

Board of Education Regular Meeting

Friend Site - Media Center
501 Main Street
Friend, NE 68359-0067
Monday, July 14, 2025 7:30pm

Tyler Bartels: Present
Adam Erdkamp: Present
Kendra Jansky: Present
Eric Milton: Present
Tiffany Shonerd: Present
Jamie Tuttle: Present

1. Call to Order and Roll Call
2. Notice of Open Meeting Act - Posted
3. Motion to excuse absent board members
4. Pledge of Allegiance
5. Election of Officers
 - 5.1. Election of Board President

Move to elect Adam Erdkamp as Board Passed with a motion by Jamie Tuttle and a second by Tyler Bartels.

Tyler Bartels: Yea, Adam Erdkamp: Yea, Kendra Jansky: Yea, Eric Milton: Yea, Tiffany Shonerd: Yea, Jamie Tuttle: Yea
Yea: 6, Nay: 0

- 5.2. Election of Board Vice President

Move to elect Jamie Tuttle as Vice President Passed with a motion by Eric Milton and a second by Tiffany Shonerd.

Jamie Tuttle: Abstain (With Conflict), Tyler Bartels: Yea, Adam Erdkamp: Yea, Kendra Jansky: Yea, Eric Milton: Yea, Tiffany Shonerd: Yea
Yea: 5, Nay: 0, Abstain (With Conflict): 1

- 5.3. Election of Board Treasurer

Move to elect Eric Milton as Treasurer Passed with a motion by Tyler Bartels and a second by Kendra Jansky.

Eric Milton: Abstain (With Conflict), Tyler Bartels: Yea, Adam Erdkamp: Yea, Kendra

Jansky: Yea, Tiffany Shonerd: Yea, Jamie Tuttle: Yea
Yea: 5, Nay: 0, Abstain (With Conflict): 1

6. Approval of the agenda

Motion to approve agenda as presented, Passed with a motion by Jamie Tuttle and a second by Tiffany Shonerd.

Tyler Bartels: Yea, Adam Erdkamp: Yea, Kendra Jansky: Yea, Eric Milton: Yea, Tiffany Shonerd: Yea, Jamie Tuttle: Yea

Yea: 6, Nay: 0

7. Consent Agenda

Move to accept Consent Agenda as presented, Passed with a motion by Tyler Bartels and a second by Eric Milton.

Tyler Bartels: Yea, Adam Erdkamp: Yea, Kendra Jansky: Yea, Eric Milton: Yea, Tiffany Shonerd: Yea, Jamie Tuttle: Yea

Yea: 6, Nay: 0

7.1. Hold for discussion and for possible action approval of the following items:

7.1.1. Minutes of prior meeting(s)

7.1.2. Treasurer's report

7.1.3. Receipts

7.1.4. Expenditures

7.1.5. Claims for payment

7.1.6. Approval of the list of staff members who will hold district credit cards.

8. Public Comment:

8.1. Transportation Report/Update

Dean and Leesa Bartu detailed their bid for 25-26 transportation. The total contract cost for 25-26 is \$350,000.

9. Reports

9.1. Committee:

No committees met.

9.2. Administration

9.2.1. Elementary Principal's Report

Mrs. Kroll reported fourteen teachers participated in an MTSS workshop last week. Open House cookout will be August 7th at both locations, along with Kindergarten and Preschool roundups. Lisa Kanode held a summer art camp for elementary students, and it was well attended.

9.2.2. Secondary Principal's Report

Mrs. Stutzman reported on scheduling, and work done this summer to get ready for August. New math curriculum training was held. Schedules and other information will be mailed to students on July 21.

9.2.3. Superintendent

Mr. Anderson said that Strategic Plan focus will resume at the start of the school year. He reviewed several upcoming meeting and workshop dates. Some HVAC repairs are needed at the Friend site. Construction at Exeter site should be back on schedule. He would like to sell two vans as we should have an excess of vehicles with the consolidation. Mr. Anderson showed several samples of "old school" sports championship banners.

10. Discussion Items

10.1. Discussion of Transportation Contract with A&M.

Motion to move Transportation Contract to Action Item. Passed with a motion by Eric Milton and a second by Tyler Bartels.

Tyler Bartels: Yea, Adam Erdkamp: Yea, Kendra Jansky: Yea, Eric Milton: Yea, Tiffany Shonerd: Yea, Jamie Tuttle: Yea
Yea: 6, Nay: 0

After discussion, will move to add as an action item.

11. Action Items

11.1. Approve the Transportation Contract with A&M for the 25-26 school year.

Move to accept the Transportation contract as discussed from A&M for the 2025-26 school year. Passed with a motion by Jamie Tuttle and a second by Tiffany Shonerd.

Tyler Bartels: Yea, Adam Erdkamp: Yea, Kendra Jansky: Yea, Eric Milton: Yea, Tiffany Shonerd: Yea, Jamie Tuttle: Yea
Yea: 6, Nay: 0

11.2. Approve Michele Johnson-Clouse as Secretary

Approve Michele Johnson-Clouse as Board Secretary Passed with a motion by Eric Milton and a second by Kendra Jansky.

Tyler Bartels: Yea, Adam Erdkamp: Yea, Kendra Jansky: Yea, Eric Milton: Yea, Tiffany Shonerd: Yea, Jamie Tuttle: Yea
Yea: 6, Nay: 0

11.3. Adopt the entire Perry Law Firm Board Policy Series 1000 through 9000, as presented with the district name changed to Exeter-Milligan-Friend, and to repeal and rescind all existing Board Policies not set forth in the newly adopted Board Policy Series.

Move to Adopt the entire Perry Law Board Policy Series 1000 through 9000, as presented with the district name changed to Exeter-Milligan-Friend, and to repeal and rescind all existing Board Policies not set forth in the newly adopted Board Policy Series. Passed with a motion by Tyler Bartels and a second by Jamie Tuttle.

Tyler Bartels: Yea, Adam Erdkamp: Yea, Kendra Jansky: Yea, Eric Milton: Yea, Tiffany Shonerd: Yea, Jamie Tuttle: Yea
Yea: 6, Nay: 0

11.4. Approve 2025-26 Handbooks

Approve the 25-26 Classified Staff; Preschool, Elementary, and Secondary Student; and Safety & Security Handbooks Passed with a motion by Tiffany Shonerd and a second by Eric Milton.

Tyler Bartels: Yea, Adam Erdkamp: Yea, Kendra Jansky: Yea, Eric Milton: Yea, Tiffany Shonerd: Yea, Jamie Tuttle: Yea
Yea: 6, Nay: 0

11.5. Approve 2025-26 Meal Prices at the following

Breakfast - \$2.50
Elem. Lunch - \$3.25
Sec. Lunch - \$3.50
Seconds - \$1.50

Reduced Breakfast: \$.30
Reduced Lunch: \$.40

Move to approve 25-26 meal prices as presented, Passed with a motion by Kendra Jansky and a second by Tiffany Shonerd.

Tyler Bartels: Yea, Adam Erdkamp: Yea, Kendra Jansky: Yea, Eric Milton: Yea, Tiffany Shonerd: Yea, Jamie Tuttle: Yea
Yea: 6, Nay: 0

11.6. Approve the new EMF teacher evaluation and policy pertaining to the evaluation.

Approve the new EMF teacher evaluation and policy pertaining to the evaluation. Passed with a motion by Jamie Tuttle and a second by Kendra Jansky.

Tyler Bartels: Yea, Adam Erdkamp: Yea, Kendra Jansky: Yea, Eric Milton: Yea, Tiffany Shonerd: Yea, Jamie Tuttle: Yea
Yea: 6, Nay: 0

11.7. Approve the changes to Policy 4140 for the upcoming school year.

Approve changes to BOE Policy 4140 for the upcoming school year, as presented, Passed with a motion by Tyler Bartels and a second by Eric Milton.

Tyler Bartels: Yea, Adam Erdkamp: Yea, Kendra Jansky: Yea, Eric Milton: Yea, Tiffany Shonerd: Yea, Jamie Tuttle: Yea

Yea: 6, Nay: 0

11.8. Approval to recognize the Friend Sentinel and/or Lincoln Journal Star as the newspaper of record for the school district.

Approve to recognize the Sentinel or Lincoln Journal Star as the newspaper of record for the school district Passed with a motion by Tyler Bartels and a second by Tiffany Shonerd.

Tyler Bartels: Yea, Adam Erdkamp: Yea, Kendra Jansky: Yea, Eric Milton: Yea, Tiffany Shonerd: Yea, Jamie Tuttle: Yea

Yea: 6, Nay: 0

11.9. Approval of Michele Johnson-Clouse and Derek Anderson as being authorized to transact all business for the EMF school district.

Approve Derek Anderson and Michele Johnson-Clouse as authorized to transact all business for the school district Passed with a motion by Jamie Tuttle and a second by Eric Milton.

Tyler Bartels: Yea, Adam Erdkamp: Yea, Kendra Jansky: Yea, Eric Milton: Yea, Tiffany Shonerd: Yea, Jamie Tuttle: Yea

Yea: 6, Nay: 0

11.10. Approve the Employee Benefit Omnify 125 Plan

Approve the Employee Benefit Omnify 125 Plan, as presented Passed with a motion by Tiffany Shonerd and a second by Kendra Jansky.

Tyler Bartels: Yea, Adam Erdkamp: Yea, Kendra Jansky: Yea, Eric Milton: Yea, Tiffany Shonerd: Yea, Jamie Tuttle: Yea

Yea: 6, Nay: 0

12. Adjournment

Motion to adjourn at 8:22 pm. Next meeting will be Monday, August 11th at 5:00 pm. (note time) Passed with a motion by Jamie Tuttle and a second by Eric Milton.

Tyler Bartels: Yea, Adam Erdkamp: Yea, Kendra Jansky: Yea, Eric Milton: Yea, Tiffany Shonerd: Yea, Jamie Tuttle: Yea

Yea: 6, Nay: 0

Posted Locations:

Friend Sentinel

Post Office - Friend

Post Office - Exeter

Post Office - Milligan

Citizens State Bank - Friend

First Bank Utica - Friend

Generations Bank - Exeter
Farmers & Merchants Bank - Milligan
Qwik6 Convenience Store - Friend

Posted Date: 07/02/2025

Board of Education Regular Meeting

Saline County School District 76-0068

501 Main Street

Friend, NE 68359-0067

Monday, June 9, 2025 7:30 PM

Tyler Bartels: Present
Tiffany Shonerd: Present
Scott Spohn: Present
Jamie Tuttle: Present
Nancy Vossler: Present
Megan Weber: Present

1. Call to Order and Roll Call
2. Notice of Open Meeting Act - Posted
3. Motion to excuse absent board members
4. Pledge of Allegiance
5. Approval of the agenda

Motion to approve agenda as presented, Passed with a motion by Tyler Bartels and a second by Nancy Vossler.

Tyler Bartels: Yea, Tiffany Shonerd: Yea, Scott Spohn: Yea, Jamie Tuttle: Yea, Nancy Vossler: Yea, Megan Weber: Yea

Yea: 6, Nay: 0

6. Consent Agenda

Approve consent agenda, as presented Passed with a motion by Scott Spohn and a second by Megan Weber.

Tyler Bartels: Yea, Tiffany Shonerd: Yea, Scott Spohn: Yea, Jamie Tuttle: Yea, Nancy Vossler: Yea, Megan Weber: Yea

Yea: 6, Nay: 0

6.1. Hold for discussion and for possible action approval of the following items:

6.1.1. Minutes of prior meeting(s)

6.1.2. Treasurer's report

6.1.3. Receipts

6.1.4. Expenditures

6.1.5. Claims for payment

7. Public Comment:

Former superintendent Chris Effken spoke on this being the final Friend Public School BOE meeting. Former BOE member Dr. Robert McKeeman thanked the board for their work.

8. Reports

8.1. Committee:

8.1.1. Building and Grounds Committee

Met 5-22-25 for a building and grounds walk-through. All recent improvements and continuing maintenance are going well.

8.2. Administration

8.2.1. Principal's Report

Mrs. Stutzman submitted her principal's report summarizing the school year, and summer activities.

8.2.2. Superintendent

Mr. Anderson reported on summer consolidation work.

9. Discussion Items

Mr. Anderson will create a map of the new school layout. At the first EMF BOE meeting held in Friend (July), the new board will tour the Friend site. The following month, the board will tour the Exeter site.

10. Recognition of Board Members.

Mr. Anderson and BOE President Jamie Tuttle thanked retiring board members Megan Weber, Scott Spohn, and Nancy Vossler for their time, effort and passion given to the school district.

11. Action Items

11.1. Allocate \$100,000 from the General Fund to the Depreciation Fund, as budgeted, to cover the cost of various supplies and building updates.

Allocate \$100,000 from the General Fund to the Depreciation Fund, as budgeted, to cover the cost of various supplies and building updates. Passed with a motion by Scott Spohn and a second by Tiffany Shonerd.

Tyler Bartels: Yea, Tiffany Shonerd: Yea, Scott Spohn: Yea, Jamie Tuttle: Yea, Nancy Vossler: Yea, Megan Weber: Yea

Yea: 6, Nay: 0

11.2. Approve the bid by Matheson Gas for Shop Remodel to accommodate welding booths from Exeter-Milligan.

Move to accept bid from Matheson Gas for welding/shop remodel, totaling \$16,633. Passed with a motion by Nancy Vossler and a second by Jamie Tuttle.

Tyler Bartels: Yea, Tiffany Shonerd: Yea, Scott Spohn: Yea, Jamie Tuttle: Yea, Nancy Vossler: Yea, Megan Weber: Yea

Yea: 6, Nay: 0

12. Adjournment

Motion to adjourn at 8:04 pm. Next meeting will be the first meeting of the new Exeter-Milligan-Friend Board of Education on Monday, July 14, 2025, at 7:30 pm at the Friend site. Passed with a motion by Scott Spohn and a second by Megan Weber.

Tyler Bartels: Yea, Tiffany Shonerd: Yea, Scott Spohn: Yea, Jamie Tuttle: Yea, Nancy Vossler: Yea, Megan Weber: Yea

Yea: 6, Nay: 0

Posted Locations:

- Friend Sentinel
- Post Office - Friend
- Citizens State Bank - Friend
- First Bank Utica - Friend
- Qwik6 Convenience Store

Posted Date: 05/28/2025

Exeter-Milligan Public School
Last Regular Monthly Meeting
Wednesday, June 11, 2025, at 7:30 PM
Milligan Site Library

President Erdkamp declared the regular meeting open at 7:30 PM. Those present were A. Erdkamp, K. Jansky, E. Johnson, R. Johnson, D. Kallhoff, E. Milton, Superintendent Sheffield, and Principal Kroll. No visitors were present. The Nebraska Open Meetings Act was posted.

Motion by R. Johnson and 2nd by E. Johnson to verify that the School Board of Exeter-Milligan Public School meeting was duly advertised, and all Board members were notified as to the time and place of the meeting pursuant to Board policy and practice. Motion carried 6-0.

Motion by E. Milton and 2nd by K. Jansky to approve the consensus agenda consisting of the Treasurer's report, the minutes of the regular monthly meeting on May 14, 2025, and the June expenditures. Motion carried 6-0.

No one participated in public comment.

The EM and Friend area committees did not meet this past month, but plan to meet before July 1 to work on some logistics for future EMF board meetings.

Superintendent Sheffield shared a report on the elementary remodel project. Progress is being made, but not as quickly as anticipated.

Motion by E. Milton and 2nd by K. Jansky to approve transferring \$300,000 from the general fund to the depreciation fund. Motion carried 6-0

The inaugural EMF regular board meeting will be held on Monday, July 14, at 7:30 PM in Friend.

Motion by D. Kallhoff and 2nd by E. Johnson to adjourn the meeting at 7:40 PM. Motion Carried 6-0.



Dan Kallhoff
Secretary

June, 2025	BEG. BAL	RECEIPTS	INTEREST	DISB.	ENDING BAL.
GENERAL MONEY MARKET	\$ 119,173.03	\$ 74,405.20	\$ 177.24	\$ -	\$ 193,755.47
UNEMPLOYMENT SAVINGS	\$ 10,101.75	\$ -	\$ 103.85	\$ -	\$ 10,205.60
SINKING FUND MONEY MARKET	\$ 1,262,899.39	\$ -	\$ 2,314.74	\$ -	\$ 1,265,214.13
HAZARDOUS ABATEMENT	\$ 258.59	\$ -	\$ 0.02	\$ -	\$ 258.61
HOT LUNCH FUND	\$ 61,197.05	\$ 47.53	\$ -	\$ 13,389.38	\$ 47,855.20
SINKING FUND	\$ 1,049,877.81	\$ 220,201.58	\$ 93.64	\$ 128,898.15	\$ 1,141,274.88
STUDENT FEES - Closed Account 6/2/25	\$ 44.24	\$ -	\$ -	\$ 44.24	\$ -
PAY FLEX PLAN	\$ 12,235.21	\$ 1,520.66	\$ -	\$ 783.68	\$ 12,972.19
DEPRECIATION FUND	\$ 908,770.40	\$ 300,000.00	\$ 1,725.53	\$ 89,175.56	\$ 1,121,320.37
Joint Public Agency Closed 6/20/2025	\$ 91.07	\$ -	\$ -	\$ 91.07	\$ -
JPA Construction Account Closed 6/20/25	\$ 19,715.23	\$ -	\$ -	\$ 19,715.23	\$ -
STUDENT ACTIVITIES/Next Generations Bank	\$ 160,874.71	\$ 100,111.26	\$ 40.83	\$ 41,790.35	\$ 219,236.45
GENERAL FUND					
Starting Balance	\$ 3,163,933.69				
Receipts	\$ 408,598.47				
Interest	\$ 622.20				
Disbursements	\$ 912,908.31				
Ending Balance	\$ 2,660,246.05				
Bank Balance	\$ 2,667,000.72				
Outstanding Checks	\$ 6,754.67				
Outstanding Deposits	\$ -				
Ending Balance	\$ 2,660,246.05				

Regular; Beginning Month 06/2025; Processing Month 06/2025; Fund Number 05

Fund: 05 ACTIVITY FUND		Beginning Balance	Debits	Credits	Ending Balance
Current Assets					
05 101	CASH	160,874.71	100,152.09	41,790.35	219,236.45
Total: Current Assets		160,874.71	100,152.09	41,790.35	219,236.45
Fund Balance					
05 704 1001	Athletics	(55,191.49)	3,000.00	55,596.46	(2,595.03)
05 704 1002	Football Fundraising	975.00	0.00	0.00	975.00
05 704 1003	Wellness	22,859.00	0.00	19,945.16	42,804.16
05 704 1004	Volleyball	2,892.40	5,670.00	1,068.87	(1,708.73)
05 704 1005	Girls Basketball	824.29	375.00	70.00	519.29
05 704 1006	EMF Football	(1,648.19)	0.00	1,648.19	0.00
05 704 1007	Girls Golf	(358.87)	0.00	0.00	(358.87)
05 704 1008	Boys Basketball	377.00	1,310.00	0.00	(933.00)
05 704 1009	Cross Country	3,776.25	0.00	0.00	3,776.25
05 704 1010	EMF Coop	34,418.11	0.00	0.00	34,418.11
05 704 1011	Next Generations	7,699.15	0.00	0.00	7,699.15
05 704 1510	Interest	390.87	0.00	40.83	431.70
05 704 2001	Band Activity	506.20	0.00	0.00	506.20
05 704 2002	Band Fundraising	10,211.37	0.00	0.00	10,211.37
05 704 2003	Uniforms	123.98	0.00	0.00	123.98
05 704 2004	Vocal	136.50	0.00	0.00	136.50
05 704 3001	Annual	(4,298.81)	0.00	4,298.81	0.00
05 704 3003	Cheerleaders	2,427.02	125.00	0.00	2,302.02
05 704 3004	Staff Courtesy	0.00	0.00	0.00	0.00
05 704 3006	District 4 STAR	158.15	0.00	0.00	158.15
05 704 3007	FCCLA	4,668.09	0.00	0.00	4,668.09
05 704 3008	BOE Courtesty	166.33	0.00	0.00	166.33
05 704 3009	One-Act/Speech	1,075.10	0.00	0.00	1,075.10
05 704 3010	Laptop Maintenance	23,143.69	0.00	14,335.00	37,478.69
05 704 3011	Student Council	2,711.75	0.00	0.00	2,711.75
05 704 3012	FFA	(597.67)	0.00	597.67	0.00
05 704 3013	Concessions	7,107.78	613.04	0.00	6,494.74
05 704 3014	Quiz Bowl	1,465.14	0.00	0.00	1,465.14
05 704 4001	Class of 2025	0.00	0.00	0.00	0.00
05 704 4002	Class of 2029	606.00	0.00	0.00	606.00
05 704 4006	Class of 2026	4,704.02	0.00	0.00	4,704.02
05 704 4007	Class of 2024	1,307.96	1,307.96	0.00	0.00
05 704 4008	TeamMates	1,577.61	0.00	0.00	1,577.61
05 704 4009	Class of 2027	3,095.35	0.00	0.00	3,095.35
05 704 4010	Red Ribbon Week	1,368.00	0.00	0.00	1,368.00
05 704 4011	EOY :	52,518.74	29,389.35	0.00	23,129.39
05 704 4012	Class of 2028	2,653.35	0.00	0.00	2,653.35
05 704 5000	Box Tops for Education	873.23	0.00	51.10	924.33
05 704 5002	Elementary	9,528.55	0.00	0.00	9,528.55
05 704 5003	Secondary	(2,013.25)	0.00	2,500.00	486.75
05 704 5004	Book Fair	963.41	0.00	0.00	963.41
05 704 5006	Backpack Program	4,285.10	0.00	0.00	4,285.10
05 704 6001	Community Scholarship	8,319.22	0.00	0.00	8,319.22
05 704 6003	Miscellaneous Scholarships	5,069.28	0.00	0.00	5,069.28
		160,874.71	41,790.35	100,152.09	219,236.45

07/01/2025 11:24 AM

Regular; Processing Month 06/2025; Fund Number 01, 06, 08

User ID: JSY

Account Number	Account Description	Budget	Expenditures to Date	Budget Balance
01	GENERAL FUND			
01 1100 111 001 000	Secondary Salaries	925,000.00	441,700.27	483,299.73
01 1100 111 003 000	Elementary Salaries	500,000.00	339,725.77	160,274.23
01 1100 111 005 000	MS Salaries	130,000.00	96,659.43	33,340.57
01 1100 112 003 000	Elementary Paras	50,000.00	0.00	50,000.00
01 1100 123 001 000	Secondary Substitutes	30,000.00	38,400.00	(8,400.00)
01 1100 123 003 000	Elementary Substitutes	30,000.00	11,443.25	18,556.75
01 1100 123 005 000	Elementary Substitutes	17,500.00	0.00	17,500.00
01 1100 151 001 000	Additional Compensation for Teachers	174,212.43	130,052.71	44,159.72
01 1100 211 001 000	Secondary Health Insurance	200,000.00	119,570.73	80,429.27
01 1100 211 003 000	Elementary Health Insurance	165,000.00	150,409.75	14,590.25
01 1100 211 005 000	Elementary Health Insurance	50,000.00	22,888.72	27,111.28
01 1100 220 001 000	Social Security	0.00	0.00	0.00
01 1100 220 003 000	Early Retirement Social Security	3,825.00	0.00	3,825.00
01 1100 221 001 000	Secondary Social Security	70,762.50	43,316.52	27,445.98
01 1100 221 003 000	Elementary Social Security	38,250.00	25,067.54	13,182.46
01 1100 221 005 000	Elementary Social Security	9,945.00	7,247.75	2,697.25
01 1100 223 001 000	SS HS Substitutes	2,295.00	2,937.69	(642.69)
01 1100 223 003 000	SS Exeter Elem. Substitutes	2,295.00	875.50	1,419.50
01 1100 223 005 000	Sub SS	1,338.75	0.00	1,338.75
01 1100 229 001 000	Early Retirement Social Security	0.00	2,488.17	(2,488.17)
01 1100 229 003 000	Early Retirement Social Security	0.00	765.00	(765.00)
01 1100 231 001 000	Secondary Retirement	91,390.00	50,201.73	41,188.27
01 1100 231 003 000	Elementary Retirement	49,400.00	33,397.12	16,002.88
01 1100 231 005 000	Elementary Retirement	12,844.00	9,514.80	3,329.20
01 1100 233 003 000	Retirement Para	4,940.00	240.78	4,699.22
01 1100 237 001 000	Retirement	0.00	0.00	0.00
01 1100 237 003 000	Retirement	0.00	0.00	0.00
01 1100 237 005 000	Retirement	0.00	0.00	0.00
01 1100 239 000 000	EARLY RETIREMENT	0.00	0.00	0.00
01 1100 239 001 000	Early Retirement	25,000.00	32,525.00	(7,525.00)
01 1100 239 003 000	Early Retirement	10,000.00	10,000.00	0.00
01 1100 251 001 000	Tuition Reimbursement	15,000.00	10,642.65	4,357.35
01 1100 251 003 000	Tuition Reimbursement	10,000.00	0.00	10,000.00
01 1100 271 000 000	Worker's Comp Insurance	35,000.00	35,000.00	0.00
01 1100 281 001 000	HSA - HS Teachers	12,155.06	4,226.20	7,928.86
01 1100 281 003 000	HSA - Exeter Elementary Teachers	9,116.30	8,167.50	948.80
01 1100 281 005 000	HSA - Milligan Elementary Teachers	9,116.30	542.41	8,573.89
01 1100 320 001 000	Professional Ed Services - Exeter HS	8,000.00	0.00	8,000.00
01 1100 320 003 000	Professional Ed Services - Exeter Elem	4,000.00	0.00	4,000.00
01 1100 330 000 000	District Inservice	14,733.00	342.36	14,390.64
01 1100 333 001 000	Mileage - HS	750.00	545.38	204.62
01 1100 333 003 000	Mileage - Exeter Elem	250.00	166.16	83.84
01 1100 340 000 000	District Contracted Professional Services	5,000.00	1,453.90	3,546.10
01 1100 340 001 000	Secondary Contracted Services	20,000.00	1,646.11	18,353.89
01 1100 340 003 000	Elementary Contracted Service	20,000.00	0.00	20,000.00
01 1100 352 000 000	Inservice	0.00	0.00	0.00
01 1100 382 001 000	Telecommunications	25,000.00	5,309.41	19,690.59
01 1100 382 003 000	Telecommunications	12,500.00	2,380.80	10,119.20
01 1100 382 005 000	Telecommunications	5,000.00	1,214.82	3,785.18
01 1100 490 001 000	Cable/Dish	3,000.00	2,260.42	739.58
01 1100 560 001 000	TUITION	0.00	0.00	0.00
01 1100 565 001 000	Secondary College Tuition	22,500.00	10,082.55	12,417.45
01 1100 580 001 000	Secondary Travel/mileage	2,000.00	147.65	1,852.35
01 1100 580 003 000	Elem. Travel/mileage	1,000.00	0.00	1,000.00
01 1100 610 000 000	Athletic Supplies	25,000.00	16,176.79	8,823.21
01 1100 610 000 019	Covid Expenses	0.00	0.00	0.00
01 1100 610 001 000	Secondary Supplies	20,000.00	0.00	20,000.00

07/01/2025 11:24 AM

Regular; Processing Month 06/2025; Fund Number 01, 06, 08

User ID: JSY

Account Number	Account Description	Budget	Expenditures to Date	Budget Balance
01 1100 610 001 010	English Supplies	200.00	135.00	65.00
01 1100 610 001 020	Spanish Supplies	200.00	0.00	200.00
01 1100 610 001 030	History Supplies	200.00	0.00	200.00
01 1100 610 001 040	Math Supplies	200.00	195.15	4.85
01 1100 610 001 050	Science Supplies	1,500.00	809.73	690.27
01 1100 610 001 060	FCS Supplies	2,500.00	1,105.29	1,394.71
01 1100 610 001 068	P.e. Supplies	0.00	1,349.64	(1,349.64)
01 1100 610 001 070	Ag Supplies	1,500.00	747.11	752.89
01 1100 610 001 080	Industrial Arts	6,500.00	3,507.38	2,992.62
01 1100 610 001 090	Art Supplies	1,500.00	0.00	1,500.00
01 1100 610 001 095	Music Supplies	2,500.00	1,145.42	1,354.58
01 1100 610 003 000	Exeter Elementary Supplies	8,000.00	174.79	7,825.21
01 1100 610 005 000	Milligan Elementary Supplies	0.00	0.00	0.00
01 1100 640 001 000	Secondary Textbooks	27,500.00	25,387.66	2,112.34
01 1100 640 003 000	Elementary Textbooks	7,500.00	363.94	7,136.06
01 1100 643 001 000	Web/Cloud Based Software	10,000.00	27,541.57	(17,541.57)
01 1100 643 003 000	Web/Cloud Based Software	10,000.00	27,152.24	(17,152.24)
01 1100 643 005 000	Web/Cloud Based Software	0.00	5,460.32	(5,460.32)
01 1100 650 001 000	JH/HS Hardware	90,000.00	89,150.51	849.49
01 1100 650 003 000	Exeter Elementary Hardware	25,000.00	22,689.54	2,310.46
01 1100 650 005 000	MS Hardware	0.00	199.38	(199.38)
01 1100 733 001 000	Secondary Equipment/furniture	17,500.00	17,270.80	229.20
01 1100 733 003 000	Elem. Furniture/equipment	5,000.00	5,000.00	0.00
01 1100 733 005 000	Elem. Furniture/equipment	0.00	0.00	0.00
01 1100 810 001 000	Secondary Dues/fees	2,300.00	1,057.02	1,242.98
01 1100 810 003 000	Elementary Dues/fees	1,000.00	380.00	620.00
01 1100 810 005 000	Elementary Dues/fees	0.00	0.00	0.00
01 1100 890 000 000	UBA	0.00	100,000.00	(100,000.00)
01 1100 890 001 000	Secondary Miscellaneous	2,625.00	241.15	2,383.85
01 1100 890 003 000	Elementary Miscellaneous	600.00	0.00	600.00
01 1100 890 005 000	Elementary Miscellaneous	0.00	0.00	0.00
01 1115 565 001 000	TUITION TO POST SECONDARY SCHOOLS	0.00	0.00	0.00
01 1115 590 001 000	Services Purchased Interagency	0.00	0.00	0.00
01 1125 111 000 000	Flex Funding - After School	0.00	550.00	(550.00)
01 1125 221 000 000	Flex Funding - ASP	0.00	42.08	(42.08)
01 1125 231 000 000	Flex Funding - ASP	0.00	0.00	0.00
01 1125 237 000 000	Retirement	0.00	0.00	0.00
01 1125 237 001 000	Retirement	0.00	0.00	0.00
01 1125 610 000 000	Supplies - ASP	0.00	0.00	0.00
01 1195 530 000 000	OTHER COMMUNICATIONS	0.00	0.00	0.00
01 1200 111 001 000	Special Ed. Salaries	40,000.00	0.00	40,000.00
01 1200 111 003 000	Special Ed. Salaries	75,000.00	55,058.40	19,941.60
01 1200 111 005 000	Special Ed. Salaries	17,000.00	0.00	17,000.00
01 1200 112 003 000	Exeter Special Ed. Para	85,000.00	43,304.53	41,695.47
01 1200 112 005 000	Milligan Special Ed. Para	0.00	0.00	0.00
01 1200 211 001 000	Special Ed. Health Insurance	15,000.00	0.00	15,000.00
01 1200 211 003 000	Special Ed. Health Insurance	15,000.00	21,838.26	(6,838.26)
01 1200 211 005 000	Special Ed. Health Insurance	10,000.00	0.00	10,000.00
01 1200 220 003 000	Exeter Social Security Paras/Assistants	0.00	0.00	0.00
01 1200 220 005 000	Milliga Social Security Paras/Assistants	0.00	0.00	0.00
01 1200 221 001 000	Special Ed. Social Security	3,060.00	0.00	3,060.00
01 1200 221 003 000	Special Ed. Social Security	5,737.50	3,954.50	1,783.00
01 1200 221 005 000	Special Ed. Social Security	1,300.50	0.00	1,300.50
01 1200 222 003 000	Exeter Sped Para SS	6,502.50	3,312.78	3,189.72
01 1200 222 005 000	Milligan Sped Para SS	0.00	0.00	0.00
01 1200 231 001 000	Exeter Special Ed. Retirement	3,952.00	0.00	3,952.00
01 1200 231 003 000	Exeter Special Ed. Retirement	7,410.00	5,413.70	1,996.30

