. My child resides in the _____ School District but will not be enrolled in and regularly attend a public, private, denominational, or parochial day school which meets the requirements for legal operation in Chapter 79 of the Nebraska statutes because illness makes attendance impossible or impracticable, or because financial hardships make it necessary for the child to be employed to support the child's family.

Printed Name of parent or guardian: _____
Relationship to Student: _____
Address: _____ Phone Number: (____) _____

Signature of student: _____
(not required if the student is too ill to attend)

Signed in my presence and sworn to this ____ day of _____, 201__.

Notary Public

Collaborative Plan Addressing Barriers to Attendance

Student Name: _____ Student Grade: _____

Building Assignment: _____

Classroom/Homeroom Teacher: _____

Number of student absences at time of meeting: _____

What are the primary reasons the student has been absent:

Based on that information, meeting participants considered the following issues:

- ☐ Illness related to the physical, mental, or behavioral health of the child
- ☐ Educational Counseling
- ☐ Referral to community agencies for economic services
- ☐ Family or individual counseling
- ☐ Assisting the family in working with other community services
- ☐ Referral to restorative justice practices or services
- ☐ Referral to student assistance team for possible Section 504 or IDEA eligibility
- ☐ Other: _____

Attendance Plan

Based on the above considerations, this attendance plan will be put into place:

Steps to be taken by school staff:

Steps to be taken by student:

Steps to be taken by parent/guardian:

Steps to be taken by third parties:

Parent/Guardian*: _____

Student: _____

Attendance Officer: _____

Social Worker or School Administrator: _____

Other (indicate title): _____

Other (indicate title): _____

Other (indicate title): _____

Other (indicate title): _____

Notice to family: Nebraska law requires students to be in attendance at school each day that such school is open and in session, except when excused by school authorities or when illness or severe weather conditions make attendance impossible or impracticable. Nebraska law also requires school officials to investigate any possible violation of this requirement.

Please note that if your student accrues more absences than are allowed by the board of education's policy, the school district may refer the child to the county attorney for action under Neb. Rev. Stat. § 43-247(3)(a) and (b).

I have received a copy of this Plan, including the above notice:

Parent/Guardian*: _____

Student: _____

**If parents/guardians are not present at the meeting, please attach documentation showing that the school made reasonable efforts to invite the parents.*

5003

Admission of Part-Time Students

A student may be permitted to enroll on a part-time basis pursuant to this policy and applicable curricular practices when enrollment is appropriate for reasons that include but are not limited to the following: the student attends another education institution on a part-time basis; is enrolled for a limited number of credit hours needed to graduate; has a modified schedule because of a disability or as part of an individualized education plan; or is a student who resides in the school district but attends a private, denominational, or parochial school or a school that elects not to meet accreditation or approval requirements (referred to herein as an exempt school student or an exempt school, respectively).

Eligibility and Application for Enrollment. A student may be eligible for part-time enrollment if the student:

1. is of appropriate age to attend school;
2. is a resident of this school district;
3. is a resident of another school district attending a private, denominational, parochial, or exempt school, but only if
 - a. this school district is the closest to the student's residence that offers the extracurricular sport or activity they desire to participate in, and their resident school district does not offer that sport or activity or
 - b. the school building the student would attend if accepted for part-time enrollment is closer than the school building the student attends or would attend at the resident district;
4. has not graduated from high school; and
5. has not received a graduate equivalency diploma

The parent or guardian must meet all of the district's admission requirements and file an application for enrollment on forms provided by the school district by August 1st prior to the year of enrollment. For second semester high school courses, the application must be filed by December 1st. For students who move into the district mid-semester, the application must be filed within 20 days of moving into the district. The administration shall review the application, determine whether to approve or deny it, notify the parent or guardian, and schedule enrollment at an educationally appropriate time in the building or attendance center of the administration's choice. Enrollment does not carry over from one school year to the next, and the parent or guardian must apply for enrollment each school year.

Limitations Based on Resources. The enrollment of exempt school students is subject to limitations established by the district for grades, classes, courses, and programs based on the limited resources available to the school district. Full-time students shall be given priority for enrollment in grades, classes, courses, and programs.

Placement of Students. Exempt school students shall be placed in courses for which they have adequate preparation and which are determined to be educationally appropriate based on criteria that include, but are not limited to the student's age, achievement test scores, academic record, evaluation by school personnel and any other standards used by the district for the placement of students.

Grades and Academic Honors. Exempt school students shall receive grades, report cards, and transcripts, but shall not be eligible to graduate, receive a diploma or qualify for class ranking unless they meet all district requirements for such including earning a sufficient number of credit hours and semesters of attendance.

Applicability of School Rules. Exempt school students are subject to all rules and standards of the board of education and administration as set forth in policy, handbooks or other communications, as well as the rules and directives of the building administration and teaching personnel. They must remain on the school campus during scheduled classes but must leave the school campus when not engaged in a course or course-related activity unless the course or course-activity requires their presence or the building principal approves their presence. Students who violate school policies, rules, or directives shall be subject to disciplinary procedures up to and including suspension and expulsion.

Extracurricular Sports and Activities. Students who are enrolled in a private, denominational, or parochial school may not participate in extracurricular sports and activities sponsored by the school district if they participate in extracurricular sports and activities at any other public, private, denominational, or parochial school. Any such students who desire to participate in extracurricular sports and activities at the school district must enroll in the following number of credit hours from the school district:

1. For extracurricular sports and activities regulated by an athletics or activities association in which this school district is a member: .5 credit hours.
2. For extracurricular sports and activities governed by a national or state organization other than an athletics or activities association, such as FFA: the minimum number of credit hours offered by the school district as required by that national or state organization.

3. For extracurricular sports and activities not regulated or governed by any such entity: 5 credit hours.

Exempt school students may only participate in extracurricular sports and activities if they are enrolled in at least 20 total credit hours per semester, when combining the exempt school credit hours and credit hours taken on a part-time basis at the school district. Exempt school students are not eligible to participate in extracurricular sports and activities sponsored by the school district if they participate in any sport or activity sponsored by any other public, private, denominational, or parochial school. Any such students who desire to participate in extracurricular sports and activities at the school district must enroll in the following number of credit hours from the school district:

1. For extracurricular sports and activities regulated by an athletics or activities association in which this school district is a member: 5 credit hours.
2. For extracurricular sports and activities governed by a national or state organization other than an athletics or activities association, such as FFA: the minimum number of credit hours offered by the school district as required by that national or state organization.
3. For extracurricular sports and activities not regulated or governed by any such entity: 5 credit hours.

All students permitted to participate in extracurricular sports and activities under this policy must also meet all other eligibility requirements set by the board, administration, and coach/sponsor prior to participating and for continued participation in the sport or activity. This includes but is not limited to rules for completing courses; up/down lists for deficient grades and/or incompletes; and all eligibility and other requirements of the Nebraska School Activities Association and any other governing bodies for the activity or sport.

Transportation. Part-time school students are not entitled to transportation or reimbursement for transportation to and from the school for class attendance purposes, unless required by law. Eligible part-time students are entitled to transportation to and from practices and extracurricular events to the same extent as the school district's full-time students, but part-time students must arrange their own transportation and arrive timely to the designated pick-up point for such transportation.

Option Enrollment. Students may not enroll on a part-time basis pursuant to the school's option enrollment program.

Adopted on: 12-10-2018

Revised on: 8-10-2026

Reviewed on: 8-10-2026

Southern Public Schools Staff Handbook 2026-2027



Southern Elementary School
315 West 2nd Street
P.O. Box 158
Blue Springs, NE 68318
Phone: 402.645.3359
Fax: 402.645.3740

Southern Jr./Sr. High School
115 South 11th Street
P.O. Box 237
Wymore, NE 68466
Phone: 402.645.3326
Fax: 402.645.8049

<http://www.southernschools.org>

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INTRODUCTION

This handbook provides information to persons who are employed by the school district and are referred to in this handbook as employees, staff, or staff members. It is designed to provide practical information about the daily operation of the schools in the district and contains building and district directories, safety and emergency information, as well as district policies and procedures. Each staff member should carefully review this handbook. The administration and the board of education continually review policies and procedures, so staff members should discuss comments, concerns, or suggestions about this handbook with their building principal or another member of the administrative staff.

This handbook does not create a “contract” of employment. Staff positions and assignments that do not require a teaching certificate or are not otherwise governed by the teacher tenure laws may be ended or changed on an at-will basis, notwithstanding anything in this handbook or any other publication or statement, except a contract approved by the board of education.

Many situations may arise that are not covered by this handbook. In those instances, staff members should use their own good judgment or consult with the administration. If any information contained in this handbook conflicts with board policy or state statute, the policy or statute will govern.

The provisions in this handbook are subject to change at the sole discretion of the Superintendent and the Board of Education. From time to time, you may receive updated information concerning changes in the handbook. These updates should be kept within the handbook so that all procedures can be kept up to date. If you have any questions regarding this handbook, please ask your supervisor or the Superintendent for assistance.

Your suggestions about ways to improve the school are welcome and will always be considered.

Notice of Nondiscrimination

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The school district prohibits sex discrimination in any education program or activity in any education program or activity that it operates.

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the ADA/Title II Coordinator: Mark Jolliffe at 402-645-3326 (phone number) mjolliffe@southernschools.org (e-mail address) or in person at school.

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the Title IX Coordinator: Jeff Murphy at 402-645-3326 (phone number), jdmurphy@southernschools.org (e-mail address), 115 South 11th Street, Wymore, NE 68466 (mailing address) or in person at school. The School District's specific Notice of Nondiscrimination on the Basis of Sex may be accessed at the following link: [https://www.southernschools.org/vimages/shared/vnews/stories/5bbe03911ca49/3053 Nondiscrimination.docx](https://www.southernschools.org/vimages/shared/vnews/stories/5bbe03911ca49/3053%20Nondiscrimination.docx)

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the Title VI Coordinator: Mark Jolliffe at 402-645-3326 (phone number), mjolliffe@southernschools.org (e-mail address), 115 South 11th Street, Wymore, NE 68466 (mailing address) or in person at school.

Individuals who believe that they have been the subject of any other unlawful discrimination or harassment should contact Mark Jolliffe at 402-645-3326 (phone number), mjolliffe@southernschools.org (e-mail address), or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

For additional prohibited discrimination and related information, please review the school district Policy 3053: Nondiscrimination.

DRUG-FREE WORKPLACE REQUIREMENTS

It is vitally important to have a healthy workforce that is free from the effects of illegal drugs. The use or possession of unlawful drugs in the workplace has a very detrimental effect upon the safety and morale of the affected employee, coworkers, and the public at large, and on productivity and the quality of work.

Federal law requires this school district, as a recipient of federal funds, to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the district's workplace is prohibited. The term "workplace" includes every location where district employees may be found during their working hours or while they are on duty, regardless of whether the location is within the geographic boundaries of the district. Any employee who violates this policy will be disciplined with measures up to and including discharge. The district may, in its sole discretion, require or allow an employee who violates this policy to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.

The district shall provide every current employee with a copy of this policy and shall provide each newly hired employee with a copy upon hiring. Every employee shall be required to signify receipt of a copy of the policy in writing. All district employees must abide by this policy, including those who are not directly engaged in the performance of work pursuant to a federal grant.

An employee must notify his/her supervisor of any conviction of a criminal drug statute for a violation occurring in the workplace within five days. The failure to report such a conviction will be grounds for dismissal. If the employee convicted of such an offense is engaged in the performance of work pursuant to the provisions of a federal grant, the district shall notify the grant agency within 10 days of receiving notice of a conviction from the affected employee or of receiving actual notice of such a conviction.

SECTION ONE: POLICIES AND PROCEDURES REGARDING ALL STAFF

Accidents and Injuries

Staff must inform the building office immediately of all accidents and/or injuries to students or staff, and complete the appropriate accident form that is available from the office secretary. The accident form must be returned to the office within twenty-four hours.

Activity Accounts and Fundraising

Activity accounts are handled through office. No student or sponsor may make any purchase without a signed purchase order from the superintendent. **Purchases made without permission are the personal obligation and responsibility of the purchaser.**

The building principal is responsible for authorizing any fundraising on the part of student activities. **No fundraising may occur without express administrative permission.**

Activity Tickets

All staff, spouses, and their school-age children will be admitted to home games free of charge. Activity tickets will be issued to staff through the building offices.

Agents, Salesmen, and Other Business Representatives

All business representatives calling on school matters must obtain permission from the superintendent or building principal before conferring with staff. Staff must determine whether the business representative has been granted permission before discussing business matters. Classroom teachers may not interrupt class work to confer with such representatives.

Staff may not use school time or school facilities for any personal activity for personal financial gain or confer with any business representative for personal business during school time.

Announcements and Circulars

No announcements shall be made by any school group without authorization of the principal or superintendent.

Any circulars or advertising displayed within the school shall have the approval of the building principal or superintendent before posting.

Bell Schedule (Elementary School)

The school day for the Elementary students typically begins at 8:13 a.m. and ends at 3:33 p.m. Students are to leave the school grounds after

dismissal. School staff will provide supervision for students on school grounds starting at 7:45 a.m. and ending at 4:00 p.m. **There will be no supervision provided by the school before or after these times.**

Parents must make arrangements for their children to leave school promptly at the end of the day.

Students may not enter the school building before 7:45 a.m. The doors will remain locked until that time. Students shall not remain in the building after school has been dismissed, unless they are under the supervision of a teacher or sponsor. A bell will ring indicating the start of the school day.

Bell Schedule (Jr./Sr. High School)

	Begin	End
First Period	8:10	8:58
Second Period	9:01	9:49
Third Period	9:52	10:44
Fourth Period	10:47	11:35
Fifth Period, Lunch	11:38	1:14
Sixth Period	1:17	2:05
Seventh Period	2:08	2:56
Eighth Period	2:59	3:47

Board Policies, Rules, and Directives

The board of education has adopted policies that govern the operation of the school district. A complete policy manual is available on the district's website. These manuals will be updated as the board adopts new policies or modifies existing policies. In particular, the 4000 series deals with policies that affect personnel. Additionally, the Board has authorized the Superintendent and his or her designee to adopt rules and directives regarding the conduct of students, staff, and other persons. Many of these rules and directives are published in the Student Handbook, Staff Handbook, and Activity Handbook, respectively. Each of these handbooks are available on the district's website **By signing below, you agree that you have read and understood these policies, handbooks, rules, and directives, their application to you, and that you have had an opportunity to discuss any questions with the administration.**

Link:

<https://meeting.sparqdata.com/Public/Book/southernschooldistrictschools?docTypeId=857&file=5cb39a5d-b881-4c71-9dcf-1be2ed019030>

Child Abuse

School employees who have reasonable cause to believe that a child has been subjected to child abuse or neglect or observe a child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect, will report the suspected abuse or neglect according to the following procedure.

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately. Employees shall also personally report or cause a report to be made to local law enforcement or to the Department of Health and Human Services.
2. When the principal makes a report of suspected child abuse or neglect, he/she shall inform the employee(s) who made the initial report.
3. Nothing in the paragraph above shall hinder a school employee from fulfilling his/her/their obligation to report suspected abuse or neglect if he, she, or they have reasonable cause to believe that a child has been abused or neglected.
4. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect. Consultation between the administrator and the school employee is encouraged, keeping in mind that prompt reporting is essential.

Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students, and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below. Students and employees who believe they have been subjected to sex harassment in violation of Title IX should refer to the board's policy titled "Title IX", attached below.

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

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if the complainant believes speaking directly to the person would subject the complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law, and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:
 - a) Determine whether the complainant has discussed the matter with the respondent.
 - 1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.

- 2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant to determine:
 - 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.
 - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or Title IX/504 coordinator received the complaint.
4. If either the complainant or the respondent is not satisfied with the decision, he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal.
- a) This appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.
 - c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate.
 - d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received the complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint

can be appealed on the limited grounds to appeal to the board below.

5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:
- a) When the complaint is about a board policy, not implementation of the policy;
 - b) When the complaint involves the budget or school expenditures that have been or must be approved by the board; or
 - c) When the board is required by law, policy, or contract to hear a complaint or appeal.

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

- d) This appeal must be in writing.
- e) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.
- f) This policy allows, but does not require, the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.
- g) The board president will notify the complainant and any other person legally required to receive the decision in writing of its decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.
- h) There is no appeal from any decision of the board unless authorized by law.

6. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:
- a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.
 - b) Determine whether the complainant has discussed the matter with the superintendent.
 - 1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.
 - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
 - c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.
 - d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.
 - e) Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

No Retaliation. The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Special Rules Regarding Educational Services and Related Services to Students with Disabilities. Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Individuals who file complaints (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (c) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Computers and the Internet: Acceptable Use by Staff

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. Staff members must refer to and comply with the board policy regarding Staff Internet and Computer Use. A copy of this policy is attached below. Staff should also refer to and comply with the board policy regarding Staff and District Social Media Use.

Conflict of Interest

All staff members are subject to the board's policy governing conflict of interest. That policy provides, in part, that no employee shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the employee would thereby be influenced.

Contact Information

Staff are required to keep the district informed of any change in their name, address, telephone or other contact information. Contact the building secretary to report a change.

Copyright and Fair Use

The school district complies with federal copyright laws. Staff members must comply with copyright laws when using school equipment or working on behalf of the district. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Staff who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their building principal, review the school district's copyright compliance policy, and review *Reproduction of Copyrighted Works by Educators and Librarians* from the U.S. Copyright Office found at <https://www.copyright.gov/circs/circ21.pdf> and *Copyright for Students*, found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: <http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

Corporal Punishment

Corporal punishment is the infliction of bodily pain as a penalty for disapproved behavior, and is prohibited by law. Some physical contact is

inevitable, and most of it is appropriate. Corporal punishment does not include the use of physical force that is reasonable and necessary to (1) protect school employees; (2) protect students or property; or (3) remove a student from a situation that endangers the student, persons, or property. Staff members should promptly report any event that required the use of physical force to their building principal.

Crisis Response Team

Any staff member appointed by the district administration will serve on the Crisis Response Team as outlined in the board policies. The Crisis Response Team serves a vital role in supporting the district's staff and students. It is the responsibility of the appointed staff member to discuss with the district administration any circumstances that may affect the staff member's ability to perform the tasks required by board policy.

Disability Leave (Short-Term)

Short-term disability leave will be treated in the manner required by state and federal law and consistent with the negotiated agreement with the school district's local education association. Short-Term Disability leave will run concurrently with FMLA leave.

Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with an employee's school performance, or (3) otherwise adversely affects an employee's employment opportunities. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Mark Jolliffe at (402) 645-3326, mjolliffe@southernschools.org, or in person at school. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Jeff Murphy at (402) 645-3326, jdmurphy@southernschools.org, or in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent, Mark Jolliffe at (402) 645-3326, mjolliffe@southernschools.org, or in person at school. Employees may report discrimination or harassment to any staff member, who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Driving (both school and personal vehicles)

Staff members who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Staff members who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Staff members are not to use cell phones while driving a school vehicle or while transporting students. Please see the school district's policy on school vehicle use for further information.

Drivers for the school district must be free from drug and alcohol use or abuse. The school district will test drivers as permitted under state and federal law and in accordance with board policy.

Dress Code

Staff should dress in a manner that reflects the honorable profession of education. Certified staff, paraeducators, and office staff should generally dress in business casual attire. Custodial, maintenance, and transportation staff should dress in attire appropriate to the work they are performing.

The attire worn by staff members conveys an important image to students and the general public. The appearance of professional staff members shall be appropriate to their assigned duties and indicative of their professional standing in the school and community.

The following are examples of unprofessional attire that should not be worn by classroom staff during the traditional school day, when students or visitors are in attendance, or when the employee is supervising, directing, or coaching students when the public is in attendance:

- Shorts, except when teaching physical education class or at athletic or other activity practices.
- Blue jeans, except at athletic or other activity practices, or on days considered to be "dress down" days.
- Hats, except when worn outside for sun coverage.
- Any attire that is excessively wrinkled or torn, so that it is no longer neat and professional.
- Any attire that is immodest or may distract other employees or students in the learning environment.

Custodial, maintenance, and transportation staff should dress in attire appropriate to the work they are performing.

The superintendent or principal shall maintain the discretion to make determinations on staff dress and appearance. Administrators may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for school employees (e.g., special “casual days” or field days). Any violation of school policy and rules may result in disciplinary action.

Drug and Alcohol Testing

School district administrators who suspect that drugs or alcohol may be present in a staff member’s system may require the staff member to provide a body fluid or breath sample as provided in Nebraska law. Staff members who refuse a lawful directive to provide a body fluid or breath sample may be subject to disciplinary or administrative action by the employer, including denial of continued employment.

Duty to Report

School personnel shall self-report any of the following to the District’s Superintendent within 24 hours of its occurrence or at the beginning of the next school day, whichever is earlier:

- Any criminal citation if the alleged offense is a misdemeanor or felony under federal or Nebraska law, or in the state in which the alleged offense occurred;
- Any arrest for any reason;
- Any criminal conviction;
- Any sentence of incarceration;
- Any criminal or civil filing or Department of Health and Human Services, or law enforcement investigation against the Substitute for child abuse and/or neglect;
- Any complaint or other administrative filing against the Substitute that could impact any certificate or professional license held by the employee;
- Any action or threat of action by any entity against the Substitute’s driver’s license or ability or authority to operate a motor vehicle if the Substitute’s job duties may require the operation of a motor vehicle.

The failure to make a report required by this section may result in disciplinary action up to and including cancellation, termination, and non-renewal.

Electronic Communication While Driving

Except as provided below, school personnel shall not use any electronic communication device to read a written communication, manually type a

written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle or while using a school-issued electronic communication device while operating a private vehicle. This prohibition includes but is not limited to answering or making telephone calls not related to transportation and reading or responding to e-mails, instant messages, or text messages.

The superintendent or building principal may grant exceptions and allow verbal communication on an as-needed basis for specific district-related work based upon employees' duties and responsibilities.

Expenses

The board will reimburse staff for all approved expenses incurred in attending to school business. Reimbursement for mileage, supplies, overnight travel expense, and credit course reimbursement fees is processed on an expense report form that is available from each building secretary. Appropriate receipts must be attached.

To be reimbursed for an item or for personal vehicle use, staff members must complete a reimbursement claim form, attach receipts, and submit it to the Superintendent for approval.

All claims for reimbursement must be approved by the board, so some delay is probable. Mileage reimbursement will be denied if a school vehicle was available.

Family and Medical Leave (FMLA)

Qualified employees will be provided leave under the Family and Medical Leave Act (FMLA) as provided in board policy. The school district will utilize the "rolling" 12-month period measured backward from the date an employee uses any FMLA leave. All available leave must be taken concurrently with FMLA.

In-School Communication

Every staff member will be assigned a mailbox in the building where he or she works. Staff members are expected to check their mailboxes for messages in the morning upon arrival at school, at lunchtime, and at the end of the day before departing.

A great deal of information is distributed to staff via the school's e-mail system. Each staff member must check his or her e-mail account frequently

throughout the school day. Staff members are allowed to use their school e-mail accounts for a moderate amount of personal e-mail correspondence. However, sending or receiving personal e-mail during class time is prohibited, regardless of whether that personal e-mail is received on the staff member's school e-mail account or a personal account.

Intellectual Property

All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district, whether published or not, shall be the exclusive property of the district. The district has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and to such property.

Jury and Witness Duty Leave

An employee who has been called to serve as a juror will be granted paid leave. Employees must sign over to the district the compensation they receive for jury duty, but not compensation for expenses.

An employee who has been subpoenaed to testify as a witness in a court proceeding shall be entitled to one day of paid leave. To receive paid leave, the employee must sign over to the district his or her witness fee.

Keys

Staff will not lend or have any duplicate keys made of any school key. Staff will make sure all doors are locked when they enter or leave the building, other than regular school hours, and are responsible for setting the security system after hours.

Staff members are responsible at all times for all keys issued to them and must keep their keys in a secure location or on the employee's person. Each classroom teacher must check that the doors in his or her room are closed and locked at the end of the school day. Staff must report lost or stolen keys to the building principal immediately.

Locker Room Supervision

Staff members must review and comply with the board's policy regarding locker room supervision.

Maintenance & Cleaning Request Forms

Staff members should email maintenance/building administrator requests just as soon as they need or see a maintenance problem.

Meals Program

Staff may take advantage of meals offered through the district's food program. Staff may purchase lunches from the school cafeteria for \$5.15 per day and breakfast for \$3.10 per day. The lunch price includes one carton of milk. Extra cartons cost \$0.85 cents. Staff members must deposit funds in their lunch accounts before purchasing meals. Staff members will not be allowed to run a deficit in their lunch accounts.

Military Leaves of Absence

Leaves of absence without pay for military or Reserve duty are granted to all employees as required by law. An employee who is called to active military duty or to Reserve or National Guard training or who volunteers for the same should submit copies of the military orders to the Superintendent as soon as is practicable. An administrator, at his or her discretion, may require an employee who requests leave under the Nebraska Family Military Leave Act to provide certification from the proper military authority to verify the employee's eligibility for the leave requested.

Military Leave under the Federal Family and Medical Leave Act (FMLA) and the Nebraska Family Military Leave Act will be governed by the board's policies.

Milk Expression

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

News and Press Releases

Only individuals who have prior administrative approval may issue press releases or other official communications regarding school activities and events in furtherance of the individual's official responsibilities. The superintendent may delegate responsibility for communicating with the media to building principals, the activities director, event sponsors, and other staff on an ad hoc basis.

Activity sponsors and other staff who are involved in newsworthy activity should submit typed press releases to the office for distribution to the media when noteworthy events have occurred. Coaches must communicate with local TV, radio, and print media promptly after matches or games to disseminate the results.

Obligations Related to American Civics Instruction

All staff members shall be familiar with, and comply with, the requirements of state law, board policy, and district curriculum to properly instruct students regarding American Civics, Social Studies, American History, and appropriate patriotic exercises on particular days of the year. Neglect of any such responsibilities by any employee may be considered just cause for dismissal.

Outside Employment

No full-time staff member may accept any other employment or carry on any business or activity for profit that interferes with the complete and competent discharge of his or her responsibilities to the school district.

Political Activities

District employees retain all rights of citizenship, including, but not limited to, engaging in political activities. An employee of the District may participate in the political process, including seeking an elective office, provided that the staff member does not campaign on school property during working hours, and provided all other legal requirements are met. The District assumes no obligation beyond making such opportunities available.

While the District supports its employees by allowing them to exercise their rights, any impact on the employee's ability to perform his or her functions as required by the District is grounds for discipline. For further guidance regarding political conduct on school grounds, contact the superintendent and consult the board policies.

Pregnant or Parenting Students

The school district encourages students who are pregnant or parenting to continue to participate in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting have been told to notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student and appropriate district staff to develop a plan to assist the student in participating in district curriculum and extra-curricular activities. Such a plan may include:

1. If the student cannot regularly attend classes, the provision of online courses;
2. The arrangement of meeting times with teachers;
3. If the student has not identified appropriate childcare, the identification of child care providers that meet statutory requirements for quality and care; and
4. All other curricular adjustments, modifications, and means of supplementing classroom attendance deemed appropriate by the school administrators, including, but not limited to, modification of attendance policies.

Professional Boundaries Between Staff and Students

All district employees must follow board policy when interacting with students in any way. School district employees are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. District employees must be aware of professional boundaries between students and staff, and they must never blur the boundaries. These standards of behavior apply to social networking sites, such as Facebook, Twitter, Instagram, etc., along with communications and interactions of any kind between staff and students.

Examples of unprofessional misconduct include: inappropriate sexual communications or interactions with students, meeting with students in private outside of school, and intruding on a student's personal space. These are a few examples of inappropriate behavior, not an exhaustive list. For further guidance, refer to the district's policies regarding professionalism and staff-student interactions.

Any teacher or student who witnesses or knows information about a district employee violating board policy should report the violation to the district administration *immediately*. Minor violations and questionable violations should be reported as soon as possible, but always within 24 hours.

A violation of board policies for professionalism will form the basis for employee discipline up to and including termination or cancellation of employment, filing a report with law enforcement officials, and filing a report with the Commissioner of Education.

Professional Growth

All certificated staff must complete six units (60 hours) every six years and shall be provided opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties.

In addition to this requirement, the superintendent will select in-service programming to provide additional professional growth activities for certified and classified staff.

Purchasing

All requisitions for books and school supplies must be filed with the building principal. The requisition must include the name of the article being requested, where it may be purchased, how many articles are required, and their cost. Failure to follow the procedure for requisitions may prevent the staff member from receiving the items requisitioned. All orders or supplies must be authorized by the administration.

Staff may be personally liable for any orders placed without such authorization.

When routine supplies are needed for immediate use, staff should contact the building secretary. When it is necessary to make a special or emergency requisition for supplies or equipment, staff should contact the principal for the approval. The superintendent will either approve or disapprove the request through the principal.

Records and Reports

Staff members must refer to and comply with Board Policy No. 5016 regarding the management and maintenance of student records.

All staff members shall promptly furnish the administration with any information relating to their professional training, experience, activities or work required for reports to county, state or federal officials or for official school records. Personal information will be treated confidentially by school officials.

Recordings of Students and Classrooms

Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator. Staff should refer to Board Policy 5063 for information on recording by students.

SafeSchools Trainings

All staff members will be required to complete online SafeSchools trainings throughout the school year. All required SafeSchool trainings will be determined by the superintendent or his/her designee.

School Calendar

The official school calendar is maintained in the district office. All activities and events must be scheduled and approved by the athletic director. To avoid conflict, a sponsor should not call a meeting of any activity until the schedule has been checked and the meeting approved by the office.

School Property

School property is not to be lent to individuals except by permission of the superintendent or designee.

Staff or groups who wish to use school facilities should make requests to the building principal as early as possible so that they may be placed on the school calendar.

Staff must inform the building principal of any school property that needs repair or that is lost, stolen, or damaged beyond repair. Matters regarding custodial service in the building should be handled through the principal's office.

School Vehicle Use

The transportation of students in a pupil transportation vehicle is governed by the rules of the Nebraska Department of Education and the district's safe pupil transportation plan or safety and security plan. School district employees, board members, and other elected or appointed school district officials who are not transporting children are authorized to use a school district vehicle to travel to a designated location or to their home when the primary purpose of the travel serves a school district purpose. Staff should refer to the board policy regarding the use of school vehicles.

Security

Each staff member is responsible for the security of his/her own classroom or work area. Staff must lock the doors and windows of their classrooms and/or other work areas each night.

Staff members who use the building after it has been locked by the custodian or on weekends are responsible for turning off all lights and locking all doors that they or students under their supervision may have used.

Under no circumstances are pupils to be allowed in the building after school hours without faculty supervision. Keys to any school areas are not to be loaned to students under any circumstances.

Smoking on School Premises or at School Activities

Smoking, including the use of cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is permitted on school property only in specifically designated areas.

Sniffer (Drug) Dogs

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified that:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.

3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Social Media Usage by Staff

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. All staff members must refer to and comply with the board's policies regarding Staff Internet and Computer Use and Staff and District Social Media Use. Staff members who are uncertain about the applicability of board policy to a particular situation must confer with their supervising administrator prior to posting on social media.

Solicitation and Distribution of Merchandise

In the interest of maintaining a proper school environment and preventing interference with school purposes, employees may not sell merchandise, solicit financial contributions, solicit, or distribute literature or printed material for any non-school-related cause during working time or on school grounds except as approved by the administration.

Staff Room

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

Staff Use of AI Tools

As used in this section, artificial intelligence tools ("AI Tools") means machine-based resources that use computer science, algorithms, large language models, and/or machine learning to perform tasks, answer questions, collect information, and respond to human-directed tasks, queries, and objectives. AI Tools include, but are not necessarily limited to, commercially-available resources like ChatGPT, Gemini, Claude, and similar technologies. The board wants to encourage staff to use AI tools to support student learning in safe and lawful ways.

This policy works together with the district's policies on Student Use of AI Tools, Staff Internet and Computer Use, and Staff and District Social Media Use.

Tool Approval. Staff may not use an AI Tool with students or with student information unless a member of the district's administration has approved it. To use a new tool, staff must request approval from his/her supervising administrator first. Before approving a tool, the district will review the vendor's privacy and security practices, the kind of student information the tool would use, and whether a written data-sharing agreement with the vendor is required. The district will keep a list of approved AI Tools and the allowed uses for each.

Staff Expectations for Use of AI Tools in Education

A. Acceptable Use of AI Tools. Staff members must use their own professional oversight for any task they use AI Tools to complete and must carefully review the outputs of all AI Tools. Staff may use approved AI Tools to help with things like:

1. Drafting lesson plans, learning goals, and activities;
2. Assisting in initial review and feedback of student work;
3. Making reading passages or practice problems at different levels;
4. Drafting general messages like newsletters or announcements;
5. Finding resources or summarizing public information;
6. Drafting routine communications.

B. Protecting Student Information. Staff may upload student information into an AI Tool only when (a) the tool is district-approved, and (b) the vendor is bound by a written data-sharing agreement with terms that meet FERPA, COPPA, PPRA, and applicable state student data privacy laws. For this purpose, student information includes student names, ID numbers, education records, IEPs, Section 504 plans, evaluations, health records, and discipline records. This rule applies whether the staff member uses a district account, a personal account, a free version, or a paid version.

C. Recording and Transcription Tools. Staff may use AI recording or transcription tools only if:

1. The transcription tool has been approved by an administrator for use in the school context; and
2. All participants to the meeting are informed that the staff member is recording or transcribing the meeting.

The resulting recording or transcript may be subject to the district's retention and confidentiality policies.

D. Unacceptable Use of AI Tools in Education. Staff may never use AI tools to:

1. Upload FERPA-protected information about students without the express, written authorization from administrators who have assured themselves that such disclosure is lawful;

2. Relying solely on an AI Tool to grade student work that counts toward a grade or transcript or otherwise evaluate student academic progress;
3. Make or share deepfakes or fake images, audio, or video of any real person.
4. Make or share sexual or intimate images of any real person—even if the image is AI-generated;
5. Use AI to harass, bully, threaten, or impersonate any student, staff member, parent, board member, or community member;
6. Use AI to watch, track, or scan faces of students or staff outside of systems the board has approved;
7. Upload materials to AI if the copyright or license does not allow it;
8. Share district AI accounts or passwords with students or others;
9. Use district AI accounts for personal or business reasons; or
10. Use AI to bypass district network security, content filters, or device controls.

