

Board of Education Regular Meeting

Monday, June 11, 2018 8:00 PM

1. Call to Order

2. Flag Salute

3. Open Meetings Act

4. Roll Call

5. Review of Agenda

Motion to approve the agenda as presented Passed with a motion by JC Ourada and a second by Morgan Meier.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Morgan Meier: Yea, JC Ourada: Yea, John Worthing: Yea

6. Citizen's Comments

7. Consent Agenda

Motion to approve the Consent Agenda as presented Passed with a motion by John Worthing and a second by Jeff Meads.

Morgan Fouts: Abstain (With Conflict), Suzanne Brodine: Yea, Jeff Meads: Yea, Morgan Meier: Yea, JC Ourada: Yea, John Worthing: Yea

7.1. Approval of Minutes of Previous Meeting(s)

7.2. Payment of Invoices

7.3. Financial Reports

7.4. Resignation of Paraprofessional -- Colleen Martin

7.5. Recommendation to Hire Paraprofessional -- Tara Fouts

8. Old Business

8.1. Approve Policy Review -- 6000 Section (2nd Reading) Instruction

Motion To Approve Policy Review -- 6000 Section (2nd Reading) Instruction Passed with a motion by Suzanne Brodine and a second by Morgan Fouts.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Morgan Meier: Yea, JC Ourada: Yea, John Worthing: Yea

9. New Business

9.1. Accept Resignation of Board Member -- John Worthing

Motion to approve the resignation of Board Member John Worthing as presented. Passed

with a motion by JC Ourada and a second by Suzanne Brodine.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Morgan Meier: Yea, JC Ourada: Yea, John Worthing: Yea

9.1.1. Discussion on filling vacancy

9.2. Purchase Corrective Reading Materials and Kindergarten Wonders Teacher materials

Motion to Purchase Corrective Reading Materials and Kindergarten Wonders Teacher materials Passed with a motion by JC Ourada and a second by Morgan Fouts.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Morgan Meier: Yea, JC Ourada: Yea, John Worthing: Yea

9.3. Disposition of Surplus Materials -- Classroom desks, bookcases, and band instruments

Motion to approve the Disposition of Surplus Materials -- Classroom desks, bookcases, and band instruments Passed with a motion by John Worthing and a second by Suzanne Brodine.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Morgan Meier: Yea, JC Ourada: Yea, John Worthing: Yea

9.4. Approve the 1st Reading of the following policy revisions: 1000, 1102, 3000, 3570, 3580, 4003, 5101, 5401, 5402, 5403, 5418, 6000, 6212, 6213, 6410, 8231

Motion to Approve the 1st Reading of the following policy revisions: 1000, 1102, 3000, 3570, 3580, 4003, 5101, 5401, 5402, 5403, 5418, 6000, 6212, 6213, 6410, 8231 Passed with a motion by John Worthing and a second by JC Ourada.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Morgan Meier: Yea, JC Ourada: Yea, John Worthing: Yea

9.5. Approve 2018-2019 School Lunch and Breakfast Prices

Motion to approve the 2018-19 Lunch Price as presented. Passed with a motion by Morgan Meier and a second by Jeff Meads.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Morgan Meier: Yea, JC Ourada: Yea, John Worthing: Yea

10. Reports

10.1. Jay Spearman (Ameritas)

10.2. Curriculum and Finance Committee Meeting

10.3. Transportation Committee Report

10.4. Buildings and Ground Committee Report

10.5. Principal's Report

10.6. Superintendent Report

11. Next Regular Meeting

Motion to adjourn at 9:42 PM. Passed with a motion by JC Ourada and a second by Morgan Meier.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Morgan Meier: Yea, JC Ourada: Yea, John Worthing: Yea

12. Adjournment

Board of Education Regular Meeting
Monday, May 14, 2018 8:00 PM

1. Call to Order
2. Flag Salute
3. Open Meetings Act
4. Roll Call
5. Review of Agenda

Motion to approve the agenda as presented Passed with a motion by JC Ourada and a second by Morgan Meier.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Morgan Meier: Yea, JC Ourada: Yea, John Worthing: Yea

6. Citizen's Comments
7. Consent Agenda

Motion to approve the Consent Agenda as presented Passed with a motion by John Worthing and a second by Suzanne Brodine.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Morgan Meier: Yea, JC Ourada: Yea, John Worthing: Yea

- 7.1. New Hire - Brandt Runge High School Social Science Teacher
- 7.2. Approval of Minutes of Previous Meeting(s)
- 7.3. Payment of Invoices
- 7.4. Financial Reports
8. Old Business

- 8.1. Approve Policy Review -- 7000 Section (2nd Reading) New Construction/Facilities

Motion to approve 7000 Section (2nd Reading) New Construction/Facilities Passed with a motion by John Worthing and a second by JC Ourada.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Morgan Meier: Yea, JC Ourada: Yea, John Worthing: Yea

9. New Business

- 9.1. Approve 2018-2019 Consortium Participation for ESSA Title Funds with ESU 10

Motion to Approve 2018-2019 Consortium Participation for ESSA Title Funds with ESU 10 Passed with a motion by JC Ourada and a second by Suzanne Brodine.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Morgan Meier: Yea, JC Ourada: Yea, John Worthing: Yea

9.2. Approve 2018-2019 Salary Schedule for Non-Certified Staff

Motion to Approve 2018-2019 Salary Schedule for Non-Certified Staff Passed with a motion by John Worthing and a second by Morgan Fouts.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Morgan Meier: Yea, JC Ourada: Yea, John Worthing: Yea

9.3. Approve 2018-2019 Paraprofessional Salary Schedule

Motion to Approve 2018-2019 Paraprofessional Salary Schedule Passed with a motion by JC Ourada and a second by Morgan Meier.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Morgan Meier: Yea, JC Ourada: Yea, John Worthing: Yea

9.4. Approve BOK Financial Bond Interest Payment

Motion to Approve BOK Financial Bond Interest Payment in the amount \$23478.75 Passed with a motion by John Worthing and a second by Morgan Meier.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Morgan Meier: Yea, JC Ourada: Yea, John Worthing: Yea

Motion to Approve BOK Financial Bond Interest Payment in the amount of \$23478.75 Passed with a motion by JC Ourada and a second by Morgan Meier.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Morgan Meier: Yea, JC Ourada: Yea, John Worthing: Yea

9.5. Approve Policy Review -- 6000 Section (1st Reading) Instruction

Motion to Approve 6000 Section (1st Reading) Instruction Passed with a motion by John Worthing and a second by Suzanne Brodine.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Morgan Meier: Yea, JC Ourada: Yea, John Worthing: Yea

Motion to Approve 6000 Section (1st Reading) Instruction Passed with a motion by John Worthing and a second by Suzanne Brodine.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Morgan Meier: Yea, JC Ourada: Yea, John Worthing: Yea

9.6. Approve the first reading Early Completion Policy 5206

Motion to Approve first reading of 5206--Early Completion Plan with policy revision from attorney. Passed with a motion by JC Ourada and a second by Jeff Meads.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Morgan Meier: Yea, JC Ourada: Yea, John Worthing: Yea

10. Enter Executive Session

Motion to enter into Executive Session. Passed with a motion by JC Ourada and a second by Morgan Meier.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Morgan Meier: Yea, JC Ourada: Yea, John Worthing: Yea

11. Exit Executive Session

Motion to Exit executive session 8:45 PM Passed with a motion by Morgan Meier and a second by Suzanne Brodine.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Morgan Meier: Yea, JC Ourada: Yea, John Worthing: Yea

12. Reports

12.1. Principal's Report

12.2. Superintendent Report

13. Next Regular Meeting -- June 11, 2018 (8:00 pm)

14. Adjournment

Motion to adjourn meeting at 9:07 PM Passed with a motion by JC Ourada and a second by Morgan Meier.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Morgan Meier: Yea, JC Ourada: Yea, John Worthing: Yea

Check Register

Direct

| Dep. Invoice | Check Number | Check Date | Vendor ID | Vendor Name | Amount |
|--------------|--------------|------------|-----------|-------------|--------|
| Invoice | Invoice Date | PO Number | PO Date | Description | |

Checks Printed

1 - GENERAL FUND

Bank Account :A - General Fund

| | | | | | |
|----------------|------------|------------|------------|------------------------------------|----------|
| 00015669 | 06/11/2018 | ACEHARD | | JELINEK ACE HARDWARE | |
| 28923 | 05/25/2018 | | 06/08/2018 | TRIMMER & LINE | 231.98 |
| | | | | Check Total | 231.98 |
| 00015670 | 06/11/2018 | AGRICOOP | | CHS AGRI SERVICE CENTER | |
| 053118 | 05/31/2018 | | 06/08/2018 | FUEL | 1,734.57 |
| | | | | Check Total | 1,734.57 |
| 00015671 | 06/11/2018 | ALERTS | | ALERT SOLUTIONS | |
| 58736897781923 | 05/18/2018 | | 06/08/2018 | SWIFT-K FOR POWER SCHOOL | 538.50 |
| 80 | | | | Check Total | 538.50 |
| 00015672 | 06/11/2018 | ALPHAREH | | ALPHA REHABILITATION P.C. | |
| 2072 | 03/31/2018 | | 06/08/2018 | MARCH SERVICES | 352.33 |
| 2133 | 05/31/2018 | | 06/08/2018 | MAY SERVICES | 415.68 |
| | | | | Check Total | 768.01 |
| 00015673 | 06/11/2018 | BLACKHILLS | | BLACK HILLS ENERGY | |
| 052418-01 | 05/24/2018 | | 06/08/2018 | 225 EAST BOYD | 360.61 |
| 052418-40 | 05/24/2018 | | 06/08/2018 | 230 EAST CALKINS | 419.65 |
| 052418-94 | 05/24/2018 | | 06/08/2018 | 122 NORTH CHURCH | 36.61 |
| | | | | Check Total | 816.87 |
| 00015674 | 06/11/2018 | BROWN&S | | BROWN & SAENGER | |
| 4012862-0 | 05/02/2018 | | 06/08/2018 | PAPER | 2,565.44 |
| | | | | Check Total | 2,565.44 |
| 00015675 | 06/11/2018 | CASHWA | | Cash Wa Distributing | |
| 11521076 | 05/25/2018 | | 06/08/2018 | SUMMER SCHOOL SNACKS | 457.09 |
| | | | | Check Total | 457.09 |
| 00015676 | 06/11/2018 | CENTURY | | CENTURYLINK | |
| 050718 | 05/07/2018 | | 06/08/2018 | TELEPHONE | 324.36 |
| | | | | Check Total | 324.36 |
| 00015677 | 06/11/2018 | CHARTERC | | CHARTER COMMUNICATIONS | |
| 052418 | 05/24/2018 | | 06/08/2018 | INTERNET | 180.70 |
| | | | | Check Total | 180.70 |
| 00015678 | 06/11/2018 | CHEMSEARCH | | CHEMSEARCH | |
| 3145119 | 05/25/2018 | | 06/08/2018 | SUPPLIES | 1,246.00 |
| | | | | Check Total | 1,246.00 |
| 00015679 | 06/11/2018 | CONDITION | | CONDITIONED AIR MECHANICAL SYSTEMS | |