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01 1200 231 005 000	Milligan Special Ed. Retirement	1,679.60	0.00	1,679.60
01 1200 232 003 000	Retirement - Exeter Elementary Paras	8,398.00	4,277.52	4,120.48
01 1200 232 005 000	Retirement - Milligan Paras	0.00	0.00	0.00
01 1200 237 001 000	Retirement	0.00	0.00	0.00
01 1200 237 003 000	Retirement	0.00	0.00	0.00
01 1200 237 005 000	Retirement	0.00	0.00	0.00
01 1200 320 001 000	Pro/tech Pupil Services	55,000.00	0.00	55,000.00
01 1200 320 003 000	Pro/tech Pupil Services	70,000.00	0.00	70,000.00
01 1200 320 005 000	Pro/tech Pupil Services	50,000.00	0.00	50,000.00
01 1200 330 001 000	Employee Training	0.00	0.00	0.00
01 1200 561 001 000	TUIT PD OTHER DIST	80,000.00	55,554.00	24,446.00
01 1200 561 003 000	TUIT PD OTHER DIST	100,000.00	34,522.59	65,477.41
01 1200 561 005 000	TUIT PD OTHER DIST	150,000.00	0.00	150,000.00
01 1200 569 001 000	TUIT PD OTHER DIST	0.00	0.00	0.00
01 1200 569 003 000	TUIT PD OTHER DIST	0.00	0.00	0.00
01 1200 569 005 000	TUIT PD OTHER DIST	50,000.00	46,800.00	3,200.00
01 1200 610 001 000	Special Ed. Supplies	750.00	520.00	230.00
01 1200 610 003 000	Special Ed. Supplies	750.00	593.71	156.29
01 1200 610 005 000	Special Ed. Supplies	500.00	0.00	500.00
01 1200 640 001 000	Special Ed. Textbooks	150.00	0.00	150.00
01 1200 640 003 000	Special Ed. Textbooks	150.00	0.00	150.00
01 1200 640 005 000	Special Ed. Textbooks	200.00	0.00	200.00
01 1200 643 000 000	WEB/CLOUD BASED SOFTWARE	500.00	0.00	500.00
01 1200 650 003 000	Supplies	0.00	0.00	0.00
01 1291 561 003 000	TUIT PD OTHER DIST	325,000.00	78,875.60	246,124.40
01 1291 562 003 000	TYKE Tuition	0.00	0.00	0.00
01 1291 563 003 000	Tuition	0.00	0.00	0.00
01 1292 561 003 000	TUIT PD OTHER DIST	75,000.00	741.17	74,258.83
01 1292 562 003 000	Homebased Tuition	0.00	0.00	0.00
01 1292 563 003 000	Homebased	0.00	0.00	0.00
01 2120 111 001 000	Guidance Salaries	62,500.00	47,293.90	15,206.10
01 2120 151 001 000	Additional Compensation for Teachers	2,500.00	0.00	2,500.00
01 2120 211 001 000	Health Insurance	10,000.00	7,586.34	2,413.66
01 2120 221 001 000	Social Security	4,972.50	3,611.06	1,361.44
01 2120 231 001 000	Retirement	6,422.00	4,633.30	1,788.70
01 2120 237 001	Retirement	0.00	0.00	0.00
01 2120 271 001 000	Worker's Compensation	200.00	200.00	0.00
01 2120 281 001 000	HSA - TEACHERS/PROF. STAFF	0.00	433.20	(433.20)
01 2120 580 001 000	Guidance Mileage	100.00	0.00	100.00
01 2120 610 001 000	Supplies	3,500.00	1,998.00	1,502.00
01 2120 610 003 000	Elementary Guidance Supplies	0.00	0.00	0.00
01 2120 810 001 000	Guidance Dues/fees	300.00	0.00	300.00
01 2130 116 000 000	Nurse Salaries	10,000.00	1,940.90	8,059.10
01 2130 216 000 000	Health Insurance - Non Certified	22,500.00	16,346.60	6,153.40
01 2130 226 000 000	Social Security - Nurse	765.00	110.20	654.80
01 2130 271 000 000	Worker's Compensation	600.00	600.00	0.00
01 2130 580 000 000	Travel/mileage - Nurse	1,500.00	171.45	1,328.55
01 2130 610 000 000	Supplies --Nurse	4,000.00	734.36	3,265.64
01 2130 810 000 000	Dues/fees - Nurse	2,294.33	400.00	1,894.33
01 2141 320 001 000	psychological service - school age	30,000.00	11,429.80	18,570.20
01 2141 320 003 000	psychological service	15,000.00	14,191.21	808.79
01 2141 320 005 000	psychological service	10,000.00	14,191.21	(4,191.21)
01 2142 320 003 000	PUPIL SERVICES	1,000.00	0.00	1,000.00
01 2143 320 003 000	Psychological - Home Based	0.00	0.00	0.00
01 2151 320 001 000	Speech School Age	5,000.00	8,697.94	(3,697.94)
01 2151 320 003 000	Speech School Age	0.00	26,620.08	(26,620.08)
01 2151 320 005 000	Speech	5,000.00	0.00	5,000.00
01 2152 320 003 000	Speech Ages 3-5	18,000.00	9,853.23	8,146.77

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01 2153 320 003 000	Speech 0-2	3,500.00	1,712.38	1,787.62
01 2161 320 001 000	OT School Age	10,000.00	4,679.26	5,320.74
01 2161 320 003 000	OT	10,000.00	12,183.99	(2,183.99)
01 2161 320 005 000	OT	5,000.00	0.00	5,000.00
01 2162 320 003 000	OT 3-5	6,000.00	262.50	5,737.50
01 2163 320 003 000	OT 0-2	5,000.00	0.00	5,000.00
01 2171 320 001 000	PT School Age	5,500.00	2,897.29	2,602.71
01 2171 320 003 000	PT	1,500.00	1,985.80	(485.80)
01 2171 320 005 000	PT	5,500.00	0.00	5,500.00
01 2172 320 003 000	PT 3-5	3,000.00	225.00	2,775.00
01 2173 320 003 000	PT Ages 0-2	7,500.00	112.50	7,387.50
01 2181 320 001 000	Vision - School Age	1,000.00	1,762.10	(762.10)
01 2181 320 003 000	Vision - School Age	35,000.00	21,966.46	13,033.54
01 2181 320 005 000	Vision - School Age	3,000.00	0.00	3,000.00
01 2181 340 003 000	CONTRACTED OR SECURED SERVICES	0.00	0.00	0.00
01 2181 610 003 000	OTHER SUPPLIES AND MATERIALS	0.00	0.00	0.00
01 2182 320 003 000	Vision - Ages 3-5	1,500.00	128.20	1,371.80
01 2182 610 003 000	Vision Supplies	0.00	0.00	0.00
01 2183 320 003 000	Vision Ages 0-2	500.00	15.50	484.50
01 2200 610 003 000	OTHER SUPPLIES AND MATERIALS	0.00	0.00	0.00
01 2210 151 001 000	Assessment Wages - Summer School	1,000.00	0.00	1,000.00
01 2210 151 003 000	Assessment Wages - Summer School	7,500.00	0.00	7,500.00
01 2210 151 005 000	Assessment Wages - Summer School	0.00	0.00	0.00
01 2210 221 001 000	Assessment Social Security	76.50	0.00	76.50
01 2210 221 003 000	Assessment Social Security	573.75	0.00	573.75
01 2210 221 005 000	Assessment Social Security	0.00	0.00	0.00
01 2210 231 001 000	Assessment Retirement	98.80	0.00	98.80
01 2210 231 003 000	Assessment Retirement	741.00	0.00	741.00
01 2210 231 005 000	Assessment Retirement	0.00	0.00	0.00
01 2210 237 001 000	Retirement	0.00	0.00	0.00
01 2210 237 003 000	Retirement	0.00	0.00	0.00
01 2210 237 005 000	Retirement	0.00	0.00	0.00
01 2210 320 001 000	Transitional Teacher Fee	0.00	0.00	0.00
01 2210 610 001 000	Summer School Supplies	150.00	0.00	150.00
01 2210 610 003 000	Summer School Supplies	150.00	0.00	150.00
01 2210 610 005 000	Summer School Supplies	0.00	0.00	0.00
01 2211 340 000 000	CONTRACTED SERVICES SCHOOL IMP	1,000.00	0.00	1,000.00
01 2211 580 000	TRAVEL EXPENSE AND MILEAGE	1,000.00	0.00	1,000.00
01 2213 320 000 000	Planning & Research	0.00	0.00	0.00
01 2220 111 001 000	Librarian Salaries	40,585.76	28,949.10	11,636.66
01 2220 111 003 000	Librarian Salaries	20,292.88	14,474.60	5,818.28
01 2220 111 005 000	Librarian Salaries	20,292.88	14,474.60	5,818.28
01 2220 151 001 000	Additional Compensation for Teachers	7,500.00	6,665.60	834.40
01 2220 211 001 000	Health Insurance	8,750.00	7,945.98	804.02
01 2220 211 003 000	Health Insurance	4,375.00	3,973.04	401.96
01 2220 211 005 000	Health Insurance	4,375.00	3,972.94	402.06
01 2220 221 001 000	Social Security	3,678.56	2,704.54	974.02
01 2220 221 003 000	Social Security	1,552.41	1,097.50	454.91
01 2220 221 005 000	Social Security	1,552.41	1,097.50	454.91
01 2220 231 001 000	Retirement	4,750.87	3,503.40	1,247.47
01 2220 231 003 000	Retirement	2,004.94	1,422.50	582.44
01 2220 231 005 000	Retirement	2,004.94	1,422.50	582.44
01 2220 237 001 000	Retirement	0.00	0.00	0.00
01 2220 237 003 000	Retirement	0.00	0.00	0.00

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01 2220 237 005 000	Retirement	0.00	0.00	0.00
01 2220 271 001 000	Worker's Compensation	100.00	100.00	0.00
01 2220 271 003 000	Worker's Compensation	50.00	50.00	0.00
01 2220 271 005 000	Worker's Compensation	50.00	50.00	0.00
01 2220 281 001 000	HSA - Librarian - HS	750.00	493.61	256.39
01 2220 281 003 000	HSA - Librarian - Exeter Elementary	500.00	246.81	253.19
01 2220 281 005 000	HSA - Librarian MS	500.00	246.81	253.19
01 2220 610 001 000	Supplies	750.00	0.00	750.00
01 2220 610 003 000	Supplies	750.00	0.00	750.00
01 2220 610 005 000	Supplies	0.00	0.00	0.00
01 2220 640 001 000	Books & Periodicals	6,000.00	786.35	5,213.65
01 2220 640 003 000	Books & Periodicals	4,500.00	777.15	3,722.85
01 2220 640 005 000	Books & Periodicals	0.00	0.00	0.00
01 2220 641 001 000	Ebooks	1,250.00	0.00	1,250.00
01 2220 641 003 000	Ebooks	750.00	0.00	750.00
01 2220 641 005 000	Ebooks	0.00	0.00	0.00
01 2220 643 001 000	Web/Cloud Based Software	1,250.00	0.00	1,250.00
01 2220 643 003 000	Web/Cloud Based Software	750.00	0.00	750.00
01 2220 643 005 000	Web/Cloud Based Software	0.00	0.00	0.00
01 2220 733 001 000	Furniture & Equipment	1,500.00	0.00	1,500.00
01 2220 733 003 000	Furniture & Equipment	1,000.00	0.00	1,000.00
01 2220 733 005 000	Furniture & Equipment	0.00	0.00	0.00
01 2220 890 001 000	Other Misc. Expenses	500.00	60.00	440.00
01 2220 890 003 000	Other Misc. Expenses	500.00	0.00	500.00
01 2220 890 005 000	Other Misc. Expenses	0.00	0.00	0.00
01 2230 530 000 000	TECH COMMUNICATIONS	0.00	0.00	0.00
01 2230 643 000 000	WEB/CLOUD BASED SOFTWARE	0.00	0.00	0.00
01 2240 440 001 000	Student Assessment Rental	0.00	0.00	0.00
01 2240 643 000 000	WEB/CLOUD BASED SOFTWARE	0.00	0.00	0.00
01 2310 320 001 000	PUPIL SERVICES	0.00	275.00	(275.00)
01 2310 320 001 001 000	PUPIL SERVICES	0.00	0.00	0.00
01 2310 333 000 000	Mileage	0.00	440.86	(440.86)
01 2310 340 000 000	Pro/tech Services	8,000.00	0.00	8,000.00
01 2310 521 000 000	Bonds	200.00	100.00	100.00
01 2310 540 000 000	Advertising And Printing	7,500.00	4,671.88	2,828.12
01 2310 550 000 000	Printing & Binding	500.00	0.00	500.00
01 2310 580 000 000	Travel	1,000.00	0.00	1,000.00
01 2310 810 000 000	Fees/dues	8,000.00	6,729.00	1,271.00
01 2310 890 000 000	Other Misc. Expenses	1,500.00	680.00	820.00
01 2320 105 000 000	Superintendent Salaries	170,000.00	113,749.20	56,250.80
01 2320 116 000 000	Business Manager Salary	82,725.00	60,963.10	21,761.90
01 2320 215 000 000	Health Insurance - Superintendent	19,500.00	16,653.40	2,846.60
01 2320 216 000 000	Health Insurance -Business Manager	21,500.00	16,346.60	5,153.40
01 2320 225 000 000	Social Security - Superintendent	13,005.00	8,491.53	4,513.47
01 2320 226 000 000	Social Security -Business Manager	6,328.46	4,362.28	1,966.18
01 2320 235 000 000	Retirement - Superintendent	16,796.00	12,373.24	4,422.76
01 2320 236 000 000	Retirement - Business Manager	8,173.23	5,994.20	2,179.03
01 2320 237 000 000	Retirement - Superintendent	0.00	0.00	0.00
01 2320 271 000 000	Worker's Compensation	250.00	250.00	0.00
01 2320 276 000 000	Worker's Comp - Bus. Man.	250.00	250.00	0.00
01 2320 281 000 000	HSA - TEACHERS/PROF. STAFF	1,500.00	0.00	1,500.00
01 2320 315 000 000	ACCOUNTING & AUDITING SERVICES	0.00	7,355.00	(7,355.00)
01 2320 333 000 000	Mileage	1,000.00	608.36	391.64
01 2320 521 000 000	BONDS	300.00	87.03	212.97
01 2320 580 000 000	Travel	2,000.00	1,907.86	92.14
01 2320 810 000 000	Dues And Fees	3,000.00	516.38	2,483.62
01 2320 890 000 000	Other Misc.	1,101.10	204.90	896.20
01 2330 317 000 000	Board Of Education - LEGAL FEES	10,000.00	3,817.00	6,183.00
01 2330 317 001 000	LEGAL SERVICES	0.00	0.00	0.00

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01 2330 320 001 000	Board Of Education - Pupil Services	0.00	0.00	0.00
01 2410 111 001 000	Principal Salary	58,476.60	49,368.40	9,108.20
01 2410 111 003 000	Principal Salary	29,811.60	25,359.30	4,452.30
01 2410 111 005 000	Principal Salary	35,241.41	23,859.30	11,382.11
01 2410 211 001 000	Health Insurance	12,733.88	8,087.01	4,646.87
01 2410 211 003 000	Health Insurance	5,440.84	4,120.35	1,320.49
01 2410 211 005 000	Health Insurance	0.00	3,949.55	(3,949.55)
01 2410 221 001 000	Social Security	4,473.46	3,773.14	700.32
01 2410 221 003 000	Social Security	2,280.59	1,938.27	342.32
01 2410 221 005 000	Social Security	2,280.59	1,823.50	457.09
01 2410 231 001 000	Retirement	5,777.49	4,840.16	937.33
01 2410 231 003 000	Retirement	2,945.39	2,494.16	451.23
01 2410 231 005 000	Retirement	2,945.39	2,345.94	599.45
01 2410 237 001 000	Retirement	0.00	0.00	0.00
01 2410 237 003 000	Retirement	0.00	0.00	0.00
01 2410 237 005 000	Retirement	0.00	0.00	0.00
01 2410 271 001 000	Worker's Compensation	200.00	200.00	0.00
01 2410 271 003 000	Worker's Compensation	100.00	100.00	0.00
01 2410 271 005 000	Worker's Compensation	100.00	100.00	0.00
01 2410 281 001 000	HSA - TEACHERS/PROF. STAFF	1,389.15	454.64	934.51
01 2410 281 003 000	HSA - TEACHERS/PROF. STAFF	694.58	227.32	467.26
01 2410 281 005 000	HSA -Principal	694.58	227.32	467.26
01 2410 333 001 000	Mileage	750.00	0.00	750.00
01 2410 333 003 000	Mileage	250.00	0.00	250.00
01 2410 333 005 000	Mileage	0.00	0.00	0.00
01 2410 580 001 000	Travel Expenses	1,500.00	0.00	1,500.00
01 2410 580 003 000	Travel Expenses	500.00	0.00	500.00
01 2410 580 005 000	Travel Expenses	0.00	0.00	0.00
01 2410 610 001 000	Supplies	500.00	0.00	500.00
01 2410 610 003 000	Supplies	500.00	0.00	500.00
01 2410 610 005 000	Supplies	0.00	0.00	0.00
01 2410 810 001 000	Dues/fees	750.00	0.00	750.00
01 2410 810 003 000	Dues/fees	750.00	0.00	750.00
01 2410 810 005 000	Dues/fees	0.00	0.00	0.00
01 2410 890 001 000	Other Misc. Expenses	100.00	0.00	100.00
01 2410 890 003 000	Other Misc. Expenses	24.10	0.00	24.10
01 2410 890 005 000	Other Misc. Expenses	0.00	0.00	0.00
01 2510 110 000 000	Clerical Salary	0.00	0.00	0.00
01 2510 130 005 000	Overtime Salary	0.00	0.00	0.00
01 2510 220 000 000	Clerical Social Security	0.00	0.00	0.00
01 2510 222 000 000	Social Security Paras/Assistants	0.00	0.00	0.00
01 2510 230 005 000	Clerical Retirement	0.00	0.00	0.00
01 2510 237 005 000	Retirement	0.00	0.00	0.00
01 2510 271 005 000	Clerical Worker's Comp.	0.00	0.00	0.00
01 2510 315 000 000	Account & Auditing	9,000.00	0.00	9,000.00
01 2510 340 000 000	Contracted Services	2,000.00	130.24	1,869.76
01 2510 352 001 000	Copy Machine	17,000.00	11,913.64	5,086.36
01 2510 352 003 000	Copy Machine	21,000.00	12,404.72	8,595.28
01 2510 352 005 000	Copy Machine	0.00	0.00	0.00
01 2510 382 001 000	Telephone	4,000.00	2,544.67	1,455.33
01 2510 382 003 000	Telephone	0.00	2,544.67	(2,544.67)
01 2510 382 005 000	Telephone	0.00	0.00	0.00
01 2510 440 000 000	Postage Meter Rental	3,000.00	657.65	2,342.35
01 2510 443 000 000	Copy Machine Rental	32,000.00	0.00	32,000.00
01 2510 531 000 000	Postage	5,000.00	1,640.00	3,360.00
01 2510 580 000 000	Travel/mileage	1,000.00	0.00	1,000.00
01 2510 610 000 000	Supplies	10,000.00	9,105.05	894.95
01 2510 610 001 000	JH/HS supplies	250.00	0.00	250.00
01 2510 610 003 000	Elem Supplies	250.00	0.00	250.00
01 2560 530 000 000	Public Information Systems (Website)	15,000.00	11,568.44	3,431.56

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Account Number	Account Description	Budget	Expenditures to Date	Budget Balance
01 2560 540 000 000	Public Information Advertising	0.00	0.00	0.00
01 2580 643 000 000	WEB/CLOUD BASED SOFTWARE	3,000.00	5,502.00	(2,502.00)
01 2610 110 000 000	Operation-salary	150,000.00	94,240.84	55,759.16
01 2610 110 001 000	JH/HS Custodial	0.00	0.00	0.00
01 2610 110 003 000	Operation-salary	20,258.44	5,335.01	14,923.43
01 2610 110 005 000	Operation-salary	0.00	0.00	0.00
01 2610 130 000 000	Custodial OT	7,500.00	207.99	7,292.01
01 2610 130 001 000	Overtime Salary	0.00	0.00	0.00
01 2610 130 003 000	Custodial OVT - Elem	1,157.10	2,079.50	(922.40)
01 2610 130 005 000	Overtime Salary	0.00	0.00	0.00
01 2610 210 000 000	Health Insurance - Non Instructional	50,000.00	24,194.99	25,805.01
01 2610 210 001 000	Health Insurance - Non Instructional	0.00	0.00	0.00
01 2610 210 003 000	Health Insurance - Non Instructional	8,400.00	7,942.20	457.80
01 2610 210 005 000	MS Insurance	0.00	0.00	0.00
01 2610 220 000 000	Social Security - Non Instructional	12,048.75	7,192.92	4,855.83
01 2610 220 001 000	Social Security - Non Instructional	0.00	0.00	0.00
01 2610 220 003 000	Social Security - Non Instructional	1,638.29	562.24	1,076.05
01 2610 220 005 000	Social Security - Non Instructional	0.00	0.00	0.00
01 2610 230 000 000	Retirement Non Instructional	15,561.00	9,286.25	6,274.75
01 2610 230 001 000	Retirement Non Instructional	0.00	0.00	0.00
01 2610 230 003 000	Retirement Non Instructional	2,115.86	718.40	1,397.46
01 2610 230 005 000	Retirement Non Instructional	0.00	0.00	0.00
01 2610 237 000 000	Retirement	0.00	0.00	0.00
01 2610 237 001 000	Retirement	0.00	0.00	0.00
01 2610 237 003 000	Retirement	0.00	0.00	0.00
01 2610 237 005 000	Retirement	0.00	0.00	0.00
01 2610 271 000 000	Worker's Compensation	10,000.00	10,000.00	0.00
01 2610 410 001 000	Water And Sewer	5,000.00	2,809.73	2,190.27
01 2610 410 003 000	Water And Sewer	5,000.00	2,809.77	2,190.23
01 2610 410 005 000	Water And Sewer	0.00	517.50	(517.50)
01 2610 520 000 000	Property Insurance	100,000.00	88,815.00	11,185.00
01 2610 610 000 000	Supplies	28,250.00	12,409.28	15,840.72
01 2610 621 001 000	ELECTRICITY MS/HS	50,000.00	14,304.65	35,695.35
01 2610 621 003 000	ELECTRICITY - Elem	30,000.00	14,040.41	15,959.59
01 2610 621 005 000	ELECTRICITY-Milligan Bldg	0.00	220.43	(220.43)
01 2610 626 001 000	Natural Gas	45,000.00	13,399.89	31,600.11
01 2610 626 003 000	Natural Gas	40,000.00	13,399.93	26,600.07
01 2610 626 005 000	Natural Gas	0.00	233.32	(233.32)
01 2610 890 000 000	MISC. EXPENDITURES	5,000.00	920.08	4,079.92
01 2610 890 001 000	Other Misc. Expenses	5,000.00	5,093.29	(93.29)
01 2610 890 003 000	Other Misc. Expenses (Paramount)	5,000.00	4,795.04	204.96
01 2610 890 005 000	Other Misc. Expenses	0.00	0.00	0.00
01 2620 340 001 000	Repairs	0.00	0.00	0.00
01 2620 340 003 000	Repairs	0.00	0.00	0.00
01 2620 340 005 000	Repairs	0.00	0.00	0.00
01 2620 430 001 000	JH/HS Repairs	20,000.00	2,366.62	17,633.38
01 2620 430 003 000	Elementary Repairs	10,000.00	1,977.73	8,022.27
01 2620 432 000 000	Tech related Maintenance	0.00	0.00	0.00
01 2620 733 001 000	Furniture/equipment	7,000.00	6,500.00	500.00
01 2620 733 003 000	Furniture/equipment	3,000.00	3,500.00	(500.00)
01 2620 890 001 000	Other Misc. Expenses	90.10	70.00	20.10
01 2620 890 003 000	Other Misc. Expenses	0.00	0.00	0.00
01 2620 890 005 000	Other Misc. Expenses	0.00	0.00	0.00
01 2630 350 001 000	Grounds Upkeep	400.00	763.41	(363.41)
01 2630 350 003 000	Grounds Upkeep	400.00	763.42	(363.42)
01 2630 350 005 000	Grounds Upkeep	200.00	276.67	(76.67)
01 2630 430 001 000	JH/HS Land Upkeep	400.00	0.00	400.00
01 2630 430 003 000	Elementary Land Upkeep	400.00	0.00	400.00
01 2630 430 004 000	Milligan Land Upkeep	250.00	0.00	250.00
01 2630 430 005 000	Land UpKeep - Milligan	0.00	0.00	0.00

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Account Number	Account Description	Budget	Expenditures to Date	Budget Balance
01 2630 431 001 000	Land Up Keep JH/HS	0.00	0.00	0.00
01 2630 431 003 000	Land Upkeep - Exeter Elem	0.00	0.00	0.00
01 2630 431 005 000	Land Upkeep Milligan Elem.	0.00	0.00	0.00
01 2630 442 000 000	Rental of Equipment	3,500.00	0.00	3,500.00
01 2640 610 000 000	OTHER SUPPLIES AND MATERIALS	0.00	0.00	0.00
01 2660 330 000 000	Employee Training - Safety	0.00	0.00	0.00
01 2660 340 000 000	CONTRACTED OR SECURED SERVICES	5,000.00	6,198.83	(1,198.83)
01 2660 340 001 000	Other Professional Services - Security	0.00	0.00	0.00
01 2660 610 001 000	OTHER SUPPLIES AND MATERIALS	0.00	0.00	0.00
01 2670 340 000 000	CONTRACTED OR SECURED SERVICES	0.00	0.00	0.00
01 2670 610 000 000	District Supplies	100.00	0.00	100.00
01 2670 610 001 000	OTHER SUPPLIES AND MATERIALS	100.00	0.00	100.00
01 2670 610 003 000	OTHER SUPPLIES AND MATERIALS	100.00	0.00	100.00
01 2670 610 005 000	OTHER SUPPLIES AND MATERIALS	100.00	0.00	100.00
01 2710 332 001 000	Mileage to Parents	0.00	0.00	0.00
01 2710 332 003 000	Mileage to Parents	0.00	0.00	0.00
01 2710 332 005 000	Mileage to Parents	0.00	0.00	0.00
01 2710 340 000 000	Vehicle Maintenance/Repairs	0.00	0.00	0.00
01 2710 430 000 000	District Repairs	7,500.00	2,313.71	5,186.29
01 2710 519 000 000	Contract Trans	260,000.00	213,134.53	46,865.47
01 2710 520 000 000	Vehicle Insurance	9,000.00	9,000.00	0.00
01 2710 626 000 000	Gas/oil	80,000.00	40,043.62	39,956.38
01 2710 650 000 000	Supplies	0.00	0.00	0.00
01 2710 732 000 000	Vehicle Acquisition	35,000.00	40,000.00	(5,000.00)
01 2710 739 000 000	Tires & Pars	6,000.00	222.48	5,777.52
01 2710 890 000 000	Other Misc. Expenses	1,000.00	609.00	391.00
01 2712 332 001 000	School Age Mileage to Parents	1,000.00	0.00	1,000.00
01 2712 430 001 000	Sped REPAIRS AND MAINTENANCE	500.00	0.00	500.00
01 2712 430 003 000	Sped REPAIRS AND MAINTENANCE	500.00	0.00	500.00
01 2712 519 001 000	SA Sped Transportation	150,000.00	0.00	150,000.00
01 2712 519 003 000	SA Sped Transportation	40,000.00	111,091.32	(71,091.32)
01 2712 519 005 000	Special Ed Transportation	0.00	0.00	0.00
01 2712 520 000 000	Vehicle Insurance	2,500.00	2,500.00	0.00
01 2712 626 000 000	Sp. Ed. Gas/oil	15,000.00	0.00	15,000.00
01 2713 519 003 000	Preschool Transportation	50,000.00	22,998.00	27,002.00
01 2713 520 003 000	Vehicle Insurance - Below Age 5	0.00	0.00	0.00
01 2730 431 000 000	Repairs/maintenance	0.00	0.00	0.00
01 2732 431 000 000	Repairs/maintenance	0.00	0.00	0.00
01 3551 610 001 000	State CTE	7,500.00	0.00	7,500.00
01 6404 320 000 000	Home Based	0.00	0.00	0.00
01 6404 340 000 000	Contracted Services	0.00	0.00	0.00
01 6404 340 003 000	IDEA Base	0.00	0.00	0.00
01 6404 352 000 000	Coop Administration	0.00	0.00	0.00
01 6404 519 000 000	Mileage to Parents	0.00	0.00	0.00
01 6404 562 000 000	IDEA Base for TYKE	0.00	0.00	0.00
01 6404 610 000 000	Early Ed. Supplies	0.00	0.00	0.00
01 6404 733 000 000	TYKE Equipment	0.00	0.00	0.00
01 6404 890 000 000	Miscellaneous	0.00	0.00	0.00
01 6406 340 003 000	CONTRACTED OR SECURED SERVICES	0.00	0.00	0.00
01 6406 395 003 000	Federal Program Grant PreS	0.00	0.00	0.00
01 6406 561 000 000	IDEA Preschool	0.00	0.00	0.00

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Account Number	Account Description	Budget	Expenditures to Date	Budget Balance
01 6406 561 003 000	IDEA Preschool - Tuition for Tyke	2,500.00	2,981.00	(481.00)
01 6406 610 003 000	IDEA Preschool - tyke,Supplies	500.00	0.00	500.00
01 6408 320 003 000	IDEA	0.00	0.00	0.00
01 6408 396 003 000	Federal Program Grant SA	0.00	0.00	0.00
01 6408 561 003 000	IDEA E/P	50,000.00	54,268.00	(4,268.00)
01 6409 396 003 000	Federal Programs 3-5	0.00	0.00	0.00
01 6410 320 000 000	IDEA Poverty Enrollment	0.00	0.00	0.00
01 6410 340 003 000	CONTRACTED OR SECURED SERVICES	0.00	0.00	0.00
01 6410 352 000 000	IDEA Part B Poverty Enrollment	0.00	0.00	0.00
01 6410 562 000 000	Preschool TYKE	0.00	0.00	0.00
01 6410 642 000 000	IDEA Part B Audio Visual	0.00	0.00	0.00
01 6410 732 000 000	IDEA Part B	0.00	0.00	0.00
01 6410 734 000 000	Reg Part B	0.00	0.00	0.00
01 6410 734 001 000	IDEA Part B	0.00	0.00	0.00
01 6411 221 000 000	IDEA Part B EIS - Social Security	0.00	0.00	0.00
01 6411 231 000 000	IDEA Part B EIS - Retirement	0.00	0.00	0.00
01 6411 352 003 000	Purchased Services	0.00	0.00	0.00
01 6411 352 005 000	Purchased Services	0.00	0.00	0.00
01 6421 561 003 000	IDEA ARP BASE	0.00	0.00	0.00
01 6423 561 003 000	IDEA ARP PS	0.00	0.00	0.00
01 6969 320 000 000	Title IV A - Mental Health Services	14,000.00	0.00	14,000.00
01 6969 395 000 000	Title IV Part A	0.00	26,015.70	(26,015.70)
01 6992 231 000 000	REAP Retirement	0.00	0.00	0.00
01 6992 352 000 000	REAP Tech Service	2,500.00	0.00	2,500.00
01 6992 580 000 000	Reap Travel	10,500.00	861.05	9,638.95
01 6992 650 000 000	Reap Tech Supplies	15,000.00	0.00	15,000.00
01 6992 734 000 000	Computer Hardware	0.00	30,367.71	(30,367.71)
01 6992 810 000 000	REAP Dues & Fees	2,000.00	4,538.80	(2,538.80)
01 6992 890 000 000	REAP Miscellaneous	0.00	0.00	0.00
01 6997 640 000 000	ESSER II SSA Books	0.00	0.00	0.00
01 6998 320 000 000	ESSERS Prof. Services	0.00	0.00	0.00
01 6998 395 000 000	ESSERS	0.00	0.00	0.00
01 6998 610 003 000	ESSERS III	0.00	0.00	0.00
01 6998 640 005 000	BOOKS & PERIODICALS	0.00	0.00	0.00
01 6998 650 000 000	Supplies	0.00	0.00	0.00
01 8000 912 000 000	Lunch Transfer	120,000.00	95,000.00	25,000.00
01 8000 913 000 000	Activity Transfer	40,000.00	40,000.00	0.00
01 9000 890 000 000	Non Program Expenses	0.00	650,734.04	(650,734.04)
01 9000 950 000 000	Special Items	0.00	0.00	0.00
01	GENERAL FUND	7,073,400.95	4,832,374.67	2,241,026.28