If any staff member is uncertain about the application of this policy to any AI Tool use, the staff member will check with a supervising administrator before use.

Student Interviews

Employees shall refer any police officer, child protective service worker, or other similar individual seeking to speak to or interview a student to an administrator.

Telephones

School telephones are maintained for the primary purpose of conducting school business. Staff members should limit their use of school phones to brief conversations. Teachers will not be called to the telephone during class time except in the case of an emergency.

Staff members may not use personal cell phones to make or receive calls or to send or receive text messages during instructional time.

Threat Assessment and Response

The board of education is committed to providing a safe environment for members of the school community. Students, staff, and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

1. Definitions

- a. A **threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
 - i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
 - ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.
 - iii. A **substantive threat** is an expression of serious intent to harm others, which includes, but is not limited to, any threat that involves a detailed plan and means.
- b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.
 - i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related to governing those actions.
 - ii. The threat assessment process is distinct from specialized instruction, which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

2. Obligation to Report Threatening Statements or Behaviors.

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting

obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such a report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

3. Threat Assessment Team

The threat assessment team (team) shall consist of the superintendent of schools, building principals, school counselors, and local law enforcement. Not every team member needs to participate in every threat assessment. If the threat has been made by or is directed towards a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

4. Threat Assessment Investigation and Response

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The team may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved, including students, staff members, and family members as necessary and/or appropriate;

- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

5. Communication with the Public about Reported Threats

The team will keep members of the school community appropriately informed about substantive threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, or communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

6. Coordination with the Crisis Team After Resolution of Threat

The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School Safety Plan.

Ticket Taking

All staff may be expected to take tickets at one time or another at home events. Staff members who coach a sport may take tickets at an event they do not coach. Staff members who are unavailable to take tickets at the event they are assigned to work must find their own replacements and notify the building principal of who will be taking their place.

Transportation Request Forms

Staff members must email transportation requests to the transportation director or building administrator as soon as they know they need school-provided transportation to allow the activities director adequate time to schedule drivers and vehicles.

Visitors

Staff should welcome members of the public who wish to visit the school, but

should ensure that visitors follow the district's requirements.

All visitors must report to the building office before visiting any classroom or other areas of the building.

Visitors must comply with the following guidelines:

- if a visitor wishes to observe a specific skill or subject, he or she will be asked to observe during a specified time period
- children under the age of 10 years must be accompanied by a parent or guardian
- all visitors must have the prior approval of the principal or superintendent
- salespeople and other such agents will not be allowed to solicit staff members during school hours
- visitors must wear the visitor's badge supplied by the building office

Wage and Salary Payments

Staff members are paid on the 20th of each month, unless the 20th falls on a weekend or a holiday, then staff members will be paid on the last working day prior to the 20th. The district provides direct deposit of paychecks to designated financial institutions. Otherwise, paychecks will be delivered personally at school or mailed to the address on file in the district office. Staff who wish to activate or modify their direct deposits or who wish to have paychecks mailed to a different address must contact the district office. The school district will mail staff paychecks to the last address on file for each employee during months when school is not in session. Employees shall not be paid in advance under any circumstances.

All required deductions, such as for federal, state, and local taxes, retirement contributions, and all authorized voluntary deductions, such as for insurance or union dues, will be withheld automatically from your paychecks. Garnishments are legal proceedings imposed by a court of law upon the school district requiring payment to a third party of monies earned by district employees. The school district will accept all legal garnishments and tax levies against wages in compliance with state and federal law. An employee's pay will be held upon receipt of a garnishment until a court order is issued indicating satisfaction of the indebtedness or until ordered to surrender the monies to the court or its agent. The school district prohibits improper pay deductions, and employees shall be reimbursed for any improper pay deductions. If you believe that an improper deduction has been made to your pay, you should immediately report this information to your direct supervisor, payroll personnel, or the Superintendent.

Staff members, by their signature on the acknowledgement page of this handbook, authorize the school district to withhold such sums from their paychecks as necessary to cover property damage, cash shortages or other amounts owed to the school district by the employee.

Weather-Related Closings

If school is called off because of bad weather or for any other reason, it will be announced on KWBE, KOLN/KGIN-TV Channel 10, District Website & Social Media Pages, and Southern Public School's Alert system.

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. Staff members should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in case of a tornado) at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

Workplace Searches

To safeguard the property and interests of our students, employees, and patrons; to help prevent the possession, sale, and use of illegal drugs on school grounds, and in keeping with the spirit and intent of the district's drug-free workplace policy and other policies, the school district reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from school when it has reasonable grounds to do so. The school also reserves the right to search any employee's office, desk, files, locker, or any other area or article on school grounds. All offices, desks, files, lockers, and so forth are school district property and are issued or provided for the use of employees only during their employment with the district. Inspections may be conducted at any time at the discretion of the administration. Employees who refuse to cooperate with this provision will be subject to disciplinary action up to and including discharge.

SECTION TWO: POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF

Absences

The accumulation of leave for teaching staff is governed by the Negotiated Agreement between the Board of Education and the Education Association. This handbook sets forth the process for using that leave:

1. Sick Leave

Certified staff members who are too ill to perform their teaching duties must contact their building principal before 6:00 a.m.

2. Personal Leave

Certified staff who wish to take personal leave must submit a leave request to their building principal at least three days in advance of the proposed leave. Building principals may deny personal leave requests if the school district is unable to secure the services of a qualified substitute teacher on the day of the proposed leave. Staff members may not take personal leave adjacent to a school break, unless it is approved by the superintendent or designee. For example, if school is not in session on a Monday, certified staff may not take personal leave the preceding Friday or following Tuesday. Staff members may not take personal leave or make predetermined appointments during in-service days, unless it is approved by the superintendent.

3. Professional Leave

The board and administration recognize the value of continuing education and encourage certified staff to participate in seminars, workshops, and other activities which will continue their professional growth. Certified staff members who wish to take professional leave must submit a leave request to their building principal & superintendent, along with a description of the proposed event and any written materials about the event. Building principals may deny requests for professional leave if they are unable to secure the services of a qualified substitute or if the principal determines that the activity will not enhance the certified staff member's effectiveness as an employee of the district. Certified staff members who feel they have been unfairly denied professional leave may grieve the principal's decision, pursuant to the grievance procedure contained in the district's Negotiated Agreement.

4. Substitute Folders

Each teacher must prepare a substitute folder and keep the completed folder in a drawer of his/her desk. The folder must contain:

- a.) the current seating chart for each class;

- b.) the daily routine followed by each class;
- c.) all schedules (fire drill procedures, lunch schedule, etc.); and
- e.) plans for the day if the teacher's absence was anticipated. (These plans are in addition to the teacher's regular lesson plan book.)

Certified staff members may not make arrangements for their own substitute.

Assemblies

Classroom teachers must attend assemblies and pep rallies and sit with students to help maintain order.

All certified staff members should attend school assemblies and should try to attend as many of the school functions as possible, regardless of whether they have specific assigned duties or not.

Assignment of Teachers

The administration will assign certified staff to individual duties. Certified staff will also be assigned for various forms of hall, extracurricular, recess, traffic, lunch period, and other noontime duties, and athletic events.

Certificates, Teacher Contracts, Salary Information

Teaching certificates must be registered with the Superintendent before they may legally be paid. It is the certified staff member's responsibility to make sure this is done.

Each certified staff member must provide the superintendent's office with the following information:

- a. Social Security number,
- b. I-9 form,
- c. withholding form W-4, and
- d. authorization to withhold for insurance benefits.

Each new certified staff member must fill out forms for retirement benefits before the first pay day, as well as the family coverage of the district hospital/medical insurance program.

It is the sole responsibility of the staff member to inform the superintendent of any changes, including but not limited to changes in certification, endorsements, benefits plans, and salary payment information.

Cheating

Students caught cheating (including plagiarizing) may be sent to the building principal for administrative discipline. The classroom teacher may also give the cheating student a zero grade for the test or assignment.

Check-out Forms

All certified staff must complete a check-out form, their inventory, pay their lunch bill, and obtain the building principal's signature on the form prior to departing for the summer. Classrooms must be tidy to allow the custodial staff to clean classrooms and work areas. Certified staff members who do not clean their work area before departing for the summer will not receive their paychecks until the work is completed.

Classroom Management and Student Discipline

Classroom discipline is first and foremost the responsibility of the classroom teacher. Individual teachers are expected to assume responsibility for good discipline throughout the school system. However, if a certified staff member needs assistance with student discipline, they should seek the advice and counsel of the principal or superintendent.

Classroom teachers may not leave their classrooms unless the students are supervised by a competent adult.

Classroom teachers should have a well-defined discipline plan that is known to the students. Rules and consequences should be stated clearly and posted where appropriate.

Each building has its own specific procedures concerning student discipline. Classroom teachers should consult with their building principal for more information.

Teachers may remove a student from the classroom for failure to comply with established rules of conduct. Only an administrator can suspend or expel students from class or school, and due process must be followed.

Students may be kept after school for matters relating to discipline or to assist in their academic progress. Certified staff should allow all elementary students and junior/senior high students who ride the bus to arrange parental transportation for the next day with their parents. Students who do not have transportation concerns may be kept without delay. Students may not avoid being kept after school because they have an after-school practice or another school activity.

Both elementary and secondary certified staff are responsible for assisting with hallway discipline between classes and in the school lunchroom.

Classes should begin on time and end promptly. Work should continue throughout the period assigned for it. Classroom teachers have no right to waste the pupils' time. Classroom teachers may not dismiss classes early except by permission of the building principal.

Staff members may never send a student off school grounds without the authorization of the building principal.

Classroom teachers may not admit tardy students to class without an admit slip from the principal or the student's teacher from the previous period.

Classroom Sanitation

1. Handling of Body Fluids

All body fluids of all persons should be considered to potentially contain infectious agents (germs). Hand washing after contact with a school child is recommended if physical contact has been made with any child's blood or body fluids. The term "body fluids" includes: blood, semen, drainage from scrapes and cuts, tears, feces, urine, vomit, respiratory secretions, and saliva.

2. Infectious Diseases

Certified staff should promptly report any indication of an infectious or contagious disease to the school nurse or building principal. Certified staff should report to the school nurse or the student's parents any pupil whom they suspect of having been exposed to any infectious or contagious disease.

Collection of Student Money

Staff members must comply with the school district's student fee policy before collecting any funds from students. Money collected from students should be turned into the office on the day it is collected for deposit in the proper activity or school district fund. Any checks written by students or parents for various payments should be made out to Southern Public Schools, unless otherwise instructed. When students purchase items such as coats, rings, etc., through the school district, they must pay for these and other major items before the order is sent. The sponsor of any school organization is not to give merchandise to students; items will be distributed by the office after proper payment unless it is approved by the building principal first.

Community Involvement

Certified staff are encouraged to take part in civic affairs in the community and must do so when required by state law and board policy.

Display of Classroom Work in the School and the Community

Classroom teachers are encouraged to display student work for public viewing. Students and parents enjoy viewing the display and may be even more supportive of their school because the display shows them many of the things the students do. Classroom teachers may use the window area of the central office or the commons area to display student work or they may display classroom work during a night activity. Certified staff must contact the principal before displaying student work at an evening activity.

Down List

Down Lists are due by 10:00 a.m. on Monday mornings.

Duties of Certified Staff

The duties of certified staff include, but are not limited to, the following:

- a) Becoming acquainted with board policies, district rules and regulations, and the state laws concerning teachers and pupils.
- b) Attending such education conferences as are required by law or administrative directives.
- c) Attending school assemblies unless excused by the principal.
- d) Discussing a student only with the child's parents and the superintendent, principal, guidance counselor, or classroom teachers who may know the circumstances and have a need to know. It is unprofessional and inappropriate to discuss students or other staff members in the staff workroom.
- e) Being responsible for students whom they keep in school at times other than during regular school time. Certified staff will be responsible for any special work done by their students, including field trips, joint assemblies, school programs, etc.
- f) Refraining from joining book clubs or film clubs using the school name.
- g) Turning in all monies collected to the main office by the end of the school day.
- h) Clearing all class meetings or trips through the principal's office.
- i) Participating in Student Assistance Teams pursuant to board policy.
- j) Assisting with the administration of standardized testing as assigned by the administration.
- k) Provide homebound instruction as assigned by the administration.
- l) Performing additional duties as assigned by the administration.

Eligibility Grades 7-12

Student academic eligibility for participation in extra-curricular activities will be determined on a weekly basis. A student will become ineligible by maintaining an average of less than seventy percent (70%) in two or more classes weekly. Eligibility will be based on the weekly cumulative semester mathematical average of each student. The grading period will end at the conclusion of school on the last school day of the week. Beginning on the third Monday of each quarter, classroom teachers must submit the names of all students who are not academically eligible to the office by noon on the first school day of each school week. The first time each quarter that a student fails to meet the criteria for being eligible, he/she will be extended a one-week "grace period" of eligibility to raise their grades to meet this policy. At the discretion of the sponsor, ineligible students will be allowed to participate in practice. Activities affected by the eligibility rule are:

1. All interscholastic contests, including but not limited to, athletics, FBLA, speech contests, and similar organizations or events.
2. Cheerleading.
3. Music competition, performances (except Christmas and Spring concerts), and clinics.
4. Other activities deemed appropriate by the principal.

Evacuations

Early in the semester, classroom teachers should review instructions for leaving the classroom with all of their students. Classroom teachers should also periodically review with each class what to do in case of fire, tornado or other emergency.

1. Fire Drills

Fire drills will be held on a regular basis. Certified staff may or may not be notified in advance. These drills are important exercises that help ensure the safety of students in case of an emergency.

When the fire alarm is sounded, all students and staff must immediately cease the activity in which they are engaged and leave the building at once, following these regulations:

- a) The classroom teacher will be the last to leave the room. He or she will turn out all lights and close the door as he or she leaves.
- b) Classroom teachers will take their fire drill packets and class grade books with them when they leave their classrooms.
- c) The first two students reaching the exit doors will hold the doors wide open until everyone has filed out.
- d) Staff and students will move far enough away from the building to avoid possible injury from fire and falling embers, and also, to remain clear of emergency vehicle traffic.
- e) Once outside, each teacher must account for every student in the

class. Classroom teachers will take roll for their class and;

- 1) hold up a Green Card (all students accounted for)
- 2) hold up a Red Card (missing student (s) listed)
- 3) hold up a Yellow Card (extra students listed)

The signal to return to the school building will be given by the building principal and the building principal will give the “all clear” upon completion of the drill. Students will return in an orderly manner.

2. Tornado Drills

When a tornado warning has been issued, the school will evacuate classrooms and move students to the designated tornado shelters. Tornado alerts will be given via the intercom system. When a tornado alert is given, all students and staff must immediately cease the activity in which they are engaged immediately and seek shelter, following these regulations:

- a) All students and staff should proceed to the designated tornado shelter.
- b) Once in the area, each teacher must account for every student in the class.
- c) Classroom teachers should be sure that each student is sitting with his or her back to the wall, their knees up, and their head should be between their legs.

3. Protocol for all Evacuations

Upon evacuation signals, all students and staff must exit each building. Classroom teachers should do the following:

- 1) Take the class roster;
- 2) Lock the classroom door after all occupants have exited the room;
- 3) Keep the class together and move promptly in an orderly fashion; and
- 4) Upon arriving at the evacuation point, take roll, maintain order, and supervise students.

Evaluations

The appropriate district administrator will evaluate tenured and probationary teachers as required by law and district policy. Additional evaluations, both formal and informal, may be conducted as the district administration deems appropriate. Copies of the district’s formal evaluation form are contained at the end of this handbook, and please refer to the Southern Public Schools Evaluation Handbook for more detailed information.

Extracurricular Activities

Coaches/sponsors must schedule all events and other extracurricular activities at the activity director's office to avoid conflicts.

Certain activities require time to be scheduled outside regular school hours. Any school-sponsored activity involving students must have approval from the principal prior to the activity, including all fundraising activities.

Regular classroom work in all grades will have precedence over any other activity. Students will not be dismissed from classes to participate in extracurricular activities without permission from the principal. All evening activities, except practices, must have no less than one school sponsor. Non-school sponsors must be approved by the administration. If vehicles are used for transportation, the drivers must be adults who have been approved by the school.

The activities director has the responsibility for all activities. Therefore, any ruling or handbook decision he/she makes will be school regulation in lieu of further board action.

No student may participate in a field trip off school property without written permission of his or her parent or guardian.

Faculty Meetings

The superintendent and principals will call meetings as needed. Certified staff are required to be present at all faculty meetings unless excused by the administration.

Field Trip Request Forms

Certified staff who wish to take students off school property must submit a request to the building at least five calendar days prior to the date of the requested activity.

Grading Policy

Grades are given as letter or a percentage, as requested by the building principal. Classroom teachers must confer with the principal before recording any incomplete, failing, or conditional grades on report cards. If a student fails the first semester and passes the second semester, a classroom teacher may pass a student for the full year.

A student is to be graded on academic performance. **A student's grade is not to be reduced for discipline.** Prejudice or favoritism has no place in grading a student. All grading should be explained in simple, understandable terms to the student.

Classroom teachers should provide students and parents with frequent updates regarding the student's progress during the semester.

In the elementary grades, students will receive standards-based letter grades in designated "core" curricular subjects and students will receive a participation rating in personal & social development and in special classes. Elementary teachers should report student progress on grade reports using the following system:

Kindergarten – 6th Grade

A	Advanced
P	Proficient
D	Developing
B	Beginning
N/A	Not Assessed at this Time

The Southern grading system is based on percentages. The percentage grades relate to letter grades as follows:

A+	99 – 100	C	80 – 82
A	96 – 98	C-	78 – 79
A-	93 – 95	D+	75 – 77
B+	90 – 92	D	72 – 74
B	87 – 89	D-	70 – 71
B-	85 – 86	F	69 or below
C+	83 – 84	I	Incomplete

Guest Lecturers

Guest lecturers must be approved by the administration before they are asked to address a class. The guest lecturer must have a specific, relatable objective in his/her lecture.

Hall Duty

Every classroom teacher is on hall duty before school in the morning and between classes. Classroom teachers are responsible especially for the part of the hall adjacent to their classrooms.

Homework Policy

Homework is an important part of student learning. When parents, teachers, and students work together, out-of-class assignments are a valuable part of the instructional program. Homework should provide opportunities for students to practice acquired skills, develop initiative, form independent study habits, and use community resources.

Instructional Materials

Instructional materials are made available through a variety of different vendors. A catalog and order forms will be made available to all members. All media must be previewed for suitability by the classroom teacher before being shown to students.

Lesson Plans

Each teacher will prepare and complete a proper lesson plan on Friday for the following week. These plans must be written so that they are clear to any substitute teacher and readily available to any teacher. An up-to-date seating chart of the class or classes shall be part of the lesson plan book. Other regulations relative to lesson plans will be made by individual building principals. The lesson plans of all classroom teachers are subject to review of the building principal or other members of the school district's administration at any time.

Lesson plans must **identify major instructional objectives and show page assignments and general direction that might be followed by anyone who might be called upon to teach the classes.**

Paraeducators

Paraeducators provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. The classroom teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Paraeducators may be used to assist the classroom teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculating and recording grades. Paraeducators are to work only on and within their assigned work days. If the classroom teacher desires the paraeducator to work hours other than the

assigned work hours or assigned work day, he or she must contact the administration for approval.

Parent-Teacher Communication

Students' academic success has been closely linked to parental involvement in school. Certified staff should strive to develop open and supportive relationships with parents and guardians. Each classroom teacher is responsible for keeping a student's parents informed about the student's progress. This may be done by letter, telephone, e-mail, personal conference or online platform. Certified staff must attend parent-teacher conferences, promptly return phone calls, participate in teacher events for students and parents, and where necessary, utilize a planner as a communication tool. Certified staff who need additional support in communicating with parents should contact their building principal or guidance counselor.

Parties

1. No activities or picnics shall be held by an organization of the school without the presence of the sponsor or sponsors.
2. The number of activities and the closing hour for activities will be determined by the building principal and organization sponsor.
3. In making arrangements for activities and picnics, staff must avoid disturbing the routine of the school.
4. Cleaning up after the activity is the responsibility of the sponsor.

Planning Time

Each classroom teacher is provided with duty-free time for planning, preparation of school-related materials, and a brief respite from the duties of the day. If staff need to leave the building during their planning time, they must check out at the office and check back in upon return.

PowerSchool and PowerTeacher

All teachers/classroom aides will be required to use PowerSchool and PowerTeacher Attendance will be taken as follows: Elementary – at the beginning of the morning; and Secondary – at the beginning of every period. Attendance must be taken within the first five minutes of each period/beginning session.

Classroom teachers are not permitted to install PowerTeacher on their home computer.

Private Tutoring

Classroom teachers must provide individual assistance to students as a part of their duties. Any certified staff member who engages in private tutoring for pay (compensation of any kind from a source other than the District) is subject to the following rules:

- Certified staff may not arrange to provide private tutoring for any child enrolled in the staff member's class.
- Certified staff are not to provide private tutoring in a school building.
- Certified staff are not to provide private tutoring during duty time.
- Certified staff are prohibited from advertising or promoting private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

Pupils' Records

1. Each classroom teacher must keep a set of records of the class recitations, tests, exams, daily work, notebook, etc. This serves as a justification of the final grade in case of dispute between teacher and pupil, or teacher and parent, and assists in making out the final grades.
2. Report cards will be issued within two weeks following the start of the next quarter unless otherwise announced in grades K-6.
 - a) Reports should be conscientiously and accurately made because they are a serious estimate of the degree of success of the pupil.
 - b) Each classroom teacher should be adequately prepared to defend all decisions given on the report card.
 - c) Classroom teachers must confer with the principal before recording any incomplete, failing, or conditional grades on report cards.

Rights of Certified and Probationary Teachers

Certified and probationary teachers are entitled to the legal and procedural rights outlined in the board policies and state and federal law with regard to the amendment, cancellation, or termination of the teacher's employment contract. For specific questions relating to those procedural or legal rights, please refer to the district's board policies.

School Day

All certified staff must be at school or on duty between the hours of 8:00 a.m. and 4:00 p.m., Monday through Thursday. On Fridays and days preceding certain holidays or vacation periods, certified staff are permitted to leave after the students are dismissed. Under special circumstances, certified staff may seek permission from their building principal to vary these duty hours. In addition, certified staff may be assigned responsibilities at other hours by the principal or superintendent for supervising or directing school activities or affairs, or for participation in affairs under the direct sponsorship of the school.

Each teacher will be in his or her classroom and ready to teach at 8:00 a.m. each day. Classroom teachers will stand at their doors when class is dismissed and must be outside their classroom doors before each class period. Classroom teachers must be physically present in their classrooms at all times during class periods and conference periods.

Personal work may not be done regularly on school time.

Sponsors

Certified staff members are assigned by the superintendent as class and club sponsors. Sponsors must be present at all meetings and activities of the sponsored group. The procedure for activity accounts and meetings can be found in the student manual. The purchasing of supplies must be approved by the building principal.

Student Activities

Staff members who sponsor extracurricular activities such as athletics, class plays, and class activities may leave the school building only after making sure that all students and other individuals have left the building. No student is to be left unattended in the school building at any time.

School-owned clothing or equipment that is checked out to students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for its intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Certified staff will be held responsible for clothing and equipment that is not returned.

Student Aides

Student aides are to be directly supervised by the certified staff member and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the certified staff member by helping supervise another student, grade tests or class work, calculate student grades, or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aide should not be present and assisting a certified staff member without another adult present after the end of regular teacher duty hours.

Student Attendance

Students are expected to arrive at each class, be seated and ready for instruction prior to the beginning of the class day or class period, as appropriate. Student tardiness is the classroom teacher's professional responsibility. Classroom teachers must insist that students be on time.

Each teacher must maintain an accurate record of student attendance each day. Classroom teachers must carefully check and record attendance information at the beginning of each school day and, in upper grades, at the beginning of each period. Students and student assistants are not permitted to check attendance. Excessive absenteeism should be reported to the building principal or guidance counselor.

A student who departs school during the school day must report to the office and sign out before leaving the building. A student who returns during the school day must sign in at the building office before returning to class.

Student Attire

The responsibility for proper daily grooming and dress is primarily the responsibility of students and parents/guardians. However, certified staff members may suggest that students not wear attire that is in the suggested dress code set forth in the Student Handbook.

Classroom teachers may report students who are not in compliance with the suggested dress code to the building principal. The final decision on what is considered proper grooming and appearance is the responsibility of the building principal.

Student Illness

In the event of student illness or injury, classroom teachers should notify the building principal or superintendent immediately. Staff should never send a pupil home without notifying school officials and checking to see if his/her parents are home.

Student Medication

Student medications should not be dispensed by staff members unless they follow the following procedures.

No staff members other than the school nurse or school staff may dispense medications (prescription or over-the-counter) to students at any time.

Staff members are not authorized to dispense prescription medicine without an agreement with a parent or guardian to provide a prescription container for the medicine that includes a pharmaceutical label, the physician's name, a child guard cap and directions for administering the medication.

After receiving the medication, the school employee should lock the medication in a cabinet or place it in an area where access is restricted to school employees only.

Student Searches

Certified staff members may not search students or their belongings. If a staff member suspects that a student is in possession of contraband, he/she should immediately contact a member of the administration and supervise the student until the administrator arrives. Students who are suspected of having an item in violation of school rules may be directed to wait with a staff member.

Substitute Teaching During Planning Period

Certified staff may be required to substitute during their planning period. If the administration is unable to find a substitute teacher at a particular given time, it may assign another regular teacher to the vacant position. The regular teacher assigned shall receive the compensation of 1/8 the rate of substitute teacher pays for each class period taught.

Teaching Controversial Issues

Teachers may teach or lead discussions about controversial issues if they comply with the following criteria:

- The issues discussed must be relevant to the curriculum and be part of a planned educational program.
- Students must have free access to appropriate materials and information for analysis and evaluation of the issues.
- The teacher must encourage students to consider and discuss a variety of viewpoints.
- The topic and materials used must be within the range, knowledge, maturity, and competence of the students.

- The teacher must inform parents and the building principal before discussing sensitive or controversial issues.
- The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.
- Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda through any classroom or a school device; however, a teacher shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.

Textbooks

Classroom teachers will issue textbooks to the pupils, keeping a record of the number and condition of the books assigned to each pupil. If the books are new, classroom teachers must make sure the books are stamped and numbered before distribution.

Textbooks are to be stored in the classroom or the storeroom. Textbooks are to be checked out to the students, with teachers keeping an accurate record of each book by number in the place provided in grade books. Pupils are to pay for lost or damaged books.

Workbooks do not become the property of the students and in most cases should be retained by the school.

Website

All teachers are required to submit one article a quarter for the district website. A social media post does not count towards the requirement above. All teachers are also encouraged to post both activity and classroom information on the district social media pages as well.

SECTION THREE: POLICIES AND PROCEDURES REGARDING CLASSIFIED STAFF

At-Will Employment

Classified staff members are employed "at-will." Either you or the school district may terminate your employment at any time, for any reason, with or without cause or notice. This handbook is not a contract, express or implied, guaranteeing employment for any specific duration.

Bereavement Leave

Classified employees shall be granted funeral leave in case of death in the immediate family. In this case, immediate family shall include spouse, children, parents, grandparents, mother or father-in-law, sister, brother, aunt or uncle, grandchildren, sister-in-law, brother-in-law, niece, nephew. Normal leave shall be considered to be three days. In case of extreme hardship, the superintendent of schools shall have the authority to grant additional days. Days used for funeral leave for anyone other than a member of the immediate family will either be deducted from the individual's sick leave account or will count as leave without pay. All requests for bereavement leave should be submitted to the Superintendent.

Holidays

Holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday. Classified employees will generally be required to work their regularly scheduled hours the workday preceding and the workday following the holiday in order to be eligible to receive holiday pay.

Hours

Work hours vary with the classified staff member's department and position. Meetings will occasionally be scheduled before or after normal working hours.

It is vital that the district's employees arrive at work punctually and consistently. Staff members who are chronically late or excessively absent will be disciplined, up to and including discharge.

Overtime and Compensatory Time

All classified staff members must keep an accurate record of all hours worked for the district. The only exceptions are those who have been notified in writing that they are exempt from this time-keeping requirement. Classified staff should not work more than forty hours in a given week without the express permission of their immediate supervisor. Those who accrue more than forty hours in a given workweek will receive overtime or compensatory time, pursuant to board policy.

Personal Leave

Classified employees will receive paid personal leave days each school year for personal business that cannot be taken care of outside regular business hours and other events of personal significance. Personal leave must be approved in advance by the employee's immediate supervisor or the Superintendent or designee. There shall be no carryover of personal days from year to year. Classified employees shall be paid for any unused personal days at the end of the school year or in the event of termination of employment.

Reporting When School is Closed

When school is closed due to inclement weather, classified staff should report to work based on their positions:

- a) **Secretaries/Clerical staff** only 12 month staff should report to work unless specifically directed not to do so by their supervisor or the superintendent.
- b) **Paraprofessionals** should not report to work unless teaching staff are asked to report.
- c) **Food Service staff** should not report to work.
- d) **Bus Drivers** should not report to work.
- e) **Custodians/Maintenance staff** should report to work.

Sick Leave

A staff member who is too ill to come to work, or who has a qualifying family member who is too ill to be left alone, must notify his or her immediate supervisor at least three hours prior to the time he/she regularly reports to work. Sick leave can accumulate up to 50 days from year to year. Classified employees shall be paid for accrued unused sick days at the end of the school year or in the event of termination of employment.

Vacation

Eligible classified employees will receive paid vacation each school year. Employees should consult with their immediate supervisor for vacation information. Vacation leave must be approved in advance by the employee's immediate supervisor or the Superintendent or designee.

New employees will not be entitled to any vacation leave for the first six months of employment. After the completion of the last day of the sixth month of employment, new employees will be awarded one-half of the total vacation days provided for their job assignment. After the completion of the last day of the ninth month of employment, new employees will receive the remaining days of vacation provided for their job assignment.

Employees may accrue vacation days. Once vacation days are accrued, they may be carried forward from year to year. If an employee carries forward accrued vacation days, he/she shall receive additional vacation days for the next contract year to bring the total of accrued vacation days to the maximum number of days allowed for his/her particular job assignment. In no event shall the employee receive any additional days beyond the maximum accrual cap listed above. Classified employees shall not be paid for any unused vacation days in the event of termination of employment. Classified staff are allowed to carry forward one year's worth of vacation leave.

SECTION FOUR: STAFF DIRECTORY

Members of the Board of Education:

David Zimmerman President
Dana Dorn..... Vice President
Debra Schlake.....Secretary
Betsy Frerichs..... Board Member
Jared McKeever..... Board Member
Jeff Argo..... Board Member

Administrative Staff:

Mark Jolliffe Superintendent
Kane Kookstra..... Elementary Principal
Jeff Murphy..... Jr./Sr. High School Principal

Office Staff:

Taylor Schmidt..... Bookkeeper
Sara Sturm..... Elementary Secretary
Dawn Rakes..... Elementary Secretary
Karen Maguire..... Jr./Sr. High Principal's Secretary
Audrey Whitwer.....Superintendent Secretary, AD Secretary, & Data Steward
Dyan Allington.....School Nurse
Cody Sabey.....Technology Director

Elementary School Teaching Staff:

Annie Manley	Preschool
Ashley McConnell.....	Preschool
Samantha Miller	Kindergarten
Jenilee Jurgens.....	Kindergarten
Kylie Betten.....	Grade 1
Kimberly Barnard.	Grade 1
Malinda Hock.....	Grade 2
Lynn Sabey.....	Grade 2
Amanda Freese.....	Grade 3
Rhonda Epp.....	Grade 3
Jonna Arnold.....	Grade 4
Shannon Burgess.....	Grade 4
Jolene Bartels.....	Grade 5
Laney Schaefer	Art
Dee Bednar.....	Community Counselor
Stephanie Ware.....	Literacy Coordinator/Title I
Gavin Nielson.....	Instrumental Music (5)
Lynn Sabey.....	Media Specialist (K-5)
Drake Adams.....	Physical Education (K-5)
Shelby Carey.....	Special Education
Stacy Fossler.....	Special Education
Nicole Stevens.....	Vocal Music (K-5)

Jr./Sr. High School Teaching Staff:

Brady Meyer.....	Agriculture/Industrial Arts
Laney Schaefer	Art
Jamie Schluter	Business
Debra Bachmann-Clasen	English
Valerie Barnhart	English
Gavin Nielson.....	Instrumental Music (6-12)
Alexis Schmidt.	Jobs for America's Graduates (6-12)
Preston Jurgens.....	Mathematics
Shannon Mick	Mathematics
Chelesy Fralin.....	Media Specialist (6-12)
Drake Adams.....	Physical Education (6-12)
Greg Iverson.....	Physical Education (6-12)
Pam Trauernicht.....	School Counselor
Brenda Gronewold	Science
Jeff Tunink	Science
Hanah Baumgartner.....	Social Studies
Jeremy Doose.....	Social Studies
Dominique Clay	Spanish
Amanda Rath.....	Special Education
Shelby Thernes.....	Special Education

Nicole Stevens.....Vocal Music (6-12)

Child Nutrition Program:

Naomi Pharr.....Head Food Service Provider
Bonnie Creek.....Food Service Provider
Kim McMurray.....Food Service Provider
Sue Davis..... Food Service Provider
Ashli Pierce.....Food Service Provider

Maintenance:

John Eisenhower..... Head Maintenance
Anthony Shepardson.....Maintenance Staff
Brenden Salts.....Maintenance Staff
Dave Kaster.....Maintenance Staff
Tammy Meints.....Maintenance Staff

Support Staff:

Jodi Meints.....3-Year-Old Preschool Paraeducator
Angel Panes-Husa.....4-Year-Old Preschool Paraeducator
Darcie Schmidt.....Primary Paraeducator
Dona Bartels. Primary Paraeducator
Ginger Riggs. Primary Paraeducator
Lavone Rabstejnek.....Primary Paraeducator
Carla Wegner Primary Paraeducator
Hilary Barton.....Primary Paraeducator
Jessica Cooper Secondary Paraeducator
Wendy Garrels. Secondary Paraeducator

Transportation Department:

Gavin Nielson..... Route Driver
Bonnie Creek. Route Driver
Devin Riggs..... Route Driver
Steve Whitwer..... Route Driver

SECTION FIVE: FORMS

STAFF AND DISTRICT SOCIAL MEDIA USE

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching and learning skills. The following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district's faculty and staff. Staff should also refer to the district's policy on Staff and District Social Media Use.