Check Register

Direct

| Dep. Invoice | Check Number | Check Date | Vendor ID | Vendor Name | Amount |
|--------------|--------------|------------|------------|---------------------------------|-----------|
| Invoice | Invoice Date | PO Number | PO Date | Description | |
| 9519 | | 05/24/2018 | | 06/08/2018 FILTERS, BELTS | 599.36 |
| | | | | Check Total | 599.36 |
| 00015680 | | 06/11/2018 | DIVAS | DIVAS FLORAL SHOP & BOUTIQUE | |
| 2150 | | 05/14/2018 | | 06/08/2018 AG SUPPLIES | 100.00 |
| | | | | Check Total | 100.00 |
| 00015681 | | 06/11/2018 | ECOLAB | ECOLAB PEST ELIMINATION | |
| 4817137 | | 05/14/2018 | | 06/08/2018 PEST ELIM | 71.01 |
| | | | | Check Total | 71.01 |
| 00015682 | | 06/11/2018 | EGAN | EGAN SUPPLY CO. | |
| 281879 | | 06/04/2018 | | 06/08/2018 SAFETY GLASSES | 9.54 |
| | | | | Check Total | 9.54 |
| 00015683 | | 06/11/2018 | ELECTRONIC | ELECTRONIC CONTRACTING CO. | |
| LN046350 | | 04/30/2018 | | 06/08/2018 POWER SUPPLY, WIRING | 1,026.00 |
| | | | | Check Total | 1,026.00 |
| 00015684 | | 06/11/2018 | ESU10 | Educational Service Unit 10 | |
| 060118-21 | | 06/01/2018 | | 06/08/2018 LAMINATION | 42.19 |
| 060118-30 | | 06/01/2018 | | 06/08/2018 STU iPad REPAIRS | 200.00 |
| 060118-78 | | 06/01/2018 | | 06/08/2018 DEAF ED | 87.07 |
| 060118-79 | | 06/01/2018 | | 06/08/2018 PT | 1,317.12 |
| 060118-80 | | 06/01/2018 | | 06/08/2018 SUPERVISION | 2,041.60 |
| 060118-81 | | 06/01/2018 | | 06/08/2018 OT | 1,624.95 |
| 060118-82 | | 06/01/2018 | | 06/08/2018 SPEECH PATH | 1,521.91 |
| 060118-84 | | 06/01/2018 | | 06/08/2018 SCHOOL PSYCH | 2,954.57 |
| 060118-85 | | 06/01/2018 | | 06/08/2018 AUDIOLOGY | 98.02 |
| 061118-46 | | 06/11/2018 | | 06/08/2018 VOC EVAL - COZAD CTR | 464.70 |
| 061118-59 | | 06/01/2018 | | 06/08/2018 SRS WORKSHOP | 817.00 |
| | | | | Check Total | 11,169.13 |
| 00015685 | | 06/11/2018 | FORDM | MIKE FORD | |
| 041918 | | 04/19/2018 | | 06/08/2018 TRACK FESTIVAL FUEL | 20.00 |
| | | | | Check Total | 20.00 |
| 00015686 | | 06/11/2018 | FOSTERC | CURT FOSTER | |
| 06012018 | | 06/01/2018 | | 06/08/2018 RENT | 100.00 |
| | | | | Check Total | 100.00 |
| 00015687 | | 06/11/2018 | FOSTFAMI | Foster's Family Foods | |
| 060118-14 | | 06/01/2018 | | 06/08/2018 SPED, FCS | 99.00 |
| 060118-54 | | 06/01/2018 | | 06/08/2018 CHARCOAL | 28.07 |
| | | | | Check Total | 127.07 |
| 00015688 | | 06/11/2018 | GOVCONNE | GOVCONNECTION, INC. | |
| 55675725 | | 03/26/2018 | | 06/08/2018 ERATE | 2,022.28 |

Check Register

Direct

| Dep. | Check Number Invoice | Check Date Invoice Date | Vendor ID PO Number | Vendor Name PO Date | Description | Amount |
|----------|-------------------------|----------------------------|------------------------|------------------------|--------------------------|----------|
| | | | | | Check Total | 2,022.28 |
| 00015689 | | 06/11/2018 | GRACZYK | | GRACZYK LAWN & LANDSCAPE | |
| | 25360 | 05/30/2018 | | 06/08/2018 | FERTILIZER, WEED CONTROL | 468.00 |
| | 25364 | 05/30/2018 | | 06/08/2018 | FERTILIZER, WEED CONTROL | 794.00 |
| | | | | | Check Total | 1,262.00 |
| 00015690 | | 06/11/2018 | HAPPP | | HAPP PUBLISHING | |
| | 00693 | 04/05/2018 | | 06/08/2018 | APRIL NOTICE | 6.87 |
| | 00700 | 04/19/2018 | | 06/08/2018 | APRIL MINUTES | 55.74 |
| | | | | | Check Total | 62.61 |
| 00015691 | | 06/11/2018 | HOMETOWN | | Hometown Leasing | |
| | 12793163-028 | 06/01/2018 | | 06/08/2018 | COPIERS | 1,539.64 |
| | | | | | Check Total | 1,539.64 |
| 00015692 | | 06/11/2018 | HUSKER | | HUSKERLAND PREP REPORT | |
| | 060118 | 06/01/2018 | | 06/08/2018 | SUBSCRIPTION | 64.00 |
| | | | | | Check Total | 64.00 |
| 00015693 | | 06/11/2018 | ISLANDSU | | Island Supply Welding | |
| | 186629 | 05/31/2018 | | 06/08/2018 | CYL RENTAL | 65.10 |
| | | | | | Check Total | 65.10 |
| 00015694 | | 06/11/2018 | LIBRARYST | | THE LIBRARY STORE, INC. | |
| | 331359 | 05/23/2018 | | 06/08/2018 | LABELS | 171.04 |
| | | | | | Check Total | 171.04 |
| 00015695 | | 06/11/2018 | LINWELD | | MATHESON TRI GAS | |
| | 51320687 | 05/31/2018 | | 06/08/2018 | ACETYLENE, OXYGEN | 164.76 |
| | | | | | Check Total | 164.76 |
| 00015696 | | 06/11/2018 | MENARDS | | MENARDS - KEARNEY | |
| | 51509 | 02/21/2018 | | 06/08/2018 | CLEANING SUPPLIES | 54.82 |
| | 57259 | 05/15/2018 | | 06/08/2018 | CLEAN SUPL, PVC PIPE | 41.01 |
| | 57502 | 05/18/2018 | | 06/08/2018 | CLOCKS, BULBS, COOLANT | 74.06 |
| | 58032 | 05/25/2018 | | 06/08/2018 | BULBS, FILTERS, FAN | 77.42 |
| | 58305 | 05/29/2018 | | 06/08/2018 | WASHERS, TAPE, CEMENT | 24.03 |
| | | | | | Check Total | 271.34 |
| 00015697 | | 06/11/2018 | MIDWESTDO | | MIDWEST DOOR & HARDWARE | |
| | 090782 | 05/16/2018 | | 06/08/2018 | EXTERIOR DOOR KEYS | 58.00 |
| | | | | | Check Total | 58.00 |
| 00015698 | | 06/11/2018 | MOSAIC | | MOSAIC | |
| | AXT0518 | 06/04/2018 | | 06/08/2018 | MAY 2018 | 4,410.56 |
| | | | | | Check Total | 4,410.56 |