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Account Number	Account Description	Budget	Expenditures to Date	Budget Balance
06	NUTRITION FUND			
06 3100 110 000 000	Cooks Salaries	0.00	299.20	(299.20)
06 3100 110 001 000	HS Cook Salaries	0.00	42,104.38	(42,104.38)
06 3100 110 003 000	Exeter Elementary Cook Salaries	0.00	42,079.45	(42,079.45)
06 3100 110 005 000	Milligan Cooks Salaries	0.00	0.00	0.00
06 3100 120 000 000	Substitute Cook Salary	0.00	2,450.50	(2,450.50)
06 3100 130 001 000	HS Cooks Overtime	0.00	1,097.60	(1,097.60)
06 3100 130 003 000	Exeter Elementary Cooks Overtime	0.00	1,097.60	(1,097.60)
06 3100 130 005 000	Milligan Cooks Overtime	0.00	0.00	0.00
06 3100 210 000 000	HEALTH INSURANCE - NON INSTRUCTIONAL	0.00	0.00	0.00
06 3100 210 005 000	Milligan Health Insurance	0.00	0.00	0.00
06 3100 220 000 000	SOCIAL SECURITY - NON INSTRUCTIONAL	0.00	210.47	(210.47)
06 3100 220 001 000	HS Social Security	0.00	3,272.95	(3,272.95)
06 3100 220 003 000	Exeter Elem Social Security	0.00	3,270.90	(3,270.90)
06 3100 220 005 000	Milligan Elem Social Security	0.00	0.00	0.00
06 3100 230 000 000	RETIREMENT - NON-INSTRUCTIONAL	0.00	10.60	(10.60)
06 3100 230 001 000	HS Retirement	0.00	4,253.93	(4,253.93)
06 3100 230 003 000	Exeter Elem. Retirement	0.00	4,251.48	(4,251.48)
06 3100 230 005 000	Milligan Elem. Retirement	0.00	0.00	0.00
06 3100 610 000 000	Pep Grant Supplies	0.00	0.00	0.00
06 3100 630 000 000	Food	0.00	89,781.94	(89,781.94)
06 3100 733 000 000	Equipment	0.00	0.00	0.00
06 3100 890 000 000	Misc. Expenditures	0.00	1,510.75	(1,510.75)
06	NUTRITION FUND	0.00	195,691.75	(195,691.75)

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Account Number	Account Description	Budget	Expenditures to Date	Budget Balance
08	BUILDING FUND			
08 2230 650 000 000	Tech Supplies	0.00	12,443.00	(12,443.00)
08 2610 420 001 000	Cleaning Service	0.00	0.00	0.00
08 2610 420 003 000	Cleaning Service	0.00	0.00	0.00
08 2610 420 005 000	Cleaning Service	0.00	0.00	0.00
08 2610 431 000 000	Service Agreement	0.00	0.00	0.00
08 2610 440 000	Rental of Equipment	0.00	0.00	0.00
08 2610 610 000 000	Supplies	0.00	0.00	0.00
08 2610 610 001 000	OTHER SUPPLIES AND MATERIALS	0.00	0.00	0.00
08 2610 610 003 000	OTHER SUPPLIES AND MATERIALS	0.00	0.00	0.00
08 2610 610 005 000	OTHER SUPPLIES AND MATERIALS	0.00	0.00	0.00
08 2610 734 001 000	EQUIPMENT	0.00	0.00	0.00
08 2610 734 003 000	EQUIPMENT	0.00	0.00	0.00
08 2610 734 005 000	EQUIPMENT	0.00	0.00	0.00
08 2620 340 000	Architectural Fees	0.00	54,609.64	(54,609.64)
08 2620 340 000 000	Contracted or Secured Services	0.00	3,027.32	(3,027.32)
08 2620 431 001 000	Building Repairs - Exeter HS	0.00	3,990.31	(3,990.31)
08 2620 431 003 000	Building Repairs	0.00	356,534.56	(356,534.56)
08 2620 431 005 000	Building Repairs - Milligan Elem.	0.00	0.00	0.00
08 2620 490 000 000	OTHER PURCHASED SERVICES	0.00	13,859.80	(13,859.80)
08 2620 610 000	EQUIPMENT	0.00	0.00	0.00
08 2640 431 003 000	Maintenance	0.00	75,000.00	(75,000.00)
08 2660 340 000 000	Security Purchased Services	0.00	7,995.00	(7,995.00)
08 2660 340 005 000	CONTRACTED OR SECURED SERVICES	0.00	0.00	0.00
08 2660 430 005 000	Building Repairs - Milligan Site	0.00	0.00	0.00
08 2660 650 001 000	Security	0.00	0.00	0.00
08 2660 650 003 000	Security	0.00	0.00	0.00
08 2660 710 000 000	Security Capital Outlay	0.00	0.00	0.00
08 2660 710 005 000	Building & Sites Capital Outlay (Su	0.00	0.00	0.00
08 2660 720 001 000	Building & Sites - Building Improve	0.00	9,858.00	(9,858.00)
08 2660 720 003 000	Building & Sites - Outside Improvem	0.00	0.00	0.00
08 2660 720 005 000	Building & Sites - Outside Improvem	0.00	0.00	0.00
08 2670 431 000	Vehicle Repairs	0.00	0.00	0.00
08 2670 431 001 000	REPAIRS AND MAINTENANCE	0.00	0.00	0.00
08 2670 431 005 000	REPAIRS AND MAINTENANCE	0.00	0.00	0.00
08 2670 610 001 000	OTHER SUPPLIES AND MATERIALS	0.00	0.00	0.00
08 4200 490 000	Outside REPAIRS AND MAINTENANCE	0.00	0.00	0.00
08 4600 450 001	Construction services	0.00	0.00	0.00
08 4600 450 003	Construction services	0.00	0.00	0.00
08 4600 450 005	Construction services	0.00	0.00	0.00
08 4700 450 001	Construction services	0.00	117,647.00	(117,647.00)
08 4700 450 003	Construction services	0.00	139,220.55	(139,220.55)
08 4700 450 005	Construction services	0.00	0.00	0.00
08 9000 950 000	Special Items	0.00	0.00	0.00
08	BUILDING FUND	0.00	794,185.18	(794,185.18)

Account Number

Account Description

Budget

Expenditures to Date

Budget Balance

Grand Total:

7,073,400.95

5,822,251.60

1,251,149.35

Friend Public School

Account Summary Report

REVENUES

Cycle: FY24-25; Begin Date: 09/01/2024; End Date: 08/31/2025; Account Type: Revenue; ; Created On: 7/1/2025 4:00:43 PM

Account Code	Description	Actual JUNE	Budget (YTD)	Actual (YTD)	% of Budget
GENERAL FUND					
01-1-01100-000-000	LOCAL - RE & PP TAXES LEVIED	(\$163,795.66)	(\$3,214,740.00)	(\$2,235,452.25)	69.53
01-1-01115-000-000	LOCAL - CARLINE TAXES	\$0.00	(\$1,800.00)	(\$1,571.08)	87.28
01-1-01125-000-000	LOCAL - MOTOR VEHICLE TAXES	(\$14,252.48)	(\$205,000.00)	(\$174,767.68)	85.25
01-1-01140-000-000	LOCAL - PENALTIES & INTEREST ON TAXES LEVIED BY DISTRICT	(\$248.69)	(\$7,500.00)	(\$3,763.88)	50.18
01-1-01510-000-000	LOCAL - INTEREST ON INVESTMENTS	(\$3,341.09)	(\$26,000.00)	(\$17,331.42)	66.65
01-1-01911-000-000	LOCAL - LOCAL LICENSE FEES	\$0.00	(\$1,000.00)	\$0.00	0.00
01-1-01990-000-000	LOCAL - MISCELLANEOUS LOCAL REVENUE	\$0.00	\$0.00	(\$5,810.40)	0.00
01-1-02110-000-000	INTERMEDIATE - COUNTY FINES AND LICENSE FEES	(\$1,299.91)	(\$14,500.00)	(\$16,036.51)	110.59
01-1-02210-000-000	INTERMEDIATE - ESU RECEIPTS	(\$300.00)	(\$4,500.00)	(\$2,939.83)	65.32
01-1-03110-000-000	STATE - STATE AID	(\$36,203.00)	(\$362,057.00)	(\$362,057.00)	100.00
01-1-03120-000-000	STATE - SPED (SCHOOL AGE)	(\$107,554.00)	(\$295,000.00)	(\$350,731.00)	118.89
01-1-03130-000-000	STATE - HOMESTEAD EXEMPTION	(\$6,384.65)	\$0.00	(\$25,538.60)	0.00
01-1-03131-000-000	STATE - PROPERTY TAX CREDIT	\$0.00	\$0.00	(\$1,184,818.78)	0.00
01-1-03133-000-000	STATE - NAMEPLATE CAPACITY	\$0.00	(\$34,000.00)	(\$28,553.45)	83.98
01-1-03180-000-000	STATE - PRO-RATE MOTOR VEHICLE	\$0.00	(\$9,000.00)	(\$6,459.48)	71.77
01-1-03400-000-000	STATE - STATE APPORTIONMENT	\$0.00	(\$45,000.00)	(\$92,515.78)	205.59
01-1-03535-000-000	STATE - PAYMENTS FOR HIGH ABILITY LEARNERS	\$0.00	(\$2,700.00)	(\$3,875.00)	143.51
01-1-03599-000-000	STATE - Categorical Grants	\$0.00	(\$7,500.00)	\$0.00	0.00
01-1-04105-000-000	FEDERAL - UNIVERSAL SERVICES FUND (E-RATE)	\$0.00	(\$2,400.00)	\$0.00	0.00
01-1-04310-000-000	FEDERAL - REAP	\$0.00	(\$24,448.00)	(\$8,208.00)	33.57
01-1-04505-000-000	FEDERAL - TITLE I, PART A ESSA	\$0.00	(\$20,321.00)	(\$20,321.00)	100.00
01-1-04509-000-000	FEDERAL - Title II A	\$0.00	(\$5,288.00)	(\$5,288.00)	100.00
01-1-04510-000-000	FEDERAL - Title IV-A	\$0.00	(\$10,000.00)	\$0.00	0.00
01-1-04516-000-000	FEDERAL - IDEA PRESCHOOL (619)	\$0.00	(\$3,512.00)	(\$3,512.00)	100.00
01-1-04518-000-000	FEDERAL - IDEA BASE - EP	\$0.00	(\$71,488.00)	(\$47,462.00)	66.39
01-1-04708-000-000	FEDERAL - MEDICAID IN PUBLIC SCHOOLS (MIPS)	\$0.00	(\$15,000.00)	(\$12,632.27)	84.21
01-1-04709-000-000	FEDERAL - MEDICAID ADMIN ACTIVITIES (MAAPS)	\$0.00	(\$1,300.00)	(\$1,614.26)	124.17
01-1-04969-000-000	FEDERAL - ESSA Title IV-A	\$0.00	\$0.00	(\$10,000.00)	0.00
01-1-04998-000-000	FEDERAL - ESSER III	\$0.00	\$0.00	(\$12,254.00)	0.00
01-1-05300-000-000	OTHER FINANCING - PROCEEDS- DISPOSAL OF REAL OR PP	\$0.00	(\$500.00)	(\$160.00)	32.00
01-1-05690-000-000	OTHER FINANCING - OTHER NON-REVENUE RECEIPTS	\$0.00	(\$500.00)	(\$2,107.86)	421.57
01-1-09005-903-000	NON-PROGRAM RECEIPTS - Interfund Loan from Nutrition Fund	\$38,822.08	\$0.00	\$0.00	0.00
01-1-09006-902-000	NON-PROGRAM RECEIPTS - Interfund Loan from Activity Fund	\$8,250.13	\$0.00	\$0.00	0.00
Subtotal of Element: [Fund] 01 - GENERAL FUND		(\$286,307.27)	(\$4,385,054.00)	(\$4,635,781.53)	106%
DEPRECIATION FUND					
02-1-01510-000-000	DEPR - INVESTMENT INCOME - Interest on Investments	(\$1,218.33)	(\$12,000.00)	(\$11,561.21)	96.34
02-1-05200-000-000	DEPR - OTHER FINANCING SOURCES - Trsf from General Fund	(\$100,000.00)	(\$100,000.00)	(\$100,000.00)	100.00
Subtotal of Element: [Fund] 02 - Depreciation Fund		(\$101,218.33)	(\$112,000.00)	(\$111,561.21)	100%
EMPLOYEE BENEFIT FUND					
03-1-01510-000-000	EBF - Interest Income	(\$10.79)	\$0.00	(\$98.68)	0.00
03-1-05200-000-000	EBF - Alloc from Gen Fund	(\$1,816.65)	(\$42,218.00)	(\$18,000.10)	42.63
03-1-05690-000-000	EBF - Employee Reimbursement	\$0.00	\$0.00	(\$1,075.20)	0.00
Subtotal of Element: [Fund] 03 - Employee Benefit Fund		(\$1,827.44)	(\$42,218.00)	(\$19,173.98)	45%

ACTIVITY FUND					
05-1-01510-000-000	ACT - Interest Income	(\$74.89)	(\$627.00)	(\$889.94)	141.93
05-1-01710-000-000	ACT - DISTRICT ACTIVITIES - ADMISSIONS	\$0.00	(\$50,000.00)	(\$41,738.75)	83.47
05-1-01730-000-000	ACT - Student Dues	\$0.00	\$0.00	(\$2,261.00)	0.00
05-1-01790-000-000	ACT - LOCAL - MISC LOCAL REVENUE	(\$1,412.89)	(\$100,000.00)	(\$115,033.59)	115.03
05-1-01920-000-000	ACT - Donations & Grants	\$0.00	(\$9,000.00)	(\$17,540.27)	194.89
05-1-05200-000-000	ACT - OTHER FINANCING SOURCES - Support from Gen Fund	(\$4,000.00)	(\$48,000.00)	(\$40,000.00)	83.33
Subtotal of Element: [Fund] 05 - Activity Fund		(\$5,487.78)	(\$207,627.00)	(\$217,483.55)	105%
SCHOOL NUTRITION FUND					
06-1-01510-000-000	SN - Interest	(\$2.63)	(\$115.00)	(\$146.81)	127.66
06-1-01611-000-000	SN - DAILY SALES - SCHOOL LUNCH PROGRAM	(\$21.10)	(\$94,247.00)	(\$71,800.79)	76.18
06-1-01620-000-000	SN - DAILY SALES - STAFF	\$0.00	\$0.00	(\$1,438.60)	0.00
06-1-03150-000-000	SN - REVENUE FROM STATE REIMBURSEMENT	\$0.00	(\$1,050.00)	(\$3,867.67)	368.34
06-1-04210-000-000	SN - Federal Reimbursement	(\$4,431.33)	(\$87,000.00)	(\$48,746.94)	56.03
06-1-05200-000-000	SN - OTHER FINANCING SOURCES - Support from Gen Fund	\$0.00	(\$24,000.00)	(\$51,100.00)	212.91
06-1-05690-000-000	SN - OTHER NON-REVENUE RECEIPTS	\$0.00	(\$500.00)	\$0.00	0.00
06-1-09001-000-000	SN - Non Pgm Rcpts - Interfund Loan from GF	\$2,000.00	\$0.00	\$0.00	0.00
Subtotal of Element: [Fund] 06 - Lunch Fund		(\$2,455.06)	(\$206,912.00)	(\$177,100.81)	86%
BOND FUND					
07-1-01100-000-000	BF - LOCAL - RE & PP TAXES LEVIED	(\$32,614.51)	(\$461,199.00)	(\$410,922.23)	89.09
07-1-01115-000-000	BF - LOCAL - CARLINE TAXES	\$0.00	(\$270.00)	(\$226.58)	83.91
07-1-01140-000-000	BF - LOCAL - Penalties & Interest on Taxes	(\$52.51)	(\$1,200.00)	(\$519.21)	43.26
07-1-01510-000-000	BF - LOCAL - INTEREST ON INVESTMENTS	(\$403.81)	(\$5,200.00)	(\$4,110.29)	79.04
07-1-03130-000-000	BF - STATE - HOMESTEAD EXEMPTION	(\$915.97)	\$0.00	(\$3,663.88)	0.00
07-1-03131-000-000	BF - STATE - PROPERTY TAX CREDIT	\$0.00	\$0.00	(\$46,653.22)	0.00
07-1-03133-000-000	BF - STATE - NAMEPLATE CAPACITY	\$0.00	\$0.00	(\$4,096.37)	0.00
07-1-03180-000-000	BF - STATE - PRO-RATE MOTOR VEHICLE	\$0.00	(\$1,300.00)	(\$946.62)	72.81
Subtotal of Element: [Fund] 07 - Bond Fund		(\$33,986.80)	(\$469,169.00)	(\$471,138.40)	100%
SPECIAL BUILDING FUND					
08-1-01100-000-000	SB - LOCAL - RE & PP TAXES LEVIED	(\$9,765.84)	(\$195,000.00)	(\$108,783.04)	55.78
08-1-01115-000-000	SB - LOCAL - CARLINE TAXES	\$0.00	(\$50.00)	(\$89.74)	179.48
08-1-01140-000-000	SB - LOCAL - Penalties & Interest on Taxes	(\$15.07)	\$0.00	(\$113.78)	0.00
08-1-01510-000-000	SB - LOCAL - Interest Income	(\$1,692.47)	(\$18,500.00)	(\$11,798.09)	63.77
08-1-03130-000-000	SB - STATE - HOMESTEAD EXEMPTION	(\$387.29)	\$0.00	(\$1,549.16)	0.00
08-1-03131-000-000	SB - STATE - PROPERTY TAX CREDIT	\$0.00	\$0.00	(\$71,869.12)	0.00
08-1-03133-000-000	SB - STATE - NAMEPLATE CAPACITY	\$0.00	(\$1,150.00)	(\$1,732.00)	150.60
08-1-03180-000-000	SB - STATE - PRO-RATE MOTOR VEHICLE	\$0.00	(\$250.00)	(\$297.83)	119.13
Subtotal of Element: [Fund] 08 - Special Building Fund		(\$11,860.67)	(\$214,950.00)	(\$196,232.76)	91%
STUDENT FEE FUND					
12-1-01741-000-000	FEE - Extracurricular Activity Fees	\$0.00	(\$2,500.00)	\$0.00	85.20
Subtotal of Element: [Fund] 12 - Student Fee Fund		\$0.00	(\$2,500.00)	\$0.00	0%

Friend Public School

Account Summary Report

EXPENDITURES

Cycle: FY24-25; Begin Date: 09/01/2024; End Date: 08/31/2025; Account Type: Expenditure; Created On: 7/1/2025 4:07:25 PM

Account Code	Description	Actual JUNE	Budget (YTD)	Actual (YTD)	% of Budget
General Fund					
01-2-01100-111-001-00	REG INST - Salaries - Teachers - Sec	\$50,567.78	\$606,815.00	\$504,937.65	83.21
01-2-01100-111-002-00	REG INST - Salaries - Teachers - Elem	\$40,617.41	\$487,400.00	\$405,146.36	83.12
01-2-01100-112-002-00	REG INST - Salaries - Paras and Assistants - Elem	\$812.83	\$50,268.00	\$37,420.27	74.44
01-2-01100-122-002-00	REG INST - Salaries - Substitute Paras - Elem	\$0.00	\$4,000.00	\$3,193.40	79.83
01-2-01100-123-001-00	REG INST - Salaries - Substitute Teachers - Sec	\$308.00	\$30,000.00	\$30,786.36	102.62
01-2-01100-123-002-00	REG INST - Salaries - Substitute Teachers - Elem	\$0.00	\$22,000.00	\$15,770.00	71.68
01-2-01100-151-001-00	REG INST - Addl Comp - Teachers - Extra Duty, Class Coverage -	\$7,562.49	\$89,880.00	\$79,154.90	88.06
01-2-01100-151-002-00	REG INST - Addl Comp - Teachers - Extra Duty, Class Coverage -	\$0.00	\$1,543.00	\$1,020.00	66.10
01-2-01100-152-001-00	REG INST - Addl Comp - NonCert Coaches - Extra Duty Pay - Sec	\$128.58	\$15,816.00	\$18,645.80	117.89
01-2-01100-211-001-00	REG INST - Group Insurance - BCBS - Teachers - Sec	\$13,992.86	\$184,750.00	\$158,987.86	86.05
01-2-01100-211-001-01	REG INST - Group Insurance - LTD - Teachers - Sec	\$208.76	\$3,360.00	\$2,087.60	62.13
01-2-01100-211-002-00	REG INST - Group Insurance - BCBS - Teachers - Elem	\$11,887.69	\$165,300.00	\$130,764.59	79.10
01-2-01100-211-002-01	REG INST - Group Insurance - LTD - Teachers - Elem	\$215.10	\$2,455.00	\$2,151.00	87.61
01-2-01100-212-002-01	REG INST - Group Insurance - LTD - Paras - Elem	\$14.66	\$190.00	\$146.60	77.15
01-2-01100-221-001-00	REG INST - Social Security - Teachers - Sec	\$4,335.74	\$51,650.00	\$43,557.83	84.33
01-2-01100-221-002-00	REG INST - Social Security - Teachers - Elem	\$2,980.07	\$39,170.00	\$29,941.28	76.43
01-2-01100-222-001-00	REG INST - Social Security - Paras and Assistants - Sec	\$9.74	\$0.00	\$1,425.51	0.00
01-2-01100-222-002-00	REG INST - Social Security - Paras and Assistants - Elem	\$60.52	\$3,850.00	\$3,047.52	79.15
01-2-01100-223-001-00	REG INST - Social Security - Substitute Teachers - Sec	\$23.56	\$2,295.00	\$2,355.13	102.62
01-2-01100-223-002-00	REG INST - Social Security - Substitute Teachers - Elem	\$0.00	\$1,685.00	\$1,206.50	71.60
01-2-01100-231-001-00	REG INST - Retirement - Teachers - Sec	\$4,315.30	\$66,690.00	\$43,360.03	65.01
01-2-01100-231-002-00	REG INST - Retirement - Teachers - Elem	\$3,015.25	\$50,600.00	\$30,151.82	59.58
01-2-01100-232-001-00	REG INST - Retirement - Paras and Assistants - Sec	\$9.55	\$0.00	\$95.47	0.00
01-2-01100-232-002-00	REG INST - Retirement - Paras and Assistants - Elem	\$60.34	\$5,000.00	\$2,777.90	55.55
01-2-01100-233-002-00	REG INST - Retirement - Substitute Teachers - Elem	\$0.00	\$250.00	\$323.05	129.22
01-2-01100-237-001-00	REG INST - Retirement Increase - Sec	\$1,429.86	\$0.00	\$14,366.99	0.00
01-2-01100-237-002-00	REG INST - Retirement Increase - Elem	\$1,016.82	\$0.00	\$10,993.73	0.00
01-2-01100-271-001-00	REG INST - Workers Comp - Teachers - Sec	\$0.00	\$2,350.00	\$2,348.00	99.91
01-2-01100-271-002-00	REG INST - Workers Comp - Teachers - Elem	\$0.00	\$1,900.00	\$1,901.00	100.05
01-2-01100-272-002-00	REG INST - Workers Comp - Paras and Assistants - Elem	\$0.00	\$285.00	\$283.00	99.29
01-2-01100-281-001-00	REG INST - Health Benefits HSAs-- Teachers - Sec	\$0.00	\$11,590.00	\$11,028.47	95.15
01-2-01100-281-002-00	REG INST - Health Benefits HSAs-- Teachers - Elem	\$0.00	\$15,890.00	\$15,573.63	98.00
01-2-01100-320-001-00	REG INST - Prof Educ Services - Sec	\$0.00	\$500.00	\$0.00	0.00
01-2-01100-320-002-00	REG INST - Prof Educ Services - Elem	\$0.00	\$500.00	\$0.00	0.00

01-2-01100-330-001-00	REG INST - Employee Training - Sec	\$50.00	\$2,500.00	\$1,351.46	54.05
01-2-01100-330-002-00	REG INST - Employee Training - Elem	\$20.00	\$2,000.00	\$2,800.48	140.02
01-2-01100-431-001-MU	REG INST - Repairs to Musical Instruments	\$0.00	\$1,000.00	\$868.35	86.83
01-2-01100-440-001-00	REG INST - Rentals - Non-Instructional	\$200.00	\$0.00	\$200.00	0.00
01-2-01100-443-001-00	REG INST - Lease/Usage - Copier - Sec	\$478.54	\$7,500.00	\$6,395.80	85.27
01-2-01100-443-002-00	REG INST - Lease/Usage - Copier - Elem	\$478.54	\$8,500.00	\$5,765.50	67.82
01-2-01100-565-001-00	REG INST - Tuition to PostSecondary Schools	\$0.00	\$5,500.00	\$10,451.00	190.01
01-2-01100-580-001-00	REG INST - Travel - Sec	\$20.00	\$2,000.00	\$433.56	21.67
01-2-01100-580-002-00	REG INST - Travel - Elem	\$0.00	\$500.00	\$0.00	0.00
01-2-01100-591-001-00	REG INST - Prof Services purch from ESU	\$3,950.26	\$0.00	\$3,950.26	0.00
01-2-01100-610-001-00	REG INST - Teaching Supplies - Sec	\$327.60	\$92,500.00	\$2,195.21	2.37
01-2-01100-610-001-AG	REG INST - Supplies - Agri	\$0.00	\$3,000.00	\$403.40	13.44
01-2-01100-610-001-AR	REG INST - Supplies - Art - Sec	\$84.86	\$1,500.00	\$309.86	20.65
01-2-01100-610-001-LA	REG INST - Supplies - Lang Arts - Sec	\$0.00	\$1,000.00	\$285.28	28.52
01-2-01100-610-001-MA	REG INST - Supplies - Math - Sec	\$0.00	\$500.00	\$0.00	0.00
01-2-01100-610-001-MU	REG INST - Supplies - Music - Sec	\$0.00	\$1,500.00	\$679.04	45.26
01-2-01100-610-001-PE	REG INST - Supplies - PE/Health - Sec	\$46.60	\$1,500.00	\$46.60	3.10
01-2-01100-610-001-SC	REG INST - Supplies - Science - Sec	\$0.00	\$5,000.00	\$1,244.32	24.88
01-2-01100-610-001-SH	REG INST - Supplies - Shop	\$181.10	\$9,000.00	\$1,298.59	14.42
01-2-01100-610-001-SP	REG INST - Supplies - Spanish	\$0.00	\$2,500.00	\$0.00	0.00
01-2-01100-610-001-SS	REG INST - Supplies - Social Studies - Sec	\$0.00	\$500.00	\$0.00	0.00
01-2-01100-610-001-TE	REG INST - Supplies - Tech Classes - Sec	\$0.00	\$3,500.00	\$929.88	26.56
01-2-01100-610-002-00	REG INST - Supplies - Elem	\$452.86	\$92,663.00	\$8,113.08	8.75
01-2-01100-610-002-AR	REG INST - Supplies - Art - Elem	\$0.00	\$1,000.00	\$197.73	19.77
01-2-01100-610-002-LA	REG INST - Supplies - Lang Arts - Elem	\$0.00	\$2,000.00	\$91.14	4.55
01-2-01100-610-002-MA	REG INST - Supplies - Math - Elem	\$0.00	\$500.00	\$0.00	0.00
01-2-01100-610-002-MU	REG INST - Supplies - Music - Elem	\$0.00	\$500.00	\$46.80	9.36
01-2-01100-610-002-PE	REG INST - Supplies - PE/Health - Elem	\$0.00	\$600.00	\$233.76	38.96
01-2-01100-610-002-SC	REG INST - Supplies - Science - Elem	\$0.00	\$500.00	\$0.00	0.00
01-2-01100-610-002-SS	REG INST - Supplies - Social Studies - Elem	\$0.00	\$500.00	\$0.00	0.00
01-2-01100-640-001-AG	REG INST - Books and Periodicals - Agri	\$0.00	\$2,000.00	\$217.95	10.89
01-2-01100-640-001-LA	REG INST - Books and Periodicals - Lang Arts - Sec	\$0.00	\$6,000.00	\$669.95	11.16
01-2-01100-640-001-MA	REG INST - Books and Periodicals - Math - Sec	\$55,623.79	\$6,000.00	\$55,834.29	930.57
01-2-01100-640-001-PE	REG INST - Books and Periodicals - PE/Health - Sec	\$0.00	\$0.00	\$1,495.00	0.00
01-2-01100-640-001-SC	REG INST - Books and Periodicals - Science - Sec	\$0.00	\$3,000.00	\$0.00	0.00
01-2-01100-640-001-SP	REG INST - Books and Periodicals - Spanish	\$0.00	\$1,000.00	\$0.00	0.00
01-2-01100-640-001-SS	REG INST - Books and Periodicals - Social Studies - Sec	\$0.00	\$3,000.00	\$13,048.62	434.95
01-2-01100-640-002-LA	REG INST - Books and Periodicals - Lang Arts - Elem	\$0.00	\$6,000.00	\$0.00	0.00
01-2-01100-640-002-MA	REG INST - Books and Periodicals - Math - Elem	\$0.00	\$6,000.00	\$1,782.00	29.70
01-2-01100-640-002-MU	REG INST - Books and Periodicals - Music - Elem	\$0.00	\$1,000.00	\$0.00	0.00
01-2-01100-640-002-SC	REG INST - Books and Periodicals - Science - Elem	\$0.00	\$3,000.00	\$1,295.00	43.16
01-2-01100-640-002-SS	REG INST - Books and Periodicals - Social Studies - Elem	\$0.00	\$0.00	\$3,787.98	0.00
01-2-01100-643-001-00	REG INST - Web/Cloud Based Software - Sec	\$0.00	\$4,000.00	\$0.00	0.00
01-2-01100-643-002-00	REG INST - Web/Cloud Based Software - Elem	\$0.00	\$8,000.00	\$1,430.40	17.88

01-2-01100-650-001-00	REG INST - Supplies - Tech Related - Sec	\$4,886.51	\$5,000.00	\$5,246.51	104.93
01-2-01100-650-001-AG	REG INST - Tech Supplies - Ag	\$0.00	\$0.00	\$2,264.49	0.00
01-2-01100-650-001-SC	REG INST - Tech Supplies - Science - Sec	\$0.00	\$100.00	\$0.00	0.00
01-2-01100-650-001-SH	REG INST - Tech Supplies - Shop	\$0.00	\$1,500.00	\$0.00	0.00
01-2-01100-650-001-TE	REG INST - Tech Supplies - Tech Class - Sec	\$0.00	\$3,000.00	\$995.00	33.16
01-2-01100-650-002-00	REG INST - Supplies - Tech Related - Elem	\$0.00	\$1,000.00	\$104.79	10.47
01-2-01100-734-001-00	REG INST - Tech-Related Hardware - Sec	\$0.00	\$5,000.00	\$28,292.00	565.84
01-2-01100-735-001-00	REG INST - Technology Software - Sec	\$0.00	\$5,000.00	\$0.00	0.00
01-2-01100-810-001-00	REG INST - Dues and Fees - Sec Staff	\$0.00	\$2,000.00	\$692.96	34.64
01-2-01100-810-001-01	REG INST - Field Trips Students - Secondary	\$0.00	\$150.00	\$0.00	0.00
01-2-01100-810-001-AG	REG INST - Dues & Fees - Agri	\$300.00	\$1,000.00	\$575.00	57.50
01-2-01100-810-001-MU	REG INST - Dues & Contest Fees - Music - Sec	\$0.00	\$500.00	\$516.02	103.20
01-2-01100-810-001-SS	REG INST - Dues & Fees - Social Studies - Sec	\$0.00	\$100.00	\$0.00	0.00
01-2-01100-810-002-00	REG INST - Dues & Fees - Elem	\$0.00	\$1,000.00	\$193.24	19.32
01-2-01100-810-002-01	REG INST - Field Trips Students - Elementary	\$264.00	\$1,500.00	\$1,697.52	113.16
01-2-01100-810-002-MU	REG INST - Dues & Contest Fees - Music - Elem	\$0.00	\$500.00	\$0.00	0.00
01-2-01150-112-001-00	ELL - Para Wages - Sec	\$162.81	\$12,540.00	\$11,550.46	92.10
01-2-01150-112-002-00	ELL - Para Wages - Elem	\$80.19	\$6,180.00	\$5,689.04	92.05
01-2-01150-212-002-01	ELL - Group Ins - LTD - Paras Elem	\$5.46	\$70.00	\$54.60	78.00
01-2-01150-222-001-00	ELL - Social Security	\$11.20	\$960.00	\$870.83	90.71
01-2-01150-222-002-00	ELL - Social Security - Paras - Elem	\$5.89	\$470.00	\$432.98	92.12
01-2-01150-232-001-00	ELL - NPERS Contrib - Paras - Sec	\$12.09	\$1,240.00	\$857.46	69.15
01-2-01150-232-002-00	ELL - NPERS Contrib - Paras - Elem	\$5.95	\$610.00	\$422.31	69.23
01-2-01150-237-001-00	ELL - NPERS Incr - Paras - Sec	\$3.99	\$0.00	\$283.47	0.00
01-2-01150-237-002-00	ELL - NPERS Incr - Paras - Elem	\$1.97	\$0.00	\$139.63	0.00
01-2-01150-272-002-00	ELL - Workers Comp - Paras - Elem	\$0.00	\$270.00	\$71.00	26.29
01-2-01150-610-001-00	ELL - Supplies - Sec	\$0.00	\$500.00	\$0.00	0.00
01-2-01150-610-002-00	ELL - Supplies - elem	\$0.00	\$500.00	\$10.36	2.07
01-2-01190-111-002-00	EARLY - Salaries - Teachers	\$0.00	\$38,575.00	\$0.00	0.00
01-2-01190-112-002-00	EARLY - Salaries - Paras	\$313.20	\$25,500.00	\$22,780.80	89.33
01-2-01190-121-002-00	EARLY - Salaries - Subs - Teachers	\$1,045.00	\$1,000.00	\$36,536.86	3,653.68
01-2-01190-122-002-00	EARLY - Salaries - Subs - Paras	\$0.00	\$300.00	\$0.00	0.00
01-2-01190-211-002-01	EARLY - Group Insurance - LTD - Teachers	\$11.25	\$135.00	\$112.50	83.33
01-2-01190-212-002-01	EARLY - Group Insurance - LTD - Paras	\$7.43	\$95.00	\$74.30	78.21
01-2-01190-221-002-00	EARLY - Social Security - Teachers	\$80.80	\$2,950.00	\$2,803.68	95.04
01-2-01190-222-002-00	EARLY - Social Security - Paras	\$24.53	\$1,950.00	\$1,748.41	89.66
01-2-01190-223-002-00	EARLY - Social Security - Subs - Teachers	\$0.00	\$80.00	\$0.00	0.00
01-2-01190-231-002-00	EARLY - Retirement - Teachers	\$77.58	\$3,810.00	\$2,678.02	70.28
01-2-01190-232-002-00	EARLY - Retirement - Paras	\$23.25	\$2,520.00	\$1,691.14	67.10
01-2-01190-237-002-00	EARLY - Retirement Increase	\$33.34	\$0.00	\$1,444.51	0.00
01-2-01190-271-002-00	EARLY - Workers Comp - Teachers	\$0.00	\$275.00	\$274.00	99.63
01-2-01190-272-002-00	EARLY - Workers Comp - Paras	\$0.00	\$100.00	\$96.00	96.00
01-2-01190-330-002-00	EARLY - Employee Training	\$0.00	\$200.00	\$277.00	138.50
01-2-01190-610-002-00	EARLY - General Supplies	\$110.53	\$5,000.00	\$1,080.47	21.60