I. Staff Expectations in Use of the Internet

A. Acceptable Use While on Duty or on School Property

1. Staff shall be restricted to use the Internet to conduct research for instructional purposes.
2. Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents, and patrons.
3. Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.
4. Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

B. Unacceptable Use While on Duty or on School Property

1. Staff shall not access obscene or pornographic material.
2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.
3. Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as

BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.

4. The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.
5. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

II. School Affiliated Websites

Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated web page which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any website which identifies the school district by name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated web pages and must only publish content appropriate for the school setting. Staff must also comply with all board policies in their school-affiliated websites and must comply with the board's policy on professional boundaries between staff and students at all times and in all contexts.

Publication of student work or personality-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information on the Internet.

III. Enforcement

A. Methods of Enforcement

The district owns the computer system and monitors e-mail and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any electronic communications or files, which are stored or accessed on or using school property and these are subject to search and inspection at any time.

1. The district uses a technology protection measure that blocks access to some sites that are not in accordance with the district's policy. Standard use of the Internet utilizes a

proxy server-based filter that screens for non-curriculum related pages.

2. Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measures that block or filter Internet access for staff access to a site with legitimate educational value that is wrongly blocked.
3. The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

B. Any violation of school policy and rules may result in that staff member facing:

1. Discharge from employment or such other discipline as the administration and/or the board deem appropriate;
2. The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;
3. When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

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Title IX Policy

As required by Title IX of the Education Amendments of 1972, it is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report may be made by any means to the district's Title IX Coordinator, who can be contacted at 115 S 11th, jdmurphy@southernschools.org (402)645-3326. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator.

As required by Title IX of the Education Amendments of 1972, it is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the district's programs or activities, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report must be made by any means to the district's Title IX Coordinator whose contact information can be found on the district's website and in the district's student and staff handbooks. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator.

EMERGENCY RESPONSE TO LIFE-THREATENING ASTHMA OR SYSTEMIC ALLERGIC REACTIONS (ANAPHYLAXIS)

DEFINITION: Life-threatening asthma consists of an acute episode of worsening airflow obstruction. Immediate action and monitoring are necessary.

A systemic allergic reaction (anaphylaxis) is a severe response resulting in cardiovascular collapse (shock) after the injection of an antigen (e.g. bee or other insect sting), ingestion of a food or medication, or exposure to other allergens, such as animal fur, chemical irritants, pollens or molds, among others. The blood pressure falls, the pulse becomes weak, **AND DEATH CAN OCCUR.** Immediate allergic reactions may require emergency treatment and medications.

LIFE-THREATENING ASTHMA SYMPTOMS: Any of these symptoms may occur:

- Chest tightness
- Wheezing
- Severe shortness of breath
- Retractions (chest or neck “sucked in”)
- Cyanosis (lips and nail beds exhibit a grayish or bluish color)
- Change in mental status, such as agitation, anxiety, or lethargy
- A hunched-over position
- Breathlessness causing speech in one-to-two word phrases or complete inability to speak

ANAPHYLACTIC SYMPTOMS OF BODY SYSTEM: Any of the symptoms may occur within seconds. The more immediate the reaction, the more severe the reaction may become. Any of the symptoms present require several hours of monitoring.

- **Skin:** warmth, itching, and/or tingling of underarms/groin, flushing, hives
- **Abdominal:** pain, nausea and vomiting, diarrhea
- **Oral/Respiratory:** sneezing, swelling of face (lips, mouth, tongue, throat), lump or tightness in the throat, hoarseness, difficulty inhaling, shortness of breath, decrease in peak flow meter reading, wheezing reaction
- **Cardiovascular:** headache, low blood pressure (shock), lightheadedness, fainting, loss of consciousness, rapid heart rate, ventricular fibrillation (no pulse)
- **Mental status:** apprehension, anxiety, restlessness, irritability

EMERGENCY PROTOCOL:

1. CALL 911.
2. Summon school nurse if available. If not, summon designated trained, non-medical staff to implement an emergency protocol.
3. Check airway patency, breathing, respiratory rate, and pulse.
4. Administer medications (epinephrine auto injector and nebulized albuterol) per standing order.
5. Determine cause as quickly as possible.
6. Monitor vital signs (pulse, respiration, etc.).
7. Contact parents immediately and prescribing health care practitioner as soon as possible.

8. Any individual treated for symptoms with epinephrine at a school will be transferred to a medical facility.

STANDING ORDERS FOR RESPONSE TO LIFE-THREATENING ASTHMA OR ANAPHYLAXIS:

- Administer epinephrine auto injector junior for any child less than 60 pounds or adult epinephrine auto injector for any individual over 60 pounds into the muscle towards the front and outer side of the thigh.
- Follow with nebulized albuterol while awaiting EMS.
- If symptoms persist, repeat epinephrine auto injector followed by nebulized albuterol every fifteen minutes while awaiting EMS arrival.
- Administer CPR, if indicated.

DISTRICT FORMAL EVALUATION FORM

Teacher Name:		Observer:	

Subject/Grade Level:	

Date:	

Status:	Probationary or Tenure

Formal Observation Date:	

Former Observation Conference Date:	

Effective Practice #1 Planning and Preparing				
O 4-Innovating	O 3-Applying	O 2- Developing	O 1-Beginning	O 0-Not Using
The teacher adapts and executes new strategies for unique student needs and situations.	The teacher plans lessons using appropriate strategies and monitors the extent to which it produces the desired outcomes.	The teacher plans lessons using appropriate strategies with no significant errors or omissions.	The teacher uses strategies incorrectly or with parts missing.	Strategy was called for but not exhibited.

Planning and Preparation					
1.1 Standards and Alignment	O 4-Innovating	O 3-Applying	O 2-Developing	O 1-Beginning	O 0-Unsatisfactory
1.2 Background Knowledge of Students	O 4-Innovating	O 3-Applying	O 2-Developing	O 1-Beginning	O 0-Unsatisfactory
1.3 Content Knowledge and expertise	O 4-Innovating	O 3-Applying	O 2-Developing	O 1-Beginning	O 0-Unsatisfactory

Comments:

Effective Practice #2 Classroom Strategies and Behaviors				
O 4-Innovating	O 3-Applying	O 2- Developing	O 1-Beginning	O 0-Unsatisfactory
The teacher adapts, creates, and executes strategies for unique student needs and situations.	The teacher uses the appropriate strategies and monitors the extent to which it produces the desired	The teacher uses the appropriate strategies with no significant errors or omissions.	The teacher uses the strategies incorrectly or with parts missing.	Strategies were called for but not exhibited.

Classroom Strategies and Behaviors					
2.1 Clear Learning Goals	O 4-Innovating	O 3-Applying	O 2- Developing	O 1-Beginning	O 0-Unsatisfactory
2.2 Assessment	O 4-Innovating	O 3-Applying	O 2- Developing	O 1-Beginning	O 0-Unsatisfactory
2.3 Types of Lessons	O 4-Innovating	O 3-Applying	O 2- Developing	O 1-Beginning	O 0-Unsatisfactory
2.4 Strategies	O 4-Innovating	O 3-Applying	O 2- Developing	O 1-Beginning	O 0-Unsatisfactory

Comments:

Effective Practice #3 The Classroom Environment				
O 4-Innovating	O 3-Applying	O 2- Developing	O 1-Beginning	O 0-Unsatisfactory
The teacher adapts, creates, and executes strategies for unique student needs and situations.	The teacher uses the appropriate strategies and monitors the extent to which it produces the desired outcomes.	The teacher uses the appropriate strategies with no significant errors or omissions.	The teacher uses the strategies incorrectly or with parts missing.	Strategies were called for but not exhibited.

The Classroom Environment					
3.1 Communication	O 4-Innovating	O 3-Applying	O 2-Developing	O 1-Beginning	O 0-Unsatisfactory
3.2 Engagement	O 4-Innovating	O 3-Applying	O 2-Developing	O 1-Beginning	O 0-Unsatisfactory
3.3 Rules and Procedures	O 4-Innovating	O 3-Applying	O 2-Developing	O 1-Beginning	O 0-Unsatisfactory
3.4 Relationships	O 4-Innovating	O 3-Applying	O 2-Developing	O 1-Beginning	O 0-Unsatisfactory
3.5 Communicating High Expectations	O 4-Innovating	O 3-Applying	O 2-Developing	O 1-Beginning	O 0-Unsatisfactory

Comments:

Effective Practice #4 Professional Practice and Responsibilities				
O 4-Innovating	O 3-Applying	O 2- Developing	O 1-Beginning	O 0-Unsatisfactory
The teacher serves as a role model for ethical and responsible behavior and serves as a leader in the professional community.	The teacher consistently models ethical and responsible behavior as a member of the professional community.	The teacher understands ethical and responsible behavior, but is inconsistent in demonstrating a high level of professional practice.	The teacher understands ethical and responsible behavior, but does not demonstrate a high level of professional practice.	The teacher fails to act in an ethical and/or professionally responsible manner.

Professional Practices and Responsibilities					
4.1 Communication with Stakeholders	O 4-Innovating	O 3-Applying	O 2- Developing	O 1-Beginning	O 0-Unsatisfactory
4.2 Professional Development	O 4-Innovating	O 3-Applying	O 2- Developing	O 1-Beginning	O 0-Unsatisfactory
4.3 Professional Demeanor and Ethics	O 4-Innovating	O 3-Applying	O 2- Developing	O 1-Beginning	O 0-Unsatisfactory
4.4 School/ Community Involvement	O 4-Innovating	O 3-Applying	O 2- Developing	O 1-Beginning	O 0-Unsatisfactory

Comments:

Additional Observer Comments or Concerns:

The following signatures indicate that the end-of-year conference was held and the teacher and the principal discussed the contents of this report.

Teacher's Signature

Date

Principal's Signature

Date

The employee's signature indicates only that the employee has read and discussed the contents of this document with the principal. The teacher has the right to attach a response to this document to become part of the permanent record.

Administration Recommendations:

Contract Renewal

Contract Non-Renewal

Contract Cancellation

ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received a copy of the Southern Public Schools District Staff Handbook which includes the district's drug-free workplace policy statement. I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook and by all board policies governing my employment. Further, if I have any questions about any provision of this handbook or any board policy, I should confer with my supervisor or building principal.

Signature

Date

Southern Public Schools

2026-2027 District Calendar

July—2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August—2026						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	~~17~~	~~18~~	~~19~~	20	21	22
23	24	25	26	27	28	29
30	31					

September—2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	~~18~~	19
20	21	22	23	24	25	26
27	28	29	30			

October—2026						
S	M	T	W	T	F	S
				<u>1</u>	<u>2</u>	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	[19	20	21	22	23	24
25	26	27	28	29	~~30~~	31

November—2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	~~25~~	~~26~~	~~27~~	28
29	30					

December—2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	~~21~~	~~22~~	~~23~~	~~24~~	~~25~~	26
27	~~28~~	~~29~~	~~30~~	~~31~~		

August—2026	
17-19	Teacher In-Service (No School)
20	First Day of Classes

September—2026	
7	Labor Day (No School)
18	Teacher Inservice (No School)

October—2026	
1	Early Dismissal (1:20/1:30 p.m.) Parent Teacher Conferences (3:00 p.m. – 8:00 p.m.)
2	Teacher Inservice (No School)
16	End of First Quarter (39 Days)
19	Second Quarter Begins
30	Teacher In-Service (No School)

November—2026	
1	Standard Time Begins
25-27	Thanksgiving Break (No School)

December—2026	
18	End of Second Quarter (41 Days)
21-31	Winter Break (No School)

January—2027	
1	Winter Break (No School)
4	Teacher In-Service (No School)
5	First Day of Third Quarter

February—2027	
18	Early Dismissal (1:20/1:30 p.m.) Parent Teacher Conferences (3:00 p.m. – 8:00 p.m.)
19	Teacher In-Service (No School)

March—2027	
7	Daylight Savings Begins
11	End of Third Quarter (47 Days)
12	Spring Break (No School)
15	Fourth Quarter Begins
26	Spring Break (No School)
29	Spring Break (No School)

April—2027	
16	Spring Break (No School)

May—2027	
7	Last Day for Seniors
15	Graduation (5:00 p.m.)
20	Early Dismissal (1:20/1:30 p.m.)
20	End of Fourth Quarter (46 Days)
21	Teacher In-Service (No School)

January—2027						
S	M	T	W	T	F	S
					1	2
3	4	[5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February—2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	<u>18</u>	~~19~~	20
21	22	23	24	25	26	27
28						

March—2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	~~12~~	13
14	[15	16	17	18	19	20
21	22	23	24	25	~~26~~	27
28	~~29~~	30	31			

April—2027						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	~~16~~	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May—2027						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	<u>20</u>	~~21~~	22
23	24	25	26	27	28	29
30	31					

June—2027						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Note: Any/all mechanical or weather related loss of school time will be made up at the discretion of the Board of Education and/or the Superintendent.
Student Instructional Days **173**
Teacher Contract Days **182**

Key: Blue Font (Single Underline) = Late Start or Early Dismissal
Red Font = ~~Holidays/Non-Contract Days (No School)~~
Red Font (Strikethrough) = ~~Teacher In-Service (No School)~~
[] = First/Last Day of the Quarter



**Southern Public Schools
Student Technology Policy and
Usage Handbook**

1:1 Initiative

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

- Respect Yourself
 - I will show respect for myself through my actions.
 - I will select online names that are appropriate.
 - I will use caution with the information, images, and other media that I post online.
 - I will carefully consider what personal information about my life, experiences, or relationships I post.
 - I will not be obscene.
 - I will act with integrity.
- Protect Yourself
 - I will ensure that the information, images, and materials I post online will not put me at risk.
 - I will not publish my personal details, contact details, or a schedule of my activities.
 - I will report any attacks or inappropriate behavior directed at me while online. ○ I will protect passwords, accounts, and resources.
- Respect Others
 - I will show respect to others.
 - I will not use electronic mediums to antagonize, bully, harass, or stalk people.
 - I will show respect for other people in my choice of websites.
 - I will not visit sites that are degrading to others, pornographic, racist, or inappropriate.
- Protect Others
 - I will protect others by reporting abuse and not forwarding inappropriate materials or communications.
 - I will avoid unacceptable materials and conversations.
- Respect Intellectual Property
 - I will request permission to use copyrighted or otherwise protected materials. ○ I will suitably cite all use of websites, books, media, etc.
 - I will acknowledge all primary sources.
 - I will validate the information.
 - I will use and abide by the fair use rules.
- Protect Intellectual Property
 - I will request to use the software and media others produce.

- I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software.
- I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Southern Public Schools

Laptop Handbook

Southern Public School's network facilities and/or laptops are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of the school district. Access to the Southern Public Schools computer systems is a privilege, not a right. Students must acknowledge their understanding of this policy as well as the following guidelines. Failure to adhere to these standards may result in suspension or revocation of the offender's laptop and/or network privileges.

Training

- Students will receive training to address care and usage of the laptop, digital citizenship, and respectful, responsible, and ethical use of the Internet and digital tools.

General Precautions/Screen Care

- No food or drink should be next to your Laptop while it is in use.
- Students should never carry their Laptop while the screen is open unless directed to do so by a teacher.
- Laptops must remain free of any writing, drawing, stickers, or labels.
- Laptops should be shut down when not in use to conserve battery life.
- Laptops should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Heavy objects should never be placed on top of Laptops.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Laptop Damage

- Students are financially responsible for this device. **Frequent/Negligent damage to the device must be serviced by Southern Public Schools and paid for by the student.** If the student fails to pay for the repairs, he/she will lose laptop privileges. Students pay *estimated* replacement costs:
 - Screen - \$499
 - Keyboard/touchpad - \$300
 - Power cord - \$88.00
 - Cracked trackpad - \$140
 - Full Replacement Cost - \$900
 - Laptop Labels replacement-\$20

Laptop Pickup/Dropoff

- Each student and their parent/guardian must sign the Southern School District Laptop Agreement before they may pick up their assigned laptop.
- Each grade will have a designated pickup and drop-off location.
- Students will pick up laptops before 1st period classes and return them to the same location before leaving school each day.

Logging into a Laptop

- Students will log into their laptops using a student-generated username and password. Once generated, this username and password must be submitted to the technology committee. ● Students should never share their account passwords with others. In the event of a compromised account the Southern Public Schools Technology Department reserves the right to disable your account.

No Expectation of Privacy

- Students have no expectation of confidentiality or privacy with respect to any usage of a laptop, regardless of whether that use is for district related or personal purposes, other than as specifically provided by law.
- The district may, without prior notice or consent, login, supervise, access, view, monitor, and record use of a student laptop at any time for any reason related to the operation of the district.
- By using a laptop, students agree to such access, monitoring, and recording of their use.
- Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student laptops.

Content Filter

- The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA).
- All laptops will have all Internet activity protected and monitored by the district.

Laptop Computer Security Policy

- Students must have laptops with them or in a designated cart/area at all times. Laptops must not be left unattended. Faculty will pick up and give unattended laptops to the office. ● Students are responsible to have their computer fully charged in their designated cart. If charging throughout the day is needed, students will leave their laptops in a classroom with teacher permission.
- Students can check out locks for their lockers from the school at no charge. If a computer is stolen from their lockers, and no lock was used to secure the computer in the locker, the student is responsible for replacing the cost of the computer at 100%.
- In between classes, put laptop lids down and carry in your backpack. During PE, store laptops in designated storage cart (laptops are NOT allowed in locker rooms). Laptops are not allowed in the cafeteria during lunch. Lock them in your locker, store them in your backpack, place them in a designed cart, or leave them in a locked classroom.

- We encourage students to care for his/her laptop at all times. When not in use, laptops must be stored in your backpack or in a storage cart. Cleaning the screen is to be done with a soft cloth.
- Technical support is available from the Technology Committee (Mr. Sabey, Mrs. Fralin, Mr. Murphy, Mrs. Dickinson, Mrs. Arnold, Mrs. Clay). A Student Technology Repair Request Form is available on the website.
- If a laptop stops working, loaner laptops may be available while being repaired, and students will be able to access their files and documents from the server to use with the loaner laptop. ● Students are not to deface their laptops in any way, e.g., with stickers, tape, duct tape, white-out, marking pens, skins, hardshell cases, glue. If there are any questions, check with the technology committee.
- Students are not to remove or deface their identification label in any way. ● The school's network is to be used for research and as a means of obtaining academically relevant information. Material obtained through research on the Internet and then used in academic work is to be properly documented. Plagiarism is illegal. Give credit to all sources cited, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. Comply with trademark and copyright laws and all license agreements. **Ignorance of the law is not immunity!**
- Students may not access websites, newsgroups, or "chat" areas that contain material that is obscene or that promotes illegal activity. If a student does accidentally access this type of information, he or she should immediately notify a teacher.
- Use of the computer for anything other than a teacher directed or approved activity is prohibited during the school day.
- Computers may not be used to make sound/video recordings without the consent of all those being recorded.
- Installation of peer-to-peer file sharing programs is strictly forbidden. Using programs to share music, photos, and/or videos is also forbidden. Copyright laws must be respected. If the student has any questions about what constitutes a copyright violation, he/she should contact an administrator, media specialist, or teacher.
- The student may not download any additional software or apps onto their device. Sound must be turned off at all times, except when being used as part of a class. Students are not allowed to listen to music during class unless given permission by their teachers to do so.
- Students must provide their own headphones, and can only use headphones at teacher's approval.
- Files stored within the school computer should be limited to those relating to formal school courses or activities. Games, commercial software, or graphic files that are not for a school project or activity should not be stored on the school computer.
- Students may access only those files that belong to them or for which they are certain they have permission to use.
- Deliberate attempts to degrade the network or to disrupt system performance will result in disciplinary action.
- School administrators reserve the right to remove student accounts on the network to prevent unauthorized activity.
- Students that are obtaining low grades or are consistently on the downlist may have their laptop use limited to strictly assignments and academic purposes.
- Inappropriate screensavers or inappropriate pictures on student computers will not be allowed at any time.

- Each student at Southern Public Schools will have a Google account created for them. This account allows access to interactive, collaborative web content including blogging, Google apps, and content specific sites. The use of such tools encourage ethical use and responsible communication within the global community. These accounts are intended for school use only, and student activity on the account should be limited to school purposes. Students are expected to maintain proper use of the tools and applications as part of Southern School's academic environment. School personnel will have access to these accounts and may monitor student use at any time. Parents and guardians may also request access to these accounts. In addition, a service called Securly will be utilized. This service uses intelligent monitoring of content within Google products to scan for potential safety concerns.

Southern Public Schools reserves the right to define inappropriate use of technology. These inappropriate uses include, but are not limited to, the following:

Major Infractions (Automatic Loss of Laptop/or Possible ISS)

- Anything illegal/Hacking
- Changing the configuration of the laptop, installing or removing software or hardware without consent
- Cheating/Plagiarism
- Cyber-bullying or harming others
- Physically altering laptop or attempting self-repair
- P2P file sharing of any sort
- Recording (audio or video) others without their permission
- Pornographic material
- Use of VPN (Virtual Private Network)

Minor Infractions (Loss of Privileges)

- Anything that becomes a repetitive problem we will address on a case by case basis
- Continuous misuse of music (explicit lyrics, volume problems, etc.)
- Repetitive classroom infractions
- Using another person's password, login, or computer

Consequence Protocol

- Offense 1 – Students will get a verbal warning from their teacher.
- Offense 2 – Students will lose their laptop for the remainder of the period.
- Offense 3 – Students will lose their laptop for the remainder of the day.
 - The student will be referred to the principal's office for further consequences.
- Offense 4 – Students will lose their laptop for one week.
 - The student will be referred to the principal's office for further consequences.
- Offense 5 – Students will lose their laptop for the remainder of the quarter and all assignments will be completed using paper and pencil.
 - The student will be referred to the principal's office for further consequences.
- Offense 6 – Students will lose their laptop for the remainder of the year and all assignments will be completed using paper and pencil.
 - The student will be referred to the principal's office for further consequences.

The computer rules cannot cover everything that will happen throughout the school year; incidents that happen outside of these rules and laptop handbook will be handled on an individual basis by the administration.

Tech Fee

Students will be allowed to take devices and chargers home after paying a \$30 non-reimbursable usage fee. The usage fee is good for the current school year only. Students are responsible for any damages that may occur while they are transporting or using the device at home.

Elementary Amendment:

Pre-K through 1st grade will be issued iPads. 2nd grade through 6th grade will be issued laptops. The devices will be stored in their grade level classrooms. The devices will not be carried in their backpacks.

iPad Damage

- Students are financially responsible for this device. **Frequent/Negligent damage to the device must be serviced by Southern Public Schools and paid for by the student.** If the student fails to pay for the repairs, he/she will lose device privileges.
- Students (Pre-K through 1st Grade) pay *estimated* replacement costs for iPads:
 - Power cord - \$49
 - Cracked or Damaged Screen \$230
 - Full Replacement Cost - \$300
 - Labels replacement-\$20
- Students (2nd through 6th Grade) pay *estimated* replacement costs for laptops:
 - Screen - \$499
 - Keyboard/touchpad - \$300
 - Power cord - \$88.00
 - Cracked trackpad - \$140
 - Full Replacement Cost - \$900
 - Laptop Labels replacement-\$20

Parents and Students:

- 1-Please review student expectations in the Laptop Handbook:
- 2-Sign and complete this form.
- 3-Form must be completed before a student can obtain and use an SPS device.

Southern Public School Technology Signature Form

Laptop Handbook Agreement

Please INITIAL the following statement:

_____ I give permission to my child to use a school-issued laptop/device assigned to him/her for the duration of the school day.

Gmail Agreement

Your student has a Google account created by Southern Public Schools. These accounts are intended for school use only. Students are expected to maintain proper use of the tools and applications as part of Southern Public School's academic environment. Parents, should you wish to obtain your child's login information and passwords to these accounts, please contact the school.

Please INITIAL the following statement:

_____ I understand the intent and purpose of this school-issued gmail account and agree to help ensure appropriate use by my student.

Parental Consent for Zoom

In the event that we need to move to a digital learning platform during the school year, we are asking for parental permission to use Zoom video conferencing. This platform will provide an opportunity for students to interact with Southern staff and students.

Please INITIAL the following statement:

_____ I give my student permission to access Zoom video conferencing, either on a school device or a personal device, to communicate with Southern staff and students.

By initialing the information above and signing below, the student and parent(s)/guardian(s) agree to adhere to the policies in the Southern Public Schools Laptop Handbook, Google account information, and Zoom.

Student Signature _____ **Date** _____

Parent/Guardian Signature _____ **Date** _____

Southern Public Schools Activities Handbook 2026-2027



Rules and Regulations

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Introduction

Student participation in extracurricular activities has been linked to improved attendance, higher academic achievement, and greater student self-confidence and self-esteem. Southern Public Schools provides students with the opportunity to participate in a comprehensive activities program that includes athletics, fine arts, and select clubs or organizations associated with academic areas.

Although the school district believes strongly in the value of student activities, participation in the activities program is a privilege, not a right. Students must obey the rules set out in this handbook and any additional rules created by their coach or activity sponsor. This handbook is advisory and does not create a "contract" with parents, students, or staff. The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

Please read this handbook carefully. Students and their parents are responsible for complying with all of the rules and procedures detailed in this booklet.

Parents must sign the acknowledgement and permission to participate form at the end of this handbook before their student will be permitted to participate in the activity programs of the district.

The provisions in this handbook are subject to change at the sole discretion of the Board of Education. From time to time, you may receive updated information concerning changes in the handbook. These updates should be kept within the handbook so that it is up to date. If you have any questions regarding this handbook, please contact the Superintendent for assistance.

Notice of Nondiscrimination

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The school district prohibits sex discrimination in any education program or activity in any education program or activity that it operates.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the following Section 504 Coordinator: Mark Jolliffe at 402-645-3326 (phone number), mjolliffe@southernschools.org (e-mail address) or in person at school.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the Title IX Coordinator: Jeff Murphy at 402-645-3326 (phone number), jdmurphy@southernschools.org (e-mail address), 115 South 11th Street, Wymore, NE 68466 (mailing address) or in person at school. The School District's specific Notice of Nondiscrimination on the Basis of Sex may be accessed at the following link: https://www.southernschools.org/vimages/shared/vnews/stories/5bbe03911_ca49/3053_Nondiscrimination.docx

Students who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the following Title VI Coordinator: Mark Jolliffe at 402-645-3326 (phone number), mjolliffe@southernschools.org (e-mail address), 115 South 11th Street, Wymore, NE 68466 (mailing address) or in person at school.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent at 402-645-3326 (phone number), mjolliffe@southernschools.org (e-mail address) or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

For additional prohibited discrimination and related information, please review school district Policy 3053: Nondiscrimination.

SECTION ONE: GENERAL INFORMATION ABOUT THE ACTIVITIES PROGRAM

Academic Eligibility

To be eligible to participate in the school's activity programs, each student must (1) meet Nebraska State Activities Association (NSAA) requirements concerning scholastic eligibility (see Section Three of this Handbook), (2) be registered for 5 credit hours per semester and be in regular attendance, and (3) have not less than a 70% grade in two or more classes for a period of one week to remain eligible to participate in any portion of the activities program. Participants must attend practices and participate in all conditioning during any period of ineligibility.

The school district will notify a participant and his or her parents whenever the participant is declared academically ineligible.

Students may not participate in any activity, performance or practice while serving a short-term suspension, long-term suspension, or expulsion from school.

Attendance at Practices and Contests

Participants in the activities program are expected to attend and be on time at all practices and meetings scheduled by the coach or sponsor. Participants may be excused for absences resulting from a participant's illness, a death in the family, a doctor's appointment, a court appearance, or other absences that are arranged in advance. The coach, sponsor, or director of an activity may require a participant who has an excused absence to complete an alternate assignment for missing a practice, meeting, event, performance, or contest. A participant who is unable to attend a scheduled practice, meeting, or game must contact the coach or sponsor in advance. Students who are absent from school due to illness are not required to provide the coach or sponsor with additional notification of the student's absence from practice.

Students who are absent from school for more than one half of the day will not be permitted to practice or participate in an athletic contest or activity performance unless the student has the building principal's prior permission to participate despite the absence.

If a participant misses a scheduled contest or performance, the coach or sponsor may impose discipline up to and including suspension of the participant from the activity for the remainder of the season or length of the activity.

Closings

Unless the administration determines that it is permissible for the activity to continue as scheduled, all activities will be cancelled or postponed in the event that school has been called off for inclement weather or any other reason as determined by the administration. Unless the administration determines that it is permissible for the activity to continue as scheduled.

Colors

The Southern School colors are red and black.

Complaint Procedure

To reduce conflicts in the school's activities program, students and/or their parents should use district's formal complaint procedure to manage conflicts about the program. The complaint procedure is printed in the school's student handbook and may be found on the district's web site: <http://www.southernschools.org>.

Concussion Awareness

The Nebraska Unicameral has found that concussions are one of the "most commonly reported injuries in children and adolescents who participate in sports and recreational activities and that the risk of catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed."

The School District will:

- a. Require all coaches and trainers to complete a training course approved by the Chief Medical Officers on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury.
- b. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to

such students initiating practice or competition. This information will include:

- 1 The signs and symptoms of a concussion;
- 2 The risks posed by sustaining a concussion; and
- 3 The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

A student who participates on a school athletic team must be removed from a practice or game when he/she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school. The student will not be permitted to participate in any school supervised team athletic activities involving physical exertion, including practices or games, until the student:

- a. has been evaluated by a licensed health care professional;
- b. has received written and signed clearance to resume participation in athletic activities from the licensed health care professional; and
- c. has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity, the parent or guardian of the student will be notified by the school of:

- a. the date and approximate time of the injury suffered by the student,
- b. the signs and symptoms of a concussion or brain injury that were observed, and
- c. any actions taken to treat the student.

The school district will not provide for the presence of a licensed health care professional at any practice or game.

School officials shall deem the signature of an individual who represents that he/she is a licensed health care professional on a written clearance to resume participation that is provided to the school to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school will not take any additional or independent steps to verify the individual's qualifications.

Dances

School dances are part of the district's extracurricular activity program. Students who wish to participate in school dances must comply with the activity code. Students may be prohibited from participating in school dances as a consequence for violating school rules or these activity rules.

Junior High School Dances

Junior high (6-8) dances are restricted to students currently enrolled in the junior high school and will be sponsored by junior high teachers. Any organization wishing to sponsor a junior high dance must obtain permission from the principal regarding date and times. Each dance must be sponsored by at least two faculty members and one additional adult couple. Once admitted to the dance, students must remain until the close of the dance. Students who leave the dance will not be readmitted.

High School Dances

All high school dances are restricted to Southern High School students and their guests. All guests must be in High School or be 20 years of age or younger. Any organization wishing to sponsor a dance must obtain permission from the principal regarding date and times. Each dance must be sponsored by at least two faculty members and one additional adult couple. Once admitted to the dance, students must remain until the close of the dance. Students who leave the dance will not be readmitted.

Homecoming and Prom

The Homecoming dance is open to students and guests of Southern High School. All guests must be in High School or be 20 years of age or younger.

The Junior/Senior Prom is open to students and guests of the Southern High School junior and senior classes. Guests must follow all rules that the students must follow. Each student is responsible for his/her guest's conduct. Appropriate attire is required for these dances. No blue jeans, shorts, or T-shirts will be allowed at the banquet or dance for Prom. Black dress jeans will be acceptable.

Electronic Communication

The school board supports the use of technology by coaches, extracurricular sponsors, and other staff members to communicate with students for legitimate educational, extracurricular, and other school-related purposes. However, electronic communication between students and teachers, sponsors, and coaches shall be appropriate at all times and shall not violate any law, district policies, or the Regulations and Standards for Professional Practices Criteria, commonly known as Rule 27 of the Nebraska Department of Education ("Rule 27"). Please see the Social Media Policy For School District Employees for further explanation.

Equipment

Each participant in the athletic portion of the activities program will be issued a locker to store his/her personal belongings and school equipment that has been checked out. Students should secure their athletic lockers with combination locks.

School-owned clothing or equipment that is checked out to individual students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for the intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Each participant is responsible for all equipment checked out to him/her. Students will be assessed the replacement cost for school equipment that has been checked out to him/her and is lost or stolen.

Fundraising

All school-sponsored fundraising activities must be approved by a member of the school district administration. Fundraising for any activity must comply with the district's policies, including applicable provisions specifically pertaining to Booster Clubs and PTOs for non-school-sponsored fundraising. Use of the school mascot shall not be permitted unless approved by the superintendent.

Individual Training Rules and Rules of Conduct

Head coaches or sponsors may develop additional training rules or rules of conduct for their activity. Students are responsible for knowing these rules and complying with them.

Initiations and Hazing

Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law.

Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

Injuries

Participants who suffer any type of injury while involved in extracurricular activities must notify the coach or sponsor immediately. The coach or sponsor will then evaluate the injury and, if necessary, notify the participant's parents or seek immediate medical treatment.

If at any time during participation a doctor removes an athlete from participation because of an illness or injury, the athlete must have a written release from a doctor before participating again. The written release must be given to the coach or sponsor of the activity.

Note: The release requirement will be satisfied if the initial doctor's order specifies the duration of the student's restriction from participation and/or competition. Also see Concussion Awareness above.