Check Register

Direct

| Dep. | Check Number Invoice | Check Date Invoice Date | Vendor ID PO Number | Vendor Name Description | Amount |
|------|-------------------------|----------------------------|------------------------|--------------------------------|----------|
| | 00015699 | 06/11/2018 | NE COUNADM | NEBRASKA COUNCIL OF SCHOOL ADM | |
| | 060118 | 06/01/2018 | | PULLIAM MBRSHIP FEES | 570.00 |
| | | | | Check Total | 570.00 |
| | 00015700 | 06/11/2018 | NPPD | NEBRASKA PUBLIC POWER DISTRICT | |
| | 051518-6740 | 05/15/2018 | | BUS BARN | 51.05 |
| | 051518-6744 | 05/15/2018 | | BALL FIELD | 73.91 |
| | 051518-6748 | 05/15/2018 | | 230 EAST CALKINS | 4,633.26 |
| | | | | Check Total | 4,758.22 |
| | 00015701 | 06/11/2018 | OVERHEADD | OVERHEAD DOOR OF KEARNEY | |
| | 20901 | 05/23/2018 | | SPRINGS, PLUGS, BRACKETS | 889.14 |
| | | | | Check Total | 889.14 |
| | 00015702 | 06/11/2018 | PAYFLEX | PAYFLEX SYSTEMS USA | |
| | 131932-1141616 | 05/10/2018 | | FLEX SPENDING FEES | 150.00 |
| | | | | Check Total | 150.00 |
| | 00015703 | 06/11/2018 | PEPPERJW | JW PEPPER | |
| | 03560655 | 03/05/2018 | | BAND MUSIC | 60.99 |
| | | | | Check Total | 60.99 |
| | 00015704 | 06/11/2018 | PIONEERTE | PIONEER TELEPHONE | |
| | 060118 | 06/01/2018 | | LONG DISTANCE | 108.78 |
| | | | | Check Total | 108.78 |
| | 00015705 | 06/11/2018 | PYRAMID | PYRAMID SCHOOL PRODUCTS | |
| | S1366316.001 | 05/31/2018 | | PENS, FLDRS, STPLR, SHRPNRS | 960.02 |
| | | | | Check Total | 960.02 |
| | 00015706 | 06/11/2018 | RENALEAN | RENAISSANCE LEARNING | |
| | INV4389657 | 05/31/2018 | | STAR READING | 1,978.90 |
| | | | | Check Total | 1,978.90 |
| | 00015707 | 06/11/2018 | RIVERBEND | RIVER BEND TIRE & AUTO | |
| | 595 | 05/23/2018 | | 2012 VAN | 44.94 |
| | | | | Check Total | 44.94 |
| | 00015708 | 06/11/2018 | S&SWORLD | S & S WORLDWIDE, INC | |
| | 10254377 | 05/31/2018 | | ICE PACKS | 62.16 |
| | | | | Check Total | 62.16 |
| | 00015709 | 06/11/2018 | SCHMITTM | SCHMITT MUSIC | |
| | 2226561 | 05/31/2018 | | LIGATURE, MOUTHPIECE ETC | 157.74 |
| | | | | Check Total | 157.74 |
| | 00015710 | 06/11/2018 | SERVICE | SERVICEMASTER OF MID NE | |
| | 15474 | 05/31/2018 | | 2010 ADDITION | 3,604.64 |

Check Register

Direct

| Dep. | Check Number Invoice | Check Date Invoice Date | Vendor ID PO Number | Vendor Name Description | Amount |
|----------|-------------------------|----------------------------|------------------------|----------------------------|----------|
| | 15475 | 05/31/2018 | | ELEMENTARY | 3,867.76 |
| | | | | Check Total | 7,472.40 |
| 00015711 | | 06/11/2018 | STATENE | STATE OF NEBRASKA | |
| | 1113261 | 05/01/2018 | | NETWORK SERVICES | 234.93 |
| | | | | Check Total | 234.93 |
| 00015712 | | 06/11/2018 | STELLING | STELLING BRASS & WINDS | |
| | 216478 | 04/18/2018 | | INSTR REPAIRS | 62.00 |
| | 216479 | 04/18/2018 | | INSTR REPAIRS | 80.00 |
| | | | | Check Total | 142.00 |
| 00015713 | | 06/11/2018 | THOMPSON | THE THOMPSON CO. | |
| | 2038178 | 05/03/2018 | | CAN LINERS, TP ETC | 346.36 |
| | 2039895 | 05/08/2018 | | CREDIT | -19.15 |
| | 2040883 | 05/10/2018 | | CAN LINERS, TP ETC | 305.84 |
| | 2042456 | 05/15/2018 | | CREDIT | -40.81 |
| | 2043364 | 05/17/2018 | | CAN LINERS, TP ETC | 292.82 |
| | | | | Check Total | 885.06 |
| 00015714 | | 06/11/2018 | USBANK | CORPORATE PAYMENT SYSTEMS | |
| | 050718-A | 05/07/2018 | | FLOOR MAT | 82.99 |
| | 050718-B | 05/07/2018 | | POSTAGE | 60.96 |
| | 050718-C | 05/07/2018 | | AG, MUSIC, SHOP SUPPLIES | 1,787.61 |
| | 050718-D | 05/07/2018 | | SPED WORKSHOP | 147.76 |
| | 050718-E | 05/07/2018 | | FUEL | 36.19 |
| | | | | Check Total | 2,115.51 |
| 00015715 | | 06/11/2018 | VERIZON | VERIZON WIRELESS | |
| | 9806662504 | 05/29/2018 | | CELL PHONE | 49.12 |
| | | | | Check Total | 49.12 |
| 00015716 | | 06/11/2018 | VILLAGEE | Village Of Elm Creek | |
| | 06012018 | 06/01/2018 | | WATER/SEWER/TRASH | 697.50 |
| | | | | Check Total | 697.50 |
| 00015717 | | 06/11/2018 | WALMART | WAL-MART | |
| | 051618 | 05/16/2018 | | FCS & AG CLASS SUPPLIES | 182.74 |
| | | | | Check Total | 182.74 |
| 00015718 | | 06/11/2018 | WILLIAMS | WILLIAMS | |
| | 22600-051118 | 05/11/2018 | | CHOIR ROBE CLEANING | 190.50 |
| | | | | Check Total | 190.50 |
| 00015719 | | 06/11/2018 | WOODWARDS | WOODWARDS DISPOSAL SERVICE | |
| | NO8800-748 | 05/27/2018 | | DOC DESTRUCTION | 25.00 |
| | | | | Check Total | 25.00 |

ALL Data

Check Register

Arranged by:
Check Number

Direct

| Dep. | Check Number | Check Date | Vendor ID | Vendor Name | Amount |
|----------|--------------|------------|------------|---------------|--------|
| Invoice | Invoice Date | PO Number | PO Date | Description | |
| 00015720 | 06/11/2018 | YANDA'S | | YANDA'S MUSIC | |
| 348980 | 05/02/2018 | | 06/08/2018 | BAND | 15.58 |

Check Total 15.58

1 - GENERAL FUND Totals: 53,928.19

Total of Checks Printed: 53,928.19

Report Total: 53,928.19

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.

From 09/01/2017 to 05/31/2018.

| Site ID | Site Name | | | | | |
|-------------|----------------------------------|----------------|------------|---------------|-------------|--------------|
| Group ID | Group Name | | | | | |
| Activity ID | Activity Name | Beginning Cash | Receipts | Disbursements | Adjustments | Cash Balance |
| ECHS | Elm Creek High School | | | | | |
| A | Athletics | | | | | |
| 3030 | Uniforms | 0.00 | 7,500.00 | 0.00 | 0.00 | 7,500.00 |
| 3031 | Basketball | 0.00 | 22,506.71 | 19,266.83 | 348.00 | 3,587.88 |
| 3033 | Cheer | 941.52 | 6,375.53 | 5,737.77 | -546.86 | 1,032.42 |
| 3034 | Cross Country | -100.00 | 832.00 | 455.44 | -232.00 | 44.56 |
| 3035 | Football | -11,916.05 | 27,640.81 | 15,582.68 | -274.00 | -131.92 |
| 3038 | Golf | 0.00 | 0.00 | 1,718.56 | 0.00 | -1,718.56 |
| 3041 | Track | -11,880.04 | 10,619.11 | 9,877.39 | 0.00 | -11,138.32 |
| 3042 | Volleyball | -23,296.93 | 34,022.56 | 9,391.88 | 0.00 | 1,333.75 |
| 3044 | Wrestling | -18,664.57 | 32,504.00 | 14,834.05 | -1,749.00 | -2,743.62 |
| | A Totals: | -64,916.07 | 142,000.72 | 76,864.60 | -2,453.86 | -2,233.81 |
| B | Activities | | | | | |
| 1739 | Speech | 0.00 | 600.00 | 537.39 | 0.00 | 62.61 |
| 1748 | School Play | 383.80 | 413.00 | 458.29 | 0.00 | 338.51 |
| 1749 | One Act Play | -213.22 | 2,641.75 | 2,181.05 | -319.89 | -72.41 |
| 2038 | Drama | -272.99 | 280.38 | 7.39 | 0.00 | 0.00 |
| 2084 | Fine Arts | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | B Totals: | -102.41 | 3,935.13 | 3,184.12 | -319.89 | 328.71 |
| C | Clubs & Organizations | | | | | |
| 1740 | ESports | 0.00 | 1,584.56 | 758.10 | -551.76 | 274.70 |
| 1743 | Band Club | 0.00 | 2,018.75 | 56.00 | -1,081.82 | 880.93 |
| 1744 | Choir Club | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3001 | Stu Council | 1,594.88 | 2,495.12 | 1,954.03 | -494.70 | 1,641.27 |
| 3002 | FFA | 388.55 | 17,334.39 | 16,488.77 | 2,412.35 | 3,646.52 |
| 3003 | FCCLA | 534.60 | 9,502.76 | 2,432.51 | -2,227.57 | 5,377.28 |
| 3005 | NHS | 1,947.27 | 4,892.97 | 5,404.33 | -47.31 | 1,388.60 |
| 3032 | Boys Basketball Club | 680.23 | 3,172.50 | 3,326.59 | -345.75 | 180.39 |
| 3036 | Football Club | 3,044.42 | 1,180.60 | 2,268.50 | 130.02 | 2,086.54 |
| 3037 | Girls Basketball Club | 1,182.71 | 2,277.27 | 1,921.73 | -724.25 | 814.00 |
| 3043 | Volleyball Club | 2,781.56 | 710.50 | 1,583.00 | -544.30 | 1,364.76 |
| 3045 | Wrestling Club | -1,756.17 | 9,083.75 | 6,200.39 | 891.95 | 2,019.14 |
| 3046 | Cross Country Club | 480.70 | 166.00 | 317.00 | 151.21 | 480.91 |
| 3047 | Golf Club | 789.11 | 225.00 | 0.00 | 0.00 | 1,014.11 |
| 3048 | Track Club | 3,250.94 | 1,642.40 | 453.25 | -719.62 | 3,720.47 |
| 3049 | Quiz Bowl | 0.00 | 315.15 | 92.00 | 650.12 | 873.27 |
| | C Totals: | 14,918.80 | 56,601.72 | 43,256.20 | -2,501.43 | 25,762.89 |
| D | Special Funds | | | | | |
| 1766 | ACC RDR | 3,286.51 | 1,723.77 | 2,170.00 | 29.82 | 2,870.10 |
| 1767 | Elem Playground | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2049 | SRS Gifts | -444.75 | 390.00 | 186.78 | 0.00 | -241.53 |
| 2082 | Board Scholarship | 252.54 | 0.00 | 0.00 | 0.00 | 252.54 |
| 2086 | Presidential Freedom Schol | 0.00 | 0.00 | 0.00 | 583.64 | 583.64 |

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.