01-2-01190-643-002-00	EARLY - Web/Cloud Based Software	\$0.00	\$500.00	\$0.00	0.00
01-2-01190-810-002-00	EARLY - Dues and Fees	\$0.00	\$0.00	\$70.72	0.00
01-2-01300-111-002-00	SUMMER - Salaries - Teachers - Elem	\$2,028.00	\$1,000.00	\$2,028.00	202.80
01-2-01300-112-002-00	SUMMER - Salaries - Paras - Elem	\$0.00	\$2,500.00	\$0.00	0.00
01-2-01300-221-002-00	SUMMER - Social Security - Teachers - Elem	\$155.03	\$75.00	\$155.03	206.70
01-2-01300-222-002-00	SUMMER - Social Security - Paras - Elem	\$0.00	\$175.00	\$0.00	0.00
01-2-01300-231-002-00	SUMMER - Retirement - Teachers - Elem	\$150.54	\$100.00	\$150.54	150.54
01-2-01300-232-002-00	SUMMER - Retirement - Paras - Elem	\$0.00	\$225.00	\$0.00	0.00
01-2-01300-237-002-00	SUMMER - Retirement Increase - Elem	\$49.77	\$0.00	\$49.77	0.00
01-2-01300-610-002-00	SUMMER - General Supplies - Elem	\$0.00	\$500.00	\$0.00	0.00
	Regular Education	\$215,337.37	\$2,355,000.00	\$1,867,812.96	0.79
01-2-01200-111-001-00	SPED SA - Salaries - Teachers - Sec	\$4,667.59	\$56,015.00	\$46,675.90	83.32
01-2-01200-111-002-00	SPED SA - Salaries - Teachers -Elem	\$5,995.17	\$71,945.00	\$60,083.70	83.51
01-2-01200-112-001-00	SPED SA - Salaries - Paras - Sec	\$132.30	\$0.00	\$6,692.22	0.00
01-2-01200-112-002-00	SPED SA - Salaries - Paras -Elem	\$390.47	\$0.00	\$19,426.66	0.00
01-2-01200-123-001-00	SPED SA - Salaries - Subs - Teachers	\$0.00	\$3,000.00	\$308.00	10.26
01-2-01200-123-002-00	SPED SA - Salaries - Subs - Teachers	\$0.00	\$3,000.00	\$1,782.00	59.40
01-2-01200-151-001-00	SPED SA - Teachers - Addl Comp - Sec	\$0.00	\$0.00	\$250.00	0.00
01-2-01200-151-002-00	SPED SA - Teachers - Addl Comp - Elem	\$0.00	\$0.00	\$250.00	0.00
01-2-01200-211-001-00	SPED SA - Group Insurance - BCBS - Teachers - Sec	\$1,653.82	\$19,410.00	\$18,192.02	93.72
01-2-01200-211-001-01	SPED SA - Group Insurance LTD Teachers - Sec	\$26.66	\$310.00	\$266.60	86.00
01-2-01200-211-002-01	SPED SA - Group Insurance LTD Teachers Elem	\$20.98	\$275.00	\$209.80	76.29
01-2-01200-212-002-00	SPED SA - Group Insurance LTD Paras -Elem	\$7.43	\$0.00	\$74.30	0.00
01-2-01200-221-001-00	SPED SA - Social Security - Teachers - Sec	\$314.37	\$4,390.00	\$3,193.17	72.73
01-2-01200-221-002-00	SPED SA - Social Security - Teachers -Elem	\$455.04	\$5,505.00	\$4,579.79	83.19
01-2-01200-222-001-00	SPED SA - Social Security - Aides - Sec	\$9.38	\$0.00	\$497.54	0.00
01-2-01200-222-002-00	SPED SA - Social Security - Aides -Elem	\$28.28	\$0.00	\$1,451.79	0.00
01-2-01200-223-001-00	SPED SA - Social Security - Subs - Sec	\$0.00	\$175.00	\$23.57	13.46
01-2-01200-223-002-00	SPED SA - Social Security - Subs -Elem	\$0.00	\$175.00	\$136.31	77.89
01-2-01200-231-001-00	SPED SA - Retirement - Teachers - Sec	\$346.49	\$5,670.00	\$3,483.52	61.43
01-2-01200-231-002-00	SPED SA - Retirement - Teachers -Elem	\$445.05	\$7,105.00	\$4,467.46	62.87
01-2-01200-232-001-00	SPED SA - Retirement - Aides - Sec	\$9.82	\$0.00	\$496.81	0.00
01-2-01200-232-002-00	SPED SA - Retirement - Aides -Elem	\$28.99	\$0.00	\$1,442.14	0.00
01-2-01200-237-001-00	SPED SA - Retirement Increase - Sec	\$117.80	\$0.00	\$1,315.94	0.00
01-2-01200-237-002-00	SPED SA - Retirement Increase - Elem	\$156.73	\$0.00	\$1,953.80	0.00
01-2-01200-271-001-00	SPED SA - Workers Comp- Teachers - Sec	\$0.00	\$250.00	\$246.00	98.40
01-2-01200-271-002-00	SPED SA - Workers Comp- Teachers -Elem	\$0.00	\$275.00	\$271.00	98.54
01-2-01200-272-002-00	SPED SA - Workers Comp - Aides -Elem	\$0.00	\$0.00	\$96.00	0.00
01-2-01200-281-001-00	SPED SA - Health Benefits -HSA Teachers Sec	\$0.00	\$3,140.00	\$3,146.04	100.19
01-2-01200-317-001-00	SPED SA - Contracted Legal Services - Sec	\$0.00	\$5,000.00	\$0.00	0.00

01-2-02120-111-001-00	GUIDANCE - Salaries - Counselor - Secondary	\$3,159.45	\$37,914.00	\$31,734.50	83.70
01-2-02120-111-002-00	GUIDANCE - Salaries - Counselor - Elem	\$3,159.45	\$37,913.00	\$31,594.50	83.33
01-2-02120-211-001-00	GUIDANCE - Group Insurance - BCBS - Counselor- Secondary	\$397.11	\$8,662.00	\$4,368.21	50.42
01-2-02120-211-001-01	GUIDANCE - Group Insurance LTD - Counselor- Secondary	\$27.17	\$354.00	\$271.70	76.75
01-2-02120-211-002-00	GUIDANCE - Group Insurance - BCBS - Counselor- Elem	\$397.11	\$8,662.00	\$4,368.21	50.42
01-2-02120-221-001-00	GUIDANCE - Social Security - Counselor- Secondary	\$239.59	\$2,900.00	\$2,406.60	82.98
01-2-02120-221-002-00	GUIDANCE - Social Security - Counselor- Elem	\$237.55	\$2,900.00	\$2,375.62	81.91
01-2-02120-231-001-00	GUIDANCE - Retirement - Counselor- Secondary	\$234.54	\$3,745.00	\$2,355.81	62.90
01-2-02120-231-002-00	GUIDANCE - Retirement - Counselor- Elem	\$234.54	\$3,745.00	\$2,345.40	62.62
01-2-02120-237-001-00	GUIDANCE - Retirement Increase - Sec	\$77.54	\$0.00	\$778.87	0.00
01-2-02120-237-002-00	GUIDANCE - Retirement Increase - Elem	\$77.54	\$0.00	\$775.40	0.00
01-2-02120-271-001-00	GUIDANCE - Workers Comp - Counselor- Secondary	\$0.00	\$286.00	\$286.00	100.00
01-2-02120-320-001-00	GUIDANCE - Student Workshops- Secondary	\$0.00	\$4,000.00	\$3,795.00	94.87
01-2-02120-320-002-00	GUIDANCE - Student Workshops- Elem	\$0.00	\$2,000.00	\$0.00	0.00
01-2-02120-330-001-00	GUIDANCE - Employee Training - Secondary	\$0.00	\$500.00	\$66.79	13.35
01-2-02120-330-002-00	GUIDANCE - Employee Training - Elem	\$0.00	\$500.00	\$125.00	25.00
01-2-02120-333-001-00	GUIDANCE - Mileage Paid to Staff- Secondary	\$0.00	\$100.00	\$0.00	0.00
01-2-02120-580-001-00	GUIDANCE - Travel- Secondary	\$0.00	\$500.00	\$10.50	2.10
01-2-02120-610-001-00	GUIDANCE - General Supplies- Secondary	\$0.00	\$11,024.00	\$356.41	3.23
01-2-02120-610-002-00	GUIDANCE - General Supplies- Elem	\$6.00	\$11,024.00	\$31.97	0.29
01-2-02120-643-001-00	GUIDANCE - Web/Cloud Based Software- Secondary	\$0.00	\$2,000.00	\$0.00	0.00
01-2-02120-643-002-00	GUIDANCE - Web/Cloud Based Software- Elem	\$0.00	\$2,000.00	\$0.00	0.00
01-2-02120-810-001-00	GUIDANCE - Dues and Fees- Secondary	\$0.00	\$500.00	\$180.00	36.00
01-2-02120-810-002-00	GUIDANCE - Dues and Fees- Elem	\$0.00	\$500.00	\$0.00	0.00
01-2-02130-116-001-00	NURSE - Salaries - Nurse - Secondary	\$803.65	\$9,645.00	\$8,036.50	83.32
01-2-02130-116-002-00	NURSE - Salaries - Nurse - Elem	\$2,410.93	\$28,930.00	\$24,109.30	83.33
01-2-02130-126-002-00	NURSE - Salaries - Nurse Subs- Elem	\$0.00	\$500.00	\$0.00	0.00
01-2-02130-216-001-00	NURSE - Group Insurance BCBS- Secondary	\$469.84	\$5,640.00	\$5,168.24	91.63
01-2-02130-216-001-01	NURSE - Group Insurance LTD- Secondary	\$4.72	\$60.00	\$47.20	78.66
01-2-02130-216-002-00	NURSE - Group Insurance BCBS- Elem	\$1,409.51	\$16,910.00	\$15,504.61	91.68
01-2-02130-216-002-01	NURSE - Group Insurance LTD- Elem	\$14.18	\$185.00	\$141.80	76.64
01-2-02130-226-001-00	NURSE - Social Security - Nurse- Secondary	\$61.84	\$740.00	\$618.40	83.56
01-2-02130-226-002-00	NURSE - Social Security - Nurse- Elem	\$185.53	\$2,220.00	\$1,855.29	83.57
01-2-02130-236-001-00	NURSE - Retirement - Nurse- Secondary	\$59.66	\$955.00	\$596.60	62.47
01-2-02130-236-002-00	NURSE - Retirement - Nurse- Elem	\$178.97	\$2,860.00	\$1,789.72	62.57
01-2-02130-237-001-00	NURSE - Retirement Increase - Sec	\$19.73	\$0.00	\$197.28	0.00
01-2-02130-237-002-00	NURSE - Retirement Increase - Elem	\$59.17	\$0.00	\$591.70	0.00
01-2-02130-276-002-00	NURSE - Workers Comp - Nurse- Elem	\$0.00	\$145.00	\$145.00	100.00
01-2-02130-281-001-00	NURSE - Other Health Benefits - Sec	\$0.00	\$915.00	\$915.81	100.08
01-2-02130-281-002-00	NURSE - Other Health Benefits - Elem	\$0.00	\$2,750.00	\$2,747.43	99.90
01-2-02130-330-002-00	NURSE - Employee Training - Elem	\$0.00	\$300.00	\$0.00	0.00
01-2-02130-580-002-00	NURSE - Travel- Elem	\$0.00	\$100.00	\$0.00	0.00
01-2-02130-610-001-00	NURSE - General Supplies- Secondary	\$0.00	\$2,000.00	\$1,089.48	54.47

01-2-02130-610-002-00	NURSE - General Supplies- Elem	\$195.17	\$3,216.00	\$1,205.55	37.48
01-2-02130-810-001-00	NURSE - Dues and Fees- Secondary	\$0.00	\$0.00	\$60.36	0.00
01-2-02130-810-002-00	NURSE - Dues and Fees- Elem	\$0.00	\$200.00	\$0.00	0.00
	Support - Pupils	\$14,120.49	\$220,000.00	\$153,046.76	0.70
01-2-02211-320-000-00	SCHOOL IMPROV - Professional Educational Services	\$0.00	\$500.00	\$0.00	0.00
01-2-02211-333-000-00	SCHOOL IMPROV - Mileage Paid to Staff	\$0.00	\$0.00	\$743.40	0.00
01-2-02211-610-000-00	SCHOOL IMPROV - General Supplies	\$0.00	\$500.00	\$1,004.25	200.85
01-2-02211-810-000-00	SCHOOL IMPROV - Dues and Fees	\$0.00	\$500.00	\$0.00	0.00
01-2-02220-111-001-00	LIB MEDIA - Salaries - Teachers - Secondary	\$1,114.65	\$12,673.00	\$11,146.50	87.95
01-2-02220-111-002-00	LIB MEDIA - Salaries - Teachers - Elem	\$1,055.99	\$13,376.00	\$10,559.90	78.94
01-2-02220-112-001-00	LIB MEDIA - Salaries - Regular - Paras - Secondary	\$379.25	\$26,196.00	\$23,691.10	90.43
01-2-02220-211-001-00	LIB MEDIA - Group Insurance - BCBS - Teachers - Secondary	\$406.17	\$4,972.00	\$4,467.87	89.86
01-2-02220-211-001-01	LIB MEDIA - Group Insurance - LTD - Teachers - Secondary	\$31.52	\$228.00	\$315.20	138.24
01-2-02220-211-002-00	LIB MEDIA - Group Insurance - BCBS - Teachers - Elem	\$384.80	\$4,972.00	\$4,232.80	85.13
01-2-02220-212-001-01	LIB MEDIA - Group Insurance - LTD - Paras - Secondary	\$7.64	\$100.00	\$76.40	76.40
01-2-02220-221-001-00	LIB MEDIA - Social Security - Teachers - Secondary	\$83.78	\$1,149.00	\$838.04	72.93
01-2-02220-221-002-00	LIB MEDIA - Social Security - Teachers - Elem	\$77.18	\$1,149.00	\$772.14	67.20
01-2-02220-222-001-00	LIB MEDIA - Social Security - Aides - Secondary	\$29.60	\$2,005.00	\$1,818.22	90.68
01-2-02220-231-001-00	LIB MEDIA - Retirement - Teachers - Secondary	\$82.75	\$1,484.00	\$827.50	55.76
01-2-02220-231-002-00	LIB MEDIA - Retirement - Teachers - Elem	\$78.39	\$1,484.00	\$783.90	52.82
01-2-02220-232-001-00	LIB MEDIA - Retirement - Paras - Secondary	\$28.15	\$2,590.00	\$1,758.69	67.90
01-2-02220-237-001-00	LIB MEDIA - Retirement Increase - Sec	\$36.67	\$0.00	\$855.06	0.00
01-2-02220-237-002-00	LIB MEDIA - Retirement Increase - Elem	\$25.91	\$0.00	\$259.17	0.00
01-2-02220-271-002-00	LIB MEDIA - Workers Comp - Teachers - Elem	\$0.00	\$306.00	\$306.00	100.00
01-2-02220-272-001-00	LIB MEDIA - Workers Comp - Aides - Secondary	\$0.00	\$99.00	\$99.00	100.00
01-2-02220-443-001-00	LIB MEDIA - Lease - Copier - Secondary	\$0.00	\$150.00	\$74.73	49.82
01-2-02220-443-002-00	LIB MEDIA - Lease - Copier - Elem	\$0.00	\$150.00	\$74.73	49.82
01-2-02220-610-001-00	LIB MEDIA - General Supplies - Secondary	\$0.00	\$1,500.00	\$0.00	0.00
01-2-02220-610-002-00	LIB MEDIA - General Supplies - Elem	\$0.00	\$1,917.00	\$457.15	23.84
01-2-02220-640-001-00	LIB MEDIA - Books and Periodicals - Secondary	\$1,233.58	\$3,000.00	\$3,067.05	102.23
01-2-02220-640-002-00	LIB MEDIA - Books and Periodicals - Elem	\$2,001.14	\$3,000.00	\$3,247.28	108.24
01-2-02220-641-001-00	LIB MEDIA - E-Books - Secondary	\$0.00	\$250.00	\$157.50	63.00
01-2-02220-641-002-00	LIB MEDIA - E-Books - Elem	\$0.00	\$250.00	\$150.00	60.00
01-2-02220-643-001-00	LIB MEDIA - Web/Cloud Based Software - Secondary	\$0.00	\$700.00	\$663.66	94.80
01-2-02220-643-002-00	LIB MEDIA - Web/Cloud Based Software - Elem	\$0.00	\$1,300.00	\$1,354.90	104.22
01-2-02220-650-001-00	LIB MEDIA - Supplies - Technology Related - Secondary	\$0.00	\$500.00	\$0.00	0.00
01-2-02230-432-000-00	TECH - Tech-Related Repairs and Maint	\$0.00	\$3,000.00	\$0.00	0.00
01-2-02230-530-000-00	TECH - Communications	\$558.32	\$33,000.00	\$24,488.50	74.20
01-2-02230-591-000-00	TECH - Tech Support - On Site - Purch From ESU6	\$4,457.33	\$57,000.00	\$44,573.30	78.19
01-2-02230-591-000-01	TECH - Tech - Hosted Services - Purch From ESU6	\$456.85	\$8,000.00	\$4,565.58	57.06

01-2-02230-643-000-00	TECH - Web/Cloud Based Software	\$218.74	\$22,000.00	\$22,623.52	102.83
01-2-02230-650-000-00	TECH - Supplies - Technology Related	\$0.00	\$5,000.00	\$3,582.91	71.65
01-2-02230-734-000-00	TECH - Technology-Related Hardware	\$0.00	\$5,000.00	\$0.00	0.00
01-2-02230-735-000-00	TECH - Technology Software	\$0.00	\$5,000.00	\$0.00	0.00
	Support - Staff	\$12,748.41	\$225,000.00	\$173,635.95	0.77
01-2-02310-310-000-00	BOE - Official/Administrative Services	\$0.00	\$1,500.00	\$950.48	63.36
01-2-02310-340-000-00	BOE - Other Professional Services	\$0.00	\$8,000.00	\$0.00	0.00
01-2-02310-520-000-00	BOE - Insurance	\$1,010.25	\$13,550.00	\$14,521.25	107.16
01-2-02310-540-000-00	BOE - Advertising	\$191.51	\$1,800.00	\$1,776.83	98.71
01-2-02310-580-000-00	BOE - Travel	\$0.00	\$6,000.00	\$1,130.23	18.83
01-2-02310-610-000-00	BOE - General Supplies	\$119.75	\$500.00	\$119.75	23.95
01-2-02310-643-000-00	BOE - Web/Cloud Based Software	\$0.00	\$2,000.00	\$4,000.00	200.00
01-2-02310-735-000-00	BOE - Technology Software	\$0.00	\$1,650.00	\$0.00	0.00
01-2-02310-810-000-00	BOE - Dues and Fees	\$0.00	\$5,000.00	\$4,117.00	82.34
	Board of Education	\$1,321.51	\$40,000.00	\$26,615.54	0.67
01-2-02320-105-000-00	SUPER - Salaries - Superintendent	\$11,593.75	\$139,125.00	\$115,937.50	83.33
01-2-02320-110-000-00	SUPER - Salaries - Regular - Admin Asst	\$3,043.88	\$39,645.00	\$28,346.02	71.49
01-2-02320-210-000-00	SUPER - Group Insurance - BCBS Admin Asst	\$1,634.66	\$19,616.00	\$17,981.26	91.66
01-2-02320-210-000-01	SUPER - Group Insurance - LTD Admin Asst	\$17.28	\$225.00	\$172.80	76.80
01-2-02320-215-000-00	SUPER - Group Insurance - BCBS - Superintendents	\$1,934.17	\$23,210.00	\$21,275.87	91.66
01-2-02320-215-000-01	SUPER - Group Insurance - LTD - Superintendents	\$45.21	\$500.00	\$452.10	90.42
01-2-02320-220-000-00	SUPER - Social Security - Admin Asst	\$230.28	\$3,035.00	\$2,142.62	70.59
01-2-02320-225-000-00	SUPER - Social Security - Superintendents	\$888.45	\$10,650.00	\$8,884.50	83.42
01-2-02320-230-000-00	SUPER - Retirement - Admin Asst	\$225.96	\$3,920.00	\$2,104.28	53.68
01-2-02320-235-000-00	SUPER - Retirement - Superintendents	\$860.66	\$13,745.00	\$8,606.60	62.61
01-2-02320-237-000-00	SUPER - Retirement Increase	\$359.26	\$0.00	\$3,541.20	0.00
01-2-02320-270-000-00	SUPER - Workers Comp - Admin Asst	\$0.00	\$150.00	\$149.00	99.33
01-2-02320-275-000-00	SUPER - Workers Comp - Superintendent	\$0.00	\$525.00	\$524.00	99.80
01-2-02320-285-000-00	SUPER - Health Benefits - Superintendents	\$0.00	\$3,663.00	\$3,663.24	100.00
01-2-02320-310-000-00	SUPER - Contracted Services	\$0.00	\$1,905.00	\$0.00	0.00
01-2-02320-330-000-00	SUPER - Employee Training	\$0.00	\$300.00	\$0.00	0.00
01-2-02320-333-000-00	SUPER - Mileage Paid to Staff	\$0.00	\$100.00	\$0.00	0.00
01-2-02320-530-000-00	SUPER - Cell Phone Reimb	\$50.00	\$600.00	\$500.00	83.33
01-2-02320-580-000-00	SUPER - Travel	\$0.00	\$1,800.00	\$545.35	30.29
01-2-02320-610-000-00	SUPER - General Supplies	\$376.06	\$2,500.00	\$804.56	32.18
01-2-02320-643-000-00	SUPER - Web/Cloud Based Software	\$0.00	\$2,000.00	\$1,773.72	88.68

01-2-02320-650-000-00	SUPER - Supplies - Technology Related	\$0.00	\$286.00	\$69.30	24.23
01-2-02320-810-000-00	SUPER - Dues and Fees	\$676.00	\$2,500.00	\$1,913.15	76.52
	Superintendent	\$21,935.62	\$270,000.00	\$219,387.07	0.81
01-2-02330-317-000-00	LEGAL - Contracted Legal Fees	\$1,767.60	\$10,000.00	\$4,643.85	46.43
	District Legal	\$1,767.60	\$10,000.00	\$4,643.85	0.46
01-2-02410-110-001-00	PRIN - Salaries - Admin Asst - Secondary	\$2,432.32	\$30,280.00	\$26,097.72	86.18
01-2-02410-111-001-00	PRIN - Salaries - Principal - Secondary	\$4,320.83	\$51,850.00	\$43,208.30	83.33
01-2-02410-111-002-00	PRIN - Salaries - Principal - Elementary	\$4,320.83	\$51,850.00	\$43,208.30	83.33
01-2-02410-210-001-01	PRIN - Group Insurance - LTD - Admin Asst- Secondary	\$9.28	\$125.00	\$92.80	74.24
01-2-02410-211-001-00	PRIN - Group Insurance -BCBS - Principal - Secondary	\$967.09	\$11,604.00	\$10,637.99	91.67
01-2-02410-211-001-01	PRIN - Group Insurance LTD - Principal - Secondary	\$38.20	\$500.00	\$382.00	76.40
01-2-02410-211-002-00	PRIN - Group Insurance - BCBS - Principal - Elementary	\$967.08	\$11,604.00	\$10,637.88	91.67
01-2-02410-220-001-00	PRIN - Social Security - Admin Asst- Secondary	\$184.95	\$2,450.00	\$1,985.18	81.02
01-2-02410-221-001-00	PRIN - Social Security - Principal - Secondary	\$329.63	\$3,985.00	\$3,296.33	82.71
01-2-02410-221-002-00	PRIN - Social Security - Principal - Elementary	\$326.74	\$3,985.00	\$3,267.45	81.99
01-2-02410-230-001-00	PRIN - Retirement - Admin Asst- Secondary	\$180.56	\$3,150.00	\$1,937.35	61.50
01-2-02410-231-001-00	PRIN - Retirement - Principal - Secondary	\$320.76	\$5,150.00	\$3,207.60	62.28
01-2-02410-231-002-00	PRIN - Retirement - Principal - Elementary	\$320.75	\$5,150.00	\$3,207.50	62.28
01-2-02410-237-001-00	PRIN - Retirement Increase - Sec	\$165.74	\$0.00	\$1,700.97	0.00
01-2-02410-237-002-00	PRIN - Retirement Increase - Elem	\$106.04	\$0.00	\$1,060.41	0.00
01-2-02410-270-001-00	PRIN - Workers Comp - Admin Asst - Secondary	\$0.00	\$115.00	\$114.00	99.13
01-2-02410-271-002-00	PRIN - Workers Comp - Principal - Elementary	\$0.00	\$392.00	\$392.00	100.00
01-2-02410-281-001-00	PRIN - Health Benefits - Principal - Secondary	\$0.00	\$1,832.00	\$1,832.89	100.04
01-2-02410-281-002-00	PRIN - Health Benefits - Principal - Elementary	\$0.00	\$1,832.00	\$1,821.33	99.41
01-2-02410-330-001-00	PRIN - Employee Training - Principal - Secondary	\$0.00	\$250.00	\$0.00	0.00
01-2-02410-330-002-00	PRIN - Employee Training - Principal - Elementary	\$0.00	\$250.00	\$0.00	0.00
01-2-02410-580-001-00	PRIN - Travel - Secondary	\$0.00	\$500.00	\$15.00	3.00
01-2-02410-580-002-00	PRIN - Travel - Elementary	\$0.00	\$500.00	\$24.50	4.90
01-2-02410-610-001-00	PRIN - General Supplies - Secondary	\$2,820.50	\$7,346.00	\$5,699.44	77.58
01-2-02410-610-002-00	PRIN - General Supplies - Elementary	\$0.00	\$8,800.00	\$1,992.73	22.64
01-2-02410-643-001-00	PRIN - Web/Cloud Based Software - Secondary	\$0.00	\$1,000.00	\$907.77	90.77
01-2-02410-643-002-00	PRIN - Web/Cloud Based Software - Elementary	\$0.00	\$1,000.00	\$812.02	81.20
01-2-02410-650-001-00	PRIN - Supplies - Technology Related - Secondary	\$0.00	\$500.00	\$69.30	13.86
01-2-02410-650-002-00	PRIN - Supplies - Technology Related - Elem	\$0.00	\$500.00	\$158.58	31.71
01-2-02410-810-001-00	PRIN - Dues and Fees - Secondary	\$0.00	\$2,000.00	\$413.79	20.68
01-2-02410-810-002-00	PRIN - Dues and Fees - Elementary	\$0.00	\$1,500.00	\$547.36	36.49
	Principal	\$17,811.30	\$210,000.00	\$168,728.49	0.80

01-2-02510-116-000-00	FISCAL SVCS - Salaries - Business	\$5,561.08	\$66,733.00	\$55,610.80	83.33
01-2-02510-216-000-00	FISCAL SVCS - Group Insurance -BCBS - Business	\$1,634.66	\$19,620.00	\$17,981.26	91.64
01-2-02510-216-000-01	FISCAL SVCS - Group Insurance - LTD - Business	\$25.19	\$330.00	\$251.90	76.33
01-2-02510-226-000-00	FISCAL SVCS - Social Security - Business	\$414.57	\$5,110.00	\$4,145.70	81.12
01-2-02510-236-000-00	FISCAL SVCS - Retirement - Business	\$412.83	\$6,600.00	\$4,128.30	62.55
01-2-02510-237-000-00	FISCAL SVCS - Retirement Increase	\$136.49	\$0.00	\$1,364.90	0.00
01-2-02510-276-000-00	FISCAL SVCS - Workers Comp -Business	\$0.00	\$251.00	\$251.00	100.00
01-2-02510-315-000-00	FISCAL SVCS - Accounting/Auditing Services	\$0.00	\$9,500.00	\$9,050.00	95.26
01-2-02510-443-000-00	FISCAL SVCS - Lease - Copier	\$0.00	\$150.00	\$72.49	48.32
01-2-02510-530-000-00	FISCAL SVCS - Communications	\$469.63	\$6,492.00	\$4,684.53	72.15
01-2-02510-531-000-00	FISCAL SVCS - Postage	\$643.30	\$8,000.00	\$4,363.36	54.54
01-2-02510-580-000-00	FISCAL SVCS - Travel	\$0.00	\$500.00	\$0.00	0.00
01-2-02510-610-000-00	FISCAL SVCS - General Supplies	\$17.95	\$1,500.00	\$1,035.28	69.01
01-2-02510-643-000-00	FISCAL SVCS - Web/Cloud Based Software	\$63.00	\$14,000.00	\$12,471.14	89.07
01-2-02510-650-000-00	FISCAL SVCS - Supplies - Technology Related	\$0.00	\$200.00	\$0.00	0.00
01-2-02510-810-000-00	FISCAL SVCS - Dues and Fees	\$0.00	\$300.00	\$615.00	205.00
01-2-02510-890-000-00	FISCAL SVCS - Misc Expense	\$0.00	\$714.00	\$0.00	0.00
	Fiscal Services	\$9,378.70	\$140,000.00	\$116,025.66	0.83
01-2-02610-110-000-00	OPERATIONS - Salaries - Maint & Custodial	\$14,466.28	\$174,000.00	\$143,539.91	82.49
01-2-02610-110-000-01	OPERATIONS - Salaries - Summer Custodial	\$1,342.39	\$4,750.00	\$1,342.39	28.26
01-2-02610-210-000-00	OPERATIONS - Group Insurance - BCBS	\$3,114.80	\$37,380.00	\$34,262.80	91.66
01-2-02610-210-000-01	OPERATIONS - Group Ins - LTD	\$57.01	\$765.00	\$570.10	74.52
01-2-02610-220-000-00	OPERATIONS - Social Security	\$1,190.43	\$13,700.00	\$10,975.16	80.11
01-2-02610-230-000-00	OPERATIONS - Retirement	\$1,060.73	\$16,000.00	\$9,734.17	60.83
01-2-02610-237-000-00	OPERATIONS - Retirement Increase	\$350.68	\$0.00	\$3,218.25	0.00
01-2-02610-270-000-00	OPERATIONS - Workers Comp	\$0.00	\$5,382.00	\$5,382.00	100.00
01-2-02610-280-000-00	OPERATIONS - Health Benefits HSAs	\$0.00	\$1,300.00	\$1,299.60	99.96
01-2-02610-410-000-00	OPERATIONS - Utility Services - Water & Sewage	\$1,052.50	\$15,000.00	\$9,230.15	61.53
01-2-02610-410-000-01	OPERATIONS - Utility Services - Culligan	\$35.00	\$3,000.00	\$1,606.25	53.54
01-2-02610-420-000-00	OPERATIONS - Cleaning Services - Garbage	\$512.79	\$7,000.00	\$5,174.51	73.92
01-2-02610-430-000-00	OPERATIONS - Repairs and Maintenance Services	\$0.00	\$0.00	\$1,150.74	0.00
01-2-02610-441-000-00	OPERATIONS - Rental Storage Bldg	\$0.00	\$0.00	\$196.45	0.00
01-2-02610-490-000-00	OPERATIONS - Other Purchased Property Services	\$243.66	\$7,000.00	\$12,865.51	183.79
01-2-02610-520-000-00	OPERATIONS - Insurance - Property	\$0.00	\$60,350.00	\$60,348.00	99.99
01-2-02610-610-000-00	OPERATIONS - General Supplies	\$0.00	\$4,000.00	\$930.93	23.27
01-2-02610-610-000-01	OPERATIONS - Janitorial Supplies	\$4.83	\$15,000.00	\$8,522.74	56.81
01-2-02610-621-000-00	OPERATIONS - Utility Energy Services	\$3,067.06	\$85,000.00	\$56,871.06	66.90
01-2-02620-431-000-00	MAINT BLDG - Repairs & Maint	\$1,125.00	\$70,000.00	\$30,313.72	43.30
01-2-02620-442-000-00	MAINT BLDG - Rentals of Equipment	\$0.00	\$2,000.00	\$0.00	0.00
01-2-02620-490-000-00	MAINT BLDG - Other Purchased Property Services	\$429.18	\$45,000.00	\$20,242.88	44.98
01-2-02620-610-000-00	MAINT BLDG - General Supplies	\$541.52	\$16,873.00	\$5,164.53	30.60