Insurance

The school district does not provide medical or other insurance coverage for students who participate in athletic contests or other activities. It is the parents' responsibility to provide adequate insurance to cover any medical expenses that may be incurred while the student is participating in athletics or other activities.

The school district makes an accident insurance plan available for purchase by participants and their families through an authorized insurance agent. Information about policies which families may purchase will be available prior to each sports season, at fall registration, and in the back-to-school letter

Lettering Requirements

In addition to the requirements below, the athlete must complete the season in good standing with the head coach. For the purpose of Lettering Requirements, an activity's season will be deemed to begin and end as set forth by the NSAA calendar for that specific activity. The NSAA season dates can be obtained by going to www.nsaahome.org.

Each head coach may waive the lettering requirements if an athlete has contributed significantly to the team's success over the course of the season. In all cases the athlete must have the head coach's recommendation to receive a varsity letter.

The following guidelines will be used in determining students' eligibility for lettering:

Football: The athlete must participate in 33% of the total varsity quarters.

Softball: The athlete must participate in 25% of the total varsity innings.

Volleyball: The athlete must participate in 50% of the total varsity matches.

Basketball: The athlete must participate in 25% of the total varsity quarters.

Wrestling: The athlete must accumulate 25 varsity team points, or place in a major varsity tournament (Conference or District Meets), or successfully complete the season. Points will be awarded in this manner:

Varsity Competition:

- A) Pin 6 points
- B) Sup. Dec 5 points
- C) Maj. Dec 4 points
- D) Dec 3 points
- E) Forfeit 6 points
- F) Default 6 points
- G) Participation 1 point

Reserve Competition:

- A) Pin 3 points
- B) Sup. Dec 2-1/2 points
- C) Maj. Dec 2 points
- D) Dec 1-1/2 points
- No Forfeits
- No Defaults
- No Participation points

If, at any time, an individual fails to make a designated fair weight class, he/she will lose all accumulated points at that time. A designated fair weight will be determined by the athlete and his/her coach.

Golf: The athlete must participate in at least 50% of the golf meets.

Track: The athlete must score at least one point at a major meet. Major meets consist of events of five or more teams. All relays will count for 0.25 points.

Student Managers: The student manager must complete the season and have the recommendation of the head coach of the sport involved. Senior High student managers are eligible for a varsity letter upon the completion of two full years of service for a specific sport.

Please Note: If a previous letter winner is unable to participate due to a documented injury, the above requirements will be prorated, provided the athlete attends all practices and contests that he/she is physically able to attend. Non-letter winners must participate in at least 50% of scheduled contests before the injury provision takes effect.

Cheer Squad: Repeated strikes, tardies, absences, and/or being benched for disciplinary reasons could negate an opportunity to letter. A suspension from season 1 or 2 will automatically negate lettering opportunity. All decisions will be based on the coach and administration's discretion.

Instrumental and Vocal Music

1. Participants must have a current average of 93% or better, and have had a 93% or better during the previous semester. Criteria for earning an "A" are posted in the music room and/or are available from the instructor.
2. Participants must demonstrate high-quality rehearsal and performance habits, exhibit and encourage a positive attitude toward the music program, and demonstrate strong positive leadership skills.
3. Participants must attend all scheduled rehearsals, performances, and contests unless previously excused by the director.

Play Production: The student must participate in all conference and district competitions for two years, or the team qualifies for the state competition.

Speech: The student must compete in all MUDECAS, Conference, and district speech competitions for two years or the student must qualify for the state competition.

Mascot

The official emblem for boys' and girls' athletic teams is the Raiders. The mascot cannot be used for non-school-sponsored purposes unless approved by the superintendent.

Practices

The individual head coach or sponsor, in cooperation with the high school principal, will schedule all starting times of practices. All participants are expected to be ready at the time set by the coach or sponsor.

To be eligible to practice, a participant must satisfy the following requirements:

1. Submit to the coach or sponsor a signed physical form and Activities Code that verifies that a physical examination has been completed and that the student and parent(s) understand the school's position regarding the use or possession of alcohol, tobacco, and other related drugs, and parents night form.
2. Furnish the high school principal with proof of insurance.

Secret Organizations

Secret organizations are prohibited. School officials shall not allow any person or representative of any such organization to enter upon school grounds or school buildings for the purpose of rushing or soliciting students to participate in any secret fraternity, society, or association.

Student Manager, Helpers, or Activity Aids

Students wishing to serve as student volunteers for extracurricular activities must gain the permission of the activity coach or sponsor. Student volunteers must comply with all of the rules and procedures contained in this handbook.

Sunday and Wednesday Night Activities

In order to provide students sufficient time away from school for family-related activities, the school will endeavor not to schedule activities on Wednesday evenings or on Sundays. Practices will be organized so that all participants are showered, dressed, and/or leave the facilities by 6:00 p.m. on Wednesday nights. An exception to this guideline would be when a team, group of students, or an individual may be required to

participate in an activity sponsored by the conference, district, or state on a Wednesday night.

The school does not allow Sunday practice sessions, except when a varsity team, group of students, or individual is scheduled to compete or perform on a Monday. Practices scheduled for a Sunday must have the prior approval of the superintendent.

Transportation

All participants are expected to ride to and from away activities through approved school transportation.

A participant may ride home with his or her parent/guardian only if the parent/guardian personally contacts the sponsor at the activity. A participant may ride home with an adult if the participant's parent/guardian has personally contacted the principal prior to the activity, and the adult personally contacts the sponsor at the activity prior to leaving with the student. Parents are discouraged from requesting to take their children home after an away contest or performance. Travel to and from an event provides time for the students to further develop a strong team concept.

Weight Room

The weight room has been developed to help each athlete, student, or adult in the community maintain a level of physical fitness. No one may use the weight room or equipment without proper supervision. The school will develop a schedule for the use of the weight room by athletes during the school year and during the summer months.

The weight room is a high-demand area within the school facilities. The following guidelines will help determine the priorities in reference to use if more than one group desires to use the facility at the same time:

1. Physical education instruction
2. By the team sports, which are in season
3. Conditioning programs for athletes not currently out for a sport
4. Summer conditioning programs
5. Adult education

SECTION TWO: AVAILABLE ACTIVITIES

Athletic Teams

Basketball (boys and girls)
Golf (boys)
Football
Track (boys and girls)
Softball
Volleyball
Wrestling (boys and girls)

Art Club

Membership is open to those students who wish to work on out-of-class projects such as painting windows in classrooms and painting pictures and designs on the art room walls.

Cheer Squad

Participants are selected by the sponsor(s) or judges appointed by the sponsor. Members of the cheer squad will attend all home and selected away athletic contests.

eSports

eSports or electronic sports, is a multiplayer video game that is played competitively by high school students. All 9-12 students who plan to participate in eSports throughout the school year will be required to maintain a grade point average of 78% (C-) or higher in all academic classes.

Future Business Leaders of America (FBLA)

FBLA is an integral part of the vocational business department. Membership is open to all students in grades 9-12. By paying dues, students become members at the local, state, and national levels of the FBLA organization. The primary objectives of FBLA are leadership development, civic responsibility, and community engagement.

Future Farmers of America (FFA)

FFA is an integral part of the agricultural education department, and all students of that department are urged to belong. The activities include training in leadership, opportunities for travel and recreation, and safety and community service activities. Students may participate in field trips, conventions, judging contests, and hands-on experience.

Instrumental Music

The school district sponsors marching band, pep band, jazz band, and stage band in addition to the concert band. Participants must be enrolled in band class or audition with the instrumental music instructor in order to be eligible to participate in these groups.

National Honor Society

The National Honor Society is a national organization that recognizes student character, scholarship, leadership, and service to the school.

Student members shall be selected from the junior and senior classes by the high school faculty. The results of the selection will be announced at an honors convocation.

Play Production (One Act)

Play production is any work of theatre, such as a staged play, musical, comedy, or drama, produced from a written book or script.

Quiz Bowl

Quiz bowl is a game in which two teams compete head-to-head to answer questions from all areas of knowledge, including history, literature, science, fine arts, current events, popular culture, sports, and much more.

Science Club

The purpose of the science club is to support students involved in student research projects. The club encourages student participation in competitions, seminars, training camps, and research programs.

Spanish Club

The Spanish Club is designed to give students an opportunity to develop their knowledge of different Spanish-speaking cultures.

Speech Team

Students compete in 12 different categories of competition. These include debate, current events speaking, and several theatre-type acting events.

Student Council

Student Council is a group of students who are elected by other students to represent them in the school government and to help plan activities for the students.

Student Publications (Yearbook)

The yearbook is published by the Journalism class with the help of its teacher. The annual is financed partially by funds raised from the sale of the books.

Vocal Music

Vocal music is a type of music performed by one or more singers, either with instrumental accompaniment or without instrumental accompaniment (a cappella), in which singing provides the main focus of the piece.

SECTION THREE: NEBRASKA STATE ACTIVITY ASSOCIATION RULES

Eligibility

In order to represent a high school in interscholastic athletic competition, a student must abide by the eligibility rules of the Nebraska School Activities Association. Eligibility requirements are established by the NSAA in its Constitution its Bylaws, and Approved Rulings. These documents can be found online at <https://nsaahome.org/constitution-bylaws/>. A summary of the major rules is given below. Contact the principal, activities director, or the activity sponsor or coach for an explanation of the complete rule.

1. Student must be a *bona fide* student of their member school and have not graduated from any high school.
2. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership beginning with his/her enrollment in grade nine.
3. Student is ineligible if nineteen years of age before August 1 of the current school year. (Students in grades 7 or 8 may participate on a high school team if he/she was 15 years of age prior to August 1 of the current school year.)
4. The student must be enrolled in a high school on or before the eleventh school day of the current semester.
5. Student must be continually enrolled in at least twenty credit hours per semester and regular in attendance, in accordance with the school's attendance policy at the school he/she wish to represent in interscholastic competition.
6. Student must have been enrolled and received twenty hours of credit in school in the immediate preceding semester.
7. **Guardianship does not fulfill the definition of a legal parent.** If a guardian has been appointed for a student, the student is eligible in the school district where his/her legal parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for review and a ruling.
8. A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After a student makes an initial choice of high schools,

any subsequent transfer, unless there has been a change of domicile by his/her parents, shall render the student ineligible for ninety school days. If a student has participated on a high school team at any level as a seventh, eighth, or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days.

9. **Student eligibility related to domicile can be attained in the following manners:**

- a. If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.
- b. If the domicile is changed during the summer months and the student is in grade twelve and the student has attended the high school for two or more years, the student may remain at the high school he/she has been attending and retain eligibility.
- c. If a student elects to remain at the same high school initially enrolled after being promoted from grade eight of a middle or junior high school, or grade nine of a junior high school, he/she is eligible at that school, or is eligible at a high school located within the school district in which the parents established their domicile.
- d. **If the legal parents of a student change their domicile from one school district that has a high school to another school district that has a high school, the student shall be eligible immediately in the school district where the parents established their domicile.**

10. Nebraska transfer students whose name appears on the NSAA transfer list prior to May 1 shall be eligible immediately in the fall at the transfer high school. Those students whose name does not appear on the NSAA transfer list prior to May 1 shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.

11. Nebraska transfer students must have signed and delivered all forms necessary to make such transfer to the school in which

he/she intends to enroll for the 2025-26 school year prior to May 1, 2025; for the student to be eligible, the school to which the transfer is being made must have notified the NSAA office via an NSAA online transfer form, no later than May 1, 2025. The student would become ineligible for ninety school days the next fall if the student were to change his/her mind and decide not to transfer. If such a student were to transfer to the new school, but later decides to return to his/her former district before 90 school days have elapsed, such a student will be ineligible in the former district for 90 school days, with the ineligibility period commencing at the start of the fall semester. Those students who did not have their enrollment forms signed, delivered, and accepted prior to May 1, 2023, shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.

12. Once the season of a sport begins, a student shall participate in practices and compete only in athletic contests/meets in that sport, which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules.
13. During the season of a particular sport, athletes participating in that sport for a high school may attend, but may not physically take part, either as an individual or as a member of a team, in the sport activity in which instruction is being offered in the clinic, camp, or school. (*Refer to NSAA Bylaw 3.5.1.1 for exception in Swimming and Diving.)
14. A student shall not participate on an all-star team while a high school undergraduate.
15. A student must maintain his/her amateur status.

NSAA Sportsmanship Rules

Students must abide by the Nebraska School Activities Association Sportsmanship Rules. A complete copy of these rules can be found at <http://www.nsaahome.org/nsaaforms/pdf/manualsp.pdf>.

Unsportsmanlike conduct shall include physical or verbal assault upon any participant, game official, or spectator, or any acts that may endanger the personal safety of individuals involved, or acts which hinder the normal progress of a contest or lead to the restriction of discontinuance of a contest.

If a student, participant, patron, and/or staff member representing a member school acts in a manner constituting unsportsmanlike behavior during competition, the member school and/ or individuals shall be subject to penalties. A student, participant, patron, and/or staff member may not be permitted to attend activities if involved in unsportsmanlike conduct.

SECTION FOUR: CODE OF CONDUCT

All students associated with Southern Public Schools and participating in extracurricular or school-sponsored activities (including all NSAA activities) are required to avoid conduct that is detrimental to the integrity of, and public confidence in, the school. Rules promoting lawful, ethical, and responsible conduct serve the interests of all people associated with the school. Illegal and irresponsible conduct puts people at risk, tarnishes the reputation of the offender and everyone else associated with the school, and undermines the public support and respect of the school district.

Standard of Conduct. Participation in school-sponsored or extracurricular activities is a privilege and not a right. Participants must follow board policy, this code, and all the training rules and rules of conduct of the coaches and/or activity sponsors. Students participating in school-sponsored or extracurricular activities are held to a high standard. Students are expected to conduct themselves in a way that is lawful, responsible, promotes the values upon which the school is based, and that brings credit to themselves and the school. Students who fail to live up to the required standard of conduct are guilty of detrimental conduct and subject to discipline under all school policies, the general student code of conduct, and these Activity Participation Rules.

Coach and Sponsor Rules. Coaches and/or activity sponsors shall establish training rules or rules of conduct for participation in or attendance at the activity or event. General training rules or rules of conduct shall be established prior to the activity or event. This Code shall control in the event that there is a conflict with the coach or sponsor rules.

Prohibited Conduct. Students in school-sponsored and/or extracurricular activities may not engage in the following conduct:

1. Receipt of a criminal citation by law enforcement for any reason.
2. Conviction of a crime in adult court or the adjudication of a criminal charge in juvenile court.

3. Any behavior that is illegal under the laws of Nebraska or the United States of America, regardless of whether it results in a criminal charge or conviction.
4. Any conduct that substantially interferes with the educational process or disrupts the activity or event.
5. Possession, consumption, use, distribution, or being under the influence of alcohol, illicit drugs, tobacco, controlled substances, or any lookalike or imitations thereof; or being in the presence of alcohol, illicit drugs, controlled substances, or any lookalike or imitations thereof that are being possessed, consumed, used, or distributed by any person under twenty-one (21) years of age without parental supervision. "Lookalike or imitations" means substances such as K2 and products like electronic nicotine delivery systems, vapor pens, etc. (Note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the use or abuse of any substance for the purpose of inducing a condition of intoxication, stupefaction, depression, giddiness, paralysis, inebriation, excitement, or irrational behavior, or in any manner changing, distorting, or disturbing the auditory, visual, mental, or nervous processes).
6. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.
7. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful

substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault.

8. Bullying, which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones, or other devices to send, post, or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks, or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums; posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages, or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target.
9. Using any Internet or social networking websites to make statements, post pictures, or take any other actions that are indecent, vulgar, lewd, slanderous, abusive, threatening, harassing, or terrorizing.
10. Violating any school policy, handbook provision, or a coach's or activity sponsor's training rules or rules of conduct.
11. Dressing or grooming in a manner which is (A) dangerous to the student's health and safety or a danger to the health and safety of others, (B) lewd, indecent, vulgar, or plainly offensive, (C) materially and substantially disruptive to the work and discipline of the school or an extracurricular activity, (D) interpreted to

advocate the use of illegal drugs or other substances by a reasonable observer.

12. Failing to report for an activity at the beginning of a season unless excused by the coach or activity sponsor.
13. Failing to attend scheduled practices and meetings unless excused by the coach or activity sponsor.

Such conduct is prohibited year-round, regardless of whether it occurs on campus or off-campus. If suspended, the student must continue to participate in practices and conditioning during the suspension if required by the coach or activity sponsor. The failure to comply with the practice and conditioning requirement will make the student ineligible for reinstatement to the activity.

First Offense. For the first offense, a student will be suspended from participating in all games and contests for 42 calendar days. If no game or contest falls within the 42-day period, the student will be suspended from participating in the next game or contest for which he or she is eligible to participate after the 42-day period. However, if the student self-reports his or her violation to school authorities and admits to the violation of a training rule on the first weekday after committing the violation, he or she will be suspended from participating in all games and contests for 21 calendar days. If no game or contest falls within the 21-day period, the student will be suspended from the next game or contest for which he or she is eligible to participate after the 21-day period, even if that game or contest takes place in a subsequent school year. First weekday means the next day, excluding Saturday and Sunday.

Second Offense. For the second offense during a school year, the student will be suspended from participating in all games and contests for the remainder of the school year.

Discipline. Students who violate any provision of these Activity Participation Rules may be subject to discipline up to and including expulsion from extracurricular activities and school-sponsored events. (including but not limited to graduation ceremony and related activities). These disciplinary consequences and this Activity Code of Conduct are in addition to and do not prejudice, diminish, impede, or reduce any discipline that is authorized by the Nebraska Student Discipline Act, NEB.

REV. STAT. §§ 79-254 to 79-294, Board Policy, or the Student Handbook. Disciplinary action may include a probationary period and conditions that must be satisfied prior to or following reinstatement. Administrators and coaches will take the following into consideration when making disciplinary decisions:

1. Any prior or additional misconduct;
2. The nature and seriousness of the offense;
3. The motivation for the offense;
4. The amount of violence involved;
5. The student's demeanor and attitude regarding the violation;
6. The actual, threatened, or potential risk to the student and others due to the student's behavior;
7. Whether the student has compensated or will compensate the victim in the event of property damage or personal injury;
8. Whether the circumstances of the violation are likely to recur;
9. The student's willingness to participate in evaluations, counseling, or other programs;
10. Any mitigating factors;
11. Any other relevant factors.

If suspended, the student must continue to participate in practices and conditioning during the suspension if required by the coach or activity sponsor. The failure to comply with the practice and conditioning requirement will make the student ineligible for reinstatement to the activity.

Evaluation, Counseling, and Treatment. Apart from any other disciplinary procedures, students who violate any provision of these rules may be required to undergo a formal clinical evaluation at the administration's discretion. Based upon the results of that evaluation, the student may be encouraged or required to participate in an education program, counseling, or other treatment deemed appropriate by the evaluating professional.

Reporting of Incident. Students shall report any violation of these rules to the coach, principal, or superintendent no later than 30 minutes after the beginning of the next school day after the violation

has occurred. Failure to report an incident will constitute a violation of these rules and will be taken into consideration in making disciplinary determinations under this policy.

Discipline Procedures. Prior to any disciplinary action under this activities code, the following procedures shall be followed:

As used in this "Discipline Procedures" section, "Investigator" means the coach or activity sponsor of the team or activity in which the student is participating, or any teacher, school official, or school representative whom the Principal or the Superintendent has authorized to perform the duties and responsibilities of "Investigator" as described below.

1. The Investigator shall make an investigation of the alleged violation and provide an opportunity for the student to present his or her version of the facts surrounding the alleged violation.
2. The Investigator shall consider all information obtained as a result of the investigation, including information obtained from the student, and shall render a decision regarding disciplinary action. Within a reasonable period of time of the Investigator's decision, the student and his/her parent or guardian shall be given written notice of the disciplinary action taken by the Investigator.

Review of Investigator's Decision. A student or the student's parents may, within five (5) school days of the notice of disciplinary action from the Investigator, notify the superintendent in writing of their request for a review of the coach or activity sponsor's determination. The superintendent or his or her designee shall review the situation and render a decision within three (3) school days from the date of the request for review. The superintendent's decision shall be in writing and shall be final.

Misrepresentations. Any misrepresentation of fact by a student regarding any alleged violation of these rules shall be considered a separate violation of these rules, and the student shall be subject to additional disciplinary action.

Questions. Any parent or student who has questions about board policy, this code, training rules, or rules of conduct of coaches or activity sponsors, or their interpretation or application shall consult with the activities director and/or the superintendent.

Assistance. Students are encouraged to consult with their coach, an administrator, a counselor, or a teacher to obtain access to educational, counseling, and other programs and resources that may be available to help avoid misconduct that may result in discipline under this policy.

SECTION FIVE: A PARENT'S GUIDE TO CONCUSSIONS

WHAT IS A CONCUSSION?

A concussion is a brain injury that results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. An athlete does not have to lose consciousness ("knocked out") to suffer a concussion.

CONCUSSION FACTS

- It is estimated that more than 140,000 high school athletes across the United States suffer a concussion each year. (Data from NFHS Injury Surveillance System).
- Concussions occur most frequently in football, but girls' lacrosse, girls' soccer, boys' lacrosse, wrestling, and girls' basketball follow closely behind. All athletes are at risk.
- A concussion is a traumatic injury to the brain.
- Concussion symptoms may last from a few days to several months.
- Concussions can cause symptoms that interfere with school, work, and social life.
- Athletes who have symptoms from a concussion should not return to sports because they are still at risk for prolonging symptoms and further injury.
- A concussion may cause multiple symptoms. Many symptoms appear immediately after the injury, while others may develop over the next several days or weeks. The symptoms may be subtle and are often difficult to fully recognize.

WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

Signs Observed by Parents or Guardians

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of the game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can't recall events prior to hit or fall

Symptoms Reported by Athlete

- Headache or “pressure” in the head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not “feel right”

WHAT SHOULD I DO IF I THINK MY CHILD HAS HAD A CONCUSSION?

An athlete who is suspected of having a concussion must be removed from play immediately, whether it is in a game or practice. Continuing to participate in physical activity after a concussion can lead to worsening concussion symptoms, increased risk of further injury, and even death. Parents and coaches are not expected to be able to “diagnose” a concussion, as that is the job of a medical professional. However, they must be aware of the signs and symptoms of a concussion, and if they are suspicious, the child must stop playing:

WHEN IN DOUBT – SIT THEM OUT!

Every athlete who sustains a concussion needs to be evaluated by a health care professional who is familiar with sports concussions. Parents should call their child’s physician, explain what has happened, and follow the physician’s instructions. A child who is vomiting, has a severe headache, or has difficulty staying awake or answering simple questions should be taken to the parent’s doctor or emergency room immediately.

WHEN MAY AN ATHLETE RETURN TO PLAY FOLLOWING A CONCUSSION?

No athlete who has suffered a concussion should return to play or practice the same day. Previously, athletes were allowed to return to play if their symptoms resolved within 15 minutes of the injury. Studies have shown that the young brain does not recover quickly enough for an athlete to return to activity in such a short time.

Concerns about athletes who return to play too quickly have led state lawmakers in Oregon and Washington to pass laws stating that **no athlete shall return to play on the day he or she suffered a concussion and the athlete must be cleared by an appropriate health care professional**

before he or she are allowed to return to play in games or practices. The laws also mandate that coaches receive education on recognizing the signs and symptoms of concussion.

Once an athlete is free of symptoms of a concussion and is cleared to return to play by a health care professional knowledgeable in the care of sports concussions, he or she should proceed with activity in a step-wise fashion to allow the brain to readjust to exertion. On average, the athlete will complete a new step each day. The return-to-play schedule should proceed as below, following medical clearance:

Step 1: Light exercise, including walking or riding an exercise bike. No weight-lifting.

Step 2: Running in the gym or on the field. No helmet or other equipment.

Step 3: Non-contact training drills in full equipment. Weight training can begin.

Step 4: Full contact practice or training.

Step 5: Game play.

If symptoms occur at any step, the athlete should cease activity and be re-evaluated by a health care provider.

HOW CAN A CONCUSSION AFFECT SCHOOLWORK?

Following a concussion, many athletes will have difficulty in school. These problems may last from days to months and often involve difficulties with short and long-term memory, concentration, and organization.

In many cases, it is best to reduce the athlete's class load after the injury. This may include staying home from school for a few days, followed by a lightened schedule for a few days or perhaps a longer period of time if needed. Decreasing the stress on the brain soon after a concussion may reduce symptoms and shorten the recovery period.

WHAT CAN YOU DO?

- Both you and your child should learn to recognize the "Signs and Symptoms" of a concussion as listed above.
- Emphasize to administrators, coaches, teachers, and other parents your concerns and expectations about concussion and safe play.
- Teach your child to tell the coaching staff if he or she experiences such symptoms.
- Teach your child to tell the coaching staff if he or she suspects that a teammate has a concussion.
- Monitor sports equipment for safety, fit, and maintenance.

- Ask teachers to monitor any decrease in grades or changes in behavior that could indicate concussion.
- Report concussions that occurred during the school year to appropriate school staff. This will help in monitoring injured athletes as they move to the next season's sports.

OTHER FREQUENTLY ASKED QUESTIONS:

Why is it so important that an athlete not return to play until they have completely recovered from a concussion?

An athlete who has not fully recovered from an initial concussion is very vulnerable to recurrent, cumulative, and even catastrophic consequences of a second concussive injury. Such difficulties are prevented if the athlete is allowed time to recover from the concussion and return-to-play decisions are carefully made. No athlete should return to sport or other at-risk participation when symptoms of a concussion are present and recovery is ongoing.

Is a "CT scan" or MRI needed to diagnose a concussion?

Diagnostic testing, which includes CT ("CAT") and MRI scans, is rarely needed following a concussion. While these are helpful in identifying life-threatening brain injuries (e.g., skull fracture, bleeding, swelling), they are not normally used, even by athletes who have sustained severe concussions. A concussion is diagnosed based on the athlete's story of the injury and the health care provider's physical examination.

What is the best treatment to help my child recover more quickly from a concussion?

The best treatment for a concussion is rest. There are no medications that can speed the recovery from a concussion. Exposure to loud noises, bright lights, computers, video games, television, and phones (including text messaging) may exacerbate the symptoms of a concussion. You should allow your child to rest as much as possible in the days following a concussion. As the symptoms decrease, you may allow increased use of computers, phone, video games, etc., but the access must be reduced if symptoms worsen.

How long do the symptoms of a concussion usually last?

The symptoms of a concussion will usually go away within one week of the initial injury. You should anticipate that your child will likely be out of sports for about two weeks following a concussion. However, in some cases, symptoms may last for several weeks or even months. Symptoms such as headache, memory problems, poor concentration, and mood changes can

interfere with school, work, and social interactions. The potential for such long-term symptoms indicates the need for careful management of all concussions.

How many concussions can an athlete have before he or she should stop playing sports?

There is no “magic number” of concussions that determines when an athlete should give up playing contact or collision sports. The circumstances surrounding each individual injury, such as the way the injury happened and the length of symptoms following the concussion, are very important and must be considered when assessing the athlete’s risk for further and potentially more serious concussions. The decision to “retire” from sports is a decision best reached following a complete evaluation by your child’s primary care provider and consultation with a physician or neuropsychologist who specializes in treating sports concussion.

I’ve read recently that concussions may cause long-term brain damage in professional football players. Is this a risk for high school athletes who have had a concussion?

The issue of “chronic encephalopathy” in several former NFL players has received a great deal of media attention lately. Very little is known about what may be causing dramatic abnormalities in the brains of these unfortunate retired football players. At this time, we have very little knowledge of the long-term effects of concussions that happen during high school athletics.

In the cases of the retired NFL players, it appears that most had long careers in the NFL after playing in high school and college. In most cases, they played football for over 20 years and suffered multiple concussions in addition to hundreds of other blows to their heads. Alcohol and steroid use may also be contributing factors in some cases. Obviously, the average high school athlete does not come close to suffering the total number or sheer force of head trauma seen by professional football players. However, the fact that we know very little about the long-term effects of concussions in young athletes is further reason to carefully manage each concussion.

Adapted from A Parent’s Guide to Concussion in Sports, National Federation of High School Associations.

Some of this information has been adapted from the CDC’s “Heads Up: Concussion in High School Sports” materials by the NFHS’s Sports Medicine Advisory Committee. Please go to www.cdc.gov/ncipc/tbi/Coaches_Tool_Kit.htm for more information.

3057
Title IX Policy

As required by Title IX of the Education Amendments of 1972, it is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the district's programs or activities, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report must be made by any means to the district's Title IX Coordinator whose contact information can be found on the district's website and in the district's student and staff handbooks. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator.

Adopted on: 8-10-2026
Revised on: 8-10-2026
Reviewed on: 8-10-2026

EMERGENCY RESPONSE TO LIFE-THREATENING ASTHMA OR SYSTEMIC ALLERGIC REACTIONS (ANAPHYLAXIS)

DEFINITION: Life-threatening asthma consists of an acute episode of worsening airflow obstruction. Immediate action and monitoring are necessary.

A systemic allergic reaction (anaphylaxis) is a severe response resulting in cardiovascular collapse (shock) after the injection of an antigen (e.g. bee or other insect sting), ingestion of a food or medication, or exposure to other allergens, such as animal fur, chemical irritants, pollens or molds, among others. The blood pressure falls, the pulse becomes weak, **AND DEATH CAN OCCUR.** Immediate allergic reactions may require emergency treatment and medications.

LIFE-THREATENING ASTHMA SYMPTOMS: Any of these symptoms may occur:

- Chest tightness
- Wheezing
- Severe shortness of breath
- Retractions (chest or neck "sucked in")
- Cyanosis (lips and nail beds exhibit a grayish or bluish color)
- Change in mental status, such as agitation, anxiety, or lethargy
- A hunched-over position
- Breathlessness causing speech in one-to-two word phrases or complete inability to speak

ANAPHYLACTIC SYMPTOMS OF BODY SYSTEM: Any of the symptoms may occur within seconds. The more immediate the reaction, the more severe the reaction may become. Any of the symptoms present require several hours of monitoring.

- **Skin:** warmth, itching, and/or tingling of underarms/groin, flushing, hives
- **Abdominal:** pain, nausea and vomiting, diarrhea
- **Oral/Respiratory:** sneezing, swelling of face (lips, mouth, tongue, throat), lump or tightness in the throat, hoarseness, difficulty inhaling, shortness of breath, decrease in peak flow meter reading, wheezing reaction
- **Cardiovascular:** headache, low blood pressure (shock), lightheadedness, fainting, loss of consciousness, rapid heart rate, ventricular fibrillation (no pulse)
- **Mental status:** apprehension, anxiety, restlessness, irritability

EMERGENCY PROTOCOL:

1. CALL 911.

2. Summon school nurse if available. If not, summon designated trained, non-medical staff to implement an emergency protocol.
3. Check airway patency, breathing, respiratory rate, and pulse.
4. Administer medications (epinephrine auto injector and nebulized albuterol) per standing order.
5. Determine cause as quickly as possible.
6. Monitor vital signs (pulse, respiration, etc.).
7. Contact parents immediately and prescribing health care practitioner as soon as possible.
8. Any individual treated for symptoms with epinephrine at a school will be transferred to a medical facility.

STANDING ORDERS FOR RESPONSE TO LIFE-THREATENING ASTHMA OR ANAPHYLAXIS:

- Administer epinephrine auto injector junior for any child less than 60 pounds or adult epinephrine auto injector for any individual over 60 pounds into the muscle towards the front and outer side of the thigh.
- Follow with nebulized albuterol while awaiting EMS.
- If symptoms persist, repeat epinephrine auto injector followed by nebulized albuterol every fifteen minutes while awaiting EMS arrival.
- Administer CPR, if indicated.

**SECTION SIX:
AUTHORIZATION AND ACKNOWLEDGEMENT**

**WARNING: SERIOUS CATASTROPHIC AND PERHAPS FATAL
INJURY MAY RESULT FROM ATHLETIC PARTICIPATION**

Many forms of athletic competition result in violent physical contact among players, the use of equipment that may result in accidents, strenuous physical exertion, and numerous other exposures to risk of injury. Students and parents must assess the risks involved in such participation and make their choice to participate in spite of those risks. No amount of instruction, precaution, or supervision will eliminate these risks. Students have suffered accidents resulting in death, paraplegia, quadriplegia, and other very serious permanent physical impairment while playing sports. By granting permission for your student to participate in athletic competition, you, the parent or guardian, acknowledge that such risk exists. Students will be instructed in proper techniques to be used in athletic competition and the proper utilization of all equipment worn or used in practice and competition. Students must adhere to that instruction and utilization and must refrain from improper uses and techniques.

I understand the statement above, and I understand that by allowing my student to participate in athletic events, I assume the risk that he/she may be injured, perhaps severely.

Signature of Parent

Printed Name of Parent

Date

ACKNOWLEDGEMENT OF CONDUCT CODE

I understand that as a student representing the school district in activities, I am obligated to comply with the athletic handbook, including the code of conduct. **This means that I may not possess, use, or be at parties in the presence of alcohol, illicit drugs, or controlled substances at any time during the calendar year unless I am accompanied by a parent. I understand that this policy applies both during the school year and in the summer.** I understand that if I violate the code of conduct or other rules in this handbook, I may be suspended from participation in all co-curricular activities and/or school-sponsored activities or events.

Signature of Student

Printed Name of Student

Date

I understand that my student is obligated by this handbook, including the statements above.

Signature of Parent

Printed Name of Parent

Date

PARENTS' NIGHT FORM

During the fall and winter sports seasons, we normally have an evening (Parents' Night) where we honor our athletes' parents/guardians. The parents/guardians' names are printed in the program and read sometime during the evening. Please print your name(s) as you would like them to be read and listed on Parents' Night. Any changes made after this form is turned in should be done in writing and turned into the office.