From 09/01/2017 to 05/31/2018.

| Site ID Group ID | Site Name Group Name | Activity ID | Activity Name | Beginning Cash | Receipts | Disbursements | Adjustments | Cash Balance |
|---------------------|-------------------------|-------------|----------------------------|----------------|------------|---------------|-------------|--------------|
| 2087 | | | Attend/Val Sch | 1,189.29 | 0.00 | 300.00 | 166.36 | 1,055.65 |
| 2088 | | | FKC Scholarships | 0.00 | 600.00 | 0.00 | 0.00 | 600.00 |
| | | D | Totals: | 4,283.59 | 2,713.77 | 2,656.78 | 779.82 | 5,120.40 |
| E | Classes | | | | | | | |
| 2017 | | | Class of 2017 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2018 | | | Class of 2018 | 173.10 | 4,207.61 | 3,100.27 | -1,617.25 | -336.81 |
| 2019 | | | Class of 2019 | 4,360.55 | 1,169.25 | 3,920.26 | -397.64 | 1,211.90 |
| 2020 | | | Class of 2020 | 3,500.62 | 3,045.85 | 500.21 | -2,522.77 | 3,523.49 |
| 2021 | | | Class of 2021 | 5,316.44 | 1,054.00 | 0.00 | -594.30 | 5,776.14 |
| 2022 | | | Class of 2022 | 2,913.30 | 519.30 | 0.00 | -56.48 | 3,376.12 |
| 2024 | | | Class of 2024 | 0.00 | 2,459.15 | 0.00 | -2,133.11 | 326.04 |
| | | E | Totals: | 16,264.01 | 12,455.16 | 7,520.74 | -7,321.55 | 13,876.88 |
| F | School | | | | | | | |
| 1745 | | | Band | -360.00 | 12,392.21 | 12,067.08 | 9,561.00 | 9,526.13 |
| 1746 | | | Choir | 0.00 | 150.00 | 241.19 | 0.00 | -91.19 |
| 2044 | | | Circle of Friends | 855.12 | 2,000.00 | 1,603.21 | 747.93 | 1,999.84 |
| 3000 | | | Annual/Yearbook | -9,136.14 | 2,773.00 | 4,143.26 | -183.63 | -10,690.03 |
| 3006 | | | Pop - Chesterman | 0.00 | 1,744.91 | 8,206.80 | 7,615.63 | 1,153.74 |
| 3040 | | | Concessions | -355.00 | 20,779.99 | 30,885.10 | 7,597.84 | -2,862.27 |
| | | F | Totals: | -8,996.02 | 39,840.11 | 57,146.64 | 25,338.77 | -963.78 |
| G | District | | | | | | | |
| 1741 | | | PreSchool | 38,194.75 | 50.00 | 0.00 | 0.00 | 38,244.75 |
| 1751 | | | FOB | 3,450.00 | 600.00 | 150.00 | 0.00 | 3,900.00 |
| 1752 | | | IPads | 23,203.98 | 2,118.80 | 25.00 | 150.00 | 25,447.78 |
| 2040 | | | General District | 32,026.43 | 12,246.84 | 16,997.82 | -12,927.65 | 14,347.80 |
| 2045 | | | Insurance | -7,491.06 | 64,648.46 | 56,490.38 | 0.00 | 667.02 |
| 2046 | | | Payflex Reimbursement Plan | -2,300.00 | 2,300.00 | 0.00 | 0.00 | 0.00 |
| 2051 | | | Miscellaneous Funds | 22,709.87 | 2,658.85 | 1,971.70 | 0.00 | 23,397.02 |
| 2085 | | | Sign Adv | 9,610.58 | 6,950.00 | 0.00 | 0.00 | 16,560.58 |
| 3039 | | | Gym Rent | 5,989.50 | 200.00 | 0.00 | 0.00 | 6,189.50 |
| | | G | Totals: | 125,394.05 | 91,772.95 | 75,634.90 | -12,777.65 | 128,754.45 |
| H | Miscellaneous | | | | | | | |
| 2037 | | | Special Committee | 0.00 | 147.00 | 252.49 | 0.00 | -105.49 |
| 2050 | | | Courtesy Committee | 20.90 | 290.00 | 0.00 | 0.00 | 310.90 |
| 4000 | | | Checking Acct Interest | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | H | Totals: | 20.90 | 437.00 | 252.49 | 0.00 | 205.41 |
| | | ECHS | Totals: | 86,866.85 | 349,756.56 | 266,516.47 | 744.21 | 170,851.15 |

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS
FOR JUNE 11, 2018

GENERAL FUND - ACCT NO. 137766 (Reconciled 6-4-18)

| | | |
|---------------------------------|-----------|---------------------|
| BANK BALANCE MAY 1, 2018 | \$ | 213,899.69 |
| | | |
| RECEIPTS | | |
| BUFFALO COUNTY | \$ | 754,485.16 |
| DAWSON COUNTY | \$ | 47,811.02 |
| ESU #10 - Sub Pay | \$ | 900.00 |
| PHELPS COUNTY | \$ | 209,299.38 |
| PRESCHOOL TUITION | \$ | 805.00 |
| State SPED SA REIMB | \$ | 30,453.00 |
| State of Nebraska | \$ | 845.60 |
| STATE AID | \$ | 5,311.00 |
| VILLAGE OF ELM CREEK (LICENSES) | \$ | 500.00 |
| TOTAL RECEIPTS | <u>\$</u> | <u>1,050,410.16</u> |
| | | |
| AVAILABLE BALANCE | \$ | 1,264,309.85 |
| | | |
| DISBURSEMENTS: | | |
| Bills Paid MAY 14, 2018 | \$ | 54,489.92 |
| Payroll | <u>\$</u> | <u>310,179.73</u> |
| TOTAL DISBURSEMENTS | \$ | 364,669.65 |
| | | |
| BOOK BALANCE MAY 31, 2018 | <u>\$</u> | <u>899,640.20</u> |

DEPRECIATION FUND - ACCT NO 14832

| | | |
|---------------------------|-----------|------------|
| BALANCE MAY 1, 2018 | \$ | 361,163.59 |
| EXPENSES | \$ | - |
| INTEREST | \$ | 233.83 |
| RECEIVED | <u>\$</u> | <u>-</u> |
| BOOK BALANCE MAY 31, 2018 | \$ | 361,397.42 |

CERTIFICATES OF DEPOSIT THRU MAY 31, 2018

| | | | |
|-------|--|-----------|------------------|
| #6692 | Bus Depreciation | \$ | 11,770.49 |
| #6233 | Track Maintenance - Issued 8/31/09 | \$ | 16,581.66 |
| #6013 | Track Maintenance | \$ | 56,254.60 |
| #6235 | Unknown Capital Outlays - Issued 8/31/09 | \$ | 16,570.99 |
| #2232 | Unemployment | \$ | 10,912.31 |
| #6482 | Track Maintenance - Issued 8/31/2011 | \$ | 10,284.76 |
| #6701 | ECPS-(Issued 3-12-15) | <u>\$</u> | <u>24,571.07</u> |
| | CERTIFICATE TOTALS | \$ | 146,945.88 |

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS
FOR JUNE 11, 2018

BUILDING FUND

| | | |
|----------------------|----|-----------|
| Balance MAY 1, 2018 | \$ | 69,781.73 |
| INTEREST | \$ | 26.67 |
| EXPENSES | \$ | - |
| BALANCE MAY 31, 2018 | \$ | 69,808.40 |

BOND FUND (OPENED 11-12-09)

| | | |
|--|----|------------|
| Balance MAY 1, 2018 | \$ | 271,197.05 |
| RECEIPTS- BUFFALO | \$ | 126,247.19 |
| RECEIPTS - DAWSON COUNTY | \$ | 8,125.52 |
| RECEIPTS - PHELPS COUNTY | \$ | - |
| DISBURSEMENTS (Wire Transfer - Bond Payment) | \$ | - |
| BALANCE MAY 31, 2018 | \$ | 405,569.76 |

SAM/DUNS ACCOUNT (REAP-1173)

| | | |
|----------------------|----|-----------|
| BALANCE MAY 1, 2018 | \$ | 10,193.40 |
| DISBURSEMENTS | \$ | - |
| BALANCE MAY 31, 2018 | \$ | 10,193.40 |

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS
FOR JUNE 11, 2018

LUNCH FUND

BANK BALANCE MAY 1, 2018 (Reconciled 6-4-18) \$ 47,360.24

RECEIPTS

| | | |
|---------------------------------|----|-----------|
| LUNCH SALES | \$ | 5,817.69 |
| EFUND PAYMENTS | \$ | 307.00 |
| Federal Reimbursement Breakfast | \$ | 1,782.73 |
| Federal Reimbursement Lunch | \$ | 6,065.23 |
| State Reimbursement | \$ | - |
| TRANSFERS FROM GENERAL ACCT | \$ | - |
| TOTAL RECEIPTS | \$ | 13,972.65 |