01-2-02630-420-000-00	GROUNDS - Mowing - Contracted	\$0.00	\$5,500.00	\$2,752.00	50.03
01-2-02630-420-000-01	GROUNDS - Snow Removal - Contracted	\$0.00	\$3,000.00	\$1,300.00	43.33
01-2-02630-420-000-02	GROUNDS - Lawn Care - Contracted	\$0.00	\$7,000.00	\$5,300.00	75.71
01-2-02630-431-000-00	GROUNDS - Repairs and Maintenance Services	\$0.00	\$1,000.00	\$493.00	49.30
01-2-02630-490-000-00	GROUNDS - Other Purchased Property Services	\$0.00	\$7,000.00	\$1,500.00	21.42
01-2-02630-610-000-00	GROUNDS - General Supplies	\$24.00	\$7,000.00	\$3,547.76	50.68
01-2-02630-626-000-00	GROUNDS - Gasoline	\$109.43	\$1,500.00	\$820.01	54.66
01-2-02650-431-000-00	STAFF VEH - Repairs & Maint	\$0.00	\$3,000.00	\$666.26	22.20
01-2-02650-626-001-00	STAFF VEH - Gasoline	\$30.70	\$3,000.00	\$953.29	31.77
01-2-02650-732-001-00	STAFF VEH - Vehicles	\$0.00	\$19,000.00	\$0.00	0.00
01-2-02660-340-000-00	SAFETY - Safety Audits	\$0.00	\$1,000.00	\$575.00	57.50
01-2-02660-490-000-00	SAFETY - Other Purch Property Svcs	\$201.00	\$1,000.00	\$282.00	28.20
01-2-02660-610-000-00	SAFETY - Supplies	\$0.00	\$500.00	\$167.95	33.59
01-2-02660-650-000-00	SAFETY - Technology	\$0.00	\$5,000.00	\$1,748.60	34.97
	Operations, Maint & Grounds	\$28,958.99	\$648,000.00	\$443,047.72	0.68
01-2-02710-110-001-00	BUSING - Salaries - Secondary	\$0.00	\$2,000.00	\$1,520.00	76.00
01-2-02710-110-002-00	BUSING - Salaries - Elem	\$0.00	\$0.00	\$40.00	0.00
01-2-02710-220-001-00	BUSING - Social Security - Secondary	\$0.00	\$155.00	\$115.12	74.27
01-2-02710-220-002-00	BUSING - Social Security - Elem	\$0.00	\$0.00	\$2.99	0.00
01-2-02710-230-001-00	BUSING - Retirement - Secondary	\$0.00	\$200.00	\$106.94	53.47
01-2-02710-230-002-00	BUSING - Retirement - Elem	\$0.00	\$0.00	\$2.96	0.00
01-2-02710-237-001-00	BUSING - Retirement Increase - Sec	\$0.00	\$0.00	\$35.31	0.00
01-2-02710-237-002-00	BUSING - Retirement Increase - Elem	\$0.00	\$0.00	\$0.98	0.00
01-2-02710-520-001-00	BUSING - Insurance - Buses and Vans - Secondary	\$0.00	\$12,000.00	\$16,213.00	135.10
01-2-02710-520-002-00	BUSING - Insurance - Buses and Vans - Elem	\$0.00	\$4,200.00	\$0.00	0.00
01-2-02710-610-001-00	BUSING - General Supplies - Secondary	\$0.00	\$1,000.00	\$755.89	75.58
01-2-02710-610-002-00	BUSING - General Supplies - Elem	\$0.00	\$5,000.00	\$2,790.54	55.81
01-2-02710-626-001-00	BUSING - Gasoline - Secondary	\$425.53	\$6,000.00	\$5,313.46	88.55
01-2-02710-626-002-00	BUSING - Gasoline - Elem	\$975.17	\$15,000.00	\$12,825.75	85.50
01-2-02712-519-002-00	SPED TRANSP - Contracted Busing	\$0.00	\$20,000.00	\$0.00	0.00
01-2-02730-431-000-00	BUSING - Repairs & Maint Service	\$0.00	\$2,500.00	\$1,646.85	65.87
01-2-02730-610-000-00	BUSING - General Supplies	\$0.00	\$1,945.00	\$56.52	2.90
01-2-02790-510-001-00	BUSING - OTHER - Contracted - Sec	\$2,203.88	\$30,000.00	\$21,794.74	72.64
01-2-02790-510-002-00	BUSING - OTHER - Contracted - Elem	\$9,639.13	\$100,000.00	\$90,528.53	90.52
	Pupil Transportation	\$13,243.71	\$200,000.00	\$153,749.58	0.77
01-2-03535-151-002-00	HAL - Extra Duty - Teachers- Elem	\$128.58	\$1,550.00	\$1,285.80	82.95
01-2-03535-221-002-00	HAL - FICA - Teacher Elem	\$9.50	\$120.00	\$95.05	79.20

01-2-03535-231-002-00	HAL - Retirement - Teachers - Elem	\$9.55	\$150.00	\$95.50	63.66
01-2-03535-237-002-00	HAL - Incr Retirement -Teacher - Elem	\$3.16	\$0.00	\$31.58	0.00
01-2-03535-610-002-00	HAL - General Supplies- Elem	\$0.00	\$4,680.00	\$259.61	5.54
01-2-03535-810-001-00	HAL - Dues and Fees- Secondary	\$0.00	\$500.00	\$0.00	0.00
01-2-03551-610-001-00	CATEG GRANT - Career Ed Supplies	\$0.00	\$1,000.00	\$0.00	0.00
01-2-03599-610-002-00	CATEG GRANT - Supplies	\$0.00	\$0.00	\$200.00	0.00
01-2-03599-734-000-00	CATEG GRANT - Technology Hdwe	\$0.00	\$17,000.00	\$0.00	0.00
01-2-04700-720-001-00	FACILITIES - Building Improve - Sec	\$100,000.00	\$0.00	\$100,000.00	0.00
01-2-06200-111-002-00	TITLE - Salaries - Teachers	\$5,609.42	\$67,313.00	\$55,962.20	83.13
01-2-06200-211-002-00	TITLE - Group Insurance - BCBS - Teachers	\$1,243.39	\$17,324.00	\$13,677.29	78.94
01-2-06200-211-002-01	TITLE - Group Insur - LTD - Teacher	\$24.69	\$296.00	\$246.90	83.41
01-2-06200-221-002-00	TITLE - Social Security - Teachers	\$427.12	\$5,149.00	\$4,261.39	82.76
01-2-06200-231-002-00	TITLE - Retirement - Teachers	\$416.42	\$6,649.00	\$4,154.37	62.48
01-2-06200-237-002-00	TITLE - Retirement Increase	\$137.67	\$0.00	\$1,373.47	0.00
01-2-06200-271-002-00	TITLE - Workers Comp - Teachers	\$0.00	\$254.00	\$254.00	100.00
01-2-06200-281-002-00	TITLE - Health Benefits -HAS_ Teachers	\$0.00	\$0.00	\$2,403.24	0.00
01-2-06200-330-002-00	TITLE - Employee Training	\$50.00	\$0.00	\$166.79	0.00
01-2-06200-610-002-00	TITLE - General Supplies	\$0.00	\$500.00	\$110.36	22.07
01-2-06406-591-002-00	IDEA PS - Speech Cont Svc Purch - ESU6	\$0.00	\$3,600.00	\$0.00	0.00
01-2-06406-591-002-01	IDEA PS - Psych Cont Svc - ESU6	\$0.00	\$0.00	\$3,512.00	0.00
01-2-06408-510-002-00	IDEA BASE EP - Transportation	\$0.00	\$10,000.00	\$0.00	0.00
01-2-06408-561-002-00	IDEA BASE EP - Tuition paid to SUCCESS	\$0.00	\$20,000.00	\$0.00	0.00
01-2-06408-591-001-01	IDEA BASE EP - OT Svcs Contracted thru ESU6 - Sec	\$0.00	\$0.00	\$876.20	0.00
01-2-06408-591-002-00	IDEA BASE-EP - Speech Svcs Contracted thru ESU6 Elem	\$0.00	\$160,415.00	\$0.00	0.00
01-2-06408-591-002-01	IDEA BASE-EP - OT Svcs Contracted thru ESU6 - Elem	\$0.00	\$0.00	\$7,062.30	0.00
01-2-06408-591-002-02	IDEA BASE EP - Speech Svcs Purch ESU6 Ages 3-5	\$0.00	\$0.00	\$5,210.62	0.00
01-2-06408-591-002-03	IDEA BASE EP - Psych Svcs - Contracted thru ESU6	\$0.00	\$0.00	\$14,813.96	0.00
01-2-06992-650-001-00	REAP - Supplies - Technology Related- Secondary	\$0.00	\$8,500.00	\$0.00	0.00
01-2-06992-734-001-00	REAP - Technology-Related Hardware- Secondary	\$0.00	\$0.00	\$8,208.00	0.00
	Federal & State Programs	\$108,059.50	\$325,000.00	\$224,260.63	0.69
01-2-08000-912-000-00	Fund Transfers to School Nutrition Fund	(\$2,000.00)	\$24,000.00	\$51,100.00	212.91
01-2-08000-913-000-00	Fund Transfers to Activities Fund	\$4,000.00	\$48,000.00	\$40,000.00	83.33
	IntraFund Support	\$2,000.00	\$72,000.00	\$91,100.00	1.27
	JUNE TOTALS	\$470,360.12	\$5,540,000.00	\$4,038,224.85	0.73
Intrafund Transfers					
01-2-09000-912-000-00	NON-PGM EXPENDITURES - Fund Trsf to Nutrition Fund	(\$2,407.00)	\$0.00	\$0.00	0.00
01-2-09005-000-000-00	NON-PGM EXPENDITURES - Interfund loan to Nutrition Fund	(\$31,523.17)	\$0.00	\$0.00	0.00
01-2-09005-220-000-00	NON-PGM EXPENDITURES - Interfund loan to Nutrition Fund FICA	(\$2,401.75)	\$0.00	\$0.00	0.00
01-2-09005-230-000-00	NON-PGM EXPENDITURES - Interfund loan to Nutrition Fund RET	(\$1,871.43)	\$0.00	\$0.00	0.00

01-2-09005-237-000-00	-Increased Retirement Contributions	(\$618.73)	\$0.00	\$0.00	0.00
01-2-09006-000-000-00	NON-PGM EXPENDITURES - Interfund Loan to Activity Fund	(\$7,963.11)	\$0.00	\$0.00	0.00
01-2-09006-220-000-00	NON-PGM EXPENDITURES - Interfund Loan to Activity Fund FICA	(\$123.97)	\$0.00	\$0.00	0.00
01-2-09006-230-000-00	NON-PGM EXPENDITURES - Interfund Loan to Activity Fund RET	(\$122.52)	\$0.00	\$0.00	0.00
01-2-09006-237-000-00	-Increased Retirement Contributions	(\$40.53)	\$0.00	\$0.00	0.00
TOTAL GENERAL FUND EXPENDITURES		\$423,287.91	\$5,540,000.00	\$4,038,224.85	0.73

Depreciation Fund					
02-2-02900-450-001-00	DEPR - Construction Svcs	\$0.00	\$463,344.00	\$2,000.00	0.43
02-2-02900-490-001-00	DEPR - Purch Property Services - Sec	\$0.00	\$10,000.00	\$0.00	0.00
02-2-02900-610-001-00	DEPR - General Supplies	\$0.00	\$0.00	\$1,020.00	0.00
02-2-02900-732-001-00	DEPR - Vehicles	\$0.00	\$35,000.00	\$0.00	0.00
02-2-02900-733-001-00	DEPR - Furniture & Fixtures	\$0.00	\$75,000.00	\$15,113.00	20.15
02-2-02900-734-002-00	DEPR - Technology-Related Hardware	\$10,106.50	\$0.00	\$10,106.50	0.00
02-2-02900-739-001-00	DEPR - Equipment	\$0.00	\$0.00	\$11,500.00	0.00
TOTAL DEPRECIATION FUND		\$10,106.50	\$583,344.00	\$39,739.50	0.07

EMPLOYEE BENEFIT FUND					
03-2-02900-290-000-00	EBF - Employee FSA Benefits	\$1,834.66	\$45,000.00	\$19,515.76	43.36
03-2-02900-890-000-00	EBF - Other Misc Expense	\$121.50	\$2,500.00	\$1,215.00	48.60
Subtotal of Element: [Fund] 03 - Employee Benefit Fund		\$1,956.16	\$47,500.00	\$20,730.76	44%

Activity Fund					
05-2-02900-340-001-00	ACT - Purchased Services	\$699.00	\$45,000.00	\$44,073.98	97.94
05-2-02900-580-001-00	ACT - Travel	\$1,024.38	\$5,000.00	\$4,164.33	83.28
05-2-02900-610-001-00	ACT - General Supplies - Secondary	\$2,718.49	\$155,000.00	\$147,301.57	95.03
05-2-02900-810-001-00	ACT - Dues & Entry Fees - Secondary	\$300.00	\$25,000.00	\$18,811.54	75.24
TOTAL ACTIVITY FUND		\$4,741.87	\$230,000.00	\$214,351.42	0.93

School Nutrition Fund					
06-2-03100-110-001-00	SN - Salaries - Regular - Kitchen	(\$37,515.78)	\$80,000.00	\$30,177.80	37.72
06-2-03100-110-002-00	SN - Salaries- Regular -- Kitchen	\$38,408.11	\$0.00	\$38,408.11	0.00
06-2-03100-120-001-00	SN - Salaries - Subs - Kitchen	(\$2,544.86)	\$5,000.00	\$1,999.54	39.99
06-2-03100-120-002-00	SN - Salaries - Subs - Kitchen	\$2,544.86	\$0.00	\$2,544.86	0.00
06-2-03100-210-001-01	SN - Group Ins - LTD - Kitchen	(\$92.97)	\$275.00	\$90.48	32.90
06-2-03100-210-002-01	SN - Group Ins - LTD - Kitchen	\$115.16	\$0.00	\$115.16	0.00

06-2-03100-220-001-00	SN - Soc Sec - Kitchen	(\$3,065.81)	\$6,120.00	\$2,462.73	40.24
06-2-03100-220-002-00	SN - Soc Sec - Kitchen	\$3,134.39	\$0.00	\$3,134.39	0.00
06-2-03100-230-001-00	SN - Retirement - Kitchen	(\$2,459.07)	\$7,155.00	\$1,976.49	27.62
06-2-03100-230-002-00	SN - Retirement - Kitchen	\$2,515.54	\$0.00	\$2,515.54	0.00
06-2-03100-237-001-00	SN - Retirement Increase - Sec	(\$813.00)	\$0.00	\$653.46	0.00
06-2-03100-237-002-00	SN - Retirement Increase - Elem	\$831.67	\$0.00	\$831.67	0.00
06-2-03100-270-001-00	SN - Workers Comp - Kitchen	(\$1,347.92)	\$1,150.00	\$1,059.08	92.09
06-2-03100-270-002-00	SN - Workers Comp - Kitchen	\$1,347.92	\$0.00	\$1,347.92	0.00
06-2-03100-610-001-00	SN - General Supplies	(\$2,047.50)	\$10,000.00	\$1,644.47	16.44
06-2-03100-610-002-00	SN - General Supplies	\$2,067.50	\$0.00	\$2,067.50	0.00
06-2-03100-630-001-00	SN - Food	(\$50,528.77)	\$100,000.00	\$39,701.17	39.70
06-2-03100-630-002-00	SN - Food	\$50,528.77	\$0.00	\$50,528.77	0.00
06-2-03100-810-001-00	SN - Fees	\$0.00	\$0.00	\$184.00	0.00
06-2-03100-890-002-00	SN - Misc Expenditures (Refunds)	\$0.00	\$250.00	\$40.15	16.06
06-2-09001-000-000-00	SN - Non Pgm Exp - Interfund with GF	(\$20.00)	\$0.00	\$0.00	0.00

TOTAL NUTRITION FUND		\$1,058.24	\$209,950.00	\$181,483.29	0.86
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Bond Fund					
07-2-05000-830-000-00	BF - Fees	\$0.00	\$298,344.00	\$1,374.00	0.46
07-2-05000-831-000-00	BF - Redemption of Principal	\$0.00	\$465,000.00	\$465,000.00	100.00
07-2-05000-832-000-00	BF - Interest on Long-Term Debt	\$25,075.76	\$53,863.00	\$53,117.56	98.61
TOTAL BOND FUND		\$25,075.76	\$817,207.00	\$519,491.56	0.64

Special Building Fund					
08-2-04300-340-001-00	SB - Prof Services	\$0.00	\$44,869.00	\$0.00	0.00
08-2-04700-450-001-00	SB - Bldg Improvements - Construc - Sec	\$0.00	\$50,000.00	\$0.00	0.00
08-2-04700-450-002-00	SB - Bldg Improvements - Construc - Elem	\$0.00	\$50,000.00	\$0.00	0.00
08-2-04700-720-001-00	SB - Buildings incl HVAC - Sec	\$0.00	\$500,000.00	\$0.00	0.00
08-2-04700-720-002-00	SB - Buildings incl HVAC - Elem	\$0.00	\$0.00	\$23,250.00	0.00
TOTAL SPECIAL BUILDING FUND		\$0.00	\$644,869.00	\$23,250.00	0.04

Student Fee Fund					
12-2-02190-890-001-00	FEE - Student Fees	\$0.00	\$2,500.00	\$0.00	85.20
TOTAL STUDENT FEE FUND		\$0.00	\$2,500.00	\$0.00	0.00

Check Register by Checking Account

07/10/2025 1:12 PM

Unposted; Batch Description Print Checks-0848

Checking Account ID:

1

Check Type: Check

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	
2133	07/10/2025				AMPLIFYEDU	Amplify Education, Inc.	
2134	07/10/2025				CAPITALBUS	Capital Business Systems	
2135	07/10/2025				CULLYORK	Culligan of York	
2136	07/10/2025				DASSTAT	DAS State Accounting - Central Finance	
2137	07/10/2025				EAKEOFFI	Eakes Office Products	
2138	07/10/2025				ESU6	Educational Service Unit #6	
2139	07/10/2025				ERDKMOTO	Erdkamp Motors	
2140	07/10/2025				EXETLUMB	Exeter Lumber Company	
2141	07/10/2025				FARMCOOP	Farmers Cooperative	
2142	07/10/2025				FILLCOHOS	Fillmore County Hospital	
2143	07/10/2025				GOPHYSICAL	GO Physical Therapy	
2144	07/10/2025				HOTLUNCH	Hot Lunch Fund	
2145	07/10/2025				JWPEPPER	J.W. Pepper & Son, Inc.	
2146	07/10/2025				KOPCHOS	Kopchos Sanitation	
2147	07/10/2025				MATHESONTR	Matheson Tri-Gas Inc.	
2148	07/10/2025				MILLERSEED	Miller Seed & Supply Co. Inc.	
2149	07/10/2025				NCSA	NCSA	
2150	07/10/2025				NICKFARM	Nick's Farm Store Co.	
2151	07/10/2025				ORIENTRAD	OTC Brands	
2152	07/10/2025				OTUS	Otus LLC	
2153	07/10/2025				PERENNIA	Perennial	
2154	07/10/2025				QUILL	Quill Corporation	
2155	07/10/2025				REALGOOD	Really Good Stuff	
2156	07/10/2025				SCHOSPEC	School Specialty	
2157	07/10/2025				UNITPRIV	Segra +	
2158	07/10/2025				SEWAINDE	Seward County Independent	
2159	07/10/2025				SHERWILL	Sherwin Williams	
2160	07/10/2025				SINKFUND	Sinking Fund	
2161	07/10/2025				SUMMITFIRE	Summit Fire Protection	
2162	07/10/2025				VERIZON	Verizon Wireless	
2163	07/10/2025				VILLEXET	Village Of Exeter	
2164	07/10/2025				WARDS	Wards	
2165	07/10/2025				WIND5911	Windstream	
2166	07/10/2025				WOODRIVERE	WoodRiver Energy LLC	
2167	07/10/2025				YORKHEAT	York Heating & Air Conditioning, Inc.	
Check Type Total:			Check		Void Total:	0.00	Total without Voids: _____
Checking Account Total:			1		Void Total:	0.00	Total without Voids: _____

Checking Account ID:

8

Check Type: Check

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	
1697	07/10/2025				ALBIREOENE	Albireo Energy	
1698	07/10/2025				ARCHITECTU	Architectural Design Associates	
1699	07/10/2025				FACILITYAD	Facility Advocates	
1700	07/10/2025				GENESISCON	Genesis Contracting Group	
1701	07/10/2025				HEARTLANDR	Heartland Roofing Consultants "HRC"	
Check Type Total:			Check		Void Total:	0.00	Total without Voids: _____
Checking Account Total:			8		Void Total:	0.00	Total without Voids: _____
Grand Total:					Void Total:	##	Total without Voids: _____

<u>Amount</u>
6,673.44
58.00
103.00
292.87
180.01
115,497.00
1,780.20
271.41
886.39
4,729.17
7,659.60
749.74
394.92
894.75
3,738.31
274.95
428.00
279.00
93.06
1,908.00
103.49
874.34
101.06
924.55
134.98
79.08
349.20
39,514.93
3,144.76
148.10
592.90
122.47
346.89
1,310.03
<u>269.00</u>
<u>194,907.60</u>
194,907.60

<u>Amount</u>
5,692.80
3,865.00
6,875.00
98,691.74
<u>2,000.00</u>
<u>117,124.54</u>
<u>117,124.54</u>
312,032.14

EMF Public School - Friend site bills

Board of Education - Payments to be Approved

7/14/2025

Manual Checks/Funds Transfers done in June

GENERAL FUND

Activity Fund	Trsf vendor credit to activities	\$	97.16
Payroll	June payroll	\$	254,011.32
		\$	<u>254,108.48</u>

July Presentations

DEPRECIATION FUND

General Fund (Rogue)	weightlifting equipment	\$	6,907.33	<i>trsf funds to Gen Fund</i>
		\$	<u>6,907.33</u>	

GENERAL FUND

Activity Fund	July support	\$	4,000.00
Beaver Hardware	supplies	\$	191.72
Black Hills Energy	natural gas	\$	246.82
Bytespeed	75" flat panel - SPED	\$	2,999.00
City of Friend	water & sewer	\$	1,170.00
Column Software PBC	publish legal notice Journal Star	\$	7.91
Constellation	natural gas	\$	362.64
Culligan	water softener	\$	347.00
DAS State Acctg - State of Nebr	internet service - May & June	\$	585.74
Eakes	copier/printer usage	\$	1,654.74
ESU 5	meetings	\$	45.00
ESU 6	SPED & Tech services	\$	68,829.09
ESU 7	Sophos anti virus subscription	\$	449.59
GO Physical Therapy	SPED contracted services	\$	3,092.50
HMH	social studies curriculum	\$	446.39
Hometown Leasing	monthly copier/printer lease	\$	957.08
Jay or Krista Hitchcock	mow FB field May & June	\$	1,900.00
JLK Storage	rental of storage unit - 3 months	\$	210.00
Karl Micek	gym floor labor	\$	600.00
Matheson	welding equipment	\$	2,650.00
Nebr Council of School Admin	membership, Admin Days regist	\$	917.00
Nebraska Air Filter	HVAC filters	\$	1,431.48
Norris Public Power	electricity	\$	2,383.00
NRCSA	25-26 dues	\$	850.00
Pankoke Rolloff	rental of 2 rolloffs	\$	1,243.54
Precision Signs	vinyl window coverings	\$	5,980.00
Pyramid School Products	supplies	\$	1,236.01
Qwik6	fuel	\$	342.32
School Specialty	supplies	\$	294.05
Segra	WAN lease	\$	3,438.33
Seward County Independent	publish legals, subscriptions, class ads	\$	264.93
ShredIt	paper shredding	\$	150.05

Staples	supplies	\$	544.86	
Sterling Computer	Fortigate firewall	\$	13,025.11	<i>Will receive 60% erate</i>
Summit Fire Protection	inspect kitchen hood	\$	325.00	
TAESE	conference regist - Wiese	\$	355.00	
TK Elevator	monthly maint fee	\$	243.66	
USBank VISA	activity purchases	\$	1,218.14	
USBank VISA	Rogue - weights	\$	6,907.33	<i>Will trsf funds from Dej</i>
USBank VISA	NTSA - conf regist - Sliefert	\$	275.00	
USBank VISA	eBay - supplies	\$	28.64	
USBank VISA	Amazon - supplies	\$	11.99	
USBank VISA	Southwest Airlines - Natl FFA trip - sponsors	\$	693.72	
USBank VISA	Qwik6 - fuel for school van	\$	41.89	
USBank VISA	Dollar General - supplies	\$	127.50	
Waste Connections	Garbage service	\$	362.16	
Windstream	telephone service	\$	458.24	
			<u>\$</u>	<u>133,894.17</u>

July 1, 2025

Exeter-Milligan-Friend Public Schools employees who **will be issued VISA cards** thru our school account at USBank:

Anderson	Derek
Arp	Brian
Baber	Nathan
Fike	Kirsten
Hulse	Kim
Kohtz	Amy
Lawver	Jay
Pfeiffer	Jim
Stutzman	Liz
Kroll	Laura
White	Darcy
Fousek	Madalynn
Gregory	Mallory
Marr	Jordan
Segner	Miranda
Yound	Jackie
Kanode	Lisa
Nicholas	Matt
Briske	Steve

New Employee to be approved:

Account terminated:

Difference in last year's contracts and 2025-

Exeter-Milligan Contract 2024-2025 **\$130,000.00**

Summary

Route out of Exeter east morning and after school, labor and vehicle
Route out of Exeter west morning and after school, labor and vehicle
Route out of Milligan between Milligan and Exeter morning and after school, labor only
Route south of Milligan back to Milligan School Building morning and after school, labor only
Transfer from Milligan School to Exeter School morning and afterschool, labor only
Management fees

2024-2025 Additions to Contract (not included in contract billed separately) **\$54,912.00**

Charge for vehicle for south Exeter route morning and after school
Charge for vehicle for south Milligan route morning and after school
Charge for vehicle for transfer from Milligan to Exeter morning and after school
Licensed Daycare Tyke pickup daily on route bus
Preschool route daily labor and vehicle

Friend Contract 2024-2025 **\$108,150.00**

Summary

Route north of Friend morning and after school, labor and vehicle
Route south of Friend morning and after school, labor and vehicle
Noon preschool route, labor and vehicle
Management fees

New Exeter-Milligan-Friend Contract 2025-

Summary

Route out of Exeter north morning and after school, labor and vehicle
Route out of Exeter south morning and after school, labor and vehicle
Route out of Milligan south and stop back by Milligan School to Exeter morning and after school, labor and vehicle
Route out of Friend north morning and after school, labor and vehicle
Route out of Friend south morning and after school, labor and vehicle
Noon Preschool route in Exeter to take home and pickup, labor and vehicle
Noon Preschool route in Friend to take home and pickup, labor and vehicle
3 Transfer buses between Exeter to Friend morning and after school, labor and vehicle
Management fees

Not included in contract billed separately

Activities
SPED transportation

CONTRACT

Between

A & M, Inc. and SALINE COUNTY SCHOOL DISTRICT 79-0090
AKA Exeter-Milligan/Friend PUBLIC SCHOOLS
Of SALINE COUNTY, NEBRASKA
For
SCHOOL TRANSPORTATION SERVICE

This agreement made and entered into this _____ day of _____, 2025 by and between A&M, Inc., a Nebraska Corporation and School District # 79-0090, Saline County Nebraska, a corporation for public purposes, hereinafter referred to as the school district, WITNESSETH:

THAT WHEREAS, it is desired by the parties to enter into a contract for a two (2) year period, for A&M, Inc. to furnish school transportation service under the conditions listed herein for the school years 2025-2026 and 2026-2027 (each year consisting of approximately 180 school days), and WHEREAS, the School District at a regular meeting held on the ____ day of _____ 2025, approved said proposed contract, and authorized and directed the members of the Board of Education to execute said contract, and,

WHEREAS, it is agreed the terms and conditions of said contract shall be in writing,

NOW THEREFORE, in consideration of an annual fee of \$350,000.00 **(with a 4% increase each contract year)** A&M, Inc. agrees to transport all students of the EMF School District with buses and vans owned by A&M, Inc. and with buses and vans owned by the school district. Fees will be charged as follows:

Extra-curricular activities

- A&M will charge ninety (.90) cents per mile (with a minimum of \$35.00 for each trip with a yellow school bus or \$ 40.00 for a non-yellow bus) with buses owned by A&M.
- A&M will charge sixty-five (.65) cents per mile (with a minimum charge of \$25.00 per trip) with vans or SUV's owned by A&M, Inc.;
- There will be no mileage charge when using buses and vans owned by the school district;
- In addition to the above charges, the school district shall be charged \$29.50 per hour per driver from time of departure to time of return for all drivers with a two (2) hour minimum (drivers would be paid minimum of \$21.00 per hour with a minimum of \$42.00) with a 4% increase each contract year.

Ten payments will be made with the first being made following the September board meeting. A&M agrees to furnish transportation service under the conditions listed herein:

1. The transportation of the children involved are all public school children outside the corporate limit of the city of Friend, Exeter and Milligan, Nebraska to and from their respective homes to school. Any students within the corporate limit of the city of Friend, Exeter and Milligan, Nebraska will need to apply to the superintendent to be added to transportation routes.
2. A&M, Inc. hereby agrees to furnish, at its expense, at least three (3) 53 passenger or larger buses.
3. A&M, Inc. shall provide five (5) regular morning and afternoon rural routes in the school district area, three (3) transfer buses morning and afternoon between Exeter and Friend and shall provide two (2) midday preschool routes (one in Friend and one in Exeter) four days per week.

Additional bus trips will be billed on a per trip basis, as agreed upon by A&M, Inc. and the school district superintendent. All scheduled routes will be billed and paid per the school calendar.

4. All school buses and vans (owned by A&M, Inc.) shall at all times be kept in proper mechanical condition to meet the safety requirements of the State of Nebraska and have the necessary safety inspections completed as required by law. A&M Inc. agrees to hire and provide competent drivers for all necessary routes, activity trips and sporting events. A&M, Inc. also agrees to comply with State Statute Sections 79-602 through 70-610 as well as NDE Rules 91 and 92. If the school district desires it A &M, Inc will perform inspections with a \$50 fee charged on school district owned vehicles that are used for student transportation.
5. A&M, Inc. hereby agrees to assume and does assume upon the execution of this contract, all liability for the transportation of said school children as aforesaid, arising from, out of, or because of its negligence and/or driver, in performance of this contract for transportation, to the exclusion of such school district and the school Board or any member thereof. The school district hereby agrees to assume and does assume all liability, arising from, out of, or because of its negligence concerning vehicles owned by the school district.
6. The said school district shall supply A&M, Inc. with the necessary fuels for all vehicles used for transportation.
7. A&M Inc. shall furnish insurance which provides for the payment of \$1,000,000 per bodily injury accident with a maximum of yearly total of \$2,000,000 and \$500,000 to cover property damage conditioned for the payment by A&M, Inc. their drivers, their substitutes, or either of them, any and all damages on account of bodily injury or death, or injury to or destruction of property that may accrue to any person or persons by reason of any negligence or carelessness in transporting pupils from their homes to school and return. A&M, Inc. further agrees to hold harmless said school district from all liability, which may result from the acts of omissions of A&M, Inc. in the fulfillment of this contract. A&M, Inc. shall not furnish any insurance on vehicles owned by said school district. Said school district shall provide insurance on district owned vehicles with insurance limits as provided through their insurance provider. A&M, Inc. will not be held liable for any incident, which is caused by negligence of the school district.
8. A&M, Inc. agrees to comply with all federal and state statutory and regulatory requirements regarding the testing of drivers for drugs and alcohol and agrees to pay for all necessary testing of these drivers.
9. A&M, Inc. hereby agrees to comply with all the standards adopted by the state board of education and with all applicable Nebraska laws pertaining to equipment, operation, and maintenance of school buses and the operation thereof, and all said rules, regulations, standards, and laws are hereby incorporated by reference and expressly made a part of this contract.