PRINT Student Athlete name:

PRINT Names of Parents/Guardians to be listed on the program:

Southern Public Schools Student Handbook 2026-2027



Southern Elementary School
315 West 2nd Street
P.O. Box 158
Blue Springs, NE 68318
Phone: 402.645.3359
Fax: 402.645.3740

Southern Jr./Sr. High School
115 South 11th Street
P.O. Box 237
Wymore, NE 68466
Phone: 402.645.3326
Fax: 402.645.8049

<http://www.southernschools.org>

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WELCOME

Dear Students and Parents:

On behalf of the faculty, administration, and board of education, we welcome you to another school year. We are looking forward to helping your children reach their learning potential and achieve their educational goals in the upcoming year.

Please read this handbook carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this handbook. The student handbook is an extension of school policies and has the force and effect of board policy when approved by the board of education.

There are several forms at the end of this handbook that you must read, sign, and return no later than September 4, 2026.

This handbook contains information of value to every student and parent. It contains explanations of school regulations and procedures necessary for our school to run smoothly and efficiently. If you are ever in doubt about what is the right thing to do, ask a classroom teacher, speak with the building principal, or contact my office.

Sincerely,

Mark Jolliffe
Superintendent

Intent of Handbook

This handbook is intended to be used by students, parents, and staff as a guide to the rules, procedures, and general information about this school district. Students and their parents must become familiar with the handbook, and parents should use it as a resource and assist their children in following the rules contained in it. The use of the word “parents” refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to, biological parents, adoptive parents, legal guardians, and adults acting in loco parentis.

Although the information in this handbook is detailed and specific on many topics, it is not intended to be all-encompassing or to cover every situation and circumstance that may arise during a school day or school year. This handbook does not create a “contract” with parents, students, or staff, and the administration may make decisions and rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based on applicable school district policies, and state and federal statutes and regulations.

Notice of Nondiscrimination

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The school district prohibits sex discrimination in any education program or activity in any education program or activity that it operates.

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the ADA/Title II Coordinator: Mark Jolliffe at 402-645-3326 (phone number), mjolliffe@southernschools.org (e-mail address) or in person at school.

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the Title IX Coordinator: Jeff Murphy at 402-645-3326 (phone number), jdmurphy@southernschools.org (e-mail address), 115 South 11th Street, Wymore, NE 68466 (mailing address) or in person at school. The School District’s specific Notice of Nondiscrimination on

the Basis of Sex may be accessed at the following link:
<https://www.southernschools.org/vimages/shared/vnews/stories/5bbe03911ca49/3053 Nondiscrimination.docx>

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the Title VI Coordinator: Mark Jolliffe at 402-645-3326 (phone number), mjolliffe@southernschools.org (e-mail address), 115 South 11th Street, Wymore, NE 68466 (mailing address) or in person at school.

Individuals who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent, Mark Jolliffe, at 402-645-3326 (phone number), mjolliffe@southernschools.org (e-mail address), or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

For additional prohibited discrimination and related information, please review the school district's Policy 3053: Nondiscrimination.

MISSION STATEMENT

Mission:

Southern School District; a small-school community with big opportunities, empowers and engages students in educational, extracurricular, and real-world experiences that develop responsible, respectful, and productive citizens.

Motto:

The Southern School District... a small-school community with big opportunities.

Belief Statements:

We believe all staff and students have the right to a learning environment that is conducive to high student achievement by ensuring everyone is emotionally, socially, and physically safe.

We believe in fostering the growth of our students in a technological world by integrating the tools of today to prepare them for the future.

We believe in helping students learn the value of leadership and how to become independent, problem-solving thinkers in society.

We believe in stewarding a growth mindset by supporting staff and students in becoming lifelong learners.

We believe our staff are valuable role models that empower our students to become responsible, respectful, and safe citizens.

SECTION ONE: BASIC SCHOOL RULES AND GENERAL PRACTICES

Attendance

Required Attendance

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

Mandatory Attendance Age

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

Exceptions

This policy does not apply when temporary illness or severe weather conditions make attendance impossible or impracticable.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. A copy of the required affidavit is attached to this policy on the district website.

Discontinuing Enrollment – 5 Year Old Students

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request to the superintendent using the form which is attached to this policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

Discontinuing Enrollment – 16 and 17 Year Old Students

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request that demonstrates that the student meets the district's legal criteria allowing for disenrollment to the superintendent using

the applicable district form. The district will follow the procedures outlined in considering requests to disenroll.

Only children disenrolling to attend a non-accredited school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

Prohibition on Discontinuing Enrollment – Abuse or Neglect Investigation

Upon notice from the Department of Health and Human Services, the District shall not facilitate the transfer or disenrollment of a student whose parent, guardian, or educational decisionmaker is subject to an active investigation by the Department for fourteen days or until further notice from the Department, whichever occurs first.

Attendance Officer

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes, but is not limited to, filing a report with the county attorney of the county in which a student resides. Compensation for the duties of the attendance officer is included in the salary for the principal or designee.

Excused Absences – Physical or Mental Illness

Absences shall be excused by a parent, guardian, or educational decision maker, as defined in section 79-530, of the child for physical or mental illness and as documented by a credentialed health professional, provided the documentation supports such absence. In the instance of chronic illness, documentation shall be reviewed each semester.

Excused Absences

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

1. Severe weather
2. Medical appointments for the student or for a child whom the student is parenting

3. Death or serious illness of the student's family member
4. Attending a funeral, wedding or graduation
5. Appearance at court or for other legal matters
6. Observance of religious holidays of the student's own faith
7. College planning visits
8. Personal or family vacation

Excessive Absenteeism

When a student at the middle school or high school receives 5 absences without physician's documentation in any semester, the Attendance Officer will follow the district's policy to address barriers to the student's attendance.

When a student has accrued 20 days of unexcused absences, or the hourly equivalent, the district may report the matter to the county attorney in the county where the student resides.

Loss of Credit Due to Excessive Absences

Students are expected to attend school on all days the school is open for instruction. The school recognizes that a student may miss school due to illness or at the request of a parent or guardian for non-school purposes. However, families should be aware that TEN ABSENCES from a course in any one semester for non-school reasons (even with parental permission) will result in loss of ½ credit for that semester's course. Parents are encouraged to schedule appointments so the student does not miss the same class period each time.

- 1) Parents and students will be notified by the administration in writing after five absences.
- 2) After eight absences, a second letter reminding the parent that a loss of ½ credit will take place after the 10th absence.
- 3) Upon the tenth absence, a notification of loss of credit will be sent to the parent and student.

Credit may be recovered, especially in the event of extenuating circumstances:

- 1) In order for credit to be restored, the student must make a request in writing to the administration and individual teachers, listing the special circumstances for their absences.
- 2) Extra time at school may be required for credit to be restored, especially if a student is behind in a particular class or if the absences were not for extenuating circumstances, as judged by the administration.
- 3) After twenty absences, pursuant to Nebraska law, the school will notify the county attorney of the student's truancy.

Students who have lost partial credit due to excessive absences are required to continue attending classes in question in order to earn partial credit. If a student loses partial credit, they will be required to enroll in an online credit recovery class, and that class will need to be completed by the end of the school year, attend summer school, or make up credits later in their high school career in order to satisfy graduation requirements.

Absences due to illness

The school district will contact parents if a student becomes ill at school. A student who is absent due to illness has two days for every day of absence to complete missed assignments.

Planned absences

Parents who know in advance that a student will be absent must call the school or send a written note at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence. Parents should make every attempt to schedule medical and other appointments after school hours when possible.

Students are obligated to:

- 1) Complete all class work in advance for any absence that can be anticipated.
- 2) Attend school at least one half-day before attending practice or participating in a scheduled student activity, except in cases of family emergencies or prearranged absences.
- 3) Check out of school at the office if leaving school during the school day.
- 4) Make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed.

Parents are obligated to:

- 1) Call the appropriate building office to inform the school of the reason for each absence.
- 2) Submit a doctor's statement, if requested, for each period of absence due to illness that exceeds five days.

Making Up Absences

When a student accrues their 11th absence without physician's documentation in any semester, the student shall be required to make up those absences through attendance at Saturday school.

Pregnant and Parenting Students

The District will not discriminate in its education program or activity against any student based on the student's current, potential, or past pregnancy. Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming in collaboration with the Title IX Coordinator.

Band

Students may participate in the elementary band and begin taking band lessons in the 5th grade. Students in grades 7-8 may participate in the junior high school band; grades 9-12 may participate in the high school band. Instruments will be provided by students or the school, as provided by school policy. Fees may be charged as allowed or provided in the Public Elementary and Secondary Student Fee Authorization Act and the school's student fee policy or other applicable policy. The expectation is for students to actively participate in band class through the final concert of each semester.

Bed Bugs

Students found to have bed bugs will be removed from the classroom and inspected by the school nurse. Any bugs found should be removed and collected for identification. If an active bed bug is discovered, the student's parent(s) or guardian(s) will be notified, and prompt, proper treatment will be required. Any other students residing in the same household or otherwise at risk of infection should be inspected as soon as possible after the initial diagnosis.

The student will be excluded from school on the day of the diagnosis

and will continue to be excluded from school until the parent(s) or guardian(s) have confirmed that successful treatment has occurred.

If bed bugs are found in a classroom or elsewhere in the building, the school will notify parent(s) and guardian(s) of all students so that the students' clothing and other belongings may be inspected before bringing them into the home. The school will not be closed due to a bed bug presence. If pest management is necessary, it will be provided to affected areas of the school.

Bills

Students should pay bills for supplies, fines, shop materials, clothing orders, etc., in the school bookkeeper's office. Any check for these payments should be made out to Southern Public Schools unless otherwise instructed. Pursuant to board policy, the district will assess an additional penalty of \$30 for any check returned from the bank for insufficient funds.

When students purchase items of significant value, such as class rings and letter jackets, they must make payment at the time of purchase or when the order is placed.

Books and Supplies

Students must take care of the books and other supplies provided by the district. The school will assess fines for damage to books and school property.

Students must supply their own consumable items such as pens, pencils, tablets, notebooks, erasers, and crayons. Each classroom teacher will prepare a supply list for students at the beginning of the school year.

Breastfeeding and Lactation

In order to accommodate lactating and breastfeeding students, the district will provide reasonable opportunities to express breast milk or breastfeed in a place other than a bathroom, which is shielded from view and free from intrusion from district students, employees, and the public. The district will also provide a location for students to store expressed breast milk in or near the location designated for students to express milk to create the least amount of disruption to the student's participation in class or activities.

Students who wish or need to express breast milk on a regular schedule must work with school administrators to create a schedule that accommodates the student's needs while facilitating education to the maximum extent possible.

In order to prevent interference with the educational process, no student shall express breast milk within school classrooms or buses. Nothing in this policy limits the authority of the administration to impose consequences consistent with the Student Discipline Act and other state and federal laws.

Bulletin Boards

Bulletin boards are maintained throughout the building to communicate general information, materials, and school announcements. Students should check the bulletin boards carefully each school day. A written copy of daily announcements will be posted on the main bulletin board by the offices at the Jr./Sr. High School.

Bulletin board or electronic publishing space may be provided for the use of students and student organizations for notices relating to matters of general interest to students. The following general limitations apply to all posting or publishing:

1. All postings must be approved by the appropriate building principal or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that would violate board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.
2. All postings must identify the student or the student organization posting or publishing the notice.
3. Material shall be removed after a reasonable time to assure full access to the bulletin boards or electronic publishing media.

Bullying

Students are prohibited from engaging in any form of bullying. The Centers for Disease Control and Prevention defines bullying as “any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated.” Nebraska statute defines bullying as “an ongoing pattern of physical, verbal or electronic abuse.” The District’s administrators will consider these definitions when determining whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal.

Reporting Bullying

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students can use the district's anonymous platform Safe2Help to make this report. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

Bullying Investigations

School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

Cafeteria Rules

1. All food must be consumed in the areas designated by the school.
2. After students have eaten, they must return their trays to the kitchen. All straws, papers, and milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray into the correct container. Forks and spoons should be placed in the pan with water, NOT THROWN AWAY!
3. Students are to use proper manners, including eating quietly.
4. Students may not throw food or other items.
5. Second servings are available to those who have made an effort to clean their trays and have requisite funds as required by board policy.
6. Students should remain at their tables until they are dismissed.
7. Parents who wish their child to eat lunch away from school must provide a written authorization to the student's building principal.
8. Students must treat lunch personnel with respect.
9. Students who violate the above rules will be disciplined.

Candy and Gum

Students may not bring candy or gum to school unless they have prior permission from their classroom teacher or the administration.

Cell Phones and Other Electronic Devices

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

Students may use cell phones or other electronic devices on school sidewalks and in the common areas of the school before and after school, during passing periods, and during lunch so long as they do not create a distraction or a disruption and comply with all other policies and handbook provisions.

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

Students may not have cell phones or electronic devices while they are in locker rooms, classrooms, or restrooms. During school hours, student cell phones or electronic devices must remain in lockers, backpacks, be locked in a personal vehicle, or a designated area provided by the teacher.

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

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

Students shall be personally and solely responsible for the security of their cell phones and pagers. The district is not responsible for theft, loss or damage of a cell phone or any calls made on a cell phone.

Students who violate this policy or other school rules will have their cell phones or electronic devices confiscated immediately. The administration will return confiscated devices to the parent or guardian of the offending student after discussing the rule violation with the student and parent or guardian. Students who violate this policy a third time may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension, expulsion or Saturday school.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution, and possible inclusion on sex offender registries.

First Offense: The classroom teacher will keep the phone until the end of that class period.

Second Offense: The phone will be brought to the office, and administration will return the confiscated device to the offending student at the end of the school day after meeting with the student to discuss the rule violation.

Third Offense & Subsequent Offenses: The administration will return the confiscated device to the parent/guardian of the offending student or possibly the student, only after a conversation with the parents. Subsequent offenses will be dealt with on a case-by-case basis with the parents, and ISS/OSS may be a possibility.

Students who violate this policy may, at the discretion of the building administrator, be subject to additional discipline, up to and including suspension or expulsion.

Cheating, Plagiarism, and Academic Dishonesty

Students may not cheat, plagiarize, or otherwise participate in any academic dishonesty in any form. Prohibited behavior includes:

- Obtaining, attempting to obtain, or aiding another person to obtain credit for work by any dishonest or deceptive means.
- Lying.
- Copying another person's work or answers.
- Discussing the answers or questions on a test or assignment unless specifically authorized by the teacher.
- Taking or receiving copies of a test without the permission of the teacher.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own

without giving proper credit to the source.

- Submitting work or any portion of work completed by another person.
- Failing to give credit for ideas, statements, facts, or conclusions that rightfully belong to another person.
- Failing to use quotation marks or other appropriate means of attribution when quoting directly from another person or source.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty is subject to discipline, up to and including expulsion.

Child Abuse and Neglect

School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; (6) placed in a situation to be sexually exploited through sex trafficking of a minor as defined in state law or by allowing, encouraging, or forcing such person to engage in debauchery, public indecency, or obscene or pornographic photography, films, or depictions; or (7) placed in a situation to be a trafficking victim as defined in state law.

Class Dismissal

Classes are in session from the ringing of the tardy bell until the teacher dismisses the class. The bell at the end of the period is not a dismissal bell, and students may not leave their classrooms until they have been excused by their classroom teacher.

Classroom Behavior

Student behavior and attitude in the classroom must be cooperative and serious. All students must:

- arrive to class on time;
- prepare for class with all necessary materials;
- be considerate of others;
- respond promptly to all directions of the teacher; and
- take care of school property and the property of others.

Teachers will establish classroom conduct rules that students must obey.

Closed Campus

Students may not leave the building without permission from the administration. Students may leave campus to go home for lunch if they have secured their parents' written permission and submitted it to the office.

Coats and Boots

Elementary students must wear coats outdoors when the weather makes it advisable. The staff will decide when coats are required for recess.

Elementary students may choose to wear overshoes or boots when the playground is wet or muddy. Waterproof boots worn to school should be taken off and regular shoes worn during the day. Boots worn to school must be marked with the student's name.

Communicable Diseases

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The school district uses the Title 173- Nebraska Health and Human Services/Control of Communicable Disease, Chapter 3 of the Nebraska Administrative Code as a "best practice" guideline for contagious and infectious diseases. If there are questions regarding the communicability of your child's health condition or if you know your child has contracted a contagious or communicable disease or condition not otherwise specified in board policy or this handbook, please call primary care provider.

Communicating with Parents

Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Parents will also be notified of their student's possible failure to meet graduation requirements. Other pertinent information will be communicated to parents by mail or by personal contact. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school.

Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

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

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

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if the complainant believes speaking directly to the person would subject the complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, coordinator, superintendent of schools, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law, and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:
 - a) Determine whether the complainant has discussed the matter with the staff member involved.

- 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the staff member, the administrator, or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant to determine:
 - 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.
 - d) Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.
4. If either the complainant or the respondent is not satisfied with the decision, he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal.
- a) The appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.
 - c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate.

- d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received the complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.
5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:
- a) When the complaint is about a board policy, not the implementation of the policy;
 - b) When the complaint involves the budget or school expenditures that have been or must be approved by the board, or
 - c) When the board is required by law, policy, or contract to hear a complaint or appeal.
6. If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal the decision to the board.
- a) This appeal must be in writing.
 - b) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.

- c) This policy allows, but does not require, the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.
 - d) The board president will notify the complainant and any other person legally required to receive the decision in writing of its decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.
 - e) There is no appeal from any decision of the board unless authorized by law.
7. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:
- a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.

- b) Determine whether the complainant has discussed the matter with the superintendent.
 - 1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.
 - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
- c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.
- d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.
- e) Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

No Retaliation. The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Special Rules Regarding Educational Services and Related Services to Students with Disabilities. Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided to a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement, must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Individuals who file complaints (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (c) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Computer Network Use by Students

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

I. Student Expectations in the Use of the Internet

A. Acceptable Use

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.
4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.

B. Unacceptable Use

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use e-mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in online auctions, online gaming, or MP3 sharing systems, including, but not limited to, Aimster or Freenet and the like.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers, outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
8. Students shall not erase, rename, or make unusable anyone else's computer files, programs, or disks.

9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
11. Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not falsify electronic mail messages or web pages.

II. Enforcement

A. Methods of Enforcement

1. The district monitors all Internet communications, Internet usage, and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum-related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

B. Consequences for Violation of this Policy

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
 - a. Loss of computer privileges;
 - b. Short-term suspension;
 - c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
 - d. Other discipline as school administration and the school board, deems appropriate.
2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

III. Protection of Students

A. Children's Online Privacy Protection Act (COPPA)

1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
2. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for educational purposes.

B. Education About Appropriate Online Behavior

1. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
2. Staff will specifically educate students on
 - a. Appropriate interactions with other individuals on social networking websites and in chat rooms.
 - b. Cyberbullying awareness and response.
3. The School District's technology coordinator shall inform staff of this educational obligation and shall keep records of the instruction that occurs in compliance with this policy

Conferences

Students' academic success has been closely linked to parental involvement in school. The school district has formal parent-teacher conferences during the first quarter and during the third quarter.

In addition to formal conferences, classroom teachers will communicate with parents as necessary. Parents are encouraged to communicate with their student's teacher or the building principal to discuss parental concerns, student needs or any other issue.

Copyright and Fair Use

The school district complies with federal copyright laws. Students must comply with copyright laws when using school equipment or working on school projects and assignments. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Students who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their teacher or building principal, review the school district's copyright compliance policy, and review *Copyright for Students* found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: <http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

Damage to School Property

Students who damage school property either intentionally or unintentionally may be required to pay to replace or restore the property, at the discretion of the administration.

Dating Violence

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle or at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district's student discipline policies.

The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law.

Discrimination and Harassment

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Mark Jolliffe at 402-645-3326 (phone number), mjolliffe@southernschools.org (e-mail address), or in person at school. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Jeff Murphy at 402-645-3326 (phone number),

jdmurphy@southernschools.org (e-mail address), 115 South 11th Street, Wymore, NE 68466 (mailing address) or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent at 402-645-3326 (phone number), mjolliffe@southernschools.org (e-mail address), or in person at school. Students may report discrimination or harassment to any staff member, who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Suggested Dress Code

The District prohibits student attire or appearance that:

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

Violations of the dress code shall be addressed in a manner consistent with the Student Code of Conduct. The District reserves the right to request immediate attire changes from students. The District will require students to adhere to uniform standards and/or wear district-approved or issued uniforms in order to participate in activities.

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

Driving and Parking Personal Vehicles

Students who drive privately owned motor vehicles to school must obey the following rules:

1. Students may not move their vehicles during the school day without the permission of the building principal or superintendent or superintendent's designee. Students will not be allowed to sit in or be around their vehicles

during the school day without administrative permission.

2. Students must drive with care to ensure the safety of the pedestrians. Students may not drive carelessly or with excessive speed.
3. By driving personal vehicles to school and parking on school grounds, students consent to having that vehicle searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.

Drug Free Schools

The board of education has adopted policies to comply with the Federal Drug-Free Schools and Communities Act. Students are prohibited from using, possessing, or selling any drug, alcohol, or tobacco while on school grounds, at a school activity, or in a school vehicle. In addition, students who participate in the school's activities program should refer to the Activities Handbook, which prohibits the use or possession of alcohol, controlled substances, and tobacco at all times.

Any student who violates any school policy regarding drug, alcohol, and tobacco use will be disciplined, up to and including short-term suspension, long-term suspension, or expulsion from school and/or referral to appropriate authorities for criminal prosecution.

Emergency Contact Information

Parents must complete an emergency information form for each child enrolled in the district. The form should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes during the school year.

Evacuations

The school district will hold routine evacuation drills throughout the school year. Classroom teachers will provide students with detailed instructions on building evacuations.

Eye Exams

All students enrolling in kindergarten or transferring into the school district from out of state must undergo a visual examination by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, which consists of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity, except that no such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing. They must provide evidence of

the vision examination within six months prior to entrance. The cost of such physical examination and visual evaluation shall be borne by the parent or guardian of each child who is examined.

Food Service Program

The school district provides a food service program that is designed to provide adequate nutrition and an educational experience for students.

Breakfast

The school will serve breakfast daily from 7:45 a.m. until 8:30 a.m. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast. The school district charges students \$2.70 and adults \$3.05 for breakfast.

Lunch

Lunch prices depend on the federal funding that the program receives. Lunch for PK-5 is \$3.70. Lunch for 6-12 lunch is \$3.80 for students and \$5.25 for adults.

Payment for Meals

Students are encouraged to pay for meals several weeks in advance. Payment should be made to the bookkeeper in the office.

If a student has no funds available to pay for a meal, the student will be permitted to charge up to four meals (Two Days). Thereafter, if a student has no funds available to pay for a meal, no food will be provided.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from buying a la carte or extra items if they do not have cash in hand.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

Collection of Delinquent Meal Charge Debt

The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral

communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law. Collection efforts may continue into a new school year.

Notice of Non-discrimination

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the school district. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

Field Trips

Classes occasionally take field trips off school property for educational enrichment. A student's parent, or "caregiver" as that term is defined in the Nebraska Strengthening Families Act, must authorize a student to participate in a field trip by signing a permission slip and providing it to the school before the field trip. Students who have not completed classroom work on time may not be allowed to attend field trips. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

First-Aid

First-aid items may only be used by school staff. Students who need first aid should ask for assistance from their classroom teacher or the nearest staff member.

Head Lice

Students found to have head lice, louse eggs will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice, louse eggs, or nits, the student's parent(s) or guardian(s) will be notified, and if appropriate, will be asked to pick up the student from school immediately.

Students will not be permitted to return to school until the district finds that no live lice, eggs, or nits can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined.

The student cannot ride the school bus until the district has cleared the student to return to school.

Health Problems Limiting Activities

Parents who do not want their children to play outdoors or participate in physical education for health reasons must send a written request to the school. If a student persistently requests to be excused from these activities, the building principal or classroom teacher may require a doctor's verification.

Parents should notify the principal or superintendent if their student has any special health problems such as diabetes, asthma, or the like.

Homebound Instruction

The school district may provide a student with instruction in his or her home and under parental supervision if the student is physically or mentally ill or injured and unable to attend regular classes for an extended period of time. Homebound instruction shall be provided when the student's physical and mental condition are such that the student can benefit from instruction and no other provision will meet the student's educational needs. If you believe that homebound instruction is appropriate for your child, please contact the building principal to initiate the appropriate process to determine eligibility.

Homeless Children and Youth

Homeless students generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable state and federal law.

It is the school's policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services for which the child is eligible, comparable to services provided to other students in the school selected, regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is Jr./Sr. High School Counselor, who may be contacted at (402) 645-3326.

Illness or Injury at school

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. The school will contact parents to pick up students from school whenever necessary. When school officials determine that a student needs immediate medical attention but the parents cannot be reached by phone, emergency services will be summoned, or the student will be taken directly to the doctor and/or hospital. Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions.

Immunizations

All students must furnish one of the following to school officials:

- proof of adequate immunizations for mumps, measles, rubella; diphtheria, pertussis, tetanus; polio; and hepatitis B series; or a signed parental statement of refusal to provide the immunization history. Homeless students who are in need of immunizations will be referred to the homeless coordinator, who shall assist in obtaining necessary immunizations or medical records.

Provisional Enrollment. Students who meet the statutory requirements for provisional enrollment shall be allowed to attend school for sixty days without the necessary immunizations.

Students who are excepted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

Initiations and Hazing

Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law.

Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

Lockers and Other School Property

The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Students should not expect privacy regarding the usage of or items placed in or on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers, and other such property may be conducted at the discretion of the administration. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause.

Lost and Found

All lost and found articles are to be taken to the office. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Medications

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for

school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled *Methods of Competency Assessment of School Staff Who Administer Medication*), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

Prescription medication. (1) Parents/guardians must provide a physician's written authorization for the administration of the medication. (2) Parents/guardians must provide their own written permission for the administration of the medication. (3) The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

Non-prescription medication. (1) Parents/guardians must provide written permission for the administration of the medication. (2) The medication must be brought to the school in the manufacturer's container. (3) The container must be labeled with the child's name and with directions for the provision or administration of the medication.

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

Media Center

Students must check out materials from the librarian on duty. Each borrower is responsible for all books checked out in his/her name. If a book is lost and not found by the end of the semester, the student must pay for it. Students must also pay for any damage they cause to library books.

Memorials

Memorials or plaques honoring deceased students are not allowed in or on the school grounds. Dedications to students will not be allowed.

Scholarships in the deceased person's name will not be set up by the school. Scholarships set up by outside organizations or individuals, such as a foundation, will be allowed.

Opting Out of Assessments

The Board of Education has adopted a policy on approval and denial of state and federal assessment opt-out requests, which is based on requirements in law. The policy can be requested by contacting the Superintendent of Schools at 402-645-3326 or can be viewed online by visiting: <https://meeting.sparqdata.com/Public/Book/southernschooldistrictschools?docTypeId=857&file=5cb39a5d-b881-4c71-9dcf-1be2ed019030> .

Parental Involvement

The school district recognizes the unique needs of students who are being served in its Title I program and the importance of parent and family engagement in the Title I program. Parent and family engagement in the Title I Program shall include, but is not limited to:

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.
2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination, and integration with other Federal, State, and district programs, and evaluations of progress.
3. Opportunities for participation in parent involvement activities, such as training to help parents work with their children to improve achievement. A goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.
4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable.

Responses to parent concerns will be provided in a timely manner.

5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.
6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.
7. The district will educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

Parties

Elementary classes may have seasonal parties during the year. Parents shall communicate with their student's classroom teacher for the teacher's rules regarding birthday and holiday parties.

Personal Items

The school provides the necessary equipment for classroom and school day activities. **Students should not bring items such as athletic equipment, electronic devices, toys, or other similar personal items to school unless they have the prior permission of their classroom teacher or a school administrator. The school is not responsible for damaged or lost personal items or equipment.**

Physical Education

The school district requires students to receive physical education to assist them in developing gross and fine motor skills. Students are not required to wear P.E. uniforms, but are encouraged to wear tennis shoes for P.E.

Physical Exam

Students entering kindergarten and the seventh grade, and those entering school from another state, are statutorily required to show evidence that they have had a physical examination within six months prior to the date of entering school.

Pictures

The school district arranges for a photographer to be present at school in the fall to take class pictures. Parents will be notified of the date. Included in the individual packet is a class composite. Parents who want pictures of their students or of their students' class composite may purchase them directly from the photographer.

Playground Rules

Students must follow these rules to keep the playground safe when they are using the playground as part of the school day:

1. Students must obey the playground supervisor at all times.
2. Students may not enter the street/highway to retrieve a ball unless given permission by the playground supervisor.
3. Students must play away from the school windows.
4. Touch and flag football are permitted, but tackle football is prohibited. Students may only play football on grassy areas.
5. Students may throw balls and other authorized play equipment. They may not throw rocks, gravel, snowballs, and clothing.
6. Students must use the playground equipment properly and in a safe manner.
7. Students may not leave the playground after they have arrived at school for the day.

Students who violate these rules will be disciplined with the loss of recess or other privileges, detention, and/or other consequences.

The school's playgrounds, equipment, and surrounding areas are generally not supervised. Staff will supervise students when the students are using these areas as part of the school day or as part of a school activity. At all other times and in all other circumstances, the school district does not provide supervision of its playgrounds, equipment, and surrounding areas.

Police Questioning and Apprehension

Police or other law enforcement officers may be called to the school at the request of school administration or may initiate contact with the school in connection with a criminal investigation. The school district shall inform parents when law enforcement officers seek access to their student prior to the student being questioned unless the officers are investigating charges that the student has been the victim of abuse or neglect. Members of the school district staff will comply with board policy regarding police questioning of students.

Protection of Student Rights

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA). The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. The approximate dates during the school year when a survey requesting personal information as defined in the Protection of Pupil Rights policy is scheduled are as follows: anytime during the fall and spring semesters. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

ACT Exam

Students taking the ACT Exam will be prompted to complete a short, optional questionnaire addressing a number of topics. If you wish to review this questionnaire prior to the administration of the exam, please submit a written request to the superintendent.

Public Displays of Affection

Students may not engage in public displays of affection that are disruptive to the school environment or distracting to others. Prohibited conduct includes hugging, kissing, touching or any other display of affection that a staff member determines to be inappropriate.

Reasonable Suspicion Testing

Students may be required to submit to drug or alcohol testing if there is a reasonable suspicion that the student is under the influence of drugs or alcohol.

Rights of Custodial and Non-Custodial Parents

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term "custodial parent" refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person, such as a caseworker or foster parent, to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and non-custodial parents to their students and their students' records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order.

The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent's request unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

Secret Organizations

Secret organizations are prohibited. School officials shall not allow any person or representative of any such organization to enter upon school grounds or school buildings for the purpose of rushing or soliciting students to participate in any secret fraternity, society, or association.

School Day

The school day typically begins at 8:13 a.m. and ends at 3:33 p.m. at the Elementary School, and the school day typically begins at 8:10 a.m. and ends at 3:47 p.m. at the Jr./Sr. High School. Students are to leave the school grounds after dismissal. School staff will provide supervision for students on school grounds starting at 7:45 a.m. and ending at 4:00 p.m. **There will be no supervision provided by the school before or after these times.** Parents must arrange for their children to leave school promptly at the end of the day.

Self-Management of Diabetes or Asthma/Anaphylaxis

Subject to school policy, the school district will work with the parent or guardian in consultation with appropriate medical professionals to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis. Parents desiring to develop such a plan should contact the school nurse.

Smoking and Tobacco

Smoking, including the use of cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems;

alternative nicotine products; or any other such look-alike or imitation product, is permitted on school property only in specifically designated areas for non-Southern students.

Sniffer (Drug) Dogs

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified of the following:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Standardized Testing

The Nebraska Student-Centered Assessment Systems (NSCAS) is administered annually in grades 3-8 to determine the students' achievement probability for individual success. Tests are administered in the spring, and the results are sent home.

Student Assistance

Parents who believe their students have any learning, behavior, or emotional needs that they believe are not being addressed by the school district should contact the student's teacher. If appropriate, the teacher may convene the Student Assistance Team (SAT). The SAT can explore possibilities and strategies that will best meet the educational needs of the student.

Student Fee Policy

The school district shall provide free instruction in accordance with the Nebraska State Constitution and Nebraska state law. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

Definitions.

1. "Students" means students, their parents, guardians or other legal representatives.

2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.

3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

Listing of Fees Charged by this District.

- 1. Clothing Required for Specified Courses and Activities.** Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses, or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course, or activity.
- 2. Safety Equipment and Attire.** The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.
- 3. Personal or Consumable Items.** The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers, and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials, and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.
- 4. Materials Required for Course Projects.** The school district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will either furnish the materials, purchase the

materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.

5. Technological Devices. The district will provide students with the technological devices necessary to complete all basic curricular projects. To the extent that a student is not required by the district's curriculum to utilize a device off district property, the district may charge students a convenience fee to take the device off district property. The maximum dollar amount of this convenience fee charged by the district will be \$50.

6. Extracurricular Activities. The school district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment, and/or clothing are required for the activity.

The following list details the maximum dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities:

- Student Activity Card: \$30.00
 - Covers admission to all extracurricular events
- Student Participation Fee: \$0.00
 - Required of all students who participate in athletics and/or other extracurricular activities
- Future Business Leaders of America: \$100.00
- National Honor Society: \$100.00
- Cheerleading, Drill Team, Flag Corps: \$0.00
 - Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be: \$1,000.00
- Football: \$ 0.00
 - Students must provide their own football shoes, undergarments, and mouthguards
- Golf: \$0.00

- Students must provide their own golf shoes, undergarments, and clubs
- Softball: \$0.00
 - Students must provide their own shoes, gloves, and undergarments
- Track, Volleyball, & Basketball: \$0.00
 - Students must provide their own shoes and undergarments
- Wrestling: \$0.00
 - Students must provide their own shoes and undergarments
- Future Farmers of America: \$200.00
 - Students must purchase their own jackets and pay dues
- Spanish Club: \$50.00

7. Post-Secondary Education Costs. Some students enroll in post-secondary courses while still enrolled in high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who choose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution. The costs of these items will naturally vary, but the maximum dollar amount of the fee is anticipated to be \$1,500.00 per course.