AVAILABLE BALANCE \$ 61,332.89

DISBURSEMENTS

| | | |
|--------------------------|----|----------|
| Food/Groceries/Milk Etc. | \$ | 7,264.03 |
| General Expenses | \$ | 950.00 |
| MAY Payroll | \$ | 8,717.79 |
| Returned Checks | \$ | - |

TOTAL DISBURSEMENTS \$ 16,931.82

BALANCE MAY 31, 2018 \$ 44,401.07

JUNE BILLS

| | | |
|------------------------------|----|----------|
| BERNARD FOODS | \$ | - |
| CASHWA | \$ | 2,469.93 |
| CREATIVE TEACHER | \$ | - |
| DOUBLE D | \$ | 43.48 |
| FOSTERS | \$ | 48.51 |
| HEARTLAND REFRIGERATION | \$ | - |
| HILAND (MILK) | \$ | 613.29 |
| HUBERT COMPANY | \$ | 65.18 |
| NE FOOD DISTRIBUTION PROGRAM | \$ | - |
| THOMPSON | \$ | 340.10 |

\$ 3,580.49

JOHN G WORTHING
PO Box 323
Elm Creek, NE 68836

June 8, 2018

ELM CREEK PUBLIC SCHOOLS
c/o Mr. Jason Sullivan
230 East Calkins Avenue
Elm Creek, NE 68836

Dear Jason and My Fellow Board Members,

Thank you so much for all you have done for me and my family. I cannot express enough, how much each of you have meant to me, and how hard it is to say what I must.

I regret to inform you that I need to formally resign from my position as an ECPS – School Board member effective June 15th, 2018.

Due to changing family needs, my family and I are moving west to Lake McConaughy for the next chapter in our lives. I had hoped to talk to each of you in person before announcing this, but as you might guess, this has been a very emotional topic for me, and I didn't want to burden more people with this challenge than I needed to. Please know that my passion for ECPS, the education of our children, and my friendship for each of you is something I hold dear, and I will always take with me where ever I go.

It has been my great honor and privilege to serve this Community for nearly the last 12 years on the School Board, and I cherish the time I have spent here with you. I know there have been times when people have thought I resided in the School, and I truly have loved being part of the education process for all the children of Elm Creek. We have gone through many challenges together, and I am so thankful for having been able to share in this journey with each of you.

As hard as this decision has been to make, I take a great deal of comfort in knowing what a great group of people are here on the Board, in the Administration, the staff of ECPS, and the Community at large, that I have no doubt ECPS will have a very bright future.

Please do not hesitate to call on me for anything you might need, as I will always make myself available for you. I will always be an EC Buff in my heart, and I will support you in any way I can.

Thank you again for your friendship, and I look forward to tracking your progress toward a great future.

Sincerely,

John G Worthing



Because learning changes everything.™

QUOTE PREPARED FOR:

Elm Creek School
230 E CALKINS AVE
ELM CREEK, NE 68836-7650
ACCOUNT NUMBER: 190556

SUBSCRIPTION/DIGITAL CONTACT:

Jason Sullivan
jason.sullivan@elmcreekschools.org
(308) 856-4300

CONTACT:

Jason Sullivan
jason.sullivan@elmcreekschools.org
(308) 856-4300

SALES REP INFORMATION:

Phil Olsen
phil.olsen@mheducation.com
(970) 305-0967

| Section Summary | Value of All Materials | Free Materials | Product Subtotal |
|--|------------------------|----------------|-------------------|
| Corrective Reading Decoding | \$2,611.17 | \$0.00 | \$2,611.17 |
| Corrective Reading Comprehension | \$5,446.05 | \$0.00 | \$5,446.05 |
| PRODUCT TOTAL* | \$8,057.22 | \$0.00 | \$8,057.22 |
| ESTIMATED S&H** | | | \$447.02 |
| ESTIMATED TAX** | | | TBD |
| GRAND TOTAL* | | | \$8,504.24 |

* Price firm for 45 days from quote date. Price quote must be attached to school purchase order to receive the quoted price and free materials.

**Shipping and handling charges shown are only estimates. Actual shipping and handling charges will be applied at time of order. Taxes are not included in the quote total. If applicable, actual tax charges will be applied at time of order.

Comments:

PLEASE INCLUDE THIS PROPOSAL WITH YOUR PURCHASE ORDER

SEND ORDER TO:

McGraw-Hill Education | PO Box 182605 | Columbus, OH 43218-2605
Email: orders_mhe@mheducation.com | Phone: 1-800-338-3987 | Fax: 1-800-953-8691

QUOTE DATE: 05/21/2018

ACCOUNT NAME: Elm Creek School

EXPIRATION DATE: 07/05/2018

QUOTE NUMBER: POLSE-05212018-001

ACCOUNT #: 190556

PAGE #: 1



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| Product Description | ISBN | Qty | Unit Price | Free Materials | Line Subtotal |
|--|-------------------|-----|------------|----------------|-------------------|
| Corrective Reading Decoding | | | | | |
| Level B1 | | | | | |
| CORRECTIVE READING DECODING B1 STUDENT BOOK | 978-0-07-611215-9 | 10 | \$39.09 | \$0.00 | \$390.90 |
| CORRECTIVE READING DECODING B1 WORKBOOK | 978-0-07-611216-6 | 10 | \$11.76 | \$0.00 | \$117.60 |
| CORRECTIVE READING DECODING B1 TEACHER MATERIALS PACKAGE | 978-0-07-611222-7 | 1 | \$233.37 | \$0.00 | \$233.37 |
| Level B1 Subtotal: | | | | \$0.00 | \$741.87 |
| Level B2 | | | | | |
| CORRECTIVE READING DECODING B2 STUDENT BOOK | 978-0-07-611226-5 | 10 | \$39.45 | \$0.00 | \$394.50 |
| CORRECTIVE READING DECODING B2 WORKBOOK | 978-0-07-611227-2 | 10 | \$11.76 | \$0.00 | \$117.60 |
| CORRECTIVE READING DECODING B2 TEACHER MATERIALS PACKAGE | 978-0-07-611233-3 | 1 | \$233.37 | \$0.00 | \$233.37 |
| Level B2 Subtotal: | | | | \$0.00 | \$745.47 |
| Level C | | | | | |
| CORRECTIVE READING DECODING C STUDENT BOOK | 978-0-07-611238-8 | 10 | \$54.09 | \$0.00 | \$540.90 |
| CORRECTIVE READING DECODING C WORKBOOK | 978-0-07-611239-5 | 10 | \$20.31 | \$0.00 | \$203.10 |
| CORRECTIVE READING DECODING C TEACHER MATERIALS PACKAGE | 978-0-07-611245-6 | 1 | \$379.83 | \$0.00 | \$379.83 |
| Level C Subtotal: | | | | \$0.00 | \$1,123.83 |
| Corrective Reading Decoding Subtotal: | | | | \$0.00 | \$2,611.17 |

PLEASE INCLUDE THIS PROPOSAL WITH YOUR PURCHASE ORDER

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McGraw-Hill Education | PO Box 182605 | Columbus, OH 43218-2605
 Email: orders_mhe@mheducation.com | Phone: 1-800-338-3987 | Fax: 1-800-953-8691

QUOTE DATE: 05/21/2018
 QUOTE NUMBER: POLSE-05212018-001

ACCOUNT NAME: Elm Creek School
 ACCOUNT #: 190556

EXPIRATION DATE: 07/05/2018
 PAGE #: 2



Because learning changes everything.™

| Product Description | ISBN | Qty | Unit Price | Free Materials | Line Subtotal |
|---|-------------------|-----|------------|----------------|-------------------|
| Corrective Reading Comprehension | | | | | |
| Level B1 | | | | | |
| CORRECTIVE READING COMPREHENSION B1 WORKBOOK | 978-0-07-611171-8 | 10 | \$20.25 | \$0.00 | \$202.50 |
| CORRECTIVE READING COMPREHENSION B1 TEACHER MATERIALS PACKAGE | 978-0-07-611179-4 | 1 | \$233.37 | \$0.00 | \$233.37 |
| Level B1 Subtotal: | | | | \$0.00 | \$435.87 |
| Level B2 | | | | | |
| CORRECTIVE READING COMPREHENSION B2 WORKBOOK | 978-0-07-611184-8 | 10 | \$23.10 | \$0.00 | \$231.00 |
| CORRECTIVE READING COMPREHENSION B2 TEACHER MATERIALS PACKAGE | 978-0-07-611189-3 | 1 | \$233.37 | \$0.00 | \$233.37 |
| Level B2 Subtotal: | | | | \$0.00 | \$464.37 |
| Level C Comprehension | | | | | |
| CORRECTIVE READING COMPREHENSION C STUDENT BOOK | 978-0-07-611194-7 | 10 | \$55.14 | \$0.00 | \$551.40 |
| CORRECTIVE READING COMPREHENSION C WORKBOOK | 978-0-07-611195-4 | 10 | \$28.20 | \$0.00 | \$282.00 |
| CORRECTIVE READING COMPREHENSION C TEACHER MATERIALS PACKAGE | 978-0-07-611201-2 | 1 | \$379.83 | \$0.00 | \$379.83 |
| READING WONDERS NATIONAL KINDERGARTEN SYSTEM 6 YEAR SUBSCRIPTION BUNDLE GRADE K | 978-0-02-140164-2 | 1 | \$3,332.58 | \$0.00 | \$3,332.58 |
| Level C Comprehension Subtotal: | | | | \$0.00 | \$4,545.81 |
| Corrective Reading Comprehension Subtotal: | | | | \$0.00 | \$5,446.05 |

PLEASE INCLUDE THIS PROPOSAL WITH YOUR PURCHASE ORDER

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McGraw-Hill Education | PO Box 182605 | Columbus, OH 43218-2605
 Email: orders_mhe@mheducation.com | Phone: 1-800-338-3987 | Fax: 1-800-953-8691

QUOTE DATE: 05/21/2018
 QUOTE NUMBER: POLSE-05212018-001

ACCOUNT NAME: Elm Creek School
 ACCOUNT #: 190556

EXPIRATION DATE: 07/05/2018
 PAGE #: 3



QUOTE PREPARED FOR:

Elm Creek School
230 E CALKINS AVE
ELM CREEK, NE 68836-7650
ACCOUNT NUMBER: 190556

CONTACT:

Jason Sullivan
jason.sullivan@elmcreekschools.org
(308) 856-4300

| | |
|---------------------------------|-------------------|
| VALUE OF ALL MATERIALS | \$8,057.22 |
| FREE MATERIALS | \$0.00 |
| PRODUCT TOTAL* | \$8,057.22 |
| ESTIMATED SHIPPING & HANDLING** | \$447.02 |
| ESTIMATED TAX** | TBD |
| GRAND TOTAL | \$8,504.24 |

SUBSCRIPTION/DIGITAL CONTACT:

Jason Sullivan
jason.sullivan@elmcreekschools.org
(308) 856-4300

Comments:

* Price firm for 45 days from quote date. Price quote must be attached to school purchase order to receive the quoted price and free materials.