IT IS UNDERSTOOD AND AGREED that A&M, Inc. with the approval of the Superintendent of Schools, will establish loading places, routes and timetables for the bus transportation of said rural students, so that it/they passes/pass on regular schedules on established public highways at said designated loading places. Said loading places shall be in the case of pupils who reside adjacent to the established route at a point where the driveway to the hold of such pupils enters the highway and in the case of rural pupils who do not live adjacent to the established route at the nearest corner that board may designate as most convenient to said pupils in case of bad weather or poor road conditions.

IT IS FURTHER UNDERSTOOD AND AGREED that A&M, Inc. will undertake to perform the services herein provided and transport said rural pupils on the schedule established by A&M, Inc. and the Superintendent, weather and road conditions, and other unforeseeable circumstances permitting. The Superintendent along with A&M, Inc. shall determine, in bad weather, whether to operate said buses.

All complaints by parents of said rural students arising out of the transportation of said pupils shall be made to A&M, Inc. If complaints are not satisfactorily handled by A&M, Inc. the Superintendent will then be notified by the parents to handle such complaint. It is understood that A&M, Inc. will undertake to comply with all reasonable suggestions made by the Superintendent to improve the transportation of said rural students.

IT IS UNDERSTOOD AND AGREED that A&M, Inc. agrees to furnish transportation for Special Education students and handicapped students of the school district to and from their respective home to and from school providing special education services. These services will be billed on an individual basis at a mutually agreed upon cost and all scheduled routes will be billed per the school calendar.

IT IS UNDERSTOOD AND AGREED that transportation for co-oping classes and extra-curricular activities will be billed on an individual basis. Cost of such services will be an amount agreed upon by the Superintendent and A&M, Inc.

IT IS UNDERSTOOD AND AGREED that School District # 79-0090 will provide a safe parking area for the buses in Friend and Milligan and will also provide the electrical service and pay for the monthly usage costs at any and all parking areas.

IT IS UNDERSTOOD AND AGREED that at the conclusion of the 2027 school year, if School District # 79-0090 of Saline County, Nebraska no longer desires the transportation contract with A&M, Inc. it will purchase the school transportation vehicles of A&M, Inc. at a mutually agreed upon price with A&M, Inc.

IT IS UNDERSTOOD AND AGREED that if either of the parties do not desire to negotiate a new contract effective after the termination of the aforesaid contract, that written notice to said effect should be given the opposite party on or before March 1, 2027. If notice is not given to terminate said contract it is further understood that the contract between A&M, Inc. and School District # 79-0090 will automatically renew for another two year term (through 2029) at the established charges, fees and rates.

This agreement is binding on the successors and assigns of A&M, Inc. and the successors of the school district to the faithful performance of this agreement.

This agreement shall be effective on and after it is signed by the respective parties hereto.

Board of Education of School

A&M, Incorporated

District #79-0090 of Saline County Nebraska

Exeter, Nebraska

BY _____

BY _____

President

President



Monday, July 14, 2025 At Friend @ 7:30



Items of Interest

- 14 elementary teachers spent some time together on July 8 to work on a new school-wide behavior plan to help support some commonalities and consistency when recognizing positive and negative behaviors.
- Two NeMTSS specialist lead teachers through this important work
- Classroom teachers at all levels, PreK, primary, and intermediate grades + Special Ed, Title, and Guidance were in attendance
- Minor [handbook](#) changes



Upcoming Events

- Thursday, August 7
Cookout/Open House
- Meal 5:00-6:30 pm
- 6:30 pm - Kindergarten Round-Up
- 7:00 pm - 6th grade orientation
- 7:30 - 7th grade orientation



Staff/Student Shoutouts

Abby Brandt, Denee Whers, Amanda Pettygrove, Kary Archer, Shelli Mueller, Simone Marget, Madalynn Fousek, Laura Steuben, Josiee Sobotka, Steph Svehla, Amy Wiese, Jerratt Bradley, Lori Vhanlek for attending the MTSS Training



Mrs. Stutzman's Principal Report July

What has happened...

- Schedule finalized and sent to teachers*
- Staff shirts with theme (decided on by the staff) ordered*
- Staff recognition awards ordered*
- Fantastic work by maintenance and office staff*
- Admin planning for first days of school/staff days/Open House*
- Handbook updated*
- New Math curriculum training held*

What is coming up...

- Information mailed to families (this year) on July 21st*
- Administrators Days in Kearney*
- Open house, cookout, 6th Grade Orientation and 7th Grade Orientation on August 7th*
- Sports Meeting, Coaches/Sponsors meeting*
- Staff Days*
- First Day EVER of the Exeter-Milligan-Friend Public Schools District and the 25-26 school year!*

"Better Together"



Exeter-Milligan-Friend Public Schools

501 S. Main Street/ P.O. Box 67, Friend, NE 68359

Phone: 402-947-2781 Fax: 402-947-2026

www.emfbobcats.org

Administration

Superintendent: Derek Anderson

K-5 Principal: Laura Kroll

6-12 Principal: Liz Stutzman

To: Board of Education

CC: Principals

From: Derek Anderson, Superintendent

Date: July 14, 2025

RE: Monthly Report

Board Items

- 1) Strategic Plan
 - a) Focus will resume at the start of the school year
- 2) Dates to keep in mind...
 - a) Board Work session July 23
 - b) Area Membership Meeting in York - August 26
 - c) State Education Conference - November 19-21
 - d) NRCSA Spring Conference - March 18-20

Staff/Student Items

- 1) Handbooks complete
- 2) Part time kitchen position filled at Friend Site
- 3) Over half of the staff has been moved to their new rooms.
 - a) Waiting on paint and carpet to finish the rest
- 4) August 4 - Teammate Training
 - a) All Students welcome
 - b) Coaches have been told to encourage all our athletes to come
 - c) Darcy White is taking the lead on this

Facility & Finance Items

- 1) HVAC issues in three units at the HS
 - a) Will be fixed soon
- 2) Boiler Pipe Issue
- 3) Construction at the Exeter site has slowed due to painting issues
 - a) Genesis continues to state that all rooms will be done before school starts
 - b) I have emphatically stated that the Kindergarten and 2nd grade rooms need to be done ASAP
- 4) Work in the shop area will has been delayed, but should be done on schedule.

- 5) Still waiting on York county for numbers to get the budget built.
- 6) Small vehicle fleet
 - a) Looking at the removal of two minivans from the fleet
 - b) One we do not use and we have more than enough small vehicles
 - c) Will be a point of discussion for Building and Grounds Committee
- 7) State Banners
 - a) Looking at options to get Milligan, Exeter, Exeter-Milligan and Friend
 - b) Attached are a couple examples and a list of all achievements
 - i) High Plains
 - ii) Thayer Central

HIGH PLAINS COMMUNITY *State*



POLK/HORDVILLE WILDCATS

Volleyball
1996 Class D-1 Runner-up

Girls Track & Field
1988 Class D State Champions

Girls Track & Field
1993 Class D Runner-up



CLARKS BOMBERS

Football
1966 Class D State Champions

Wrestling
1972 Class D State Champions

1978 Class D Runner-up

Boy's Basketball
1969 Class D Runner-up

Girl's Track & Field
1993 Class D State Champions

Baseball
1952 Class C Runner-up
1954 Class C Runner-up



POLK CUBS

Football
1961 Class D #2 Final Rating

Boy's Basketball
1961 Class D State Champions
1962 Class D State Champions
1978 Class D Runner-up

Boy's Track & Field
1960 Class D State Champions

Girls Track & Field
1985 Class D Runner-up



HORDVILLE BULLDOGS

Football
1982 Class D-2 Runner-up

Volleyball
1976 Class D Runner-up

Boy's Basketball
1981 Class D State Champions
1982 Class D State Champions

Girls Track & Field
1977 Class D State Champions



STATE
WRESTLING

State Runners
1988
1989
1990
1991
1992
1993
1994
1995
1996
1997
1998
1999
2000
2001
2002
2003
2004
2005
2006
2007
2008
2009
2010
2011
2012
2013
2014
2015
2016
2017
2018
2019
2020
2021
2022
2023
2024

Nebraska Activities STATE CHAMPIONSHIPS

HEBRON | CHESTER-HUBBELL-BYRON

1915	CLASS B	BOYS BASKETBALL	HEBRON
1953	CLASS D	BOYS BASKETBALL	CHESTER
1957	CLASS E	BOYS BASKETBALL	BYRON
1958	CLASS E	BOYS BASKETBALL	BYRON
1966	CLASS C	BOYS CROSS COUNTRY	HEBRON
1966	CLASS B	BOYS TRACK	HEBRON
1966	CLASS B	BOYS ALL SPORTS	HEBRON
1967	CLASS C	BOYS TRACK	HEBRON
1969	CLASS C	BOYS ALL SPORTS	HEBRON
1969	CLASS C	FOOTBALL	HEBRON
1970	CLASS C	FOOTBALL	HEBRON
1970	CLASS C	BOYS GOLF	HEBRON
1971	CLASS C	BOYS CROSS COUNTRY	HEBRON
1973	CLASS C	FOOTBALL	HEBRON
1974	CLASS C	BOYS TRACK	HEBRON
1977	CLASS C	BOYS TRACK	HEBRON
1978	CLASS C	BOYS TRACK	HEBRON
1978	CLASS C	BOYS TRACK	HEBRON
1978	CLASS C	BOYS TRACK	HEBRON
1978	CLASS C	BOYS TRACK	HEBRON
1988	CLASS C	BOYS ALL SPORTS	HEBRON
1988	CLASS C	GIRLS ALL SPORTS	HEBRON
1989	CLASS C	GIRLS CROSS COUNTRY	HEBRON
1992	CLASS C	BOYS GOLF	HEBRON
1993	CLASS D2	ONE-ACT	CHB
1998	CLASS D	WRESTLING	HEBRON
1999	CLASS C	WRESTLING	HEBRON
2000	CLASS D2	BOYS BASKETBALL	CHB
2000	CLASS D	BOYS CROSS COUNTRY	HEBRON

PRESENTED IN MEMORY OF HILLARY K HOINS, HEBRON CLASS OF 1999

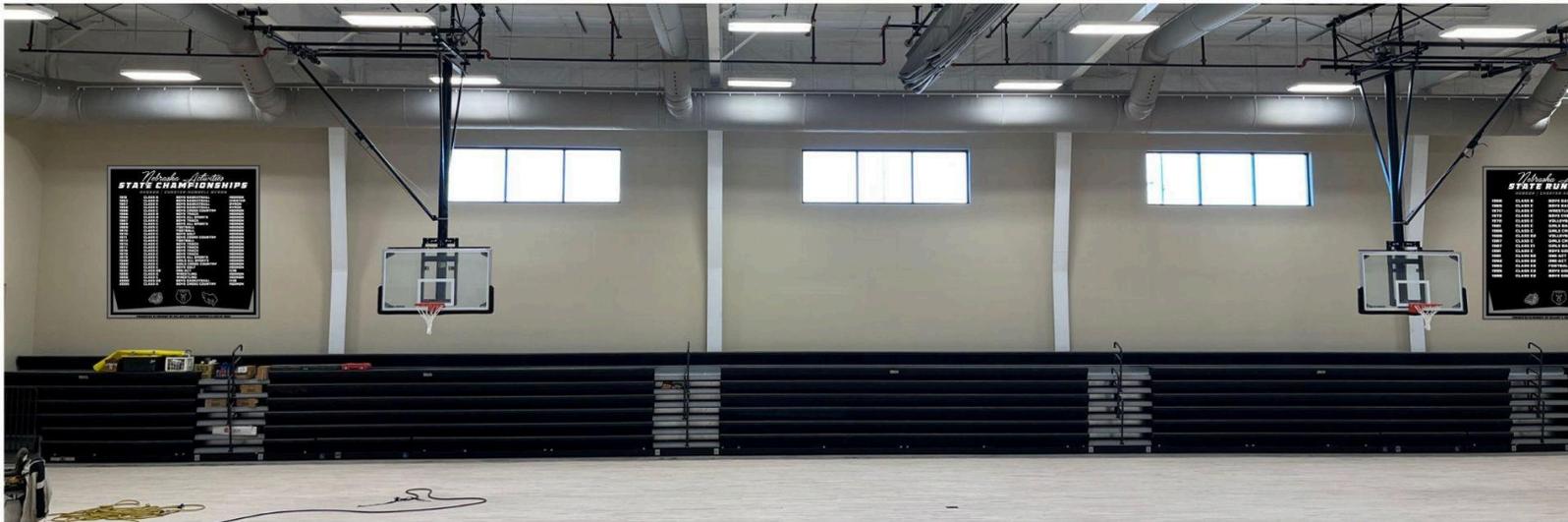
Nebraska Activities STATE RUNNER-UP

HEBRON | CHESTER-HUBBELL-BYRON

1956	CLASS B	BOYS BASKETBALL	HEBRON
1965	CLASS C	BOYS BASKETBALL	HEBRON
1970	CLASS C	WRESTLING	HEBRON
1972	CLASS C	BOYS CROSS COUNTRY	HEBRON
1978	CLASS C	VOLLEYBALL	HEBRON
1981	CLASS C	GIRLS BASKETBALL	HEBRON
1986	CLASS C	GIRLS CROSS COUNTRY	HEBRON
1986	CLASS D2	VOLLEYBALL	CHB
1987	CLASS C	GIRLS CROSS COUNTRY	HEBRON
1987	CLASS C1	GIRLS BASKETBALL	HEBRON
1991	CLASS C	BOYS GOLF	HEBRON
1991	CLASS D2	ONE-ACT	CHB
1992	CLASS D2	ONE-ACT	CHB
1993	CLASS C2	FOOTBALL	HEBRON
1995	CLASS C2	BOYS GOLF	HEBRON
1996	CLASS C2	BOYS GOLF	HEBRON

PRESENTED IN MEMORY OF HILLARY K HOINS, HEBRON CLASS OF 1999

GREEN LINE SHOWS PANEL SPLIT. WILL GREEN WILL NOT PRINT.



Milligan

Football

1998 6 Man Champion
1996 6 Man Runner-up

Exeter

Volleyball

1986 D-1 Runner-up

Girls Basketball

1986 D-1 Champion
1987 D-1 Runner-up

Boys Basketball

1986 D-1 Champion
1918 C Runner-up

Boys Track

1984 D Champion
1985 D Champion

Exeter-Milligan

Football

2013 D-1 Champion
2014 D-1 Champion
2012 D-1 Runner-up

Volleyball

2009 D-1 Champion
2010 D-1 Champion
2012 D-1 Champion
2015 D-2 Champion
2017 D-2 Champion
2011 D-1 Runner-up
2014 D-2 Third Place
2016 D-2 Third Place

Softball

2005 C Champion

Girls Basketball

2004 D-1 Champion
2005 C-2 Runner-up
2018 D-2 Third Place

Boys Basketball

2015 D-2 Champion

Friend

Volleyball

1984 C-2 Champion
2013 D-1 Third Place

Softball

2009 C Champion

Girls Basketball

2014 D-1 Champion
2012 D-1 Runner-up

Boys Basketball

1921 C Runner-up

Wrestling

2015 D Runner-up

Dance

2015 D Champion
2016 D Champion
2017 D Champion
2018 D Champion
2014 D Runner-up
2019 D Runner-Up
2022 D Runner Up

CONTRACT

Between

A & M, Inc. and SALINE COUNTY SCHOOL DISTRICT 79-0090
AKA Exeter-Milligan/Friend PUBLIC SCHOOLS
Of SALINE COUNTY, NEBRASKA
For
SCHOOL TRANSPORTATION SERVICE

This agreement made and entered into this _____ day of _____, 2025 by and between A&M, Inc., a Nebraska Corporation and School District # 79-0090, Saline County Nebraska, a corporation for public purposes, hereinafter referred to as the school district, WITNESSETH:

THAT WHEREAS, it is desired by the parties to enter into a contract for a two (2) year period, for A&M, Inc. to furnish school transportation service under the conditions listed herein for the school years 2025-2026 and 2026-2027 (each year consisting of approximately 180 school days), and WHEREAS, the School District at a regular meeting held on the ____ day of _____ 2025, approved said proposed contract, and authorized and directed the members of the Board of Education to execute said contract, and,

WHEREAS, it is agreed the terms and conditions of said contract shall be in writing,

NOW THEREFORE, in consideration of an annual fee of \$350,000.00 **(with a 4% increase each contract year)** A&M, Inc. agrees to transport all students of the EMF School District with buses and vans owned by A&M, Inc. and with buses and vans owned by the school district. Fees will be charged as follows:

Extra-curricular activities

- A&M will charge ninety (.90) cents per mile (with a minimum of \$35.00 for each trip with a yellow school bus or \$ 40.00 for a non-yellow bus) with buses owned by A&M.
- A&M will charge sixty-five (.65) cents per mile (with a minimum charge of \$25.00 per trip) with vans or SUV's owned by A&M, Inc.;
- There will be no mileage charge when using buses and vans owned by the school district;
- In addition to the above charges, the school district shall be charged \$29.50 per hour per driver from time of departure to time of return for all drivers with a two (2) hour minimum (drivers would be paid minimum of \$21.00 per hour with a minimum of \$42.00) with a 4% increase each contract year.

Ten payments will be made with the first being made following the September board meeting. A&M agrees to furnish transportation service under the conditions listed herein:

1. The transportation of the children involved are all public school children outside the corporate limit of the city of Friend, Exeter and Milligan, Nebraska to and from their respective homes to school. Any students within the corporate limit of the city of Friend, Exeter and Milligan, Nebraska will need to apply to the superintendent to be added to transportation routes.
2. A&M, Inc. hereby agrees to furnish, at its expense, at least three (3) 53 passenger or larger buses.
3. A&M, Inc. shall provide five (5) regular morning and afternoon rural routes in the school district area, three (3) transfer buses morning and afternoon between Exeter and Friend and shall provide two (2) midday preschool routes (one in Friend and one in Exeter) four days per week.

Additional bus trips will be billed on a per trip basis, as agreed upon by A&M, Inc. and the school district superintendent. All scheduled routes will be billed and paid per the school calendar.

4. All school buses and vans (owned by A&M, Inc.) shall at all times be kept in proper mechanical condition to meet the safety requirements of the State of Nebraska and have the necessary safety inspections completed as required by law. A&M Inc. agrees to hire and provide competent drivers for all necessary routes, activity trips and sporting events. A&M, Inc. also agrees to comply with State Statute Sections 79-602 through 70-610 as well as NDE Rules 91 and 92. If the school district desires it A &M, Inc will perform inspections with a \$50 fee charged on school district owned vehicles that are used for student transportation.
5. A&M, Inc. hereby agrees to assume and does assume upon the execution of this contract, all liability for the transportation of said school children as aforesaid, arising from, out of, or because of its negligence and/or driver, in performance of this contract for transportation, to the exclusion of such school district and the school Board or any member thereof. The school district hereby agrees to assume and does assume all liability, arising from, out of, or because of its negligence concerning vehicles owned by the school district.
6. The said school district shall supply A&M, Inc. with the necessary fuels for all vehicles used for transportation.
7. A&M Inc. shall furnish insurance which provides for the payment of \$1,000,000 per bodily injury accident with a maximum of yearly total of \$2,000,000 and \$500,000 to cover property damage conditioned for the payment by A&M, Inc. their drivers, their substitutes, or either of them, any and all damages on account of bodily injury or death, or injury to or destruction of property that may accrue to any person or persons by reason of any negligence or carelessness in transporting pupils from their homes to school and return. A&M, Inc. further agrees to hold harmless said school district from all liability, which may result from the acts of omissions of A&M, Inc. in the fulfillment of this contract. A&M, Inc. shall not furnish any insurance on vehicles owned by said school district. Said school district shall provide insurance on district owned vehicles with insurance limits as provided through their insurance provider. A&M, Inc. will not be held liable for any incident, which is caused by negligence of the school district.
8. A&M, Inc. agrees to comply with all federal and state statutory and regulatory requirements regarding the testing of drivers for drugs and alcohol and agrees to pay for all necessary testing of these drivers.
9. A&M, Inc. hereby agrees to comply with all the standards adopted by the state board of education and with all applicable Nebraska laws pertaining to equipment, operation, and maintenance of school buses and the operation thereof, and all said rules, regulations, standards, and laws are hereby incorporated by reference and expressly made a part of this contract.

IT IS UNDERSTOOD AND AGREED that A&M, Inc. with the approval of the Superintendent of Schools, will establish loading places, routes and timetables for the bus transportation of said rural students, so that it/they passes/pass on regular schedules on established public highways at said designated loading places. Said loading places shall be in the case of pupils who reside adjacent to the established route at a point where the driveway to the hold of such pupils enters the highway and in the case of rural pupils who do not live adjacent to the established route at the nearest corner that board may designate as most convenient to said pupils in case of bad weather or poor road conditions.

IT IS FURTHER UNDERSTOOD AND AGREED that A&M, Inc. will undertake to perform the services herein provided and transport said rural pupils on the schedule established by A&M, Inc. and the Superintendent, weather and road conditions, and other unforeseeable circumstances permitting. The Superintendent along with A&M, Inc. shall determine, in bad weather, whether to operate said buses.

All complaints by parents of said rural students arising out of the transportation of said pupils shall be made to A&M, Inc. If complaints are not satisfactorily handled by A&M, Inc. the Superintendent will then be notified by the parents to handle such complaint. It is understood that A&M, Inc. will undertake to comply with all reasonable suggestions made by the Superintendent to improve the transportation of said rural students.

IT IS UNDERSTOOD AND AGREED that A&M, Inc. agrees to furnish transportation for Special Education students and handicapped students of the school district to and from their respective home to and from school providing special education services. These services will be billed on an individual basis at a mutually agreed upon cost and all scheduled routes will be billed per the school calendar.

IT IS UNDERSTOOD AND AGREED that transportation for co-oping classes and extra-curricular activities will be billed on an individual basis. Cost of such services will be an amount agreed upon by the Superintendent and A&M, Inc.

IT IS UNDERSTOOD AND AGREED that School District # 79-0090 will provide a safe parking area for the buses in Friend and Milligan and will also provide the electrical service and pay for the monthly usage costs at any and all parking areas.

IT IS UNDERSTOOD AND AGREED that at the conclusion of the 2027 school year, if School District # 79-0090 of Saline County, Nebraska no longer desires the transportation contract with A&M, Inc. it will purchase the school transportation vehicles of A&M, Inc. at a mutually agreed upon price with A&M, Inc.

IT IS UNDERSTOOD AND AGREED that if either of the parties do not desire to negotiate a new contract effective after the termination of the aforesaid contract, that written notice to said effect should be given the opposite party on or before March 1, 2027. If notice is not given to terminate said contract it is further understood that the contract between A&M, Inc. and School District # 79-0090 will automatically renew for another two year term (through 2029) at the established charges, fees and rates.

This agreement is binding on the successors and assigns of A&M, Inc. and the successors of the school district to the faithful performance of this agreement.

This agreement shall be effective on and after it is signed by the respective parties hereto.

Board of Education of School

A&M, Incorporated

District #79-0090 of Saline County Nebraska

Exeter, Nebraska

BY _____

BY _____

President

President

Exeter-Milligan-Friend Public Schools



2025-26 Classified Employee Handbook

2025-2026
CLASSIFIED EMPLOYEE HANDBOOK
EXETER-MILLIGAN-FRIEND SCHOOLS

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Receipt of Handbook

FOREWORD

Welcome to Exeter-Milligan-Friend Schools! This handbook is intended to be used by classified employees to provide general information about the District and to serve as a guide to the District's policies, rules, and regulations, benefits of employment, and performance expectations.

References in this handbook to "classified employees" are intended to apply to all staff who are not required by their position to hold a teaching or administrative certificate.

Each classified employee is responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with your employment, including your employment contract and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law, the negotiated agreement, and Board policies and regulations adopted after this handbook, will control.

This handbook does not create a "contract" of employment. Classified employee positions and assignments may be ended or changed on an "at will" basis notwithstanding anything in this handbook or any other publication or statement, except for a contract approved by the Board of Education.

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the District. In the event that a staff member does not understand a provision of this Handbook, it is the staff member's responsibility to seek the administration's interpretation of such provision.

This handbook will be in effect for the 2025-2026 and subsequent school years unless replaced by a later edition.

Article 1 – SCHOOL CALENDAR AND SCHEDULES

Section 1 Severe Weather and School Closures

The Superintendent is authorized by the Board of Education to close school in case of severe weather or extenuating circumstances. If the Superintendent closes school, reasonable steps will be taken to notify staff as soon as practical. All staff members are expected to check the local news, their phone, and any other typical means of communication to determine if the school is closed on a workday. A staff member who reports to work on a closure date, but failed to check their phone, email, or other typical method of communication, will not be paid for that workday, unless the Superintendent or designee approves their pay or requires them to work that day.

Article 2 – EMPLOYMENT, COMPENSATION AND BENEFITS

Section 1 Employment

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

Should an employee wish to resign from employment the employee should give two weeks' written notice of resignation to the Superintendent or the employee's immediate supervisor.

Classified employees are "at-will" employees and may be terminated at any time by the school district. Notice of termination may be delivered by the administration at any time.

Section 2 Assignments

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

Employees are expected to devote full time attention and effort to their work and to perform the assigned duties diligently and faithfully to the best of the employee's ability.

Section 3 Personnel File

The District will follow the requirements of state and federal law and regulation regarding an employee's personnel file.

Section 4 Grievances and Complaints

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

Section 5 Expense Reimbursement

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

accurate. Any employee who falsifies a reimbursement request may be terminated from employment.

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

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

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

Section 6 Overtime

Overtime is paid to classified employees in accordance with the Fair Labor Standards Act (FLSA).

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

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

Employees will be expected to accurately report hours worked. An employee who falsifies their time worked may be terminated, effective immediately.

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

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

The District's policy is to not permit improper deductions from the salary of exempt employees who are required to meet a "salaried basis" test for the overtime exemption to be applicable. An employee who feels an improper deduction affecting exemption status has occurred shall submit a complaint to the Superintendent or the Superintendent's designee, who shall promptly investigate the complaint. Reimbursement shall be made and a good faith commitment to comply in the future will be given in the event it is determined that an improper deduction affecting overtime exemption has been made.

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

Article 3 – ABSENCES FROM WORK

Section 1 Absence Procedures

Requesting Leave. Leave requests should be made as soon as practicable under the circumstances. An employee who wants to use available leave is to submit a request for leave through the school's leave request system. A leave request should be submitted at least 5 duty days prior to the requested leave day. The supervisor may require that more notice be given, depending on the nature of the employee's duties or the need to schedule a substitute.

Giving Notice of Unscheduled Absences. An employee who is unable to request advance approval for an absence because of the nature of the circumstance requiring the absence (such as personal illness or unforeseen emergency) is to report the need to be absent as soon as the situation is known. To report the need to take unexpected leave, employees are to contact their immediate supervisor as soon as practical. Before the end of the day on the first day of the absence, and on each subsequent day of absence, the employee is to report to their immediate supervisor whether the employee will be able to return to work on the next duty day.

Returning from Absences. If an employee is absent without advance approval either: (1) the day immediately preceding or immediately following a regularly scheduled school break (such as winter break, spring break, and quarter or semester breaks) or (2) during the first two weeks or the last two weeks of school, the employee may be required to give verification (for example, a doctor's note) to establish that the employee was unable to work for an excusable condition or excusable reason.

Section 2 Paid Leave - Sick and Personal Leaves

Employees may be provided with sick, personal, or other forms of paid leave in accordance with Board policy and administrative approval. These leaves provided by the District are to be used for the purpose intended. Abuse of leave privileges affects the students, other staff, and the entire District and will not be permitted.

Section 3 Payroll Deductions for Absences in Excess of Paid Leave

Should an employee be absent from work in excess of the employee's accumulated paid leave, the employee's compensation may be reduced by the day or days of work missed.

Section 4 Leaves of Absence

An employee may apply to the Superintendent for a leave of absence. The Superintendent may consider a leave of absence request on a case-by-case basis. Every leave of absence shall be without pay except as may be required under applicable state or federal laws.

Section 5 Unpaid Leaves

The District complies with all laws that require leave to be allowed, such as for FMLA leaves, military service, and jury duty. Should an employee be absent from work in excess of the employee's available paid leaves, the absence will be unpaid leave except as may be required by law. The employee's salary may be subject to reduction for the day or days of work missed.

Section 6 Jury Duty Leave

An employee who is summoned for jury service must promptly notify their immediate supervisor. The employee will be allowed time off for jury duty, pursuant to law.

There will be no loss of salary or deduction to the employee for time spent in jury service. The District will reduce the employee's salary by an amount equal to any compensation, other than expenses, paid by the court for jury duty service.

If an employee reports for jury duty in the morning and is then dismissed from jury duty for the remainder of the day, the employee is to report for work and resume duties for the balance of the day, except as may be otherwise arranged by the employee's immediate supervisor.

Section 7 Family and Medical Leave

Employee Rights and Responsibilities under the Family and Medical Leave Act

Family and medical leave shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993, as amended (FMLA).

Basic Leave Entitlement. FMLA provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care, or childbirth;
- To care for your child after birth, or placement for adoption or foster care;
- To care for your spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes you unable to perform your job.

The "leave year" for purposes of the FMLA is a "rolling" 12-month period, measured backward from the date of any FMLA leave usage.

Military Leave Entitlement. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active-duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain

counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections. During FMLA leave, an employee's health coverage under a "group health plan" will be maintained on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or an equivalent position with equivalent pay, benefits, and other employment terms.

An employee's use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the FMLA leave.

Eligibility Requirements. An employee is eligible if he or she has been employed with Exeter-Milligan-Friend Schools for at least one year, for 1,250 hours over the previous 12 months, and if there are at least 50 employees of the District within 75 miles of your work location.

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of his or her job or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regiment of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave. The employee must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave. An employee may choose, or Exeter-Milligan-Friend Schools may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, the employee must comply with the District's normal paid leave policies.

Employee Responsibilities. The employee must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing

and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. The employee also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. The employee also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities. The District will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the District will provide a reason for the ineligibility.

The District will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the District determines that the leave is not FMLA-protected, the District will notify the employee.

Unlawful Acts by Employers. FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For additional information you may refer to FMLA poster at school or contact the U.S. Wage and Hour Division at:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

www.wagehour.dol.gov

To submit a request for use of FMLA, or to plan for payment of benefits while on FMLA leave, contact the Superintendent.

Section 8 Military and Family Military Leave

Military leave and family military leave will be granted to the extent required by state and federal law and in accordance with Board policy.

Employees requesting to take military leave or family military leave under the Nebraska statutes must notify the Superintendent at least 14 days in advance of taking such a leave if the leave will be for 5 or more consecutive days and consult with their immediate supervisor to schedule the leave so as to not unduly disrupt operations of the District. For leaves of less than 5 days, the employee is to notify the Superintendent of the leave request as soon as practicable. Employees are to attach a copy of their orders to a leave request form when they prepare the request for military leave.

Section 9 Adoption Leave

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

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

Section 10 Subpoena to Testify Leave

An employee must promptly notify their immediate supervisor when the employee receives a lawfully issued subpoena to testify in court or to give a deposition that may require an absence from duty.

In the event the subpoena involves a job-related matter in which the employee is testifying on behalf of the District, the absence will be treated similar to a jury duty leave.

In the event the subpoena involves a personal matter, the employee will be required to use available leave days. The Superintendent shall make the final determination as to whether a matter is personal to the employee.

Section 11 Voting Leave

Employees will be allowed paid time off to vote in an election if the employee: (a) is a registered voter; (b) does not have 2 consecutive hours between the time of the opening and closing of the polls during which the employee is not required to be present at work; and (c) applies for voting leave prior to or on election day with their immediate supervisor.

When voting leave is available, an employee will be entitled to be absent from work on election day for such period of time as will, when considering the employee's non-working time, total 2 consecutive hours between the time of the opening and closing of the polls. When voting leave is used, no deduction shall be made from the employee's salary or wages on account of such absence. The immediate supervisor may specify the hours during which the employee may be absent for voting leave.