8. Transportation Costs. The district will charge students reasonable fees for district-provided transportation services to the extent permitted by federal and state statutes and regulations. The maximum dollar amount of the transportation fee charged by this district shall be \$100.00.

9. Copies of Student Files or Records. The school district will charge a fee for making copies of a student's files or records for the student's parents or guardians. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Students' parents have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records. The district will charge a fee of \$0.25 cents per page for reproduction of student records.

10. Participation in Before-School, After-School, or Pre-Kindergarten Services. The district will charge reasonable fees for participation in before-school, after-school or pre-kindergarten services offered by the district pursuant to statute.

11.Participation in Summer School or Night School. The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses. The maximum dollar amount for summer and night school shall be \$0.00.

12.Charges for Food Consumed by Students. The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the items that students purchase from a school store, vending machine, booster club, or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

- Breakfast Program – Grades PK-5
 - Regular Price \$2.70
 - Reduced Price \$0.45
- Breakfast Program – Grades 6-12
 - Regular Price \$2.70
 - Reduced Price \$0.45
- Lunch Program–Grades PK-5
 - Regular Price \$3.70
 - Reduced Price \$0.55
- Lunch Program – Grades 6-12
 - Regular Price \$3.80
 - Reduced Price \$0.55
- Second milk \$0.85

13.Charges for Musical Extracurricular Activities. Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

- Band students must provide their own instruments.
- Swing choir students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be \$200.00.

14.Contributions for Class Extracurricular Activities. Students are eligible to participate in a number of extracurricular activities during their years in Junior/ Senior High school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular

activities, the school district will ask each student to make a contribution to their class's fund beginning in seventh grade. This contribution is completely voluntary. Students who choose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$25.00 per year.

Waiver Policy.

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Students are not required to participate in the free or reduced-price lunch program to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for a waiver of a particular fee must submit a completed fee waiver application to their building principal. Application forms are available in each school building's office.

Voluntary Contributions to Defray Costs.

When appropriate, the district will request donations of money, materials, equipment, or attire from parents, guardians, and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements, and staff members of the district are directed to communicate that fact clearly to students, parents, and patrons.

Fund-Raising Activities

Students may be permitted or required to engage in fundraising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

Student Illness

Students who suffer from a significant illness which has an actual or expected duration of six months or more may be eligible for accommodations and supports under Section 504 of the Rehabilitation Act or under the Individuals with Disabilities in Education Act. The school will provide accommodations to students who are returning to school after a prolonged absence due to illness, including pediatric cancer, through a 504 plan or an IEP, as appropriate. The student's plan will include informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff as determined by

the student's IEP team or 504 committee. Parents and staff will engage in ongoing communication about the needs of a student who is facing these circumstances.

Students who become ill at school will be sent to the building office, where the school nurse or other school employee will determine the appropriate response. If a child develops a fever greater than 100.0°F during the school day, a school employee will contact the child's parent(s) and arrange for the child to be picked up or sent home. A child may return to school when their temperature is below 100.0°F without the aid of Tylenol or any other fever-reducing medication for 24 hours. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child. If the parents cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician's statement before allowing such students to return to school.

Student Records

The Family Education Rights and Privacy Act ("FERPA") provides parents certain rights with respect to their student's education records. These rights include the right to inspect and review the student's education records within 45 days of the date the school receives a request for access; and the right to request the amendment of the student's education records that you believe to be inaccurate.

If parents believe one of their student's records is inaccurate, they should write to the school principal, clearly identify the part of the record they want changed, and specify why they believe it is inaccurate. If the school decides not to amend the record as requested, it will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment.

Directory Information. FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children. The school district has designated the following as directory information:

name and grade, name of parent and/or guardian, address, telephone number, including the student's cell phone number, e-mail address, date and place of birth, dates of attendance, the image or likeness of students in pictures, videotape, film or other medium, major field of study, participation in activities and sports,

degrees and awards received, social media usernames and handles, weight and height of members of athletic teams, most recent previous school attended, certain class work which may be published onto the Internet, classroom assignment and/or home room teacher, student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems (but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user). Directory information does not include a student's Social Security number.

Directory information about students may be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs, or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses, and telephone listings of high school students unless parents have notified the school district in writing that they do not want this information disclosed without prior written parental consent. Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

Parents who **OBJECT** to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district no later than September 1 of each year.

Non-Directory Information

All of the other personally identifiable information about students that is maintained in the school district's education records will generally not be disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with the parent's written instructions.

One FERPA exception permits disclosure to school officials with legitimate educational interests without consent. A school official includes, but is not

necessarily limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

The district will share information with the Department of Education necessary to comply with the requirement of state law that all third-year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Transfer of Records Upon Student Enrollment

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform parents when it makes a disclosure under this provision.

Complaints

Individuals who wish to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA may contact the Office that administers FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Student Schedule Changes

Student schedule changes may be made without penalty during the first five days of each semester.

After the first week of the semester, students who insist on dropping a class, except for instances of an extended illness, will receive a "0" on their permanent records, and that grade will be averaged into the student's cumulative grade point average. If an extended illness makes it impossible or impracticable for a student to successfully complete a class or classes, the student may be allowed to withdraw from a class or classes. If permission to withdraw is given by the building principal and guidance counselor, the grade(s) will not be averaged into the cumulative grade point average of the student.

Before students are allowed to withdraw from a class, the student, the parents of the student, the school counselor, and the building principal must communicate and review the circumstances of the situation. All available means that could be utilized to allow the student to successfully complete the course(s) must be reviewed before permission to withdraw is given by the building principal and school counselor.

Student Use of AI Tools

As used in this section, artificial intelligence tools ("AI Tools") mean machine-based resources that use computer science, algorithms, large language models, and/or machine learning to perform tasks, answer questions, collect information, and respond to human-directed tasks, queries, and objectives. AI Tools include, but are not necessarily limited to, commercially-available resources like ChatGPT, Gemini, Claude and similar programs.

AI Tools may be useful to student learning. However, students and staff must ensure that student use of AI Tools should focus on using such tools as a resource and for background material, rather than using the AI Tools to complete the assignment. Therefore, AI Tools may only be used by students in accordance with the following requirements:

1. Students may not use AI tools on any assignment, test, or project unless the staff member has given express permission for the student to do so. Staff Member permission to use an AI tool on one assignment does not carry over to other assignments. Individual staff members will decide for each individual assignment the extent to which students may use AI Tools.
2. If a student uses any AI Tools in connection with a school assignment, the student must:
 - a. Give proper attribution to the specific AI Tool(s) used to the same extent that students are expected to give proper attribution to other

sources of information such as books, texts, encyclopedias, secondary sources, and other traditional media. Such attribution may include, but is not necessarily limited to, accurate quotations, citations, footnotes, endnotes, and/or bibliography entries.

- b. Never copy and paste the output from the AI Tool into the student's work as if the student wrote such section himself or herself.
3. Students may never use AI Tools to:
- a. Cheat on any assignment, test, or quiz;
 - b. Help answer questions on a test or quiz without staff member permission;
 - c. Make or share deepfakes or fake images, audio, or video of any real person;
 - d. Make or share sexual, nude, or intimate images of any real person—even if the image is fake or AI-made;
 - e. Bully, harass, threaten, intimidate or impersonate any person;
 - f. Place another student or staff member name, photo, voice, or personal information into an AI Tool without staff member authorization;
 - g. Use AI Tools to bypass accommodations, content filters, or school security.
4. A student may use AI Tools as an accommodation if his/her IEP team or Section 504 committee has approved use of the tool. The student must disclose the use of AI Tools to the staff member grading the assignment.
5. A student's failure to meet the requirements stated in this policy will constitute a violation of the district's prohibitions against cheating plagiarism and/or academic dishonesty, including but not necessarily limited to such prohibitions stated in the Student Handbook, which violation will subject the student to discipline up to and including expulsion.
6. The student requirements stated above are the minimum requirements for any student assignment. An individual teacher may impose more stringent requirements for any specific academic assignment or coursework.

Tardiness

A student who does not have a valid excuse for being tardy to any class may be required to serve a detention. Beginning with the 4th tardy in a class period in the same semester, an absence is given for that tardy and each subsequent tardy, and the student and parents may be required to meet with the principal to discuss the situation. Middle School and High School students receiving their 5th tardy may be assigned Saturday school.

Telephone Calls

The school's telephone may be used only with the permission of staff.

Threat Assessment and Response

The board of education is committed to providing a safe environment for members of the school community. Students, staff, and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

1. Definitions

- a. A **threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students, or other members of the school community.
 - i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
 - ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.
 - iii. A **substantive threat** is an expression of serious intent to harm others, which includes, but is not limited to, any threat which involves a detailed plan and means.
- b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.
- c. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.

- i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related to governing those actions.
- ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

2. Obligation to Report Threatening Statements or Behaviors.

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

3. Threat Assessment Team

The threat assessment team (team) shall consist of the superintendent, building principals, school counselors, and local law enforcement. Not every team member needs to participate in every threat assessment. If the threat has been made by or is directed towards a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff, and patrons

and shall collaborate with local mental health service providers as appropriate.

4. Threat Assessment Investigation and Response

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The team may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved, including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

5. Communication with the Public about Reported Threats

The team will keep members of the school community appropriately informed about substantive threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, or communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

6. Coordination with the Crisis Team After Resolution of Threat

The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School Safety Plan.

Transportation Services

The district operates school buses as a convenience for students and parents. They represent a substantial investment, and students are expected to care for and respect them.

Transportation to School

Students who ride the bus to school will arrive in time for them to eat breakfast at school. Parents must contact their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

Non-resident or option enrollment students may ride the buses, but they will be charged a fee to be established by the board of education. The Transportation Director will schedule bus routes, and questions concerning them should be directed to that office.

Students riding the bus will have a set stop in the morning and afternoon. We will not deviate from the set stop. If your student needs to go somewhere else after school (that is not their assigned stop) you will need to make other arrangements, only emergency situations will be considered by the administration and or transportation director. Normal designated stops are the Elementary and Jr./Sr. High School locations or the student's assigned stop.

Bus Regulations

Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as teachers while transporting students. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

a) Rules of Conduct on School Vehicles:

- 1) Students must obey the driver promptly.
- 2) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
- 3) Students are prohibited from fighting, engaging in bullying, harassment, or horseplay.
- 4) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
- 5) Students must remain seated and keep aisles and exits clear while the vehicle is moving.
- 6) Students are prohibited from throwing or passing objects on, from, or into vehicles.
- 7) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
- 8) Students may not carry weapons, look-alike weapons, hazardous materials, nuisance items, or animals onto the vehicle.
- 9) Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
- 10) Students may not open windows without permission from the driver. Students may not dangle any item (e.g., legs, arms, backpacks) out of the windows.
- 11) Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
- 12) Student must respect the rights and safety of others at all times.
- 13) Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.

- 14) Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
- 15) Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

b) **Consequences**

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include a note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school suspension, short term or long-term suspension from school, and/or expulsion.

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

c) **Records**

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

Students who are not regular route riders may not ride the bus home with a friend.

Transportation to Activities

The school district provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle. Students who wish to take private transportation home from a school event must submit a release form to the sponsor that has been signed by that student's parent.

Video Surveillance and Photographs

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare, and safety of all staff, students and visitors, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in

appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Recordings Made by Parents/Guardians and Patrons.

Parents/guardians and patrons may make recordings of school activities intended to be public in a non-disruptive manner, including things like athletic contests and school board meetings to the extent permitted by law unless otherwise lawfully restricted by the administration. Parents/guardians or patrons may not make recordings if they are volunteering or visiting the school during the school day without permission from the administration or a supervising staff member, and subject to this policy, such as recording their child's classroom activities or recess. Parents may not record meetings with administrators or staff, including meetings related to a student's IEP or 504 Plan. Violation of this policy will result in immediate termination of any meeting that is being recorded and may be grounds for exclusion from school property, loss of volunteer privileges, or other restrictions deemed appropriate by the administration.

Recordings Made by Students. This policy applies to students during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event. Students may make recordings of school activities in a non-disruptive manner, including things like athletic contests and other extracurricular performances to the extent permitted by law. Students generally are not permitted to record classroom instruction or members of the school community during the school day without the express consent of a staff member or as required by the student's education plan. Student use of assistive technology that has the capacity to record and/or transmit recordings (e.g. AngelSense) must be approved by the student's education team or administration. Students remain subject to all other district policies and rules. In no event shall recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

Weather-Related School Closing

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow, or ice. School closings will be announced on KWBE, KOLN/KGIN-TV Channel 10, District Website & Social Media Pages, and Southern Public School's Alert system. Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether the school is being canceled. Parents who do not believe it is safe to transport

their students to school may keep their students home after contacting the district office.

If schools are closed due to severe weather conditions, all after-school activities will be canceled.

Withdrawal From School

Students who are moving from the district must notify the school office.

Work Permits

The building principal or other authorized school official shall be responsible for the issuance of work permits for children in accordance with state law.

SECTION TWO: ACADEMIC INFORMATION

Academic Lettering (Scholastic Banquet)

A student in grades 9-12 is eligible for an academic letter if he/she meets the following criteria:

9th Grade: Honor Roll status 1st semester of freshman year.

10th Grade: Honor Roll status 2nd semester of freshman year and 1st semester of sophomore year.

11th Grade: Honor Roll status 2nd semester of sophomore year and 1st semester of junior year.

12th Grade: Honor Roll status 2nd semester of junior year and 1st semester of senior year.

Certificate of Attendance

To qualify for a Certificate of Attendance, which will be awarded at a time other than the commencement exercises, a student must: 1) attend four complete years of high school; and 2) accumulate 200 (87%) hours of classroom credit hours. Students may not participate in commencement exercises to receive a Certificate of Attendance except as provided by law.

Class Rank

Southern Public Schools does not use Class Rank in any capacity for high school students.

Credit for Non-Academic Work

Credit is not awarded for participation in extracurricular activities such as sports, speech, drama, etc. However, all such activities in which the student participates, as well as honors earned, are noted on the student's permanent record.

Grades

Students will receive letter grades for their academic core classes.

The Elementary School grading system is as follows:

Kindergarten – 6th Grade

A	Advanced
P	Proficient
D	Developing
B	Beginning
N/A	Not Assessed at this Time

The Jr./Sr. High School grading system is as follows:

A+	99 – 100	C	80 – 82
A	96 – 98	C-	78 – 79

A-	93 – 95	D+	75 – 77
B+	90 – 92	D	72 – 74
B	87 – 89	D-	70 – 71
B-	85 – 86	F	69 or below
C+	83 – 84	I	Incomplete

In the elementary grades, students will receive standards-based letter grades in designated “core” curricular subjects, and students will receive a participation rating in personal & social development and in special classes.

A student may earn an incomplete when he or she fails to complete classroom assignments. Any student in grades 7-11 who receives an incomplete will have this grade recorded on his/her permanent record until the required work is completed to the teacher’s satisfaction. If a student does not remove an incomplete by completing the minimum classroom assignments, the incomplete will be calculated as a failing grade in determining the student’s grade point average.

If a student does not remove an incomplete by completing the necessary work within two weeks of the end of the grading period, the incomplete will become a failing grade that the student may make up only by taking the entire course again. The two-week period may be extended by mutual agreement of the teacher, principal, and student.

A student who receives an incomplete during his/her senior year must satisfactorily complete the classroom assignments to participate in the graduation ceremony. Seniors with incompletes will not be dismissed from school attendance until the classroom assignments are completed to the teacher’s satisfaction.

Graduation Requirements

Required courses and credit hours that students must complete in order to qualify for the High School Diploma are:

Standard Graduation Requirements

Students must have completed 230 credit hours, including credits in the required areas as listed below:

English	40 credits
Mathematics	30 credits
Science	30 credits
Social Studies	30 credits
Personal Finance	10 credits
Physical Education/Health	10 credits
Vocational Education (Ag. or Business Classes)	10 credits
Computer Science & Technology (2027-2028 SY)	5 credits

Fine Arts

5 credits

Remaining credits are considered to be electives and may be chosen by the student.

Alternative School Graduation Requirements

Students must have completed 200 credit hours including credits in required areas as listed below:

English	40 credits
Mathematics	30 credits
Science	30 credits
Social Studies	30 credits
Computer Science & Technology (2027-2028 SY)	5 credits
Personal Finance	5 credits

Remaining credits are considered to be electives and may be chosen by the student.

Transfer students must meet the minimum hour requirement for graduation both in terms of total number and specific subject areas. Substitutions may be made for deficiencies in required courses, provided that it was not possible to include the courses on the student's schedule while enrolled at this school district.

Students who receive special education services are mainstreamed into the regular education curriculum when appropriate. The curriculum content of regular education classes may be modified to accommodate the individual needs and abilities of verified special education students. Each curriculum modification will be included on the student's Individual Education Plan by the Multi-Disciplinary Team and/or school staffing teams composed of special and regular education staff. Hours in special education will be counted toward a high school diploma.

Parents of students who may not qualify for their high school diploma because of academic deficiencies will be notified of this possibility by the beginning of the second semester of the student's senior year.

Graduation Class Determination

Your anticipated date of graduation and graduating class designation is based on the number of credits that you have earned to date. This designation is determined by the number of credits a student can typically earn in a school year and still, realistically, graduate in four years. The categories are as follows:

- Freshmen (9th Grade): 0 to 59 credits
- Sophomore (10th Grade): 60 to 119 credits

Junior (11th Grade): 120 to 179 credits
Senior (12th Grade): 180 plus credits

Southern High School students will have their class membership status changed upon successful completion of credit within our academic program. When credit shortages make it apparent that students are not on track for graduation, changes in the class membership will be made. Exceptions may be made if credit shortages are due to illness or other administrative approved circumstances. The final decision will be made by the building principal. Changes in class membership will be reflected in all aspects of school operations and programs, including class meetings and class outings.

Homework

Classroom teachers will often assign homework. Parents who have questions about homework or concerns about class work should contact the teacher. Questions not resolved by the teacher should be referred to the administration.

Each student is expected to spend some time preparing for studies outside of school hours. The amount of time that is needed will depend upon each student. Normally, at least an hour a day should be spent in preparing for an average assignment.

Students who struggle to complete assignments or who must spend an inordinate amount of time completing an assignment should seek the help and advice of their teachers and consult with the principal and/or the guidance counselor.

Honor Roll

A student whose grade point average for the marking period falls between 93.00 and 95.99 will be named to the Honor Roll. A student whose grade point average meets or exceeds 96.00 will be named to the Superior Honor Roll. A grade of lower than 85 (B-) in any course disqualifies a student from inclusion in the honor roll. A student must be enrolled in 20 credit hours to be eligible for the Honor Roll.

Lunch Study Group

Students in grades 7-9 who are failing a class, will be required to attend the lunch study group, during lunch, in the media center on Tuesday-Friday.

Mid-Term Graduation

Students are generally required to attend four years of high school (minimum of seven semesters) to be eligible to receive a diploma from the school district.

The Board of Education, upon receiving administrative recommendation, may grant mid-term exit from high school to students who have completed the requirements for graduation. To be considered for mid-term exit from high school, the student and his/her parents or guardian should apply during the first quarter of the student's senior year. The Board of Education will act on all requests. Any student who is granted mid-term exit from high school forfeits all privileges of high school enrollment, except the right to participate in commencement exercises.

Report Cards

Report cards will be issued within two weeks following the start of the next quarter unless otherwise announced in grades K-5. Report cards will be issued within two weeks following the start of the semester unless otherwise announced in grades 6-12.

SECTION THREE: STUDENT DISCIPLINE

General Discipline Philosophy

The school district has the authority to discipline students who behave inappropriately on the way to school, at school, during lunch, on the way home, and at all school activities (home and away or any time while on school or district property).

The school district's discipline is guided by the following principles:

1. The school district's discipline policy is intended to ensure that students take responsibility for their behavior.
2. Behavior expectations and the consequences for failing to meet those expectations will be clearly communicated to all students and their parents.
3. The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each instance of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.
4. Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
5. Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement.

Extracurricular activities, including athletics, cheerleading, band, chorus, and club activities, are governed by the Student Activity Handbook. Students who are involved in extracurricular activities may face consequences related to the activity in addition to the consequences discussed in this handbook.

The school district reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county, or local law. The administration will cooperate with these agencies in their investigations.

Forms of School Discipline

Administrative and teaching personnel may take actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may

also include in-school suspensions during the day or mandatory attendance at Saturday school. When in-school suspensions, after-school assignments, Saturday School, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures; a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school. District administrators may develop building-specific protocols for the imposition of student discipline.

In this section, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this section shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended or expelled from school pursuant to this section may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

After School Sessions and Detentions

Teachers and administrators may require students to stay after school or to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given a 24-hour notice of after-school time or a detention so that the parents may make plans to pick up the student the following day.

- After-school sessions will not exceed 30 minutes from the time of dismissal and are to be served in the teacher's room. A student who fails to attend a session may be given a detention by the teacher or may face additional disciplinary consequences up to and including long-term suspension and/or expulsion. A student who has a conflict with an after-school session is responsible for working it out with the teacher.
- Detentions are 30 minutes, served in the central office or the detention room designated by the building principal.

Saturday School

The building administrator may require a student to attend Saturday School for four hours on Saturday morning. Saturday School is held from 8:00 AM to 12:00 PM in a classroom staffed by teachers. Students follow strict rules and must work on assignments the entire time, except for short breaks. Students who do not follow Saturday School rules will be removed from the classroom and will face further disciplinary action. Saturday school may be issued for the following, but not limited, violations:

1. Excessive Tardies
2. Excessive Absences
3. Cell Phone Violations
4. Vandalism
5. Repeated Violations of Classroom Expectations

In-School Suspension

The building administrator may require a student to serve an in-school suspension. Students may be required to attend up to six hours per day of school-sponsored suspension at a designated location where they will study and participate in campus clean-up. There will be zero tolerance for behavior problems from students placed in in-school suspension. Students not completing their In-School Suspension will face further disciplinary action.

Emergency Exclusion

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

Short-Term Suspension

The Principal or the Principal's designee may exclude a student from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Any of the conduct described in the subsections under "Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignment" below irrespective of the location at which such misconduct; or
2. Other violations of rules and standards of behavior adopted by the board of education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to

further school purposes, or to prevent an interference with school purposes.

2. After the principal has determined that a short-term suspension is necessary, but prior to commencement of the short-term suspension, the student and the Parent will be given oral and written notice of the charges against the student. They will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and an opportunity to present evidence of the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension (not to exceed an additional 48 hours), the Principal will send a written statement to the student and the student's Parent, describing: the student's conduct, misconduct, or violation of the rule or standard; the reasons for the action taken; the actions made by the school to try to discontinue or alleviate the behavior of the student prior to considering suspension; resources the school is able to provide or recommend to assist the student; and how the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, under the following conditions: determined per incident.

Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, under the following conditions: determined per incident.

Firearms. No student may bring, possess, handle or transmit a firearm on school grounds, in a school-owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy.

Definition of Firearm. The term "firearm," as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

Exceptions Regarding Firearms. The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:

1. The issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training or
2. Firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

Consequences - Firearm. Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one calendar year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

Long-Term Suspension

Students may be excluded by the Principal from school or any school function for a period of more than five school days but less than twenty school days (long-term suspension) for any conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

Pre-Kindergarten through Second Grade Students

An elementary school shall not suspend a student in pre-kindergarten through second grade unless the student:

1. Brings a deadly weapon as defined in section 28-109 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 his or her designee, or at a school-sponsored activity or athletic event; or
2. Engages in violent behavior capable of causing physical harm to another student or school employee

As an alternative to suspension, the school district may take any action authorized by law, including those provided in section 79-258.

Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education, or a committee of such board, took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise, the student may be readmitted by action of the Superintendent.

3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall provide either an alternative school, class, or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignment:

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any*

level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);

7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults that occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:
 - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, sex, national origin, or religion;
 - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
 - c. Violating school bus rules as set by the school district or district staff;
 - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.;

- e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance, regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
- f. Possession of pornography;
- g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
- h. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent;
- i. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;
- j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further

- contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- k. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
 - l. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
 - m. Using any object to simulate possession of a weapon;
 - n. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and
 - o. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

The length of any suspension, expulsion, or mandatory reassignment shall be as provided or allowed by law.

Reporting Requirement to Law Enforcement

Violations of this section will result in a report to law enforcement if:

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students; or
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes.

Due Process Afforded to Students Facing Long-term Suspension or Expulsion

The following procedures shall be followed with regard to any long-term suspension, expulsion, or mandatory reassignment.

1. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's Parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
 - b. The penalty, if any, which the principal has recommended in the charge, and any other penalty to which the student may be subject;
 - c. Resources the school is able to provide or recommend to assist the student;
 - d. How the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school;
 - e. A statement that, before long-term suspension, expulsion, or mandatory reassignment can be invoked, the student has a right to a hearing, upon request, and that 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 pursuant to district guidelines which shall not require the student to attend the school district's alternative programs for expelled students in order to complete classwork or;
 - f. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - g. A statement that the principal, legal counsel for the school, the student, the student's Parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of

the witnesses to appear at the hearing and the substance of their testimony; and

A form on which the student, the student's Parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail to the address provided on the form.

3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
4. Nothing in this policy shall preclude the student, student's Parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the time the long-term suspension, expulsion, or mandatory reassignment takes effect.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's Parent or guardian may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's Parent or guardian must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.
6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's parent or guardian of the time and place for the hearing.
7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's Parent or guardian, except with the consent of all the parties.

8. The principal or legal counsel for the school, the student, and the student's Parent, guardian, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.
9. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
10. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294).

SECTION FOUR: POLICY

Policy 5052: Wellness Policy

The school district is committed to providing a school environment that enhances learning and the development of lifelong wellness. The goals outlined in this policy were determined and selected after reviewing and considering evidence-based strategies.*

1. Goals for Nutrition Promotion and Education

- a. The district will promote healthy food and beverage choices for all students, as well as encourage participation in school meal programs by such methods as implementing evidence-based healthy food promotion techniques through the school meal programs and promoting foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards.
- b. The health curriculum will include information on good nutrition and healthy living habits.
- c. Teachers will incorporate information on nutrition and wellness into the classroom curriculum as appropriate.
- d. The district will collaborate with public and private entities to promote student wellness.
- e. Water will be made available to students throughout the school day.

2. Goals for Physical Activity

- a. The school district's curriculums shall include instruction on physical activity and habits for healthy living.
- b. Students will be encouraged to engage in physical activities throughout the school day and will be provided with opportunities to do so.
- c. The district encourages parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

3. Goals for Other School-Based Activities Designed to Promote Student Wellness

- a. The district will participate in state and federal child nutrition programs as appropriate.
- b. The district will provide professional development, support, and resources for staff about student wellness.
- c. Students will be provided sufficient time in which to eat school-provided meals.
- d. The district's lunchrooms will be attractive and well-lighted.
- e. The district will allow other health-related entities to use school facilities for activities such as health clinics and screenings so long as the activities meet the district's requirements and criteria for the use of facilities.
- f. The district may partner with other individuals or entities in the community to support the implementation of this policy.
- g. The district will strive to provide physical activity breaks for all students, recess for elementary students, and before and after school activities, as well as encourage students to use active transport (walking, biking, etc.)
- h. The district will use evidence-based strategies to develop, structure, and support student wellness.

4. Standards and Nutrition Guidelines for All Foods and Beverages Sold to Students on the School Campus and During the School Day

- a. The district will ensure that student access to foods and beverages meet federal, state and local laws and guidelines including, but not limited to:
 - i. USDA National School Lunch and School Breakfast nutrition standards
 - ii. USDA Smart Snacks in School nutrition standards.
- b. The district will offer students a variety of age-appropriate, healthy food and beverage selections with plenty of fruits, vegetables, and whole grains aimed at meeting the nutrition

needs of students within their calorie requirements in order to promote student health and reduce childhood obesity.

5. Standards for All Foods and Beverages Provided, But Not Sold to Students During the School Day

The district may provide a list of healthy party ideas or food and beverage alternatives to parents, teachers, and students for classroom parties, rewards and incentives, or classroom snacks. The district discourages the use of food and beverages as a reward or incentive for performance or behavior.

6. Food and Beverage Marketing

Marketing and advertising is only allowed on school grounds or at school activities for foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards, except as follows:

- a. This requirement does not apply to marketing that occurs at events outside of school hours such as after school sporting or any other events, including school fundraising events.
- b. The district will not immediately replace menu boards, coolers, tray liners, beverage cups, and other food service equipment with depictions of noncompliant products or logos to comply with the new USDA Smart Snacks in Schools nutrition requirements. All previously purchased products will be used, and all existing contracts honored.
- c. All equipment that currently displays noncompliant marketing materials will not be removed or replaced (e.g., a score board with a Coca-Cola logo). However, as the district reviews and considers new contracts, and as scoreboards or other such durable equipment are replaced or updated over time, any products that are marketed and advertised will meet or exceed the USDA Smart Snacks in School nutrition standards

7. Public Participation

Parents, students, representatives of the school food authority, teachers, school health professionals, board members, school administrators, and members of the general public shall be allowed to provide their input to the school district during the wellness policy adoption and review process.

8. Competitive Foods (Includes Food and Beverages Sold in Vending Machines, School Stores, and Fundraisers)

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

9. Triennial Assessment

The school board shall assess and review this policy at least every three years to determine:

- a. Compliance with this policy;
- b. How this policy compares to NDE model wellness policies;

- c. Progress made in attaining the goals of this policy.

The school board will update or modify this policy as appropriate.

10. Public Notice

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of this policy at least annually to the public and other stakeholders identified in this policy by one or more of the following methods: on its webpage, in its newsletter, in the student and employee handbooks, newspaper advertisements, direct mailings, electronic mail, and public postings.

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of the Triennial Assessment and progress reports towards meeting the goals in this policy using one or more of those same methods.

11. Recordkeeping

The District will retain records to document compliance with the requirements of the wellness policy at its central office.

12. Operational Responsibility

The superintendent is responsible for coordinating the implementation of this policy and for monitoring the district's progress in meeting the goals established by this policy. The superintendent will periodically report to the board on the district's progress in implementing this policy.

* These strategies include, but are not necessarily limited to, those cited in the Alliance for a Healthier Generation's Model Wellness Policy (Updated June 2020 to Reflect the USDA Final Rule) found at <https://api.healthiergeneration.org/resource/2>.

As required by Title IX of the Education Amendments of 1972, it is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the district's programs or activities, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report must be made by any means to the district's Title IX Coordinator whose contact information can be found on the district's website and in the district's student and staff handbooks. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator.

EMERGENCY RESPONSE TO LIFE-THREATENING ASTHMA OR SYSTEMIC ALLERGIC REACTIONS (ANAPHYLAXIS)

DEFINITION: Life-threatening asthma consists of an acute episode of worsening airflow obstruction. Immediate action and monitoring are necessary.

A systemic allergic reaction (anaphylaxis) is a severe response resulting in cardiovascular collapse (shock) after the injection of an antigen (e.g. bee or other insect sting), ingestion of a food or medication, or exposure to other allergens, such as animal fur, chemical irritants, pollens or molds, among others. The blood pressure falls, the pulse becomes weak, **AND DEATH CAN OCCUR.** Immediate allergic reactions may require emergency treatment and medications.

LIFE-THREATENING ASTHMA SYMPTOMS: Any of these symptoms may occur:

- Chest tightness
- Wheezing
- Severe shortness of breath
- Retractions (chest or neck “sucked in”)
- Cyanosis (lips and nail beds exhibit a grayish or bluish color)
- Change in mental status, such as agitation, anxiety, or lethargy
- A hunched-over position
- Breathlessness causing speech in one-to-two word phrases or complete inability to speak

ANAPHYLACTIC SYMPTOMS OF BODY SYSTEM: Any of the symptoms may occur within seconds. The more immediate the reaction, the more severe the reaction may become. Any of the symptoms present require several hours of monitoring.

- **Skin:** warmth, itching, and/or tingling of underarms/groin, flushing, hives
- **Abdominal:** pain, nausea and vomiting, diarrhea
- **Oral/Respiratory:** sneezing, swelling of face (lips, mouth, tongue, throat), lump or tightness in the throat, hoarseness, difficulty inhaling, shortness of breath, decrease in peak flow meter reading, wheezing reaction
- **Cardiovascular:** headache, low blood pressure (shock), lightheadedness, fainting, loss of consciousness, rapid heart rate, ventricular fibrillation (no pulse)
- **Mental status:** apprehension, anxiety, restlessness, irritability

EMERGENCY PROTOCOL:

1. CALL 911.
2. Summon school nurse if available. If not, summon designated trained, non-medical staff to implement an emergency protocol.

3. Check airway patency, breathing, respiratory rate, and pulse.
4. Administer medications (epinephrine auto injector and nebulized albuterol) per standing order.
5. Determine cause as quickly as possible.
6. Monitor vital signs (pulse, respiration, etc.).
7. Contact parents immediately and prescribing health care practitioner as soon as possible.
8. Any individual treated for symptoms with epinephrine at a school will be transferred to a medical facility.

STANDING ORDERS FOR RESPONSE TO LIFE-THREATENING ASTHMA OR ANAPHYLAXIS:

- Administer epinephrine auto injector junior for any child less than 60 pounds or adult epinephrine auto injector for any individual over 60 pounds into the muscle towards the front and outer side of the thigh.
- Follow with nebulized albuterol while awaiting EMS.
- If symptoms persist, repeat epinephrine auto injector followed by nebulized albuterol every fifteen minutes while awaiting EMS arrival.
- Administer CPR, if indicated.