**Shipping and handling charges shown are only estimates. Actual shipping and handling charges will be applied at time of order. Taxes are not included in the quote total. If applicable, actual tax charges will be applied at time of order.

Terms of Service:

By placing an order for digital products (the 'Subscribed Materials'), the entity that this price quote has been prepared for ('Subscriber') agrees to be bound by the Terms of Service. Subject to Subscriber's payment of the fees set out above, McGraw-Hill School Education, LLC hereby grants to Subscriber a non-exclusive, non-transferable license to allow only the number of Authorized Users that corresponds to the quantity of Subscribed Materials set forth above to access and use the Subscribed Materials under the terms described in the [Terms of Service](#). The subscription term for the Subscribed Materials shall be as set forth in the Product Description above. If no subscription term is specified, the initial term shall be one (1) year from the date of this price quote (the 'Initial Subscription Term'), and thereafter the Subscriber shall renew for additional one (1) year terms (each a 'Subscription Renewal Term'), provided MHE has chosen to renew the subscription and has sent an invoice for such Subscription Renewal Term to Subscriber.

ATTENTION: In our effort to protect our customer's data, we will no longer store credit card data in any manner within in our system. Therefore, as of April 30, 2016 we will no longer accept credit card orders via email, fax, or mail/package delivery. Credit card orders may be placed over the phone by calling the number listed above or via our websites by visiting www.mheducation.com (or www.mhecoast2coast.com).

School Purchase Order Number: _____

Name of School Official (Please Print)

Signature of School Official

PLEASE INCLUDE THIS PROPOSAL WITH YOUR PURCHASE ORDER

SEND ORDER TO: McGraw-Hill Education | PO Box 182605 | Columbus, OH 43218-2605
Email: orders_mhe@mheducation.com | Phone: 1-800-338-3987 | Fax: 1-800-953-8691

QUOTE DATE: 05/21/2018 ACCOUNT NAME: Elm Creek School EXPIRATION DATE: 07/05/2018
QUOTE NUMBER: POLSE-05212018-001 ACCOUNT #: 190556 PAGE #: 4

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Community RelationsRecording of Others

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

Legal Reference: Neb. Rev. Stat. § 86-290
 Letter to Anonymous, 40 IDELR 70 (OSEP 2003)

Date of Adoption: [Insert Date]

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Business OperationsESSA

It is the policy of the District to comply with the Every Student Succeeds Act (“ESSA”) and federal grant programs in which the District participates.

1. Authority to Sign Applications. The Superintendent is authorized to sign applications for any of the ESSA formula grants on behalf of the District and may delegate such authority to other administrators in the Superintendent’s discretion. The Superintendent shall submit such applications as determined appropriate so long as acceptance of the funds does not include conditions contrary to the policies of the Board of Education.
2. Supplement not Supplant. Federal funds shall be used to supplement, not supplant the amount of funds or services available from non-federal sources, in compliance with the requirements of federal law. ESSA funds shall not be used to provide services otherwise required by law to be made available.
3. Equitable Allocation. Federal funds shall be used in a manner to ensure equitable allocation of resources. Staff are to be assigned and curriculum materials and instructional supplies are to be distributed to the schools in such a way that equivalence of personnel and materials is ensured among the schools in compliance with the requirements of federal law.
4. Maintenance of Effort. The District shall maintain fiscal effort related to ESSA programs in compliance with the requirements of federal law.
5. Resources. The procurement of resources related to the ESSA programs, including contracts and purchase or service agreements for such program, shall be in accordance with the District’s written procedures for purchasing and contracting. Purchase orders and invoices shall indicate an appropriate record of expenditures. All equipment purchased with federal funds, including those used in nonpublic and other facilities, shall be appropriately identified, inventoried, and when no longer useful to the program, properly disposed. Resources such as staff, materials and equipment funded by Title I and IDEA shall be used only for children participating in the program.
6. Maintenance of Records. Records of all federal financial and program information shall be kept for a minimum of 5 years after the start date of the project.
7. Identification of Eligible Children. The Superintendent and the designees shall implement an appropriate process to identify children eligible for services provided under federal programs.

8. Coordination of Services. Title I and IDEA services shall be coordinated and integrated with the regular classroom, with other agencies providing services and with other federal, state and local programs.
9. Standards and Expectations. Students receiving services in Title I are held to the same standards and expectations as all other students.
10. Assessments. Students receiving services in Title I are assessed with the regular population without accommodations.
11. Parents Right to Know. At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:
 - (A) Whether the student's teacher—
 - (i) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - (ii) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - (iii) is teaching in the field of discipline of the certification of the teacher.
 - (B) Whether the child is provided services by paraprofessionals and, if so, their qualifications.
12. Testing Opt-Out. At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding any State or District policy regarding student participation in any State or District assessments, including the District's policy and procedure on the parental right to opt the child out of such assessment(s). The District shall also make widely available through public means (including by posting in a clear and easily accessible manner on the District's website) information on each State or District assessment, including:
 - (A) the subject matter assessed;
 - (B) the purpose for which the assessment is designed and used;
 - (C) the source of the requirement for the assessment;
 - (D) the amount of time students will spend taking the assessment, and the schedule for the assessment; and
 - (E) the time and format for disseminating results.
13. Language Instruction Programs. At the beginning of each school year, if the District receives Title I funding, the District will implement an effective means of outreach to parents of English learners to inform the parents regarding how the parents can—
 - (A) be involved in the education of their children; and
 - (B) be active participants in assisting their children to—
 - (i) attain English proficiency;

- (ii) achieve at high levels within a well-rounded education; and
- (iii) meet the challenging State academic standards expected of all students.

The District will also inform parents of an English learner identified student of opportunities to participate in various school programs, as set forth in ESSA.

14. Other Requirements. The Superintendent shall take or cause other staff to take such action as required by law for the District to maintain compliance with ESSA and specific ESSA grant programs in which the District participates.
15. Certification Regarding Debarment, Suspension and Ineligibility. The District will endeavor to ensure that all contracts and purchase orders reimbursed using federal funds will include the following “suspension and disbarment” language:

To the best of its knowledge and belief, the contractor or any of its principals are not presently debarred, suspended, proposed for debarment or otherwise declared ineligible for the award of contracts by any Federal agency by the inclusion of the contractor or its principals in the current “LIST OF PARTIES EXCLUDED FROM FEDERAL PROCUREMENT OR NONPROCUREMENT PROGRAMS” published by the U.S. General Services Administration Office of Acquisition Policy.

The prospective lower tier participant shall provide immediate written notice to the District if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. Should the prospective lower tier participant enter into a covered transaction with another person at the next lower tier, the prospective lower tier participant agrees by accepting this agreement that it will verify that the person with whom it intends to do business is not excluded or disqualified.

Notwithstanding anything to the contrary, all persons or entities contracting with the District with any reimbursement using federal funds shall be bound by this certification and shall fully abide by and comply with the same.

Legal Reference: ESSA

Date of Adoption: [Insert Date]

Business OperationsInsufficient Funds

When a check is returned for insufficient funds or payment on a credit or debit card is rejected, the Superintendent's designee shall attempt to contact the person a minimum of two times to collect the amount that remains due and owing. At least one attempt shall be in writing, either via letter or email.

In the event that an individual's method of payment is rejected, such person shall be required to pay the amount that remains due and owing by cash, cashier's check or money order, plus a returned check fee of \$10.00 to cover the administrative expense of having to address the matter. In addition, whenever said person wishes to make a payment in the future, said person may be required to pay only by cash, cashier's check or by money order.

Notice of this returned check fee policy will be given annually to students and parents via the school website, and may be included in newsletters, student handbooks, or postings.

Any individual who attempts to pay any amount to the District by check or credit card agrees to the terms of the Policy and the returned check fee. In the event that an individual does not agree with this Policy or is unwilling to pay the returned check fee, then such individual must pay by cash, cashier's check or money order.

Date of Adoption: [Insert Date]

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

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

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

Students: [Name of Director], Director of Student Services [or other title], [Street Address], [City], NE [Zip Code] (____) ____-____ ([Email Address]).

Employees and Others: [Name of Director], Human Resources Director [or other title], [Street Address], [City], NE [Zip Code] (____) ____-____ ([Email Address]).

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

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

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

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, that is sufficiently serious to deny, interfere

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

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

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

Discriminatory harassment because of a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, may include, but is not limited to:

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

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

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

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

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

2. Anti-retaliation:

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

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

3. Grievance (or Complaint) Procedures:

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

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in

the office of each District building, on the District's website, and from the designated coordinators.

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

i. Level 1 (Investigation and Findings):

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

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

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

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

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and

relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.