Article 4 – DUTIES AND RESPONSIBILITIES

Section 1 Hours of Work & Meetings

Regular, dependable in-person attendance at work is an essential function of a classified employee's employment position.

Employees are required to attend meetings called by the administration or their supervisors, except those meetings which are designated for optional attendance.

Section 2 Arrival to Duty Assignments

Classified employees' work assignments may or may not be scheduled during the regular school day. Classified employees are expected to know their duty dates and times, and to be on time for work.

Section 3 Leaving School

Employees are to be on duty at all times during the assigned workday. Employees may not leave school or their assigned area during duty hours without the approval of their immediate supervisor. If approval is given, employees must sign out in the office when leaving the building.

Employees who leave the school during their designated lunch period or for an approved absence must check out and check back in the office. Employees who need to leave during the school day for unexpected reasons (such as illness or an emergency) must notify their immediate supervisor as soon as practical.

Section 4 School Procedures

Employees are expected to adhere to the following school procedures in the performance of their duties:

1. Use of Cell Phones. Employees must ensure that any use of a cell phone does not interfere with their job duties, distract from their attention to the job, or extend beyond a reasonable time, as determined by their immediate supervisor.

Employees are not to use cell phones or otherwise engage in distracted driving while transporting students, driving a school vehicle, or while on duty. This rule applies to the driver regardless of whether the vehicle is in motion. The only exception to these rules is in the case of emergencies. Employees will abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems must be used by all occupants.

2. Checking Out of Equipment. All equipment must be checked out through the Superintendent. School equipment may be used only for school purposes. School equipment and other resources may be used for personal purposes only as authorized by the Superintendent or designee.

Section 5 Supervision of Students

Proper supervision of students is necessary. Employees responsible for student supervision are expected to meet the four "P's" for student supervision and safety. All employees of the school should be familiar with these principles, to the extent they may be involved in supervision of students or interacting with students.

1. Proper Supervision
 - Report to all duty assignments on time.

- Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
- Be vigilant while supervising students. Never leave the students unattended; the need to make a copy is not greater than the need to supervise the students. If an emergency requires that an employee must leave students, the employee must request that another nearby staff member supervise those students or notify the office so someone can help. If the employee is on recess duty, the employee's responsibility is to supervise the students in the assigned area. When talking with other adults or students, remember that the employee's primary duty is supervision, and the employee is to be aware of what all students are doing.
- If the employee has seen or has been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, the employee's supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs).
- Be careful with touching students. Touching students should be limited to that necessary to protect the student. Corporal punishment is prohibited in our school district and is not to be used. Physical force may only be used to the extent reasonably necessary to protect the student, yourself, and others, and to protect property as may be reasonable.
- Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations.
- Be careful with language. Profanity or abusive language should not be used. Be a good role model for students. If a student uses such language, you should correct the student and take disciplinary action as is appropriate, which may include making a report to the administration.

2. Proper Instructions

- Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.
- Repeat the instructions on how to complete a task that has a heightened risk of danger, as often as needed. Do not assume because students heard the directions once they will be remembered.

3. Proper Maintenance of Buildings, Grounds, and Equipment

- Conduct periodic inspections of equipment under your control or in your area of supervision.
- If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the Principal immediately so repairs may be undertaken.

4. Proper Warnings

- If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell your immediate supervisor immediately so additional warnings may be given.

Contact the Principal for Assistance

The Principal should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- student fight
- student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the Principal cannot be immediately located, call 911 if the problem appears to be of immediate and serious concern
- a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- presence of an intruder (a non-student or staff member who refuses to go to the office)

Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

Student Searches

Only certificated staff may conduct searches of students. The Principal must be contacted so they can be present during searches of students or their belongings. A student suspected of having an item in violation of school rules should be directed to wait until a certificated staff is present. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

Section 6 Reporting Child Abuse

Nebraska state law and District policy requires staff to promptly make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when the employee has reasonable cause to believe that a child has been abused or neglected, including sexual abuse, or a child is in a situation which would reasonably result in abuse or neglect. According to Nebraska state law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

1. Placed in a situation that endangers his or her life or physical or mental health;
2. Cruelly confined or cruelly punished;
3. Deprived of necessary food, clothing, shelter, or care;
4. Left unattended in a motor vehicle if such minor child is six years of age or younger;
5. Sexually abused; or
6. Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Employees are to inform the Principal that they intend to make a report. However, simply informing a Principal or supervisor does not end the employee's responsibility; employees are obligated by law to make certain a report was made if they do not do it themselves.

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

It is vital that the report be made as accurately and as soon as possible. To assure accuracy, you are encouraged to document the date of the incident and specific statements or explanations made by a child regarding an abuse/neglect concern. Timeliness in making a report will assist in minimizing further risk to the child by allowing the police or Child Protective Services workers to promptly interview the child. A counselor or an administrator will help you with any questions or concerns that you may have.

Article 5 – PERSONAL AND PROFESSIONAL CONDUCT

Section 1 Ethics Standards

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

Principle I - Commitment as a School Employee:

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

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

1. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
2. Shall not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status.
3. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence personal decisions.
4. Shall not make any fraudulent statement or fail to disclose a material fact for which the employee is responsible.
5. Shall not exploit school relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
6. Shall not sexually harass students, parents or school patrons, employees, or board members.

7. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of job duties.
8. Shall report to the Superintendent any known violation of paragraphs 2 or 5 above.
9. Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II - Commitment to the Student:

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

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

1. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
2. Shall keep in confidence personally identifiable information that has been obtained in the course of employment unless disclosure is approved by the administration or is required by law.
3. Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public:

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

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

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

Principle IV - Commitment to Classified Position Employment Practices:

The employee shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The employee shall believe that sound personnel relationships with governing

administration and board of education are built upon personal integrity, dignity, and mutual respect.

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

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

Competent Performance

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

Therefore, each employee shall:

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

Each employee shall:

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

Each supervisor shall:

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

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

1. Utilize information and materials that are relevant to the designated task;
2. Use language and terminology which are relevant to the designated task;
3. Use language which reflects an understanding of the ability of the individual or group;

4. Assure that the designated task is understood;
5. Use feedback techniques which are relevant to the designated task;
6. Consider the entire context of the statements of others when making judgments about what others have said;
7. Encourage each individual to state his ideas clearly.

Management techniques: The employee shall:

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

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

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

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

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

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

Section 2 Role Model

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

Section 3 Professional Boundaries

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

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

- Using e-mail, text messaging, instant messaging, or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, emailing a message about a student's grades).
- Engaging in social-networking friendships or communications with a student on social networking sites. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children. Employees shall not friend, communicate with, or follow students on any social networking site.
- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.
- Making any sexual advance - verbal, written, or physical - towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student a sexual topic that is not related to a specific curriculum.
- Telling sexual jokes to a student.
- Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.

- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.
- Discussing alcohol, tobacco, or other illicit drugs in a non-instructional setting, such as describing a party that the employee attended.
- Discussing another student's or employee's personal matters when it is not appropriate outside of the instructional setting.
- "Grooming," which includes building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student's life the sexual contact or sexual penetration would take place.

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

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

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

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

Section 4 Relationships

It is important for employees to maintain an effective working relationship with the administration and all co-workers. Employees are also to maintain appropriate relationships with students.

Section 5 Civility

All employees shall behave with civility, fairness, and respect in dealing with fellow employees, students, parents, patrons, visitors, and anyone else having business with the District. Uncivil

behaviors are prohibited. Employees may be subject to disciplinary action up to and including termination for engaging in uncivil behaviors.

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

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

Section 6 Notification of Arrest, etc.

Employees must notify Superintendent by the next business day after:

1. Arrest or Criminal Charges. The employee is arrested, ticketed, or issued a criminal charge where:
 - a. The maximum penalty for the crime equals or exceeds six months incarceration;
 - b. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;
 - c. Conviction would impact performance of employee's job responsibilities, including offenses that:
 - i. Would impact the responsibility to be a role model for students or relations with other employees of the District;
 - ii. Would impact the employee's ability to operate a motor vehicle if the employee's work duties include driving; or
 - iii. Would impact the employee's Commercial Driver's License if the employee's job requires that the employee have a CDL.
 - d. The arrest or the alleged criminal activity occurred while the employee was on duty, on District property, or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.

Employees must also promptly report to the Superintendent whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense is not otherwise reportable.
2. Certificate or License. The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee's position.
3. Child Abuse. The employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

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

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

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

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

Section 7 Evaluations

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

Section 8 Employee Complaints or Concerns

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

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

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

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

Section 9 Attire

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

Section 10 Outside Employment

Employees shall not perform duties unrelated to District employment during duty hours. In addition, employees shall not engage in employment which conflicts with their school duties.

Section 11 Employee Fundraising

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

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

Article 6 – USE OF SCHOOL FACILITIES AND EQUIPMENT

Section 1 Drug-Free Workplace

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

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

expectations in the event the employee commits a criminal drug or alcohol offense off the workplace or off duty time.

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

Section 2 Smoke and Tobacco-Free Workplace

The use of tobacco products is prohibited on school grounds.

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

Section 3 Weapon-Free Workplace

The District prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any employee found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

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

Section 4 Use of School Facilities

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

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

Section 5 Recording of Others

To ensure the privacy and confidentiality of student information, no employee is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted, (2) by authorized staff for purposes of child welfare (for example, to record images of injuries to students caused or believed to be caused by another person), or (3) the Superintendent or Superintendent's designee. This prohibition applies to all staff, 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.

Article 7 – STATE AND FEDERAL PROGRAMS

Section 1 Notice of Nondiscrimination

Exeter-Milligan-Friend Schools does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in admission or access to, or treatment of employment, in its programs and activities. The Coordinators listed in Section 2 have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination.

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

Office for Civil Rights (OCR)
 One Petticoat Lane
 1010 Walnut St. 3rd Floor, Suite 320
 Kansas City, MO 64106
 (816) 268-0550 (voice)
 Fax (816) 268-0599

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

(800) 877-8339 (telecommunications device
 for the deaf), or ocr.kansascity@ed.gov.

Section 2 Designation of Coordinators

Any person having inquiries concerning the District’s compliance with nondiscrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies, or programs. The contact address for the coordinator is: Exeter-Milligan-Friend Schools, [Address], [City], Nebraska [Zip]; Phone: ([Area Code]) [Telephone Number]:

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

Section 3 Anti-discrimination & Harassment Policy

Exeter-Milligan-Friend Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, and other employees, students or other persons is prohibited. In addition, the District will endeavor to

protect employees and students from reported discrimination or harassment by non-employees or others in the workplace and educational environment.

For purposes of this policy, discrimination or harassment based on a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status is prohibited. The following are general definitions of what might constitute prohibited harassment:

1. In general, verbal or physical conduct relating to a person's protected status constitutes harassment when the conduct unreasonably interferes with the person's work performance or creates an intimidating work, instructional or educational environment.
2. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.
3. Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the workplace, classroom, or educational environment. Sexual harassment may exist when:
 - a. Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);
 - b. Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.
 - c. The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, classroom, or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," "practical jokes," jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching, or brushing against another's body.

Grievance Procedures

1. Employees should initially report all instances of discrimination or harassment to their immediate supervisor. However, if the employee is uncomfortable in presenting the problem to the supervisor, or if the supervisor is the problem, the employee is encouraged to go to the next level of supervision.
2. If the employee's complaint is not resolved to his or her satisfaction within five to ten working days, or if the discrimination or harassment continues, please report your complaint to the Superintendent. If a satisfactory arrangement cannot be

obtained through the Superintendent, the complaint may be processed to the Board of Education.

3. The supervisor or the Superintendent will promptly and thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees or removal of offending students may be taken.
4. The person who makes the complaint shall not be threatened or retaliated against for alleging a violation of this anti-discrimination policy or for use of this grievance procedure.

Section 4 Grievance Procedure for Persons with a Disability

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

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

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

**RECEIPT OF 2025-2026 CLASSIFIED EMPLOYEE HANDBOOK OF
Exeter-Milligan-Friend SCHOOLS**

This signed receipt acknowledges receipt of the 2025-2026 Classified Employee Handbook of Exeter-Milligan-Friend Schools. This receipt acknowledges that I understand that I will read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract, that I understand that the handbook includes the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

Date: _____

Employee's Signature

FRIEND PUBLIC SCHOOL

Safety and Security Plan



2025-2026

Safety
Article 3
Policy No. 3240

Risk Management and Safety Committee

This school district is committed to providing and maintaining a safe and healthful work environment. This school district recognizes its responsibility in protecting and conserving its human and financial resources. Each employee of the school district should show concern for the safety of fellow employees, students and members of the public to prevent losses of these resources. Safety and health management is the ultimate responsibility of the Board of Education. Functional authority for continued development and implementation of health and safety is hereby delegated to the Superintendent or the Superintendent's designee. The Superintendent or the Superintendent's designee is further hereby directed to establish the Safety Committee or committees as required by Section 48-443, R.R.S., et. seq. (LB 757, Section 32, 33 & 34, 1993 legislature) or other laws. The Safety Committee(s) so established shall adopt for this school district and maintain an effective written Injury Prevention Program. Management shall participate in the Safety Committee(s), and in safety education and training, and establishment of safety rules, policies and procedures as provided in this policy, the school district's written Injury Prevention Program or as otherwise provided by law or the superintendent or the superintendent's designee.

The Safety Committee(s) shall be created and perform such functions, be made up of members and meet as required by law. The school district shall develop and maintain a written Injury Prevention Program as required by law and the superintendent or the superintendent's designee is hereby delegated authority and responsibility as required or allowed by law over such Injury Prevention Program.

Safety and health training, accident investigation, record keeping procedures and safety rules, policies and procedures shall be implemented as required by law.

Date of Adoption: July 14, 2025

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SCHOOL DISTRICT TELEPHONE CONTACT SHEET

Superintendent Derek Anderson	402-750-7245
PK-5 Laura Kroll	402-947-1312
6-12 Principal Liz Stutzman	402-366-2944
PK-5 Counselor Madalynn Fousek	308-750-1779
6-12 Counselor Amy Hottovy	402-641-4477
Exeter Site Head Custodian Steve Briske	402-362-8705
Friend Site Head Custodian Jay Lawver	402-947-1767

Insurance Carrier: ALICAP
Legal Representative: Greg Perry

School Board Members:

Adam Erdkamp	402-366-0815
Jamie Tuttle	402-947-3838
Eric Milton	402-641-0216
Tiffany Shonerd	308-520-2408
Tyler Bartlels	402-416-1392
Kendra Jansky	402-759-5022

Safety/Security Team Members

Derek Anderson, Superintendent	402-750-7245
Laura Kroll, PK-5 Principal	402-947-1312
Liz Stutzman, 6-12 Principal	402-366-2944
Madalynn Fousek, K-5 Counselor	308-750-1779
Amy Hottovy, Counselor	402-641-4477
Shelli Meuler	402-366-0063
Sue Eigsti	402-947-1650
Korin Arp	402-570-4552
Amanda Pettygrove	402-641-1939
Jim Pfeiffer	402-417-5806
John Clouse, Community Member	402-947-1325

**EMERGENCY TELEPHONE LIST
911 FOR
POLICE, FIRE, & MEDICAL EMERGENCIES**

POLICE:

Office: 402-947-5531

Fillmore County Sherriff: 402-759-4441

Saline County Sheriff: 402-821-2111

FIRE: 911

AMBULANCE: 911

POISON CONTROL: 1-800-222-1222 (Children’s Hospital – Omaha)

Warren Memorial Hospital 402-947-2541

Fillmore County Hospital 402-759-3167

Zimmer Medical Clinic 402-947-9355

Friend Medical Center 402-947-2021

Milligan Family Medicine 402-629-4280

Child Abuse Hotline: 800-652-1999

Jefferson & Saline County
Emergency Mgmt. Office 402-729-3602 (John McKee)

Fillmore County Emergency
Management 402-759-4932 (Jean Engle)

Black Hills Energy 800-694-8989
(24 Hour Emergency line)

City of Exeter 402-362-3357

City of Friend 402-947-2711

Emergency After Hours: 402-643-0362

ASSAULT ON STUDENT OR STAFF

1. Notify Superintendent or Principal
2. Contact school nurse if any medical treatment is needed.

REMEMBER: IF YOU HAVE TO HANDLE ANY INJURY, DO SO WITH EXTREME CARE, ALWAYS USING GLOVES

3. Superintendent or Principal will assign a staff member to get the names of suspect/s and any witnesses.
4. Superintendent/Principal will assign a staff member to locate suspect and isolate, if this can be done in a non-confrontational manner.
5. Victim and Suspect statements should be taken separately.
6. Superintendent/Principal will decide if the police should be contacted to respond.

REMEMBER WHEN IN DOUBT CONCERNING THE SERIOUSNESS OF AN OFFENSE, CALL THE POLICE. THE STRIKING OF ANY STAFF MEMBER BY A STUDENT SHOULD BE CONSIDERED A CRIMINAL OFFENSE

7. Superintendent/Principal is to make sure a written account of the incident is completed.

BOMB THREAT – THE CALL

*** DON'T HANG UP***

*** KEEP THE CONVERSATION GOING ***

*** ATTEMPT TO GET THE FOLLOWING INFORMATION ***

Ask:

Where is the bomb

What time will it go off?

What kind of bomb is it?

Who are you?

Why is this going to happen?

Check: Male ____ Female ____

Speech Impediment? _____

Accent? _____

Intoxicated? _____

Background Noise _____

i.e.: music, children, conversation, machine noise, traffic

NOTE: Time _____ Date _____

***KEEP THE CONVERSATION GOING ***

(The longer the conversation, the more the caller might disclose)

see next page

BOMB THREAT B – ACTION AFTER THE CALL

1. Notify Superintendent/ Principal

(DO THIS IN PERSON, AVOID ELECTRONIC COMMUNICATIONS)

2. Notify Police & Fire Departments

CALL 911

3. Superintendent/ Principal will notify Head Custodian to respond to specified location to establish a command center.
4. Floor plans of the buildings are to be ready for inspection by Police & Fire Personnel
5. Confer with fire and police to hold classes or begin evacuation

(DO NOT USE ELECTRONIC DEVICES FOR NOTIFICATION)

6. Lock down access to outsiders
7. Complete a detailed report at the earliest opportunity

BUS / VAN ACCIDENT

If an accident occurs with District transportation:

1. The drivers should first check to see if anyone is injured, then call the Superintendent's office, giving vehicle number and location of the accident. If anyone is injured, he/she will request a rescue squad.
2. The superintendent will immediately:
 - a. Call for a rescue squad if requested by the driver
 - b. Call for the police/sheriff
 - c. Dispatch a van to replace the one involved in the accident
 - d. Notify the parents of students involved
3. The driver should keep all students on the bus/van unless there is a reason to evacuate. The drivers should take roll and account for all students
4. If the accident occurs on a morning route, the driver should take the students to school where they should see the school nurse before reporting to class
5. If the accident occurs on an afternoon route, the driver should take the students to their regular stop and inform an adult caretaker of the accident

BUS ACCIDENT CHECKLIST

Time: _____ Date: _____

Driver: _____ Location: _____
(get as much detail as possible)

ASK:

Are there any injuries?

How many people injured?

Who is injured?

What kind of injuries do they have?

CHILD ABUSE

1. Report abuse or suspected abuse to the principal.
2. Notify nurse to document appearance of victim
(for physical abuse only)

DO NOT INTERVIEW VICTIM WRITE DOWN ANY STATEMENTS MADE BY VICTIM

3. Superintendent will notify local police

DO NOT CALL PARENTS

4. Principal will fill out an incident report as soon as possible

STUDENT ABUSE

(When school employee is suspected of the abuse)

1. Report abuse or suspected abuse to Superintendent
(If the suspect is the building administrator, notify the next highest superior)
2. Superintendent will notify the local police
3. Superintendent will notify the County Attorney's Office
4. If necessary, in a physical abuse situation, notify school nurse to document appearance of victim

DO NOT INTERVIEW VICTIM OR SUSPECT WRITE DOWN ANY STATEMENTS MADE BY VICTIM OR SUSPECT

5. Superintendent will notify appropriate School Board members
6. Superintendent will make parental contact at appropriate time.

CONFRONTATIONAL PERSON

1. **DON'T ARGUE.** Use non-aggressive body language
2. Remain on a professional level
3. Offer to help the situation
4. Request to continue conversation in an appropriate location away from students.
5. Show interest and be a good listener
6. Attempt to defuse the situation.

IF THE SITUATION DOESN'T CALM DOWN

1. Notify the Superintendent or Principal
2. Superintendent will notify police (if necessary)

Phone # 911

3. Superintendent will complete incident report

DEALING WITH THE MEDIA (CRISIS RELATED ISSUES)

Guidelines

1. Make sure you are authorized to speak to the media. In most cases the superintendent is the media liaison.
2. Don't release names of victims or persons involved.
3. Inform the media when you are not authorized to comment, and direct them to the proper person or office.
4. Be of assistance, but remain in control.
5. Don't delay sharing information, but make sure you have the facts.

If contacted by the media by telephone, explain that once information can be released their call will be returned. Ask for their name, phone, company name and press deadline. Make sure you follow through with them.

Be aware that students may be approached by the media. Suggest to students they not comment, and refer the media to the school.

SUDDEN DEATH

If happens on campus:

1. Secure area - disturb as little as possible – limit access until police arrive
2. Contact school nurse/trained first aid personnel.
3. Contact superintendent/principal.
4. Call 911 (ambulance and police)
5. Lock down building and hold classes in rooms.
6. Separate all witnesses until police arrive. (to the extent possible, witnesses should not speak with each other nor anyone else)

Document any statements made by witnesses
DO NOT CONDUCT INTERVIEWS WITH WITNESSES

7. Contact Superintendent/Principal. Inform situation and steps taken.
8. Superintendent to contact parents at appropriate time if given permission by law enforcement or superintendent
9. Refer to Dealing with Media section of this handbook.

ADMINISTRATOR'S CHECKLIST for a death in a student, staff member, or immediate family:

- Verification of death (spouse, parent, hospital, police, mortuary)
- Inform the teacher(s)
 - Notify head of Crisis Team
 - Together, verify information regarding tragedy
 - Notify the superintendent/principal if not already informed
 - Use the calling tree to notify staff of the tragedy, as well as time and place for an all-building staff meeting (if necessary)
 - Determine areas where crisis team members can meet with students, maintain list of students who are counseled for notification of parents
 - Cancel meetings/appointments that are not of an urgent nature.
 - Keep staff updated on circumstances as new information becomes available
 - Notify BOE members
 - Identify staff who are in need of emotional support
 - Emphasize the need to use prepared statements to control rumors
 - Reschedule activities when necessary or appropriate
 - Contact the family personally and offer support and condolences
 - Arrange for appropriate staff to attend services
 - Plan and provide follow-up visits with the family

MEDICAL EMERGENCY – Response to Victim

A Medical Emergency includes life-threatening situations such as heart attack, air obstruction, severe bleeding, or drug overdose. We should have a list of staff trained in CPR and First Aid procedures.

Building Employees trained in First Aid/CPR:
Entire Staff has had CPR training.

In case of First Aid Emergency:

1. Notify the office of the location and name of the victim.
2. Specify the type of injury or medical condition and apparent need for emergency services.
3. School office team shall:
 - a. Contact emergency team members.
 - b. Have trained team members assess situation and begin necessary treatment
 - c. When necessary, call 911
 - d. Explain the situation
 - e. Give school name and address
 - f. Tell the EMT's which door to enter
 - g. Have staff stationed at doors to keep crowd away
 - h. Meet the EMTs at the door to take them to accident site
 - i. Contact staff and/or students if necessary
4. If it is necessary to send the victim to the hospital by ambulance and the parent is not at the school, a staff member on the safety/security/crisis team should go along to serve as a liaison between the hospital and school/parent. The staff member should stay at the hospital until the parent arrives. As soon as possible, the staff member should relay information regarding the condition of the victim to the school office.

Note:

If illegal drugs are suspected, contact police to see if investigation is warranted

MEDICAL EMERGENCY – Response of Students and Staff

1. Classroom teachers should close the doors to their classrooms (to minimize confusion)
2. Students in the classroom where the emergency is taking place should be moved to a neighboring classroom as soon as it is possible to do so without creating additional confusion or threat to the victim's well-being.
3. The emergency team, along with a building administrator, shall report to the location of the emergency, assess the situation, and begin necessary treatment within the scope of their training. IF the medical emergency involves a serious injury, staff present and the emergency team should follow the following measures:
 - a. The victim should not be moved unless his/her location is potentially dangerous
 - b. The staff member present should reassure the victim and keep the victim quiet and lying down until the emergency team or emergency personnel arrives
 - c. All personnel and students not involved with the emergency or administration of first aid should be directed away from the scene.
4. The staff members should be aware of the members of the emergency team and should be prepared to supervise that teacher's students as soon as the emergency team member leaves his/her classroom to assist with the medical emergency.
5. Office personnel should notify the parents (spouse) of the victim as soon as possible. All known details should be relayed to the family. Be clear, and concise, informing only what is known; do not speculate, but be tactful, using a manner to avoid the creation of undue panic. Make sure to include who, what where, when, and why.
6. Once the medical emergency has been resolved or the victim transported to the hospital, resume whatever schedule is needed for the remainder of the day.

ELECTRICAL MALFUNCTION

1. Superintendent/Principal will contact custodian
2. Superintendent/Principal will notify teachers to hold classes until further notice.
3. Superintendent/Principal will accompany custodian to locate the problem
4. Call 911 if concerned about a fire or safety hazard.
5. Superintendent/Principal to call local electrical company with concerns/inquiries

City Office: 947-2711 or After-Hours Emergency 643-0362

6. Superintendent will contact Board of Education and advise of situation and any assistance needed.

Possible Considerations

open/close school
cafeteria food preparation capabilities
move students to alternate site
transportation adjustments
parental notification
media notification

7. If there is a need to handle the media, use guidelines in crisis handbook.
8. Complete detailed incident report at earliest opportunity

FIELD TRIP INCIDENT

BE PREPARED: make sure the trip coordinator and the school has the following:

- Student list by assigned vehicle
- Supervision list by assigned vehicle
- Chaperon list by assigned vehicle
- Map of intended route
- List of medical needs and conditions
- List of any important phone numbers significant to the trip, including principal's home phones, students' home numbers
- Trip coordinator should carry or have access to a cell phone if possible.

(On Site Responsibility)

1. Attend to any medical needs if there are injuries or complaints of pain. Call 911 if appropriate
2. Contact home school administrator with update and actions being taken.

(Home School Responsibility)

3. Superintendent should consider deploying personnel to the scene, hospital, police or to appropriate locations.
4. Handle media using guidelines in this crisis handbook.
5. Make sure a detailed incident report is completed at the earliest opportunity.

FIRE ALARM / EMERGENCY

1. Activate fire alarm if system is not sounding.
2. Follow standard fire evacuation procedure.
3. Close all doors & windows as you evacuate the room
(Teacher should be sure to take roll book & take roll once outside)
4. Call 911 as evacuation is taking place.
5. Superintendent/principal will check area of alarm to assess situation.
6. Superintendent should have available for the fire department upon their arrival:
 - Custodian
 - Location & type of fire, if known
 - Knowledge & location of anyone remaining in the building
 - Floor plan and internal systems information
7. Do not reenter building until instructed to do so by authorized personnel.
8. Superintendent/principal will notify police if alarm was pulled falsely.
9. Superintendent/principal will refer to guidelines for handling media in crisis handbook if necessary.
10. Complete a detailed incident report at the earliest opportunity.

GAS LEAK (KNOWN OR SUSPECTED)

1. DO NOT activate the fire alarm system or any other electrical equipment LEAVE AS IS
2. Notify superintendent/principal and custodian immediately.
3. Principal or Superintendent will notify each class to evacuate building by sending personnel to each floor.
4. Evacuate the building using the standard fire alarm routes (Teachers should be sure to take roll book & take roll once outside)
5. Call 911 as evacuation is taking place.
6. Evacuate to designated area or building no less than one (1) block from school.
METHODIST CHURCH & CATHOLIC CHURCH
7. Superintendent should have available for the fire department upon their arrival:
 - a. Custodian
 - b. Location/s of leaks if known
 - c. Knowledge of anyone remaining in the building
 - d. Floor plans and internal systems information
8. Refer to guidelines for handling the media in crisis handbook, if necessary.
9. Complete a detailed incident report at the earliest opportunity.

HAZARDOUS MATERIAL ACCIDENT

1. Notify Superintendent/principal
2. Superintendent/principal will evacuate building using standard fire emergency procedure, bypassing affected area (Teachers should be sure to take roll book & take roll once outside.
3. Call 911 as evacuation is taking place. Describe condition and type of hazardous material if known.
4. Superintendent should have the following available to the fire department upon their arrival:
 - a. Person/s knowing the location & type of hazardous material
 - b. Knowledge and location of anyone remaining in the building
 - c. Custodian
 - d. Floor plans and internal systems information
5. Superintendent will notify school board president and report status and steps being taken. Indicate any assistance needed.
6. Complete a detailed incident report at the earliest opportunity.

*In the event a person comes in direct contact with suspected hazardous material, follow safety precautions posted onsite or listed on container, and call hospital emergency room.

Emergency 911

Poison Control: 800-222-1222 (Children's Hospital – Omaha)

National Response Center: Report Oil & Toxic Chemical Spills 800-424-8802

HOSTAGE SITUATION

Remember: Time is your ally

1. Don't attempt to defuse, call police 911

**Inform 911 that this is a hostage situation
and request that police respond without sirens.**

2. Superintendent/principal will send designee to evaluate situation (not to negotiate) until police arrive.
3. Notify medical emergency agency to respond if there are known injuries

Again, request response without sirens

4. Hold classes in rooms if they are in session. Follow police directives for holding/dismissing students.
5. Superintendent/principal will have the custodian and building floor plans available upon police arrival.
6. Superintendent/principal will designate someone to meet police and medical personnel to direct to appropriate location.
7. Use "Dealing with the Media" guide in this handbook when necessary. If situation is not quickly resolved, discuss options with police about information flow, so there is not mass panic among families of all children in the school.

INTRUDER

1. Notify Superintendent/Principal.
2. The Superintendent or designate will announce there is an intruder in the building and direct all teachers to lock down their classrooms until further notice. "We are in a lockdown, please listen to your teacher and follow your lockdown procedures"

In the event a hostage situation prohibits use of the intercom system, a designated adult messenger will be sent to classrooms.

3. All employees should direct students not in class to a safe area –
 - a. Lock all classroom doors
 - b. Keep students in the room, ignore all passing bells
 - c. Move students to the safest place in classroom
 - d. Take accurate roll and account for any missing students, if possible communicate to the office the names of missing students.
 - e. Turn off lights and close blinds or drapes
 - f. Employ immediate sheltering action for those exposed to danger
 - g. Use basic duck and cover techniques: lie flat, face down, on floor; cover head, get under tables/desks if possible.
 - h. In classrooms, stay away from windows, doors, and outer walls; watch for shattered glass. Close drapes/blinds only if safe to do so
 - i. In open areas, use objects immediately available in the open (tree, bushes, walls, etc.) For shelter, lie down, stay motionless.
 - j. Be ready to move students instantly; know possible escape routes, including windows.
 - k. If current location is judged too dangerous, move to possible alternate locations in other rooms or areas in the building when safe to do so.
 - l. If possible, report status to office.
 4. Students are to leave classrooms only when given the "all clear" from law enforcement.
 5. A headquarters for law enforcement will be designated on school grounds according to need.
 6. All media calls will be handled by Superintendent's office
 7. The crisis team will meet to deal with the aftermath
 8. The principal and superintendent will determine the need to notify parents.
-

KIDNAPPING (WITNESSED OR CONFIRMED ABDUCTION)

1. Notify superintendent or principal IMMEDIATELY
2. Superintendent/principal to notify police IMMEDIATELY 911

Give police student information
 - A) Name, sex, age, address, dress, general physical description
 - B) Any suspect info, vehicle info, direction of travel
3. Secure all outside doors
4. Principal or superintendent will notify parents
 - i. Inform them of incident
 - ii. Inform them of steps taken
5. Have student information, including picture, available to the police upon their arrival.
6. Complete incident report
7. Refer to “Dealing with the Media’ section of this handbook if necessary

LARGE GROUP DISTURBANCE/ALTERCATION

**YOUR GOAL IS TO CONTAIN ESCALATION
TO THE EXTENT POSSIBLE UNTIL POLICE ARRIVE**

1. Contact Police 911
2. Assign staff member to meet police and escort them to the area of the disturbance
3. Hold classes, if in session, until situation is under control.