SECTION FIVE: STAFF DIRECTORY

Members of the Board of Education:

David Zimmerman President
Dana Dorn..... Vice President
Debra Schlake..... Secretary
Betsy Frerichs..... Board Member
Jared McKeever..... Board Member
Jeff Argo..... Board Member

Administrative Staff:

Mark Jolliffe Superintendent
Kane Kookstra..... Elementary Principal
Jeff Murphy..... Jr./Sr. High School Principal

Office Staff:

Taylor Boyer Bookkeeper
Sara Sturm..... Elementary Secretary
Dawn Rakes..... Elementary Secretary
Karen Maguire..... Jr./Sr. High Principal's Secretary
Audrey Whitwer.....Superintendent Secretary, AD Secretary, & Data Steward
Dyan Allington.....School Nurse
Cody Sabey.....Technology Director

Elementary School Teaching Staff:

Annie Manley Preschool
Ashley McConnell..... Preschool
Samantha Miller Kindergarten
Jenilee Jurgens.....Kindergarten
Kylie Betten.....Grade 1
Kimberly Barnard.....Grade 1
Malinda Hock.....Grade 2
Lynn Sabey.....Grade 2
Amanda Freese.....Grade 3
Rhonda Epp.....Grade 3
Jonna Arnold.....Grade 4
Shannon Burgess.....Grade 4
Jolene Bartels.....Grade 5
Jarod Remmers.....Grade 6
Chaysen Bednar.....Grade 6
Laney Schaefer Art
Dee Bednar.....Community Counselor
Stephanie Ware.....Literacy Coordinator/Title I

Gavin Nielson.....	Instrumental Music (5-6)
Lynn Sabey.....	Media Specialist (K-5)
Drake Adams.....	Physical Education (K-5)
Shelby Carey.....	Special Education
Stacy Fossler.....	Special Education
Nicole Stevens.....	Vocal Music (K-5)

Jr./Sr. High School Teaching Staff:

Brady Meyer.....	Agriculture/Industrial Arts
Laney Schaefer	Art
Jamie Schluter	Business
Debra Bachmann-Clasen.....	English
Valerie Barnhart	English
Gavin Nielson.....	Instrumental Music (6-12)
Alexis Schmidt.....	Jobs for America's Graduates (6-12)
Preston Jurgens.....	Mathematics
Shannon Mick	Mathematics
Chelesy Fralin.....	Media Specialist (6-12)
Drake Adams.....	Physical Education (6-12)
Greg Iverson.....	Physical Education (6-12)
Pam Trauernicht.....	School Counselor
Brenda Gronewold	Science
Jeff Tunink.....	Science
Hanah Baumgartner.....	Social Studies
Jeremy Doose.....	Social Studies
Dominique Clay	Spanish
Amanda Rath.....	Special Education
Shelby Thernes.....	Special Education
Nicole Stevens.....	Vocal Music (6-12)

Child Nutrition Program:

Naomi Pharr.....	Head Food Service Provider
Bonnie Creek.....	Food Service Provider
Kim McMurray.....	Food Service Provider
Sue Davis.....	Food Service Provider
Ashli Pierce.....	Food Service Provider

Maintenance:

John Eisenhauer.....	Head Maintenance
Anthony Shepardson.....	Maintenance Staff
Brenden Salts.....	Maintenance Staff
Dave Kaster.....	Maintenance Staff
Tammy Meints.....	Maintenance Staff

Support Staff:

Jodi Meints.....	3-Year-Old Preschool Paraeducator
Angel Panes-Husa.....	4-Year-Old Preschool Paraeducator
Darcie Schmidt.....	Primary Paraeducator
Dona Bartels.....	Primary Paraeducator
Ginger Riggs.....	Primary Paraeducator
Lavone Rabstejnek.....	Primary Paraeducator
Marriah Proctor.....	Primary Paraeducator
Carla Wegner.....	Primary Paraeducator
Jessica Cooper.....	Secondary Paraeducator
Wendy Garrels.....	Secondary Paraeducator

Transportation Department:

Bonnie Creek/ Gavin Nielson.....	Route Driver
Devin Riggs.....	Route Driver
Steve Whitwer.....	Route Driver

**SECTION SIX:
FORMS**

FORMS

This section contains forms that students and their parents must complete and return to the school office **NO LATER THAN September 4, 2026.**

RECEIPT

This Student Handbook is distributed in accordance with Nebraska State Law, Section 79-262, paragraph three which states in part: "Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment..."

Parents (or guardians) and students are required to sign & return the receipt form below before September 4, 2025.

PARENT/STUDENT AGREEMENT

I have received and read the Student Handbook that describes the Southern School District's discipline policies, regulations, rules, and expectations to be followed by students enrolled in the Southern Public Schools, including the Drug Free School Policy. My child and I have discussed these policies and understand that we must comply with them.

RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS

The rules and information provided in this handbook may be supplemented or amended by the School District's administration at any time, consistent with applicable law and board policy. All parents shall be provided notice of any such changes by the district's regular means of contact. By signing below, you agree that you will read any such information and communications, discuss them with your child, and recognize that you must comply with all rules, procedures, and requirements as they apply at that time.

Parent/Guardian's Signature

Date

Parent/Guardian's Signature

Date

Student's Signature

Date

Student's Signature

Date

Student's Signature

Date

EMERGENCY INFORMATION

Student's Name

Parent/Guardian's Name(s)

Mailing Address

Home Phone

Father's Employer

Business Phone

Mother's Employer

Business Phone

Other Person Who May Be Contacted in Case of Emergency

Phone

Choice of Doctor

Phone

**PARENTAL AUTHORIZATION AND RELEASE FORM
ADMINISTRATION OF NON-PRESCRIPTION DRUGS TO STUDENTS**

While the administration of medications to students should be scheduled outside of school hours whenever possible, occasionally it may be necessary for school personnel to administer nonprescription drugs to a student as authorized by the student's parents, guardians, or medical professionals and state law. School personnel will only dispense those nonprescription drugs which have been approved by state and federal law for use as a drug and meet the definition of nonprescription drugs in Nebraska's Medication Aide law which states:

Nonprescription drugs means nonnarcotic medicines or drugs which may be sold without a medical order and which are prepackaged for use by the consumer and labeled in accordance with the requirements of the laws and regulations of this state and the federal government.

In order for students to be administered nonprescription medication by school personnel, a parent or guardian must:

- Complete and return this authorization form.
- Provide the district with any nonprescription drugs you wish to be administered in its original container from the manufacturer, which must include legible, unadulterated manufacturer instructions. The container must be labeled with the student's name.
- Provide the district with specific written instructions regarding the requested nonprescription drug's administration, including the date(s) the student is to be administered the drug, the dosage to be administered, the frequency of administration, and any other details or conditions relevant to administration.

School personnel will not administer nonprescription drugs in a manner inconsistent with the manufacturer instructions or state law. School personnel will not administer non-prescription drugs that are expired.

The undersigned are the parent(s), guardian(s), or person(s) in charge of

(name of the student)

I authorize and request school personnel to administer nonprescription drugs to my student. I release the school district, its officials, and employees from any and all liability concerning the administration of nonprescription drugs to my student.

DATED this _____ day of _____, 20__.

Parent/Guardian

Child's Name: _____

To be completed by parent/guardian:

I hereby authorize any person or persons designated by the principal to assist my child to take the following medications at school:

MEDICATION	DOSE	START DATE / STOP DATE	TIME	DIRECTIONS
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Diagnosis or reason for medication:

DATED this _____ day of _____, 20__.

Parent/Guardian

All medications must be delivered to school AND picked up from the school by the parent/guardian. The medications will be stored in the school office (with the exception of inhalers as permitted by the physician).

**PARENTAL AUTHORIZATION AND RELEASE FORM
ADMINISTRATION OF PRESCRIPTION DRUGS TO STUDENTS**

The undersigned are the parent(s), guardian(s), or person(s) in charge of

(name of the student)

It is necessary that the student receive (name of drug) _____, a physician-prescribed drug, during school intervals beginning on (date) _____ and continuing through _____. (date)

I hereby request that the School District, or its authorized representative, administer the drug named above to my child named above, in accordance with the prescribing physician's instructions, and agree to:

1. Submit this request to the office.
2. Make certain the Physician's Request for the Administration of Prescription Medication by School Personnel is submitted to the office.
3. Make sure personally that the drug is received by the office, in the container in which it was dispensed by the prescribing physician or licensed pharmacist.
4. Make sure personally that the container in which the drug is dispensed is marked with the drug name, dosage, interval dosage, and date after which no administration should be given.
5. Submit a REVISED STATEMENT signed by the physician prescribing the drug to the office IF ANY OF THE INFORMATION PROVIDED BY THE PHYSICIAN CHANGES.
6. Release the School District and the Board of Education of the School District and all employees, agents, and the representatives of the School District from any liability concerning the giving or non-giving of the drug to the student.

DATED this _____ day of _____, 20____.

Parent/Guardian

**ADMINISTRATION OF MEDICATION TO STUDENTS
PHYSICIAN'S REQUEST FOR ADMINISTRATION OF PRESCRIPTION
MEDICATIONS BY SCHOOL PERSONNEL**

DATE _____

CHILD'S FULL NAME _____ is under
my care and must take medication which I have prescribed during the school
day.

Name of medication (as it appears on container in which the drug is stored)

Dosage and time _____

Date administration of drug is to begin

Possible adverse reactions to be reported to physician _____

Special instructions for the administration and storage of the drug _____

I or my designee(s) have trained school personnel or approved alternative training as adequate to administer the medication, have evaluated the situation, the general administration plan and if applicable, the self administration plan or emergency care plan, and deemed each to be safe and appropriate, and if applicable authorize the use of hypodermic syringes and needles or similar medical terms.

Name of Physician and Designee

Print or Type

Primary Phone Number

Secondary Phone Number

Signature of Physician

Southern Public Schools

2026-2027 District Calendar

July—2026

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

August—2026

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

September—2026

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

October—2026

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

November—2026

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

December—2026

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

August—2026

- 17-19 Teacher In-Service (No School)
20 First Day of Classes

September—2026

- 7 Labor Day (No School)
18 Teacher Inservice (No School)

October—2026

- 1 Early Dismissal (1:20/1:30 p.m.)
Parent Teacher Conferences
(3:00 p.m. – 8:00 p.m.)
2 Teacher Inservice (No School)
16 End of First Quarter (39 Days)
19 Second Quarter Begins
30 Teacher In-Service (No School)

November—2026

- 1 Standard Time Begins
25-27 Thanksgiving Break (No School)

December—2026

- 18 End of Second Quarter (41 Days)
21-31 Winter Break (No School)

January—2027

- 1 Winter Break (No School)
4 Teacher In-Service (No School)
5 First Day of Third Quarter

February—2027

- 18 Early Dismissal (1:20/1:30 p.m.)
Parent Teacher Conferences
(3:00 p.m. – 8:00 p.m.)
19 Teacher In-Service (No School)

March—2027

- 7 Daylight Savings Begins
11 End of Third Quarter (47 Days)
12 Spring Break (No School)
15 Fourth Quarter Begins
26 Spring Break (No School)
29 Spring Break (No School)

April—2027

- 16 Spring Break (No School)

May—2027

- 7 Last Day for Seniors
15 Graduation (5:00 p.m.)
20 Early Dismissal (1:20/1:30 p.m.)
20 End of Fourth Quarter (46 Days)
21 Teacher In-Service (No School)

January—2027

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

February—2027

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

March—2027

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

April—2027

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

May—2027

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

June—2027

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

Note: Any/all mechanical or weather related loss of school time will be made up at the discretion of the Board of Education and/or the Superintendent.
Student Instructional Days **173**
Teacher Contract Days **182**

Key: Blue Font (Single Underline) = Late Start or Early Dismissal
Red Font = Holidays/Non-Contract Days (No School)
Red Font (Strikethrough) = ~~Teacher In-Service (No School)~~
[] = First/Last Day of the Quarter

Southern Public Schools Little Raiders Preschool Handbook 2026-2027



3 and 4-Year-Old Preschool
Southern Elementary School
315 West 2nd Street
Blue Springs, NE 68318
Phone: 402.645.3359
Fax: 402.645.3740

<http://www.southernschools.org>

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WELCOME

Dear Students and Parents:

On behalf of the faculty, administration, and board of education, we welcome you to another school year. We are looking forward to helping your children reach their learning potential and achieve their educational goals in the upcoming year.

Please read this handbook carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this handbook. The student handbook is an extension of school policies and has the force and effect of board policy when approved by the board of education.

There are several forms at the end of this handbook that you must read, sign, and return no later than September 4, 2026.

This handbook contains information of value to every student and parent. It contains explanations of school regulations and procedures necessary for our school to run smoothly and efficiently. If you are ever in doubt about what is the right thing to do, ask a classroom teacher, speak with the building principal, or contact my office.

Sincerely,

Mark Jolliffe
Superintendent

Intent of Handbook

This handbook is intended to be used by students, parents, and staff as a guide to the rules, procedures, and general information about this school district. Students and their parents must become familiar with the handbook, and parents should use it as a resource and assist their children in following the rules contained in it. The use of the word “parents” refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to biological parents, adoptive parents, legal guardians, and adults acting in loco parentis.

Although the information in this handbook is detailed and specific on many topics, it is not intended to be all-encompassing or to cover every situation and circumstance that may arise during a school day or school year. This handbook does not create a “contract” with parents, students, or staff, and the administration may make decisions and rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based on applicable school district policies, and state and federal statutes and regulations.

Notice of Nondiscrimination

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The school district prohibits sex discrimination in any education program or activity in any education program or activity that it operates.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the following Section 504 Coordinator: Mark Jolliffe at 402-645-3326 (phone number) mjolliffe@southernschools.org (e-mail address) or in person at school.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the Title IX Coordinator: Jeff Murphy at 402-645-3326 (phone number), jdmurphy@southernschools.org (e-mail

address), 115 South 11th Street, Wymore, NE 68466 (mailing address) or in person at school. The School District's specific Notice of Nondiscrimination on the Basis of Sex may be accessed at the following link: [https://www.southernschools.org/vimages/shared/vnews/stories/5bbe03911ca49/3053 Nondiscrimination.docx](https://www.southernschools.org/vimages/shared/vnews/stories/5bbe03911ca49/3053%20Nondiscrimination.docx)

Students who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the following Title VI Coordinator: Mark Jolliffe at 402-645-3326 (phone number), mjolliffe@southernschools.org (e-mail address), 115 South 11th Street, Wymore, NE 68466 (mailing address) or in person at school.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent at 402-645-3326 (phone number), mjolliffe@southernschools.org (e-mail address) or in person at school. Students may report discrimination or harassment to any staff member, who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

For additional prohibited discrimination and related information, please review school district Policy 3053: Nondiscrimination.

MISSION STATEMENT

Mission:

Southern School District; a small-school community with big opportunities, empowers and engages students in educational, extracurricular, and real-world experiences that develop responsible, respectful, and productive citizens.

Motto:

The Southern School District... a small-school community with big opportunities.

Belief Statements:

We believe all staff and students have the right to a learning environment that is conducive to high student achievement by ensuring everyone is emotionally, socially, and physically safe.

We believe in fostering the growth of our students in a technological world by integrating the tools of today to prepare them for the future.

We believe in helping students learn the value of leadership and how to become independent, problem-solving thinkers in society.

We believe in stewarding a growth mindset by supporting staff and students in becoming lifelong learners.

We believe our staff are valuable role models that empower our students to become responsible, respectful, and safe citizens.

SECTION ONE: BASIC SCHOOL RULES AND GENERAL PRACTICES

Who May Attend?

Children who are 3 years of age before July 31 of the enrollment year;
Children who are 4 years of age before July 31 of the enrollment year;
Children who are 5 years of age at the start of the enrollment year, so long as they do not turn 6 years of age prior to January 1 of that year (subject to the participation limitation). **For information on enrolling your child for preschool please call 402-645-3359.**

Times and Locations for Preschool

3/4/5-Year-Old Preschool Location:
Southern Elementary School
315 West 2nd Street
Blue Springs, NE 68318
(One Session – All Day)

Children attend 8:13 a.m. - 3:33 p.m. 4 days a week, Monday through Thursday.

Arrival and Departure Procedures

To ensure the safety of all the children, parents are expected to park in the designated areas. Doors will open at 7:45 a.m. Students are not to enter the building before 7:45 a.m. in order to allow the teachers to prepare materials and curriculum for the day.

Children are to be picked up at the end of the preschool session on time, and parents are expected to park in the designated areas when picking up their child from preschool.

If your child is not picked up after class has been dismissed, efforts will be made to contact you and your emergency contacts that are on the child's information sheet. If no adult can be contacted, the police

may be contacted to help. Children will not be released to anyone not listed on the child's information form. If the person is unknown to the staff, they reserve the right to ask for identification. **It is very important that the preschool has current contact information for you and the emergency contacts, including updated addresses and phone numbers.**

Attendance

One of the key factors in making each child's school experience a success is regular school attendance. Thus, regular attendance is encouraged; however, attendance for our preschool program is not mandatory. In the case of absence or tardiness, a parent must contact Southern Elementary School at 402-645-3359.

Behavior Expectations

Our classroom is a small community where teamwork and good relationships are expected. We encourage children to be good friends and to be considerate of the feelings of others. The staff model appropriate social interactions and conflict resolutions for the children and practice these skills frequently. Staff members provide praise and immediate reinforcement for appropriate behavior, cooperation, and kindness. The staff also use a variety of strategies when children misbehave. For more specific information on how the staff addresses inappropriate behavior, please feel free to contact your child's teacher for more information.

Birthday Celebrations

Birthdays will be celebrated on or as close to the child's birthday as possible. Children with birthdays occurring in the summer months will be recognized for their half birthdays towards the end of the school year.

Bullying

Students are prohibited from engaging in any form of bullying. The Centers for Disease Control and Prevention defines bullying as "any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated." Nebraska statute defines bullying as "an ongoing

pattern of physical, verbal or electronic abuse.” The District’s administrators will consider these definitions when determining whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal.

Reporting Bullying

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students can use the district’s anonymous platform, Safe Schools Alert, to make this report. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

Bullying Investigations

School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

Child Abuse

School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; (6) placed in a situation to be sexually exploited through sex trafficking of a minor as defined in state law or by allowing, encouraging, or forcing such person to engage in debauchery, public indecency, or obscene or pornographic photography, films, or depictions; or (7) placed in a situation to be a trafficking victim as defined in state law.

Communication and Parent Involvement

Consistency in communication is vital to a child's development. To ensure consistency between the home and school communication, teachers may provide parents with communication notebooks, daily notes, monthly calendars, Apptegy or other forms of information. It is helpful to the child's education if parents also share information about their child with the teacher.

Our annual preschool calendar is attached to the end of this handbook. This calendar is similar to the Southern Public Schools' calendar, but please note that there are some differences.

Parent/teacher conferences are held two times per year, along with two teacher home visits. At this time, your child's accomplishments, strengths, and overall progress will be discussed. Please feel free to schedule additional conferences at any time throughout the year as necessary.

Drug Free Schools

The board of education has adopted policies to comply with the Federal Drug-Free Schools and Communities Act. Students are prohibited from using, possessing, or selling any drug, alcohol, or tobacco while on school grounds, at a school activity, or in a school vehicle.

Any student who violates any school policy regarding drug, alcohol, and tobacco use will be disciplined, up to and including short-term suspension, long-term suspension, or expulsion from school and/or referral to appropriate authorities for criminal prosecution.

Enrollment Protocol

Little Raiders Preschool registration officially starts on January 1 and it runs until March 15 every school year. The district will hold a registration day during parent-teacher conferences at the Elementary School in the spring. The registration day will run from 3:00 p.m. – 8:00 p.m. and it will be held at the Elementary School library. There will be Southern staff available to help potential parents/guardians fill out the Little Raiders Preschool application. Parents will also be notified of acceptance into Little Raiders Preschool by April 1.

Priority for enrollment into the Little Raiders Preschool program is

based on the following indicators in order of importance:

1. Children Living Within the District Boundaries,
2. Kindergarten Eligible,
 - a. Must be 3 on or before July 31st for all-day 3-year-old program in Blue Springs,
 - b. Must be 4 on or before July 31st for all-day 4-year-old program in Blue Springs,
 - c. Children who are 5 years of age at the start of the enrollment year, so long as they do not turn 6 years of age prior to January 1 of that year (subject to the participation limitation).
3. Income Eligibility,
4. Students with Disabilities,
5. English Learners, and
6. Date of Completion of the Preschool Application.

Please Note: A child is eligible for kindergarten if they turn 5-years-old on or before July 31.

There is a total of 15 spots for the all-day 4/5-year-old preschool program in Blue Springs, and there is a total of 15 spots for the all-day 3-year-old preschool program in Blue Springs because of capacity limitations. A total of 15 slots will be filled in the all-day 4/5-year-old program, and a total of 15 slots will be filled in the 3-year-old program. Movement into either the 3-year-old or 4/5-year-old program will occur throughout the school year. This includes children moving into the district and movement between programs based on age requirements.

Extra Clothing

Please supply an extra set of clothes for your child to leave at the center in case of accidents, milk spills, etc. If an accident occurs and there is no extra clothing in your child's bag, you will be contacted to bring clothing to the school.

Health and Wellness Policies

Health conditions that affect your child's safety and/or well-being can be shared with staff on a need-to-know basis. For example, health-related issues may include diabetes, allergies, seizures, and asthma,

or medications that may have side effects while the child is at school (drowsiness, behavioral changes).

In order to ensure the safety and health of our children and staff, children or adults that have the following conditions will be excluded from the school activities until either the condition subsides or we receive communication from the individual's medical provider that they are no longer contagious. Below is a list of conditions that may result in exclusion:

- Accident/Injury: In case of an accident during school, the child's parents/guardians will be notified.
- Fever: Temperature over 100°F. Students who have been absent due to an illness are to be fever-free for 24 hours, without the aid of medication, before returning to school.
- A painful, red throat, even if no fever is present.
- Difficulty breathing or wheezing.
- An unexplained rash.
- Vomiting (within the last 24 hours).
- Diarrhea (runny/watery stools).
- Thick green drainage from the nose along with sinus pressure, fever, or tiredness.
- Discharge from the eyes.
- Unusual coloring of the skin.
- Cuts or openings on the skin that are pus-filled or oozing (bring a note from the doctor and keep sores covered).
- Head lice: Students with head lice are excluded from school until treated and nit-free. The parent or guardian is notified of the need for treatment. Readmission to school is dependent on no visible signs of head lice, or nits, clean hair and scalp, the louse shampoo label, or a note from the doctor stating the treatment used, and a verified repeat treatment is needed 7-10 days following the initial treatment.
- Bed bugs: Students found to have bed bugs will be removed from the classroom and inspected by the school nurse. Any bugs found should be removed and collected for identification. If an active bed bug is discovered, the student's parent(s) or guardian(s) will be notified, and prompt, proper treatment will be required. Any other students residing in the same household or otherwise at risk of infection should be inspected as soon as possible after the initial

diagnosis. The student will be excluded from school on the day of the diagnosis and will continue to be excluded from school until the parent(s) or guardian(s) have confirmed that successful treatment has occurred.

- A contagious disease.

Parents that feel their child is too ill to participate in outdoor activities are advised to keep their child home to ensure a complete recovery. If a chronic health condition limits participation in outdoor activities, please provide a note from a medical provider. If staff are about a child's condition or a child is brought to the site that they suspect is ill, parents may be asked to take their child home.

Meals and Snacks

All children will receive a healthy and nutritious breakfast and lunch every day. The quality and quantity of meals meet the USDA standards. The 3-year-old meals are served in a family-style setting in which conversation is shared and encouraged. Meal time is used as a learning experience so staff have the children help with set up, cleanup, and, at times, help with preparing food items. All 4/5-year-old students eat in the cafeteria with the kindergarten and first-grade students. An afternoon snack can be brought for the children attending all-day preschool, and snacks will be provided by each parent or guardian.

Medications

Over-the-counter medications will be given by the preschool staff or by the office staff. If your child needs over-the-counter medications, the parent or caregiver will need to fill out the form at the end of this handbook. Parents should also supply their son or daughter with their own sunscreen for health purposes.

Medications (Prescriptions)

The administration of prescription medication at school is strongly discouraged except when necessary for the student's health or education. The dosage intervals of many medications can be adjusted so that the times for taking medication come outside of school hours.

Prescription medications, which must be administered during school hours, may be administered when the following are on file at school:

- Parent/guardian must provide written authorization prior to the administration of medication. This written authorization should include the reason the child is taking the medication.

- The medication needs to be in its original packaging and labeled as dispensed by the prescriber or pharmacist. The label must name the child and identify the medication, administering physician, strength and dosage, time interval, and route to be administered.

If your child needs to take fever-reducing medication, staff ask that the child be kept at home for the duration of the time he/she needs fever-reducing medication.

All authorizations for prescription medication administration must be renewed annually and updated immediately if a change occurs.

Outdoor Play (Gross Motor Time)

Children play outdoors every day for approximately 60 minutes, with the exception of extremely bad weather. It is suggested that children wear clothing appropriate for outside play. For example, winter coats and gloves when it is cold outside. To ensure the safety of each child on the playground, sandals (including flip-flops) are discouraged even when it is warm outside.

Outings and Field Trips

Children will occasionally be taking in-town field trips throughout the year. These places may include, but are not limited to: McCandless Park, Arbor State Park, Pinecrest Tree Farm, and neighborhood walks. Parents will be asked to sign a permission form for these places.

School Closing Information

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow, or ice. School closings will be announced on KWBE, KOLN/KGIN-TV Channel 10, District Website & Social Media Pages, and Southern Public School's Alert system. Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether the school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students' home after contacting the district office.

If schools are closed due to severe weather conditions, all after-school activities will be canceled.

School Curriculum and Learning

At preschool, the staff encourage children to participate in activities that concentrate on areas of development, including cognitive development, language development/communication skills, physical development (gross and fine motor), and social and emotional development. The staff use strategies to promote self-confidence and independence as the child learns and grows.

All activities are age-appropriate and follow the Nebraska Early Learning Guidelines. The staff measures each child's outcomes and progress using Teaching Strategies GOLD, an authentic measure that uses daily observations of each child's progress.

School Policies and Procedures

The Southern Public Schools policies and procedures, including the district's nondiscrimination and harassment policies, are available to review at the school district's website:

<http://www.southernschools.org>

Screenings

The Southern Public Schools nurse will be assessing all the children's heights and weights twice a year. The results will be shared with parents. A vision screening will also be completed. The exams do not take the place of a professional eye exam. If you have any concerns with your child's vision, please see a medical professional or an eye professional.

Sliding Fee Scale

The Little Raiders Preschool will offer enrollment to children according to the following tuition guidelines (Sliding Fee Scale):

Little Raiders Preschool Sliding Fee Scale (3-Year-Old Preschool):

Special Education (IEP):	No Cost
Free Meal Program Eligibility:	No Cost
Reduced Meal Program Eligibility:	\$60.00/per month
Full Pay Meal Program Eligibility:	\$120.00/per month

Little Raiders Preschool Sliding Fee Scale (4/5-Year-Old Preschool):

Special Education (IEP):	No Cost
Free Meal Program Eligibility:	No Cost
Reduced Meal Program Eligibility:	\$60.00/per month
Full Pay Meal Program Eligibility:	\$120.00/per month

Annual tuition is to be made in nine payments of \$60 or \$120 for Full Pay Meal Program eligibility. The first payment is due on or before August 21st and covers tuition for August and May combined. Subsequent payments are to be paid on the first of each month beginning September 1st. Other tuition payment options include advance quarterly, semester, and annual payments. **Failure to remit payment for the program tuition for two straight months will result in the discontinuation of enrollment.**

Meal Program (4 Days Per Week):

The Community Eligibility Provision (CEP) provides an alternative approach for offering school meals to Local Educational Agencies (LEAs) and schools in low-income areas, instead of collecting individual applications for free and reduced-price meals. The CEP allows schools that predominantly serve low-income children to offer free, nutritious school meals to all students through the National School Lunch and School Breakfast Programs. When a child's nutritional needs are met, the child is more attentive in class, has better attendance, and has fewer disciplinary problems. Families with tight food budgets can rest assured that their child is getting two nutritious meals at school, reducing financial strain at home

Notice of Non-discrimination

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your

completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.), should contact the school district. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

Student Emergency Contact Form

These forms must be filled out completely, including the current phone numbers of the contacts. If your home, work, or cell number changes or any of your contact numbers change, please inform the teacher as soon as possible so that we can update our information in our files.

This is very important so that you can be located quickly in the event of an emergency.

Student Records

The Family Education Rights and Privacy Act ("FERPA") provides parents certain rights with respect to their student's education records. These rights include the right to inspect and review the student's education records within 45 days of the date the school receives a request for access; and the right to request the amendment of the student's education records that you believe to be inaccurate.

If parents believe one of their student's records is inaccurate, they should write to the school principal, clearly identify the part of the record they want changed, and specify why they believe it is inaccurate. If the school decides not to amend the record as requested, it will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment.

Directory Information. FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give

parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children. The school district has designated the following as directory information:

name and grade, name of parent and/or guardian, address, telephone number, including the student's cell phone number, e-mail address, date and place of birth, dates of attendance, the image or likeness of students in pictures, videotape, film or other medium, major field of study, participation in activities and sports, degrees and awards received, social media usernames and handles, weight and height of members of athletic teams, most recent previous school attended, certain class work which may be published onto the Internet, classroom assignment and/or home room teacher, student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems (but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user). Directory information does not include a student's Social Security number.

Directory information about students may be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs, or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses, and telephone listings of high school students unless parents have notified the school district in writing that they do not want this information disclosed without prior written parental consent. Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

Parents who **OBJECT** to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district no later than September 1 of each year.

Non-Directory Information

All of the other personally identifiable information about students that is maintained in the school district's education records will generally not be disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with the parent's written instructions.

One FERPA exception permits disclosure to school officials with legitimate educational interests without consent. A school official includes, but is not necessarily limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

The district will share information with the Department of Education necessary to comply with the requirement of state law that all third-year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Transfer of Records Upon Student Enrollment

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform parents when it makes a disclosure under this provision.

Complaints

Individuals who wish to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA may contact the Office that administers FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Supplies

Parents will need to provide the necessary supplies for the children to attend preschool. Your child is encouraged to bring a backpack to hold their school supplies. Parents are asked to supply a blanket for nap time for their preschooler. Back to school lists are provided.

Transportation

The district will provide transportation via school bus to all 3-year-old and 4/5-year-old preschool students for both the morning routes and the afternoon routes that do not reside in Blue Springs.

Transportation or mileage reimbursement may also be offered to children who are verified with a specific disability.

Transition Plan (Kindergarten)

The preschool staff integrates pre-academic skills into the preschool curriculum throughout the school year. These skills include writing, alphabet knowledge, literacy skills, and math skills. The staff also

facilitates the development of independence, problem-solving, and social skills.

All children attending kindergarten the following year participate in planned transition activities such as:

- meeting elementary staff and touring the building,
- participating in planned activities with elementary staff/children, and
- Kindergarten roundup.

Parents are encouraged to participate and give ideas and suggestions to teachers to add to the transition plan information to help the child have a successful transition into the elementary school. This is invaluable information for your child's kindergarten teacher.

Parents are encouraged to attend Kindergarten Orientation, the PK-3 End of the Year Celebration and the PK-4 Graduation. Information on these events will be sent out as the time draws closer. All student information, including likes, dislikes, behaviors, allergies, academic skills, classroom supports/adaptations, strategies, etc., is shared with the future teachers and service providers. Should any meetings need to occur before the child enters kindergarten, all future staff and teachers will be included in the invitation to the meeting.

Thanks for sharing your preschool child with the staff at Little Raiders Preschool. Please congratulate yourself and your child on how well your child does and look at all the fantastic things she/he can do! We will be focusing on those great abilities and look forward to a wonderful year.

SECTION TWO: STUDENT DISCIPLINE

General Discipline Philosophy

The school district has the authority to discipline students who behave inappropriately on the way to school, at school, during lunch, on the way home, and at all school activities (home and away or any time while on school or district property).

The school district's discipline is guided by the following principles:

1. The school district's discipline policy is intended to ensure that students take responsibility for their behavior.
2. Behavior expectations and the consequences for failing to meet those expectations will be clearly communicated to all students and their parents.
3. The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each instance of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.
4. Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
5. Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement.

Extracurricular activities including athletics, cheerleading, band, chorus, and club activities, are governed by the Student Activity Handbook. Students who are involved in extracurricular activities may face consequences related to the activity in addition to the consequences discussed in this handbook.

The school district reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county, or local law. The administration will cooperate with these agencies in their investigations.

Forms of School Discipline

Administrative and teaching personnel may take actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent

of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day or mandatory attendance at Saturday school. When in-school suspensions, after-school assignments, Saturday School, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures; a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school. District administrators may develop building-specific protocols for the imposition of student discipline.

In this section, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this section shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended or expelled from school pursuant to this section may not participate in any school activity during the duration of that exclusion, including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

After School Sessions and Detentions

Teachers and administrators may require students to stay after school or to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given a 24-hour notice of after-school time or a detention so that the parents may make plans to pick up the student the following day.

After-school sessions will not exceed 30 minutes from the time of dismissal and are to be served in the teacher's room. A student who fails to attend an after-school session may be given a detention by the teacher or may face additional disciplinary consequences up to and including long-term suspension and/or expulsion. A student who has a conflict with an after-school session is responsible for working it out with the teacher.

- Detentions are 30 minutes, served in the central office or the detention room designated by the building principal.

In-School Suspension

The building administrator may require a student to serve an in-school suspension. Students may be required to attend up to six hours per day of school-sponsored suspension at a designated location where they will study and participate in campus clean-up. There will be zero tolerance for behavior problems from students placed in in-school suspension. Students not completing their In-School Suspension will face further disciplinary action.

Emergency Exclusion

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

Short-Term Suspension

The Principal or the Principal's designee may exclude a student from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or
2. Other violations of rules and standards of behavior adopted by the board of education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.

Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.

2. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student and the student's parent or guardian, describing the student's conduct, misconduct, or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student and the student's parent or guardian to have a conference with the Principal ordering the short-term suspension before or at the time the student

returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.

3. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, under the following conditions: determined per incident.

Firearms. No student may bring, possess, handle, or transmit a firearm on school grounds, in a school-owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy.