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

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

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

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

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

ii. Level 2 (Appeal to the Superintendent):

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

iii. Level 3 (Appeal to the Board):

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

4. Confidentiality:

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

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

5. Training:

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

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

6. Designated Compliance Coordinators:

Designated compliance coordinators will be responsible for:

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

7. Preventive Measures:

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

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim

resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

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

Date of Adoption: [Insert Date]

StudentsStudent Discipline

A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

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

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

The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- c. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering

the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.

- e. A student who on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.
2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.
 3. Expulsion:
 - a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.
 - b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, 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.

- c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
 - d. Alternative Education: Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
 - e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
 - f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal’s designee shall meet with the student’s probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal’s designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.
4. Emergency Exclusion: A student may be excluded from school in the following circumstances:

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

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

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

5. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.
- B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.
 - C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the

consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency or sexual conduct.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school

- employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
 11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
 12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
 13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
 14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
 15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
 16. Willfully violating the behavioral expectations for riding school buses or vehicles.
 17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
 - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
 - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

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

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

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

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

- a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
- b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
- c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
- d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g. cleats).
- e. Head wear including hats, caps, bandannas, and scarves.
- f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
- g. Clothing or jewelry that is gang related.
- h. Visible body piercing (other than ears).

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

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

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

2. Academic Integrity.

- a. Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to

learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

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

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

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

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

(i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.

(ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

(iii) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.

(iv) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for

- another student, without the specific knowledge and permission of the instructor.
- (v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.
- (b) Papers (includes papers, essays, lab projects, and other similar academic work):
- i) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
- (ii) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
- (iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.
- (iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.
- (v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.
- (c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

- (2) “Plagiarism” means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:
- (a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
 - (b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
- (3) “Contributing” to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.
- c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:
- (1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.
 - (2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
 - (3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy,

such as for offenses involving altering assigned grades or contributing to academic integrity violations.

3. Electronic Devices

- a. Philosophy and Purpose. The District strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.
- b. Definitions.
- (1) “Electronic devices” include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.
 - (2) “Sexting” means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:
 - (i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
 - (ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,
 - (iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.
- c. Possession and Use of Electronic Devices.
- (1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.
 - (2) Students are permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, provided that

the student not commit any abusive use of the device (see paragraph (d)(1). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

- (3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).
- (4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

d. Violations

- (1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) or otherwise transmitting images and/or sounds of another person or persons without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.
- (2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.

- (i) First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device.
 - (ii) Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.
 - (iii) Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.
- (3) Penalties for Prohibited Use of Electronic Devices: Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:
- (i) Students found in possession of a "sexting" message shall be subject to a one (1) day suspension from school.
 - (ii) Students who send or encourage another to send a "sexting" message shall be subject to a five (5) day suspension from school.

- (4) Reporting to Law Enforcement: Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.
- e. Responsibility for Electronic Devices. Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.
- E. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:
1. 1st Offense: Student will be confronted and directed to cease.
 2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
 3. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.
- If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.
- F. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:
1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
 2. Students in the hallway during class time must have a pass with them.
 3. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be drunk outside.
 4. Students are expected to bring all books and necessary materials to class. This includes study halls.
 5. Assignments for all classes are due as assigned by the teacher.
 6. Students are not to operate the mini-blinds or the windows.
 7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
 8. Students are to be in their seats and ready for class on the tardy bell.

9. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
10. Students are not to bring “nuisance items” to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
11. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
12. Snow handling is prohibited.

G. Law Violations

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

The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

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

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

Date of Adoption: [Insert Date]

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

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

The [Name] Public School District does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: [Name of Director], Director of Student Services [or other title], [Street Address], [City], NE [Zip Code] (____) ____-____ ([Email Address]).

Employees and Others: [Name of Director], Human Resources Director [or other title], [Street Address], [City], NE [Zip Code] (____) ____-____ ([Email Address]).

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

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

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

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

- a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or

- b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

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

Discriminatory harassment because of a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, may include, but is not limited to:

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

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

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

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Grievance Procedures," below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt

and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

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

2. Anti-retaliation:

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

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

3. Grievance (or Complaint) Procedures:

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

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

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

i. Level 1 (Investigation and Findings):

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

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

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

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

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.

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

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

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

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

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

ii. Level 2 (Appeal to the Superintendent):

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

iii. Level 3 (Appeal to the Board):

If the party is not satisfied with the Superintendent’s determination, he or she may file an appeal in writing with the Board of Education **within five (5) working days** after receiving the Superintendent’s determination. The Board of Education will review the appeal, the Superintendent’s determination, the investigative documentation and decision, and allow the party to address the Board at a Board meeting to present his or her appeal. The party will be allowed to address the Board at the Board’s next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board,

designated compliance officer and the party. The Board will issue a written determination about the appeal **within thirty (30) days** after the party addresses the Board. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

4. Confidentiality:

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

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

5. Training:

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

6. Designated Compliance Coordinators:

Designated compliance coordinators will be responsible for:

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

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

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

7. Preventive Measures:

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

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

Date of Adoption: [Insert Date]

StudentsChild Abuse and Neglect

School employees shall promptly report to the appropriate law enforcement agency and the principal when they have reasonable cause to believe that a child has been subjected to abuse or neglect, including sexual abuse, or circumstances which reasonably would result in abuse or neglect. The principal will ensure that the report has been made to the proper law enforcement agency or other agency as required by law.

This requirement shall apply to all school employees, including coaches and volunteers, participating in interstate amateur athletic competition. The term “promptly” means “within a 24-hour period.”

Legal Reference: Neb. Rev. Stat. § 28-711
34 U.S.C. § 20341

Date of Adoption: [Insert Date]

StudentsMarried Students

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

Legal References: Neb. Rev. Stat. §§ 79-2,114 to 79-2,124
20 U.S.C. § 1681 (Title IX)

Date of Adoption: [Insert Date]

Homeless Education Program

HOMELESS STUDENT ENROLLMENT INFORMATION & PLACEMENT REQUEST

Child's Name: (Last Name) (First Name) (M.I.) Birth Date: Grade

Parent/Guardian Name (Last Name) (First Name) (M.I.) Unaccompanied Youth ("Yes" or "No")

Current Address

Telephone Number: (If phone # not available, phone number of someone who can be contacted and their relationship, if any).

Information provided on this form is confidential.

1. Homeless Status

a. Do you live in any of these following situations?

- sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (example: evicted from home, cannot afford housing, etc.)
in a motel, hotel, campground or similar setting due to lack of alternative adequate accommodations
in emergency or transitional shelters such as domestic violence or homeless shelters or transitional housing shelter or agency
have a primary nighttime residence that is a place not designed for or ordinarily used as a regular sleeping accommodation for humans
in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
None of the above.

b. How long do you anticipate living in current location?

2. School Most Recently Attended

School: (School Name) (City) (State)

Dates of Attendance: to

Grade level when last attended:

3. Eligible for any of these educational and school related activities and services?

Special Education (IDEA) If yes, please identify disability and special education services previously provided :

- English Language Learners (ELL) Gifted Vocational Education
- Other _____

4. Possible Barriers to Education

- No Birth Certificate No immunizations or other medical records
- No School Records Transportation School Selection
- Other issues/barriers _____

5. Requested Services and Activities to be Provided by Homeless Student Program

- Obtaining or transferring records necessary for enrollment
- Emergency assistance related to school attendance
- Expedited evaluations
- Transportation Clothing to meet a school requirement School supplies
- Early childhood program Tutoring or other instructional support
- Before/after-school, mentoring, summer programs
- Referrals for medical, dental, or other health services
- Referral to other programs/services
- Assistance with participation in school programs
- Parent education related to rights/resources
- Coordination between schools and agencies
- Counseling Addressing needs related to domestic violence
- Staff professional development/awareness
- Other _____

6. Placement

a. School placement requested by parent/guardian or unaccompanied youth: _____

b. Reason(s) for Request: _____

c. Name of "School of Origin" _____

(School of Origin means the school that the child attended when permanently housed or the school in which the child was last enrolled).

Enrollment Date _____

Has student been withdrawn? _____

If so, what was the withdraw date? _____

d. Distance from:

i. Residence to the school of origin (miles): _____

ii. Residence to the school requested (if not school of origin): _____

Parent or Guardian or Unaccompanied Youth's signature

Date

Children living in homeless situations have certain rights under the McKinney-Vento Homeless Assistance Act. Please contact the Homeless Coordinator with any questions.

WRITTEN NOTIFICATION OF ENROLLMENT/PLACEMENT DECISION FOR HOMELESS STUDENT

Child's Name: _____

In compliance with the McKinney-Vento Homeless Assistance Act, the following written notification is provided to:

Parent/Guardian _____ Unaccompanied Youth _____
(Name) (Name)

After reviewing your request to enroll the child, the determinations are as follows:

Homeless student program eligibility:

- _____ Child does not qualify under the homeless student program.
- _____ Child qualifies under the homeless student program. This determination was based upon: _____

Placement (if enrolled under the homeless student program) was made based on best interest of the student. The placement will be at: _____
(Name)

Explanation for this determination (if not school of origin or the choice of parent/guardian or unaccompanied youth, give detail): _____

If you are not satisfied with the determinations, you have the right to use the dispute resolution process. Contact the Homeless Coordinator and complete a Dispute Resolution Form.

Notices:

- The student has the right to be immediately admitted in the school in which enrollment is sought pending resolution of the dispute.
- You may contact the Nebraska Commissioner of Education
Nebraska Department of Education
matt.blomstedt@nebraska.gov
Telephone: (402) 471-5020
- You may seek the assistance of advocates or attorneys.

Administrator

Date

Written Notification Form was given to parent/guardian or unaccompanied youth on _____ (Date).

Homeless Education Program

DISPUTE RESOLUTION FORM

This form should be completed when a dispute arises over school enrollment/placement.