Definition of Firearm. The term "firearm, as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

Exceptions Regarding Firearms. The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:

1. The issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training or
2. Firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

Consequences - Firearm. Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one calendar year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

Long-Term Suspension

Students may be excluded by the Principal from school or any school function for a period of more than five school days but less than twenty school days (long-term suspension) for any conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

Pre-Kindergarten through Second Grade Students

Notwithstanding any other provision of this policy, an elementary school shall not suspend a student in pre-kindergarten through second grade unless the student:

1. Brings a deadly weapon as defined in section 28-109 onto school

- grounds, into a vehicle owned, leased, or contracted by a school being used for a school purpose or into a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event; or
2. Engages in violent behavior capable of causing physical harm to another student or school employee.

As an alternative to suspension, the school district may take any action authorized by law, including those provided in section 79-258.

Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise, the student may be readmitted by action of the Superintendent.
3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which

the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.

4. **Alternative School or Pre-expulsion Procedures.** The school shall provide either an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignment:

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes. The board has determined that the use of synthetic media such as deepfakes may constitute "similar conduct.";
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in student, the student may be readmitted only by action of the board. Otherwise, the student may be readmitted by action of the Superintendent.

5. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
6. **Alternative School or Pre-expulsion Procedures.** The school shall provide either an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignment:

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes. The board has determined that the use of synthetic media such as deepfakes may constitute "similar conduct.";
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in

section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);

7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults that occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:
 - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, sex, national origin, or religion;
 - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
 - c. Violating school bus rules as set by the school district or district staff;

- d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.;
- e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
- f. Possession of pornography, including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
- g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically), including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
- h. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.
- i. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on

- personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;
- j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
 - k. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
 - l. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
 - m. Using any object to simulate possession of a weapon;
 - n. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and
 - o. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

The length of any suspension, expulsion, or mandatory reassignment shall be as provided or allowed by law.

Reporting Requirement to Law Enforcement

Violations of this section will result in a report to law enforcement if:

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students; or
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes.

Due Process Afforded to Students Facing Long-term Suspension or Expulsion

The following procedures shall be followed regarding any long-term suspension, expulsion, or mandatory reassignment:

1. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
 - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
 - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment can be invoked, the student has a right to a hearing, upon request, and that 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 pursuant to district guidelines which shall not require the student to attend the school district's alternative programs for expelled students in order to complete classwork or;

- d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
 - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail to the address provided on the form.
- 3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
- 4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the time the long-term suspension, expulsion, or mandatory reassignment takes effect.
- 5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's parent or guardian may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's parent or guardian must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in

writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.

6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's parent or guardian of the time and place for the hearing.
7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's parent or guardian, except with the consent of all the parties.
8. The principal or legal counsel for the school, the student, and the student's parent, guardian, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.
9. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
10. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294).

SECTION THREE: STAFF DIRECTORY

Members of the Board of Education:

David Zimmerman President
Dana Dorn Vice President
Debra Schlake Secretary
Betsy Frerichs Board Member
Jared McKeever Board Member
Jeff Argo Board Member

Administrative Staff:

Mark Jolliffe... Superintendent
Kane Hookstra Elementary Principal
Jeff Murphy Jr./Sr. High School Principal

Office Staff:

Taylor Schmidt Bookkeeper
Sara Sturm Elementary Secretary
Dawn Rakes Elementary Secretary
Karen Maguire Jr./Sr. High Principal's Secretary
Audrey Whitwer Superintendent Secretary, AD Secretary, & Data Steward
Dyan Allington School Nurse
Cody Sabey Technology Director

Elementary School Teaching Staff:

Annie Manley 3-Year-Old Preschool Teacher
Ashley McConnell 4/5-Year-Old Preschool Teacher

Child Nutrition Program:

Naomi Pharr Head Food Service Provider
Bonnie Creek Food Service Provider
Kim McMurray Food Service Provider
Sue Davis Food Service Provider
Ashli Pierce Food Service Provider

Maintenance:

John Eisenhower Head Maintenance
Anthony Shepardson Maintenance Staff
Brenden Salts Maintenance Staff
Dave Kaster.....Maintenance Staff
Tammy Meints Maintenance Staff

Support Staff:

Jodi Meints 3-Year-Old Preschool Paraeducator
Angel Panes-Husa.....4-Year-Old Preschool Paraeducator

Transportation Department:

Gavin Nielson/Bonnie Creek Route Driver
Devin Riggs Route Driver
Steve Whitwer Route Driver

SECTION FOUR: POLICY

Policy 5052: Wellness Policy

The school district is committed to providing a school environment that enhances learning and the development of lifelong wellness. The goals outlined in this policy were determined and selected after reviewing and considering evidence-based strategies.

1. Goals for Nutrition Promotion and Education

- a. The district will promote healthy food and beverage choices for all students, as well as encourage participation in school meal programs by such methods as implementing evidence-based healthy food promotion techniques through the school meal programs and promoting foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards.
- b. The health curriculum will include information on good nutrition and healthy living habits.
- c. Teachers will incorporate information on nutrition and wellness into the classroom curriculum as appropriate.
- d. The district will collaborate with public and private entities to promote student wellness.
- e. Water will be made available to students throughout the school day.

2. Goals for Physical Activity

- a. The school district's curriculums shall include instruction on physical activity and habits for healthy living.
- b. Students will be encouraged to engage in physical activities throughout the school day and will be provided with opportunities to do so.
- c. The district encourages parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

3. Goals for Other School-Based Activities Designed to Promote Student Wellness

- a. The district will participate in state and federal child nutrition programs as appropriate.
- b. The district will provide professional development, support, and resources for staff about student wellness.
- c. Students will be provided sufficient time in which to eat school-provided meals.
- d. The district's lunchrooms will be attractive and well-lighted.
- e. The district will allow other health-related entities to use school facilities for activities such as health clinics and screenings so long as the activities meet the district's requirements and criteria for the use of facilities.
- f. The district may partner with other individuals or entities in the community to support the implementation of this policy.
- g. The district will strive to provide physical activity breaks for all students, recess for elementary students, and before and after school activities, as well as encourage students to use active transport (walking, biking, etc.)
- h. The district will use evidence-based strategies to develop, structure, and support student wellness.

4. Standards and Nutrition Guidelines for All Foods and Beverages Sold to Students on the School Campus and During the School Day

- a. The district will ensure that student access to foods and beverages meet federal, state, and local laws and guidelines, including, but not limited to:
 - i. USDA National School Lunch and School Breakfast nutrition standards

- ii. USDA Smart Snacks in School nutrition standards.
- b. The district will offer students a variety of age-appropriate, healthy food and beverage selections with plenty of fruits, vegetables, and whole grains aimed at meeting the nutrition needs of students within their calorie requirements in order to promote student health and reduce childhood obesity.

5. Standards for All Foods and Beverages Provided, But Not Sold to Students During the School Day

The district may provide a list of healthy party ideas or food and beverage alternatives to parents, teachers, and students for classroom parties, rewards and incentives, or classroom snacks. The district discourages the use of food and beverages as a reward or incentive for performance or behavior.

6. Food and Beverage Marketing

Marketing and advertising is only allowed on school grounds or at school activities for foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards, except as follows:

- a. This requirement does not apply to marketing that occurs at events outside of school hours such as after school sporting or any other events, including school fundraising events.
- b. The district will not immediately replace menu boards, coolers, tray liners, beverage cups, and other food service equipment with depictions of noncompliant products or logos to comply with the new USDA Smart Snacks in Schools nutrition requirements. All previously purchased products will be used, and all existing contracts honored.
- c. All equipment that currently displays noncompliant marketing materials will not be removed or replaced (e.g., a score board with a Coca-Cola logo). However, as the district reviews and considers new contracts, and as scoreboards or other such durable equipment are replaced or updated over time, any products that are marketed and advertised will meet or exceed the USDA Smart Snacks in School nutrition standards

7. Public Participation

Parents, students, representatives of the school food authority, teachers, school health professionals, board members, school administrators, and members of the general public shall be allowed to provide their input to the school district during the wellness policy adoption and review process.

8. Competitive Foods (Includes Food and Beverages Sold in Vending Machines, School Stores, and Fundraisers)

- a. Definitions. "Competitive food" means all food and beverages other than meals reimbursed under programs authorized by the Richard B. Russell National School Lunch Act and the Child Nutrition Act of 1966 available for sale to students on the school campus during the school day. For the purpose of competitive food standards implementation, "school day" means the period from the midnight before to 30 minutes after the end of the official school day.
- b. Applicability. Except as otherwise allowed by the Nebraska Department of Education (NDE) or applicable law, all competitive food sold during the school day must meet the USDA Smart Snacks Standards and the nutrition standards found in 7 CFR § 210.11. The competitive food restrictions do not apply to food sold during non-school day hours, weekends, and off-campus fundraising events such as concessions during after-school sporting events, school plays or concerts, or to bulk food items that are sold for consumption at home. (Ex: frozen pizzas, cookie dough tubs, etc.)
- c. Fundraiser Exemptions. A special exemption is allowed for the sale of food and/or beverages that do not meet the competitive food standards as required in this section for the purpose of conducting an infrequent school-sponsored fundraiser. The specially exempted fundraisers must not take place more than the frequency specified by NDE during such periods that schools are in session. No specially exempted fundraiser foods or beverages may be sold in competition with school meals in the food service area during the meal service.
- d. Other Exemptions. The only other nutrition exemptions from the competitive food requirements are those found in 7 CFR § 210.11.
- e. Other Limitations. No competitive food can be sold to children anywhere on school premises beginning one half hour before breakfast and/or lunch service until one half hour after meal

service unless all proceeds earned during these time periods go to the school nutrition program.

9. Triennial Assessment

The school board shall assess and review this policy at least every three years to determine:

- a. Compliance with this policy;
- b. How this policy compares to NDE model wellness policies;
- c. Progress made in attaining the goals of this policy.

The school board will update or modify this policy as appropriate.

10. Public Notice

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of this policy at least annually to the public and other stakeholders identified in this policy by one or more of the following methods: on its webpage, in its newsletter, in the student and employee handbooks, newspaper advertisements, direct mailings, electronic mail, and public postings.

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of the Triennial Assessment and progress reports towards meeting the goals in this policy using one or more of those same methods.

11. Recordkeeping

The District will retain records to document compliance with the requirements of the wellness policy at its central office.

12. Operational Responsibility

The superintendent is responsible for coordinating the implementation of this policy and for monitoring the district's progress in meeting the goals

established by this policy. The superintendent will periodically report to the board on the district's progress in implementing this policy.

* These strategies include, but are not necessarily limited to, those cited in the Alliance for a Healthier Generation's Model Wellness Policy (Updated June 2020 to Reflect the USDA Final Rule) found at <https://api.healthiergeneration.org/resource/2>.

SECTION FIVE: FORMS

This section contains forms that students and their parents must complete and return to the school office **NO LATER THAN September 4, 2025.**

RECEIPT

This Student Handbook is distributed in accordance with Nebraska State Law, Section 79-262, paragraph three which states in part: "Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment..."

Parents (or guardians) and students are required to sign & return the receipt form below before September 4, 2025.

PARENT/STUDENT AGREEMENT

I have received and read the Student Handbook that describes the Southern School District's discipline policies, regulations, rules, and expectations to be followed by students enrolled in the Southern Public Schools, including the Drug Free School Policy. My child and I have discussed these policies and understand that we must comply with them.

RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS

The rules and information provided in this handbook may be supplemented or amended by the School District's administration at any time, consistent with applicable law and board policy. All parents shall be provided notice of any such changes by the district's regular means of contact. By signing below, you agree that you will read any such information and communications, discuss them with your child, and recognize that you must comply with all rules, procedures, and requirements as they apply at that time.

Parent/Guardian's Signature

Date

Parent/Guardian's Signature

Date

Student's Signature

Date

Student's Signature

Date

Student's Signature

Date

EMERGENCY INFORMATION

Student's Name

Parent/Guardian's Name(s)

Mailing Address

Home Phone

Father's Employer

Business Phone

Mother's Employer

Business Phone

Other Person Who May Be Contacted in Case of Emergency

Phone

Choice of Doctor

Phone

**PARENTAL AUTHORIZATION AND RELEASE FORM
ADMINISTRATION OF NON-PRESCRIPTION DRUGS TO STUDENTS**

While the administration of medications to students should be scheduled outside of school hours whenever possible, occasionally it may be necessary for school personnel to administer nonprescription drugs to a student as authorized by the student's parents, guardians, or medical professionals and state law. School personnel will only dispense those nonprescription drugs which have been approved by state and federal law for use as a drug and meet the definition of nonprescription drugs in Nebraska's Medication Aide law which states:

Nonprescription drugs means nonnarcotic medicines or drugs which may be sold without a medical order and which are prepackaged for use by the consumer and labeled in accordance with the requirements of the laws and regulations of this state and the federal government.

In order for students to be administered nonprescription medication by school personnel, a parent or guardian must:

- Complete and return this authorization form.
- Provide the district with any nonprescription drugs you wish to be administered in its original container from the manufacturer, which must include legible, unadulterated manufacturer instructions. The container must be labeled with the student's name.
- Provide the district with specific written instructions regarding the requested nonprescription drug's administration, including the date(s) the student is to be administered the drug, the dosage to be administered, the frequency of administration, and any other details or conditions relevant to administration.

School personnel will not administer nonprescription drugs in a manner inconsistent with the manufacturer instructions or state law. School personnel will not administer non-prescription drugs that is expired.

The undersigned are the parent(s), guardian(s), or person(s) in charge of

_____.
(name of the student)

I authorize and request school personnel to administer nonprescription drugs to my student. I release the school district, its officials, and employees from any and all liability concerning the administration of nonprescription drugs to my student.

DATED this _____ day of _____, 20__.

Parent/Guardian

Child's Name: _____

To be completed by parent/guardian:

I hereby authorize any person or persons designated by the principal to assist my child to take the following medications at school:

MEDICATION	DOSE	START DATE / STOP DATE	TIME	DIRECTIONS
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Diagnosis or reason for medication:

DATED this _____ day of _____, 20__.

Parent/Guardian

All medications must be delivered to school AND picked up from the school by the parent/guardian. The medications will be stored in the school office (with the exception of inhalers as permitted by the physician).

**PARENTAL AUTHORIZATION AND RELEASE FORM
ADMINISTRATION OF PRESCRIPTION DRUGS TO STUDENTS**

The undersigned are the parent(s), guardian(s), or person(s) in charge of

(name of the student)

It is necessary that the student receive (name of drug) _____, a physician-prescribed drug, during school intervals beginning on (date) _____ and continuing through _____ (date)

I hereby request that the School District, or its authorized representative, administer the drug named above to my child named above, in accordance with the prescribing physician's instructions, and agree to:

1. Submit this request to the office.
2. Make certain the Physician's Request for the Administration of Prescription Medication by School Personnel is submitted to the office.
3. Make sure personally that the drug is received by the office, in the container in which it was dispensed by the prescribing physician or licensed pharmacist.
4. Make sure personally that the container in which the drug is dispensed is marked with the drug name, dosage, interval dosage, and date after which no administration should be given.
5. Submit a REVISED STATEMENT signed by the physician prescribing the drug to the office IF ANY OF THE INFORMATION PROVIDED BY THE PHYSICIAN CHANGES.
6. Release the School District and the Board of Education of the School District and all employees, agents, and the representatives of the School District from any liability concerning the giving or non-giving of the drug to the student.

DATED this _____ day of _____, 20__.

Parent/Guardian

**ADMINISTRATION OF MEDICATION TO STUDENTS
PHYSICIAN'S REQUEST FOR ADMINISTRATION OF PRESCRIPTION
MEDICATIONS BY SCHOOL PERSONNEL**

DATE _____

CHILD'S FULL NAME _____ is under
my care and must take medication which I have prescribed during the school
day.

Name of medication (as it appears on container in which the drug is stored)

Dosage and time _____

Date administration of drug is to begin

Possible adverse reactions to be reported to physician _____

Special instructions for the administration and storage of the drug _____

I or my designee(s) have trained school personnel or approved alternative
training as adequate to administer the medication, have evaluated the
situation, the general administration plan and if applicable, the self-
administration plan or emergency care plan, and deemed each to be safe and
appropriate, and if applicable authorize the use of hypodermic syringes and
needles or similar medical terms.

Name of Physician and Designee

Print or Type

Primary Phone Number

Secondary Phone Number

Signature of Physician

Southern Public Schools

2026-2027 Preschool Calendar

July—2026

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

August—2026

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

September—2026

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

October—2026

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

November—2026

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

December—2026

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

Note: Any/all mechanical or weather related loss of school time will be made up at the discretion of the Board of Education and/or the Superintendent.
 Student Instructional Days **146**
 Teacher Contract Days **182**

August—2026

17-19 Teacher In-Service (**No School**)
 24 First Day of Classes

September—2026

7 Labor Day (**No School**)
 18 Teacher Inservice (**No School**)

October—2026

1 Early Dismissal (1:20/1:30 p.m.)
 Parent Teacher Conferences
 (3:00 p.m. – 8:00 p.m.)
 2 Teacher Inservice (**No School**)
 16 End of First Quarter (39 Days)
 19 Second Quarter Begins
 30 Teacher In-Service (**No School**)

November—2026

1 Standard Time Begins
 25-27 Thanksgiving Break (**No School**)

December—2026

18 End of Second Quarter (41 Days)
 21-31 Winter Break (**No School**)

January—2027

1 Winter Break (**No School**)
 4 Teacher In-Service (**No School**)
 5 First Day of Third Quarter

February—2027

18 Early Dismissal (1:20/1:30 p.m.)
 Parent Teacher Conferences
 (3:00 p.m. – 8:00 p.m.)
 19 Teacher In-Service (**No School**)

March—2027

7 Daylight Savings Begins
 11 End of Third Quarter (47 Days)
 12 Spring Break (**No School**)
 15 Fourth Quarter Begins
 26 Spring Break (**No School**)
 29 Spring Break (**No School**)

April—2027

16 Spring Break (**No School**)

May—2027

7 Last Day for Seniors
 15 Graduation (5:00 p.m.)
 20 Early Dismissal (1:20/1:30 p.m.)
 20 End of Fourth Quarter (46 Days)
 21 Teacher In-Service (**No School**)

January—2027

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

February—2027

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

March—2027

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

April—2027

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

May—2027

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

June—2027

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

Key: Blue Font (Single Underline) = Late Start or Early Dismissal
 Red Font = **Holidays/Non-Contract Days (No School)**
 Red Font (Strikethrough) = ~~Teacher In-Service (No School)~~
 [] = First/Last Day of the Quarter

Brand	Description	UoM	Pack	Item #	Price ³
ROTELLA	BREAD WHITE WHEAT WGR 18-1 5 SLIC RT173	SKU	8 ct	56483	22.93
BAKER BOY	BUN DOUGH HAMB WGR 2oz 11037	SKU	180 2 oz	57493	39.68
ROTELLA	BUN HAMB 3.75 WHITE WHEAT WGR 1.5oz SLC	SKU	5 12 ct	56482	23.07
ROTELLA	BUN HAMB 3.75 WHITE WHEAT WGR 2.04oz SLC	SKU	5 12 ct	57645	23.43
BAKER BOY	BUN HAMB 4 WGR 2oz SLC 31014	SKU	10 12 ct	55803	40.70
FLOWERS BAKERY	BUN HAMB 4 WGR 2oz SLC 70210032153	SKU	8 12 CT	503029	26.95
BAKER BOY	BUN HOT DOG 5.5 WGR 1.5oz SLC 31034	SKU	18 8 CT	55804	46.79
ROTELLA	BUN HOT DOG 5.5 WHITE WHEAT WGR 1.5oz SL	SKU	9 6 ct	56472	20.70
FLOWERS BAKERY	BUN HOT DOG 6 BKD WGR 2oz SLC 99828820	SKU	12 12 ct	500717	33.22



May 23, 2026

Taylor Schmidt
Southern School District
115 South 11th Street
Wymore, NE 68446
tschmidt@southernschools.org

RE: Bread Pricing 2026-2027 School Year

Dear Taylor Schmidt,

Enclosed is Bimbo Bakeries USA's bid for the provision of fresh-baked bread for the 2026–2027 school year. All products have 21 days of shelf life from time of manufacture to allow delivery one day before use, helping ensure availability if delays or equipment issues occur.

All listed products are manufactured in the United States and contain more than 65% U.S.-sourced ingredients.

Orders should be submitted at least seven days in advance. Deliveries will be made once per week depending on volume. To minimize the possibility of product cuts, we recommend ordering in full-tray quantities whenever possible.

Item No.	UPC	Description	Price	Tray Count
2773	72945-60134	Sara Lee Whole Wheat Bread 20oz	\$3.15	10
3239	71673-01212	Food Service Whole Grains Bread 24oz	\$3.19	10
3447	78700-80021	Food Service Whole Grains Hamburger Buns 12 ct	\$3.45	5
4266	78700-80070	Food Service Whole Grains Hot Dog Buns 16 ct	\$4.60	5

Please let me know if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Rosalie Szabo".

Rosalie Szabo, Food Service Bid Manager
Bimbo Bakeries USA
800 N. King Street, Suite 304 #2516, Wilmington DE 19801
Rosalie.szabo@grupobimbo.com
BBUFSBids@grupobimbo.com

PZ 7941

72945-60134 MAIN 1

SARA LEE CLASSIC 100% WHOLE WHEAT BREAD, 22 SL, 20 OZ

Nutrition Facts			
22 Servings Per Container			
Serving Size		1 slice (26g)	
Calories	per serving	per 2 slices	
	60	130	
	% DV *	% DV *	
Total Fat	1g1%	2g	3%
Saturated Fat	0g0%	0.5g	3%
Trans Fat	0g	0g	
Polyunsaturated Fat	0g	1g	
Monounsaturated Fat	0g	0g	
Cholesterol	0mg0%	0mg	0%
Sodium	120mg5%	230mg	10%
Total Carbohydrate	12g4%	23g	8%
Dietary Fiber	2g7%	3g	11%
Total Sugars	1g	2g	
Includes Added Sugars	1g2%	2g	4%
Protein	3g	6g	
Vitamin D	0mcg0%	0mcg	0%
Calcium	25mg0%	60mg	4%
Iron	0.5mg4%	1.2mg	6%
Potassium	60mg0%	120mg	2%
* The % Daily Value (DV) tells you how much a nutrient in a serving of food contributes to a daily diet. 2,000 calories a day is used for general nutrition advice.			

INGREDIENTS: WHOLE WHEAT FLOUR, WATER, SUGAR, WHEAT GLUTEN, YEAST. CONTAINS 2% OR LESS OF EACH OF THE FOLLOWING: VEGETABLE OIL (SOYBEAN), SALT, PRESERVATIVES (CALCIUM PROPIONATE, SORBIC ACID), DATEM, NATURAL FLAVORS, MONOGLYCERIDES, CITRIC ACID, SOY LECITHIN.

Nutritional Label

72945-60134 MAIN 1

SARA LEE CLASSIC 100% WHOLE WHEAT BREAD, 22 SL, 20 OZ

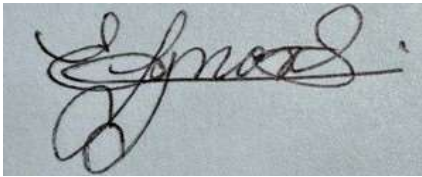
CONTAINS WHEAT, SOY.

MADE IN A BAKERY THAT MAY ALSO USE MILK, EGG, HAZELNUTS (FILBERTS), SESAME.

R25-170-300498 / NET WT 1 LB 4 OZ (567g) / SLEU05-60134-15 (NU) / -57 (UB)

- Serving Size: 26g
- Total Weight of Creditable Grains Ingredients / Serving (g): 13g
- Total Weight Whole Grain Ingredients / Serving (g): 13g
- Does This Product Meet Whole Grain Rich Criteria? YES
- Does This Product Contain Non-Creditable Grains? NO
 - If Yes, Percent of total non-creditable grains: %
 - [If number is greater than or equal to 2% (as per Policy Memorandum SP 30-2012), this product does not qualify.]
- Grain contribution for 1 ready-to-eat (RTE) serving of product based on 16.0 grams: 0.75

Name of company representative authorizing that the information provided is true and correct: Elynor Saenz Negrete



Signature of company representative authorizing that the information provided is true and correct.

Title of company representative: Director Regulatory Affairs

Email Address: elynor.saenz@grupobimbo.com

Date: 2/2/26



Bimbo Bakeries USA, 355 Business Center Dr., Horsham, PA 19044

FOOD SERVICE MADE WITH WHOLE GRAIN WHITE BREAD, 22 SLICES, 24 OZ

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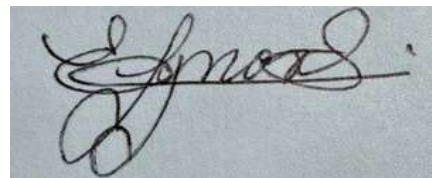
INGREDIENTS: WHOLE WHITE WHEAT FLOUR, WATER, ENRICHED WHEAT FLOUR [FLOUR, MALTED BARLEY FLOUR, REDUCED IRON, NIACIN, THIAMIN MONONITRATE (VITAMIN B1), RIBOFLAVIN (VITAMIN B2), FOLIC ACID], SUGAR, WHEAT GLUTEN, YEAST, VEGETABLE OIL (SOYBEAN), SALT, PRESERVATIVES (CALCIUM PROPIONATE, SORBIC ACID), DATEM, MONOGLYCERIDES, CALCIUM SULFATE, SOY LECITHIN, GRAIN VINEGAR.

CONTAINS WHEAT, SOY.
MADE IN A BAKERY THAT MAY ALSO USE MILK, SESAME.

R24-005-202697 / NET WT 1 LB 8 OZ (680g) / FDEU05-01212-13

- Serving Size: 31g
- Total Weight of Creditable Grains Ingredients / Serving (g): 16g
- Total Weight Whole Grain Ingredients / Serving (g): 8g
- Does This Product Meet Whole Grain Rich Criteria? YES
- Does This Product Contain Non-Creditable Grains? NO
 - If Yes, Percent of total non-creditable grains: %
 - [If number is greater than or equal to 2% (as per Policy Memorandum SP 30-2012), this product does not qualify.]
- Grain contribution for 1 ready-to-eat (RTE) serving of product based on 16.0 grams: 1

Name of company representative authorizing that the information provided is true and correct: Elynor Saenz Negrete



Signature of company representative authorizing that the information provided is true and correct.

Title of company representative: Director Regulatory Affairs

Email Address: elynor.saenz@grupobimbo.com

Date: 01/10/2024



Bimbo Bakeries USA, 355 Business Center Dr., Horsham, PA 19044

Nutritional Label

78700-80021 FDSV 1 Item 3447

FOOD SERVICE MADE WITH WHOLE GRAIN HAMBURGER BUNS, 12 CT, 26 OZ

Nutrition Facts		Amount Per Serving	% Daily Value*	Amount Per Serving	% Daily Value*
12 Servings Per Container		Total Fat 2g	3%	Sodium 190mg	8%
Serving Size		Saturated Fat 0.5g	3%	Total Carbohydrate 30g	11%
1 bun (61g)		Trans Fat 0g		Dietary Fiber 3g	11%
		Polyunsaturated Fat 1g		Total Sugars 5g	
		Monounsaturated Fat 0g		Includes 4g Added Sugars	8%
		Cholesterol 0mg	0%	Protein 7g	
		Vitamin D 1mcg 4% • Calcium 140mg 10% • Iron 1.5mg 8%			
		Potassium 100mg 2%			

* The % Daily Value (DV) tells you how much a nutrient in a serving of food contributes to a daily diet. 2,000 calories a day is used for general nutrition advice.

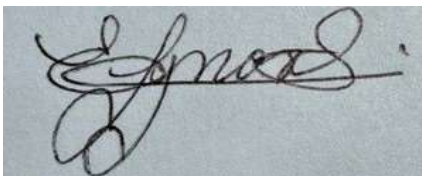
INGREDIENTS: WHOLE WHEAT FLOUR, WATER, ENRICHED WHEAT FLOUR [FLOUR, MALTED BARLEY FLOUR, REDUCED IRON, NIACIN, THIAMIN MONONITRATE (VITAMIN B1), RIBOFLAVIN (VITAMIN B2), FOLIC ACID], SUGAR, WHEAT GLUTEN, YEAST, VEGETABLE OIL (SOYBEAN), SALT, CALCIUM SULFATE, PRESERVATIVES (CALCIUM PROPIONATE, SORBIC ACID), DATEM, GRAIN VINEGAR, CELLULOSE GUM, MONOGLYCERIDES, CITRIC ACID, CORN FLOUR, SPICE & COLORING, POTASSIUM IODATE, VITAMIN D3, SOY LECITHIN, SESAME SEEDS.

CONTAINS WHEAT, SOY, SESAME.
MADE IN A BAKERY THAT MAY ALSO USE MILK.

R24-230-203012 / NET WT 1 LB 10 OZ (737g) / FDEU05-80021-25

- Serving Size: 61g
- Total Weight of Creditable Grains Ingredients / Serving (g): 32g
- Total Weight Whole Grain Ingredients / Serving (g): 18g
- Does This Product Meet Whole Grain Rich Criteria? YES
- Does This Product Contain Non-Creditable Grains? YES
If Yes, Percent of total non-creditable grains: 0.04%
[If number is greater than or equal to 2% (as per Policy Memorandum SP 30-2012), this product does not qualify.]
- Grain contribution for 1 ready-to-eat (RTE) serving of product based on 16.0 grams: 2

Name of company representative authorizing that the information provided is true and correct: Elynor Saenz Negrete



Signature of company representative authorizing that the information provided is true and correct.

Title of company representative: Director Regulatory Affairs

Email Address: elynor.saenz@grupobimbo.com

Date: 9/6/2024



Bimbo Bakeries USA, 355 Business Center Dr., Horsham, PA 19044

Nutritional Label**78700-80070 FDSV 1** Item 4266**FOODSERVICE MADE WITH WHOLE GRAIN HOT DOG BUNS 16 CT 34.4 OZ****Nutrition Facts**16 Servings Per Container
Serving Size
1 bun (61g)**Calories 170**
per serving

Amount Per Serving	% Daily Value*	Amount Per Serving	% Daily Value*
Total Fat 2g	3%	Sodium 190mg	8%
Saturated Fat 0.5g	3%	Total Carbohydrate 30g	11%
Trans Fat 0g		Dietary Fiber 3g	11%
Polyunsaturated Fat 1g		Total Sugars 5g	
Monounsaturated Fat 0g		Includes 4g Added Sugars	8%
Cholesterol 0mg	0%	Protein 7g	
Vitamin D 1mcg 4% • Calcium 140mg 10% • Iron 1.5mg 8% Potassium 100mg 2%			

* The % Daily Value (DV) tells you how much a nutrient in a serving of food contributes to a daily diet. 2,000 calories a day is used for general nutrition advice.

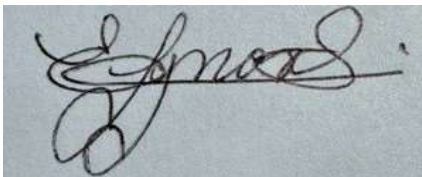
INGREDIENTS: WHOLE WHEAT FLOUR, WATER, ENRICHED WHEAT FLOUR [FLOUR, MALTED BARLEY FLOUR, REDUCED IRON, NIACIN, THIAMIN MONONITRATE (VITAMIN B1), RIBOFLAVIN (VITAMIN B2), FOLIC ACID], SUGAR, WHEAT GLUTEN, YEAST, VEGETABLE OIL (SOYBEAN), SALT, CALCIUM SULFATE, PRESERVATIVES (CALCIUM PROPIONATE, SORBIC ACID), DATEM, GRAIN VINEGAR, CELLULOSE GUM, MONOGLYCERIDES, CITRIC ACID, CORN FLOUR, SPICE & COLORING, POTASSIUM IODATE, VITAMIN D3, SOY LECITHIN, SESAME SEEDS.

CONTAINS WHEAT, SOY, SESAME.
MADE IN A BAKERY THAT MAY ALSO USE MILK.

R24-230-203012 / NET WT 2 LBS 2.4 OZ (975g) / FDEU05-80070-25

- Serving Size: 61g
- Total Weight of Creditable Grains Ingredients / Serving (g): 32g
- Total Weight Whole Grain Ingredients / Serving (g): 18g
- Does This Product Meet Whole Grain Rich Criteria? YES
- Does This Product Contain Non-Creditable Grains? YES
If Yes, Percent of total non-creditable grains: 0.04%
[If number is greater than or equal to 2% (as per Policy Memorandum SP 30-2012), this product does not qualify.]
- Grain contribution for 1 ready-to-eat (RTE) serving of product based on 16.0 grams: 2

Name of company representative authorizing that the information provided is true and correct: Elynor Saenz Negrete



Signature of company representative authorizing that the information provided is true and correct.

Title of company representative: Director Regulatory Affairs

Email Address: elynor.saenz@grupobimbo.com

Date: 9/6/2024



Bimbo Bakeries USA, 355 Business Center Dr., Horsham, PA 19044

bread bid

No. of Lines: 5

Customer #600322

Customer NameWYMORE SOUTHERN SCHL DIST 1

OPCO Name061 - Lincoln

Customer Address115 S 11TH ST, WYMORE, NE, 68466-1615

#	Agr.	Ordered Before	Stock Type	Product Name	Sysco UPC	Pack / Size	Brand	List Qty.	Order Qty.	Price (\$)	Est. Total (\$)
1	No	05/10/2026		Bun Hamburger White Wheat Whole	7895364	5/12 CT	ROTELLA			23.36	
2	No	04/12/2026		Bread Hoagie White Whole Wheat 2 Oz	1739712	6/9CT	ROTELLA			25.05	
3	Yes	04/26/2026		Bun Hot Dog Wheat Ultra Grain	6016681	12/12 CT	ALPHA			35.46	
4	Yes	05/03/2026		Croissant Whole Grain Square Sliced	7060019	60/2.5OZ	BAKEBOY			46.68	
5	No	04/19/2026		Bread Pullman Whole Wheat 24 Sliced	0116333	10/1 PK	EURBKRS			36.11	

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