Child's Name: _____

Person completing form: _____ (Name) (Relation to Student)

I may be contacted at (address/phone/e-mail): _____

I wish to dispute the following decision: _____

The decision I am disputing was wrong because (give detailed information in support of your position and use an attachment if necessary): _____

Persons who have information to support my position (include contact information): _____

I request that the following action be taken on this dispute: _____

Parent or Guardian or Unaccompanied Youth's signature

Date

-----For School Use-----

Date received by Homeless Coordinator _____

-----Determination of Homeless Coordinator-----

In compliance with the McKinney-Vento Homeless Assistance Act, the following written notification is provided to:

Parent/Guardian _____ Unaccompanied Youth _____ (Name) (Name)

After reviewing the information relevant to your dispute my determination is as follows:

Explanation for this determination: _____

Notice of Right to Appeal: If you are not satisfied with the determination on this dispute, you have the right to appeal as provided for in the Nebraska Department of Education Rule 19. The appeal is to be filed with the Commissioner of Education within 30 calendar days of receipt of this decision. For information about an appeal you may contact:

Nebraska Commissioner of Education
Nebraska Department of Education
matt.blomstedt@nebraska.gov
Telephone: (402) 471-5020

Administrator

Date

The Determination of the Homeless Coordinator on this dispute was given to parent/guardian or unaccompanied youth on _____ (Date).

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InstructionAssessments—Academic Content Standards

The Board of Education adopts the academic content standards of the State Board of Education (“State Board”). The adoption of the academic content standards includes the:

- Language Arts standards that were adopted by the State Board in September, 2014;
- Mathematics standards that were approved by the State Board in September, 2015;
- Science standards that were adopted by the State Board in September, 2017; and
- Social Studies standards that were adopted by the State Board in December, 2012.

Unless other action is taken, the Board of Education adopts the standards of the State Board as such standards are subsequently adopted or amended by the State Board.

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

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

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

Date of Adoption: [Insert Date]

InstructionReading Instruction and Improvement

The District shall develop its curriculum to facilitate reading instruction and intervention services to address student reading needs, including, but not limited to, dyslexia. In doing so, the District will ensure that all teachers for kindergarten through grade three should be effective reading teachers as evidenced by (a) evaluations based on classroom observations and student improvement on reading assessments or (b) specialized training in reading improvement. Each student and his or her parents or guardians will be informed of the student's reading progress. It is the District's intent that each student in the District be able to read at or above grade level by third grade.

For school year 2019-20 and each school year thereafter, the District shall administer an approved reading assessment three times during the school year to all students in kindergarten through grade three, except for any student receiving specialized instruction for limited English proficiency who has been receiving such instruction for less than two years, any student receiving special education services for whom such assessment would conflict with the individualized education plan, and any student receiving services under a plan pursuant to the requirements of Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act, for whom such assessment would conflict with such section 504 or Title II plan. The first administration of such assessment for each such school year shall occur within the first thirty days of the school year.

Any student in kindergarten, grade one, grade two, or grade three shall be identified as having a reading deficiency if such student performs below the threshold level determined pursuant to the Reading Intervention Act. A student who is identified as having a reading deficiency pursuant to the Reading Intervention Act shall remain identified as having a reading deficiency until the student performs at or above the threshold level on an approved reading assessment. Nothing in the Nebraska Reading Improvement Act shall prohibit the District from identifying any other student as having a reading deficiency.

The District will provide a supplemental reading intervention program for the purpose of ensuring that students can read at or above grade level at the end of third grade. The District may work collaboratively with a reading specialist at the State Department of Education, with educational service units, with learning communities, or through interlocal agreements to develop and provide such supplemental reading intervention programs. Each supplemental reading intervention program shall:

- (a) Be provided to any student identified as having a reading deficiency;
- (b) Be implemented during regular school hours in addition to regularly scheduled reading instruction unless otherwise agreed to by a parent or guardian; and
- (c) Make available a summer reading program each summer for any student who has been enrolled in grade one or higher and is identified as continuing to have a reading deficiency at the conclusion of the school year preceding such summer reading program. Such summer reading

program may be held in conjunction with existing summer programs in the school district or in a community reading program not affiliated with the school district or may be offered online.

(2) The supplemental reading intervention program may also include:

- (a) Reading intervention techniques that are based on scientific research and best practices;
- (b) Diagnostic assessments to frequently monitor student progress throughout the school year and adjust instruction accordingly;
- (c) Intensive intervention using strategies selected from the following list to match the weaknesses identified in the diagnostic assessment:
 - (i) Development in phonemic awareness, phonics, fluency, vocabulary, and reading comprehension;
 - (ii) Explicit and systematic instruction with detailed explanations, extensive opportunities for guided practice, and opportunities for error corrections and feedback; or
 - (iii) Daily targeted individual or small-group reading intervention based on student needs as determined by diagnostic assessment data subject to planned extracurricular school activities;
- (d) Strategies and resources to assist with reading skills at home, including parent-training workshops and suggestions for parent-guided home reading; or
- (e) Access to before-school or after-school supplemental reading intervention with a teacher or tutor who has specialized training in reading intervention.

The school of any student who is identified as having a reading deficiency shall notify such student's parents or guardians either in writing or by electronic communication no later than fifteen working days after the identification of the reading deficiency that the student has been identified as having a reading deficiency and that an individual reading improvement plan will be established and shared with the parents or guardians.

Any student who is identified as having a reading deficiency shall receive an individual reading improvement plan no later than thirty days after the identification of such reading deficiency. The reading improvement plan may be created by the teacher, the principal, other pertinent school personnel, and the parents or guardians of the student and shall describe the reading intervention services the student will receive through the supplemental reading intervention program pursuant to section 24 of this act to remedy such reading deficiency. Each such student shall receive reading intervention services through the supplemental reading intervention program pursuant to section 24 of this act until the student is no longer identified as having a reading deficiency.

Legal Reference: Nebraska Reading Intervention Act

Date of Adoption: [Insert Date]

InstructionTitle I Parental and Family Engagement Policy

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

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

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

Date of Adoption: [Insert Date]

Internal Board Policies - Board MembersCoffee Act Policy (Reimbursable Expenses)

- A. Board members, employees or volunteers of the school district are expected to maintain effectiveness by being well informed on educational and related issues and are encouraged to diligently perform their required duties, attend educational workshops, conferences, training programs, official functions, hearings or meetings which are necessary to perform required duties, sponsored by the school district or State and national educational organizations or which are otherwise in the best interests of this school district as follows:
1. Board members as a result of this policy are hereby given prior approval by this school Board and upon approval by the Superintendent or the Superintendent's designee are specifically authorized to attend such functions without additional or further approval by the school Board unless otherwise so determined and the school district shall pay the registration costs, tuition costs, fees or charges for such functions along with actual travel expenses, if travel is by commercial or charter means or if a personal automobile is used, mileage shall be allowed at the rate provided by law with meals and lodging to be reimbursed based upon substantiated costs actually and necessarily incurred or applicable Federal Rates.
 2. Employees and volunteers are authorized to attend such functions upon prior approval by the Superintendent or the Superintendent's designee and the school district shall pay registration costs, tuition costs, fees or charges for such functions along with actual travel expenses, if travel is by commercial or charter means or if a personal automobile is used, mileage shall be allowed at the rate provided by law with meals and lodging to be reimbursed based upon substantiated costs actually and necessarily incurred or applicable to Federal rates.
- B. Payment or reimbursement for expenses incurred by Board members, employees or volunteers as otherwise specifically permitted by law shall also be allowed as provided by such law.
- C. Since it is hereby determined to be important and in the best interest of this school district to recognize service by Board members, employees and volunteers, the school Board hereby authorizes the President, Superintendent or the Superintendent's designee to determine when and to whom plaques, certificates of achievement, flowers or other items of value should be granted provided that no such plaque, certificate, flowers or other item of value to be awarded shall cost more than \$50.00.

- D. School Board members are not paid members and when appropriate because of the timing, length or other factors, sandwiches or meals may be provided to School Board members, employees and volunteers attending public meetings or in other appropriate or necessary situations such as joint meetings with other governing bodies.
- E. That non-alcoholic beverages, cookies or other similar items may be provided to individuals attending public meetings, private meetings, discussions or public or private conferences as determined necessary or appropriate by the Superintendent or the Superintendent's designee to be in the best interest of this school district.
- F. Non-alcoholic beverages and meals may be provided for individuals while performing or immediately after performing relief, assistance or support activities in emergency situations or during or immediately following their participation in any activity approved by the School Board.
- G. In addition to the other matters covered and allowed by this policy, one recognition dinner each fiscal year may be held for Board members, employees or volunteers provided the maximum cost per person, which is hereby established for such dinner shall not exceed \$50.00 and further provided that such annual dinner may be held separately for employees of each department or separately for volunteers or any of them in combination.
- H. The authority necessary to carry out the provisions of this policy should be and is hereby delegated from the School Board to the designated officials so indicated herein.
- I. Nothing in this policy shall authorize the expenditure of public funds to pay for any expenses incurred by a spouse of a Board member, employee or volunteer unless the spouse is also a Board member, employee or volunteer.

Legal Reference: Neb. Rev. Stat. §§ 13-2201 to 13-2204
Neb. Rev. Stat. §79-546

Date of Adoption: [Insert Date]

Elm Creek Public Schools Lunch and Breakfast Pricing

| Grade level | 2017-2018 Lunch Price | 2018-2019 Lunch Price |
|-------------|------------------------------|------------------------------|
| Pre-School | \$2.45 | \$2.45 |
| K-6 | \$2.45 | \$2.80 |
| 7-12 | \$2.75 | \$2.95 |
| Adult | \$3.30 | \$3.50 |
| | | |
| | 2017-2018 Breakfast Price | 2018-2019 Breakfast Price |
| All | \$1.50 | \$1.65 |