School Personnel, under the direction of the Superintendent, will:

1. Clear bystanders and encourage students to “go about their business” and not to get involved.
2. Intervene to defuse the situation to the extent possible without threatening the safety of the staff.
3. Complete an incident report

MISSING CHILD

1. Notify superintendent/principal immediately
2. Superintendent will notify Police (911) with the following information:
 - i. Child's name
 - ii. Address
 - iii. Physical and clothing description
 - iv. Medical status, if applicable
 - v. Time last seen
3. Superintendent/principal will notify Parents of missing child, and inform of situation and steps taken.
4. Complete incident report

RAPE / SUSPECTED RAPE

1. Get the victim to the guidance office, free from any disruptions.
2. DO NOT leave the victim alone.
3. Notify the superintendent/principal.
4. DO NOT attempt to interview the victim; however, make note of any statements made by the victim.
5. DO NOT allow victim to wash or remove any items of clothing.

REMEMBER: IF VICTIM HAS REMOVED CLOTHING, BAG EACH PIECE IN ITS OWN PAPER BAG USING LATEX GLOVES

6. Superintendent will contact the police department to respond.
7. Get permission from police if the school is to contact parents.
8. Refer to Dealing with the Media section of this handbook if necessary.
9. Superintendent will assure a written account of the school's actions are on file.

SEVERE WEATHER

Tornadoes

If a tornado warning has been issued for our area by either the Friend Fire Dept or Saline County EOC:

1. Take students to wrestling room (elementary) and high school locker rooms in the new addition.
2. Remain there until the "All Clear" is sounded by administration.

SHOOTING INCIDENT (SHOTS HAVE BEEN FIRED)

SHOOTING INSIDE CAMPUS BUILDING (perpetrator is believed to be in the building)

Pre-Planning is critical

Notify all classrooms to implement **Intruder Plan**

Designate person in main office to monitor classroom intercom system

Keep all Children Safe:

All employees should direct students not in class to a safe area –

- b. Lock all classroom doors
 - c. Keep students in the room, ignore all passing bells
 - d. Move students to the safest place in classroom
 - e. Take accurate roll and account for any missing students, if possible communicate to the office the names of missing students.
 - f. Turn off lights and close blinds or drapes
 - g. Employ immediate sheltering action for those exposed to danger
 - h. Use basic duck and cover techniques: lie flat, face down, on floor; cover head, get under tables/desks if possible.
 - i. In classrooms, stay away from windows, doors, and outer walls; watch for shattered glass. Close drapes/blinds only if safe to do so
 - j. In open areas, use objects immediately available in the open (tree, bushes, walls, etc.) For shelter, lie down, stay motionless.
 - k. Be ready to move students instantly; know possible escape routes, including windows.
 - l. If current location is judged too dangerous, move to possible alternate locations in other rooms or areas in the building when safe to do so.
 - m. If possible, report status to office.
9. Students are to leave classrooms only when given the “all clear” from law enforcement.
10. A headquarters for law enforcement will be designated on school grounds according to need.

SHOOTING OUTSIDE BUILDING
(Perpetrator is believed to be outside the building)

Same as when an intruder is in the building.

Keep Children Safe: Use Intruder Plan with these exceptions:

1. If students are outside, get to nearest cover or retreat inside building, whichever is closer.
2. If students are in class, get down low, move to side where windows are located, and stay below windowsill level (out of sight of perpetrator).
3. Lock down classrooms and main office
4. Turn off classroom lights
5. Call 911
6. Do not move from position unless instructed by police or school officials.
7. Do not attempt to assess the situation until police arrives
8. When safe, refer to dealing with the media section of this manual if necessary.

THREATENED SUICIDE

If a person is in immediate danger:

1. Notify superintendent/principal
2. Superintendent should assign someone to call 911 to apprise of situation

ASK THAT EMERGENCY RESPONSE BE MADE WITHOUT SIRENS

3. Talk calmly with the person until appropriate personnel arrive

Remember . . .

Be positive
Engage the person in conversation
DO NOT become confrontational
DO NOT make fast movements toward the individual

4. When trained personnel arrive, defer to their judgment on the course of action to be taken.

If the person is not in immediate danger but has expressed the thought of suicide:

1. Escort person to guidance counselor or member of safety/security/crisis team for appropriate intervention.
2. Notify superintendent/principal of actions taken.
3. Counselor/Administration will notify parents and provide resources to help parents/interventions.
4. Principal or superintendent will assure that the situation will be documented.

WEAPON FOUND ON PROPERTY

**A WEAPON ON SCHOOL PROPERTY IS A CRIME.
A WEAPON FOUND ON SCHOOL PROPERTY IS EVIDENCE.**

**IF A WEAPON IS FOUND ON SCHOOL PROPERTY,
TAKE THE FOLLOWING ACTION:**

1. Don't handle unless necessary
2. If necessary to handle, do so with care. Always wear rubber gloves or use a cloth to touch.
3. Have a staff member stay with the weapon.
4. Notify superintendent/principal
5. Superintendent should call the police 947-1140
6. Cover the weapon from view of the public (cloth, wastebasket, box)
7. Close off student traffic from the area of the weapon
8. Assign someone to meet police to lead to weapon location
9. Refer to dealing with the media section of this handbook if necessary
10. Superintendent to complete an incident report

WEAPON SUSPECTED ON STUDENT

1. Possession of a weapon on school property is a crime and is best handled by law enforcement personnel.
2. The safety of students and staff is always first. Apprehension of violators and weapon retrieval is second. All actions should be planned with this in mind.
3. Treat all weapon related information (rumor) to be accurate and plan appropriately **DO NOT PUT ANYONE IN HARM'S WAY**
4. When faced with a suspected weapon on a person, school personnel should consider the following circumstances:

type of weapon
age of suspect
mental state of suspect
victim risk factor
past history of suspect, if known
suspected location of weapon (on person or elsewhere)

ACTION

1. notify superintendent/principal
2. call police 911
3. don't attempt to stop suspect if flight from building is attempted
4. Attempt, in a non-confrontational way, to get suspect to a private office or near an exit.
5. allow student to flee from building
6. do not allow student access to bookbags, backpacks without first checking contents
7. avoid confrontation

FOLLOW-UP

1. Superintendent will complete an incident report
2. Refer to Dealing with the Media section of this handbook if necessary

Students Dating Violence

Friend Public Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required for all students and staff. Dating violence will not be tolerated.

For purposes of this policy “dating violence” means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. “Dating partner” means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the exception of affectionate involvement whether casual, serious or long term. Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District’s authority.

Staff training on dating violence shall be provided as deemed appropriate by the administration. The dating violence training shall include, but not limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

The administration will be responsible for ensuring that this dating violence policy is published in the school district’s student-parent handbook or an equivalent such publication. Parents and legal guardians shall be informed of the dating violence policy by such other means as the administration determines appropriate. If requested, parents or legal guardians shall be provided a copy of the dating violence policy and relevant information.

Legal reference: Neb. Rev. Stat. 79-2,139 to 79-2,142

Date of Adoption: July 12, 2010

Board Reviewed December 2011

Students Safe Pupil Transportation Plan

The Superintendent or designee shall develop a safe pupil transportation plan to address student safety which addresses the following:

- Weapons
- Pupil Behavior
- Terroristic Threats
- Severe Weather
- Hazardous Materials
- Medical Emergencies;
- Driver/passenger procedures in the event of mechanical breakdowns of the vehicle; and,
- A procedure that requires pupil transportation vehicle operators to document and submit to -designated school authorities the occurrence of any events covered by the Safe Pupil Transportation Plan that involved the pupil transportation vehicle operated by the driver, or any pupils transported in it.

A copy of the plan shall be placed in each pupil transportation vehicle, kept at each school building, and made available upon request.

Legal Source:

Neb. Rev. Stat. sections 79-318, 79-602, 79-607 and 79-608;
Title 92, Nebraska Administrative Code, Chapter 91.

Date of Adoption: November 12, 2007

Board Reviewed December 2011

Friend Public Schools Safe Pupil Transportation Plan

This Safe Pupil Transportation Plan sets forth the District's plan for providing safe transportation to students being transported in pupil transportation vehicles.

1. **Weapons** – Upon becoming aware of a weapon aboard a pupil transportation vehicle, the driver will make every attempt to:
 - A. Radio transportation dispatch and notify them of the situation if possible. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location. Examples of a safe haven include, but are not limited to, any school building site, emergency service station (law enforcement or fire department), community service agency, etc.

- B. Pull vehicle over to safe and secure area.
 - C. Confiscate weapon (if it doesn't jeopardize student or driver safety).
 - D. Give description of weapon and participating parties to dispatch.
 - E. Dispatch will immediately notify appropriate law enforcement agencies and school administration.
2. **Pupil Behavior** – Students are expected to follow student conduct rules while in a pupil transportation vehicle. The pupil transportation driver is responsible for controlling behavior which affects safety and for reporting rule violations to school administration. In the event a student's behavior jeopardizes safety, the driver will make every attempt to:
- A. Radio transportation dispatch and notify them of situation **if possible**. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
 - B. First seek to resolve incident through discussion with the student(s) involved.
 - C. Activate emergency flashers.
 - D. Bring vehicle to a safe stop. Seek to resolve the incident, using physical force only as necessary to protect students or yourself.
 - E. Report and document discipline problems to the school administrator on a Bus Conduct Report/Incident Form.
3. **Terroristic Threats** – A person commits a terroristic threat if the person threatens to commit a crime of violence with the intent to terrorize another or with the intent of causing evacuation of a building, place of assembly or facility of public transportation or in reckless disregard of the risk of causing such terror or evacuation. Upon becoming aware of a terroristic threat relating to a pupil transportation vehicle, the driver will make every attempt to:
- A. Radio transportation dispatch and notify them of situation **if possible**. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
 - B. Make every attempt to keep passengers calm (this may mean complying with the terrorist).
 - C. Dispatch will immediately notify appropriate law enforcement agencies and school administration.
 - D. Driver should wait for instructions from dispatch if possible.
4. **Severe weather** – Upon becoming aware of severe weather while aboard a pupil transportation vehicle, the driver will make every attempt to:
- A. Radio transportation dispatch and notify them of situation if possible. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
-

- B. Return to the school if less than five minutes away from school, and follow the directions of the school administrator.
 - C. If more than five minutes way from school, go to the nearest school and follow the directions of the school administrator.
 - D. If more than five minutes away from the nearest school or there is immediate danger, get to the nearest basement or underground shelter with all students.
 - E. If there is no shelter and there is immediate danger the driver and passengers are to follow evacuation procedures and get everyone off the vehicle into the nearest ditch or culvert at least 100 feet away from the vehicle.
5. **Hazardous materials** – Upon becoming aware of a hazardous material aboard a pupil transportation vehicle, the driver will make every attempt to:
- A. Radio transportation dispatch and notify them of situation **if possible**. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
 - B. Pull vehicle over to safe and secure area.
 - C. Give description of hazardous materials in question to dispatch.
 - D. Dispatch will immediately notify appropriate law enforcement and school administration.
 - E. Driver should wait for instructions from dispatch **if possible**.
6. **Medical emergencies** – Upon becoming aware of a medical emergency aboard a pupil transportation vehicle, the driver will make every attempt to:
- A. Radio transportation dispatch and notify them of situation if possible. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
 - B. Dispatch will immediately notify appropriate medical agencies and school administration.
 - C. Driver should follow instructions from dispatch, school officials, and parents when such information can be obtained quickly enough. If not available, follow emergency first aid procedures.
 - D. Only if necessary, the driver should move passengers only enough to get them out of danger of traffic or fire. If moved, the driver and adie are to keep them where they are placed until a medical agency arrives, unless a parent has taken charge of their child.
 - E. Driver should try to keep student passengers as calm as possible.
-

7. Procedures in the event of mechanical breakdown of the vehicle – Upon becoming aware of a mechanical breakdown aboard a pupil transportation vehicle, the driver will make every attempt to:
 - A. Pull vehicle over to safe and secure area **if possible**.
 - B. Radio transportation dispatch and notify them of situation **if possible**. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
 - C. Activate emergency flashers and place warning flares/reflectors in accordance with safety guidelines, if not in secure area.
 - D. Driver should try to keep student passengers as calm as possible.
 - E. Dispatch will arrange for assistance and a relief vehicle **if needed**.

8. **Documentation under Safe Pupil Transportation Plan.** Each pupil transportation driver is required to complete and submit to the school administration a bus conduct report or incident report involving the pupil transportation vehicle operated by the driver or any pupils transported in it. Documentation is to include the occurrence of any of the following events: weapons, student behavior which affects safety, terroristic threats, severe weather, hazardous materials, or medical emergencies. Documentation of such events shall be completed and submitted as soon as practicable after the incident.

9. **Transportation of Unsafe Items.** Drivers shall not permit pupil transportation vehicles to transport any items, animals, materials, weapons or look-a-like weapons or equipment which in any way would endanger the lives, health or safety of the children or other passengers and the driver. Look-a-like weapons associated with a school sponsored or approved activity may be transported only with written permission of a school administrator. Any items that would break or could produce injury if tossed about the inside the pupil transportation vehicle when involved in an accident or sudden stop shall be secured.

10. Supplemental information. A copy of this plan shall be placed in each pupil transportation vehicle, kept at each school building, and made available upon request. Supplemental information with respect to operational and procedural guidelines used to administer this plan can be found in the District’s safety and security plan adopted pursuant to 92 NAC10 and in the Nebraska Department of Education Pupil Transportation Guide.

Legal Source:

Neb. Rev. Stat. sections 79-318, 79-602, 79-607 and 79-608.
Title 92, Nebraska Administrative Code, Chapter 91

BACKGROUND CHECKS

The Superintendent shall require each applicant to certify in writing that s/he has never been arrested or charged with a crime or shall describe in writing the disposition of the arrest or charge. Each applicant shall verify residency for the past five years and certify that s/he has not been required to register as a sexual offender in any state. Each applicant shall be required to supply a complete work history from the past five years and furnish references. Each applicant applying for positions involving the transportation of students and/or the regular use of District vehicles shall certify, in writing, that s/he has no offenses on his/her driving record or explain, in writing, the nature of these offenses. Each applicant applying for a position involving regular access to district funds must consent to a credit check to be performed when applicable.

Each final applicant seeking a district position that allows the unsupervised contact with students must give authorization and submit to state and federal criminal history record checks. The Superintendent may check all applicable sexual offender registries for all final applicants. The Superintendent shall conduct a driving record check for all final applicants seeking a position involving the transportation of students and/or regular use of district vehicles. The Superintendent may interview the final applicant's former employer(s) and/or supervisor(s) and may check all references supplied by the applicant. The Superintendent shall develop regulations related to applicant notification of and the carrying out of record checks.

BUILDING PERSONNEL

Friend Building			
Administration		Nurse	
Derek Anderson	200	Korin Arp	234
Liz Stutzman	201		
Amy Hottovy	202	Kitchen	
		Annette Vossler	235
Preschool			
Cortney Novak	216	Media	
		Joyce Nickel	230
Jr High School		Lori Klooz - office	210
Sue Eigsti	206		
Khrystyne Wade	223	Custodial	
Katherine White	225	Jay Lawver - Upstairs	233
Lori Sliefert	221	Colleen/ Deb - Downstairs	232
Kirsten Fike	207		
		Office	
Sr High School		Michele Johnson-Clouse	228
Jay Hitchcock	209	Kim Hulse	227
Paul Martin	213	Stacy Kirchhoff	229
Mary Niemeier	215	Yound, Jackie	121
Jim Pfeiffer - Classroom	218		
Lori Klooz - office	210	Brian Arp	204
Sam Stutzman	222	Nathan Baber	205
Amy Kohltz - Classroom	211	Mark Perez	217
Matt Nichols	214		
Jordan Marr	212	Paras	
Mallory Gregory	208	Joyce Nickel	230
Paula Anderson	203	Josie Vela	231
Mark Perez	217	Paige Hallberg	216
Miranda Segner	220		
Katherine White	225		
Sped			
Amy Wiese	226		
Jr/ Sr High School Resource			
Julie Ricenbaw	219		

BUILDING PERSONNEL (Continued)

Exeter Building			
Administration		Nurse	
Derek Anderson	200	Korin Arp	234
Laura Kroll	100		
Madalynn Fousek	101	Kitchen	123
Simone Marget	111	Media	
Amanda Pettygrove	114	Lori Klooz - office	210
Abby Brandt	107		
Kelly Rischling	115	Custodial	
Lori Vyhnaiek	119	Briska, Steven	122
Kelsey Horne	109		
Erika Arp	104	Office	
Ashley Arbuck	102	Yound, Jackie	121
Josiee Sobotka	116		
Shelli Mueller	112	PE/ Art/ Music	
Kary Archer	103	Darcy White	120
Jarod Belden	105	Lisa Kanode	110
Jeratt Bradley	106	Daudt, Kaydi	108
		Paras	
Elem. Sped		Andrea Classen	
Laura Steuben	117	Hannah Marget	111
		Julie Bartels	
Speech		Melanie Papik	
Abby / C Meyer	211	Jon Schluter	
		Lisa Brahmstedt	
Title		Josie Vela	231
Stephanie Svehla			

Exeter-Milligan-Friend Public School



2025-2026
Elementary Student/Parent
Handbook

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ELEMENTARY STAFF MEMBERS

Office Staff

Superintendent	Mr. Derek Anderson
PreK-5 Principal	Mrs. Laura Kroll
Elementary Guidance Counselor	Miss Madalynn Fousek
Administrative Assistant	Mrs. Jackie Yound

Teachers

Preschool	Miss Simone Marget (Exeter) and Mrs. Cortney Novak (Friend)
Kindergarten	Mrs. Abigail Brandt and Mrs. Amanda Pettygrove
First Grade	Mrs. Kelly Rischling and Mrs. Lori Vyhnaelek
Second Grade	Mrs. Erika Arp and Mrs. Kelsey Horne
Third Grade	Mrs. Ashley Arubuck and Miss Josiee Sobotka
Fourth Grade	Mrs. Kary Archer and Mrs. Shelli Mueller
Fifth Grade	Mr. Jarod Belden and Mr. Jerratt Bradley
K-6 Resource	Mrs. Laura Steuben and Mrs. Amy Wiese
Title I	Mrs. Stephanie Svehla and Mrs. Denee Wehrs
Physical Education	Mrs. Darcy White
Art	Mrs. Lisa Kanode
Music	Miss Kaydi Daudt
Library	Mrs. Lori Klooz

Para-Professionals

Preschool	Paige Hallberg (Friend) and Hannah Merrick (Exeter)
Kindergarten	Mrs. Julie Bartels and Mrs. Melanie Papik
First Grade	Mrs. Lisa Brahmstedt
Second Grade	Mrs. Megan Weber
Third Grade	Mrs. Andrea Classen
Fourth/Fifth Grade	Mr. Jon Schluter

Kitchen Staff

Head Cook	Mrs. Morgan Jess
Ast. Cook	Mrs. Karen Sluka
Ast. Cook (a.m.)	Mrs. Cindi Andreasen

Custodial Staff

Head Custodian	Mr. Steve Briske
Custodian	Mrs. Kristi Horne
Custodian (p.m.)	Mrs. Cindi Andreasen

Welcome to EMF Elementary

Dear Parents and Guardians,

Welcome to the 2025–2026 school year at Exeter-Milligan-Friend (EMF) Elementary! We are excited to partner with you in your child’s learning journey. This handbook serves as a helpful guide to the policies, procedures, and expectations that support a safe and engaging school environment.

Our goal is to ensure clear communication between school and home, promote student success, and foster a positive school culture. Please take time to review this handbook together with your child and keep it accessible throughout the school year. If you have any questions, feel free to contact our school office.

We look forward to a great year of learning, growth, and community!

Warm regards,

Mrs. Laura Kroll
Elementary Principal

INTENT OF HANDBOOK

This handbook is intended to be used by students, parents, and staff as a guide to the rules, procedures, and general information about this school district. Students and their parents must become familiar with the handbook, and parents should use it as a resource and assist their children in following the rules contained in it. The use of the word “parents” refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to biological parents, adoptive parents, legal guardians, and adults acting in loco parentis.

Although the information in this handbook is detailed and specific on many topics, it is not intended to be all-encompassing or to cover every situation and circumstance that may arise during a school day or school year. This handbook does not create a “contract” with parents, students, or staff, and the administration may make decisions and rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based on applicable school district policies, and state and federal statutes and regulations.

ENROLLMENT REQUIREMENTS

The State of Nebraska and the EMF Board of Education each have specific required information that each student must submit prior to the initial entrance of a EMF Public School:

- Copy of State Issued Birth Certificate.
- Written evidence of a health examination by a qualified physician and administered within six months prior to entrance. This includes all incoming kindergarteners and all students transferring from out of state.
- A record of immunization as determined by state law and the Nebraska Department of Health regulations.
- Vision exam
- Prior school records and grades, when applicable.
- A copy of Court Order of Guardianship if child is not with legal parent.
- Upon entering the EMF School, parents and students will be given forms and access to a Student Handbook. The forms should be returned to the school upon the requested date. **A physical copy of the student handbook is available upon request.**
- This handbook outlines the policies and procedures of the district.
- In addition, these programs are offered: Title 1, free and reduced lunch, transportation, speech and language services and resource program.

ATTENDANCE

ABSENCES

EMF Elementary has taken steps to ensure the accounting and safety of all students. In order to accomplish this, we must have the support of the home. Please note:

- **Parents are encouraged to contact the school for any prearranged student absences as soon as possible.**
- The day of the absence, parents are to contact the school at **266-5911**. Inform the office of the nature of the absence, and how long they anticipate their child to be out of school.
- These calls should be made between 7:45 a.m. and 8:15 a.m. so we can check on the safety and whereabouts of our students.
- The school will contact parents at numbers listed on the enrollment card, i.e. home phone number, work numbers, and emergency numbers when prior notification has not been received.
- We also request a note be given to the office following the absence if it is a medical condition. ----**Redundant**
- If homes do not have phones, it still becomes the parent’s responsibility to notify the school of the absence.
- If a student is missing school due to a medical appointment, the parents/guardian need to provide a doctor’s note to the school for the absence to be counted as “excused”. If the school does not receive a doctor’s note within 1 day of the appointment, the absence will be counted as “unexcused”.

TARDIES

- **Students will be counted tardy after 8:15 a.m.**
- **Weekly tardiness may result in the need for a conference with the principal, parent, and classroom teacher.**

EARLY/LATE ARRIVALS

DROPPING STUDENTS OFF LATE OR PICKING UP EARLY

When it is necessary to drop students off after the start of the school day, parents should report to the office with their child so that the student's attendance for the day can be updated and teachers can be informed of any necessary information. If students need to be picked up prior to the end of the day, parents should report to the office so that office staff can let teachers know the parents have arrived for the child.

PARENT CUSTODY

PARENTAL CUSTODY INFORMATION

It is the responsibility of the parent with whom a student resides to keep the Elementary Principal informed about which parent has custody of the child and about any visitation restrictions of the noncustodial parent. If the noncustodial parent is restricted from contact with a student, a court order to this effect must be on file at the school. The school will make every effort to ensure that such visitation restrictions are carried out. However, the school cannot accept the responsibility for the child once he/she leaves the school premises. Reports of student progress and other informational documents will be given to both parents when requested.

INSTRUCTION

INSTRUCTIONAL GOALS

The instructional goals of the EMF Public School are as follows:

- To encourage the participation of students, faculty, administration, the Board of Education and the community in the development of a unified and comprehensive program;
- To provide the system with facilities and equipment needed to develop the programs of the school and to maintain faculty and staff, which accepts and works toward these responsibilities;
- To incorporate in the curriculum certain essential knowledge and skills needed by all individuals for daily living;
- To improve an academic program cognizant of each students' needs and abilities;
- **To work to incorporate writing experiences for all grade levels;**
- To provide for the mental and physical well-being of each student through a coordinated program at all grade levels;
- To instill in students an appreciation of the beauty in Fine Arts which will enable them to enjoy and contribute to their cultural and aesthetic heritage;
- To maintain a program which encourages students to participate in activities outside the academic area which will enable them to enlarge their total educational and cultural development;
- To produce in the students a positive self-concept with growth in the moral aspects and responsibilities of life;
- To promote communication, cooperation and acceptance between the school and community by encouraging the mutual participation in civic and school activities;
- To include studies relative to the culture, history, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans, and European Americans;

ACADEMICS

PROGRESS REPORTS

Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports sent home quarterly, and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing. In addition to formal conferences, classroom teachers will communicate with parents by email, electronic means, or by personal contact as necessary. Parents are encouraged to communicate with their student's teacher or the building principal to discuss parental concerns as soon as they arise.

RETENTION

Students who do not perform to their capabilities may be retained. The following procedures will be utilized:

1. At the end of the first semester, the parent will be notified in writing of possible retention, and a parent conference will be scheduled.
2. Student progress will be reported to the parents at conferences at the end of the third quarter and five weeks before the close of school.
3. A committee made up of the classroom teacher, a principal, and a special area teacher, if appropriate, will be formed. Following their input, a decision will be made by the parents regarding the retention or advancement of the student. Principal input will be seriously considered.

SPECIAL EDUCATION/RELATED SERVICES IDENTIFICATION

All children with disabilities, including children with disabilities attending nonpublic schools, regardless of the severity of their disabilities, and who are in need of special education and related services, are eligible for these services.

504 PLANS

In the state of **Nebraska**, students qualify for a **Section 504 Plan** if they meet the federal criteria under **Section 504 of the Rehabilitation Act of 1973**. The key qualification steps include:

1. **Identification of a Disability:**
The student must have a **physical or mental impairment** that **substantially limits one or more major life activities**, such as learning, reading, concentrating, walking, or speaking.
2. **Evaluation Process:**
A team—usually including parents, educators, and specialists—reviews multiple sources of data (e.g., medical records, academic performance, teacher observations) to determine if the impairment significantly affects the student’s ability to access education.
3. **Eligibility Determination:**
If the team determines that the student does have a qualifying impairment that substantially limits a major life activity, the student is eligible for a 504 Plan.
4. **Development of the Plan:**
The school creates a **504 Plan** that outlines **accommodations, services, and supports** necessary for the student to access their education on an equal basis with peers.

504 Plans in Nebraska are guided by both **federal law** and oversight from the **Nebraska Department of Education**, which ensures compliance with civil rights protections. Unlike IEPs, 504 Plans do not require a student to qualify for special education—just that they need accommodations due to a documented disability.

INDIVIDUALIZED EDUCATION PLAN

In the state of **Nebraska**, students qualify for an **Individualized Education Program (IEP)** through a specific process governed by the **Individuals with Disabilities Education Act (IDEA)** and **Nebraska Department of Education Rule 51**. Here’s a brief overview:

How Students Qualify for an IEP in Nebraska:

1. **Referral for Evaluation:**
 - A student may be referred for a special education evaluation by a parent, teacher, or other professional due to concerns about the student’s academic, behavioral, or developmental progress.
2. **Parental Consent:**
 - Before any formal evaluation takes place, the school must obtain **written consent** from the parent or guardian.
3. **Multidisciplinary Evaluation Team (MDT):**
 - A team of professionals conducts a **comprehensive evaluation** to determine:
 - Whether the student has a **disability** under one of the 13 IDEA categories (e.g., Specific Learning Disability, Autism, Speech/Language Impairment, etc.).
 - Whether the disability **adversely affects educational performance**.
 - Whether the student **requires special education services**.
4. **Eligibility Determination:**

- The MDT reviews all data and determines if the student **meets the criteria** for both a disability and the need for specially designed instruction.
- This decision must be made within **60 school days** of receiving parental consent.

5. IEP Development:

- If eligible, the IEP team (including parents, general and special education teachers, and specialists) meets to create an **Individualized Education Program** tailored to the student's unique needs.
- The IEP must include **goals, accommodations, services**, and how progress will be measured.

STUDENT ASSIGNED CLASSROOMS

Elementary student classroom assignments were thoughtfully determined using a matrix system, as there are two classrooms for each grade level. This matrix considered nine key student service areas—such as special education, ELL, Title I, and other supports—that students will continue to receive in the 2025–26 school year, ensuring consistent access to needed resources. Higher academic achievements were also considered. Additionally, efforts were made to maintain a balanced ratio of male to female students, along with an intentional mix of students from both EM and Friend communities, encouraging new friendships and a well-rounded classroom environment.

HOMework

HOMework PHILOSOPHY

Homework in the elementary grades should be minimal. The purpose of homework is to directly reinforce essential skills through brief study for an upcoming test, focused drill and practice (i.e. studying spelling words or flashcards), or meaningful reading with a family member. These activities promote academic growth without overwhelming students or infringing on their personal and family time and should not take more than 30-40 minutes each evening. If your child is tasked with more than 40 minutes of homework on five or more consecutive days and has not been absent for a period of time, please contact the teacher to discuss the matter. If the matter cannot be resolved by working with the classroom teacher, please contact the principal.

MAKE-UP AND INCOMPLETE WORK

Students are responsible for completing all assignments missed due to absence or not finished during the school day. Teachers will provide appropriate support and time to help students complete missed work. Students are expected to make every effort to submit assignments promptly upon returning to school. If a student does not demonstrate a good-faith effort to complete and submit the work within five (5) school days, teachers may choose not to accept the assignment.

DISCIPLINE

DISCIPLINE PHILOSOPHY

It is the intent of the district's discipline philosophy to provide clearly stated classroom rules, be consistent, use logical consequences when possible, and communicate with parents when necessary. Teachers are encouraged to contact parents when problems arise. Likewise, parents are encouraged to maintain this two-way communication.

DISCIPLINE POLICIES

The basis for an education is to prepare the student for the demands of the adult world, its challenges and its problems. The rules and standards of student conduct contained herein are intended to provide notice to students as to the conduct prescribed or required of them and of the responsibilities of the students in the EMF Public School System. Students are required to conduct themselves in a respectable manner, be considerate of other pupils' rights and make the best use of the opportunities available. Permission to remain in class is based on good behavior. Attendance ends as soon as the pupil shows an unwillingness to observe the regulations of the particular class and shows lack of cooperation.

The rules and standards in this section apply to all school buildings or any school ground during, immediately before, or immediately after school hours. They also apply to any school-sponsored function or event whether on or off school grounds. This section does not define all types of aspects of student conduct; however, the Board of Education has the responsibility to set forth policies, rules, and regulations to help students conduct themselves in a proper manner as reasonably good citizens of the school community.

DISCIPLINE PROCEDURE

Timeout #1— The student will put a *yellow card* by their name on the timeout chart to remind them to slow down and think about their actions. The student received a timeout because they broke a classroom expectation set by the classroom teacher.

Timeout #2= The student will put a *red card* by their name on the timeout chart to remind them to stop and think about their actions. A second timeout means the student has broken two classroom expectations set by the classroom teacher. A note will also be sent home to the parent/guardian detailing the expectations broken. The parent/guardian will sign and return the note the next school day with the student.

Timeout #3=The student will put a *black card* by their name on the timeout chart, and they will spend time in the Principal's office. Parents/guardians will be contacted.

In the event in which the school standard discipline procedures (Timeouts) are ineffective with a student, the classroom teacher and the administration may choose to put a child on a more specific behavior plan/chart to ensure positive behaviors are being met and followed to help the student succeed. Students can go straight to the Principal's office (black card) if the situation calls for it.

BEFORE AND AFTER SCHOOL TIME

Administrators, teachers, and paraprofessionals have the authority to detain students after school or require students to arrive at school early for extra help or for disciplinary action. The student and his/her family must rearrange work schedules, extracurricular activities, baby-sitting of other siblings, etc. If a student is asked to stay after school, their siblings are not allowed to stay with them. These are also not reasons for being unable to stay after school.

STUDENT CONDUCT RULES

BULLYING

EMF Elementary School Definition: Bullying is when a more powerful person or group keeps doing hurtful acts or saying hurtful words. (This does not include fighting or quarreling between people of roughly equal power or strength.)

Examples include but are not limited to: Persistent, unwanted joking and teasing; Name calling; Unwanted comments; Disrespect for another person's property; Leaving people out of activities/isolation/excluding/rejecting; Threatening people; Gossip and/or rumors; Public humiliation; Making people do things they don't want to do; and Rating or Ranking of personal characteristics. Please report bullying to a trusted adult if you are getting bullied or you know someone that is getting bullied.

The following additional student conduct rules are established. Failure to comply with such rules, including repeated violations, is grounds for disciplinary action, up to and including expulsion, as further specified in these rules. These rules govern student conduct 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.

CLASS CONDUCT

The basic right of class membership is contingent on non-infringement of the rights of others. The classroom teacher shall maintain a proper atmosphere conducive to good instruction. Pupils will conduct themselves in a respectful manner, be considerate of other people's rights, and make the best of the opportunities available. Faculty, staff, and substitute teachers will be addressed as Mr., Mrs., Miss, Ms., or Dr. depending on their preference. The privilege to remain in class is based upon good behavior. No cursing or abusive language will be tolerated. Offenders may be suspended from the class or from school. Students are not permitted to sit on tables or counter tops and are prohibited from placing their feet on top of tables, chairs, or counter tops.

CONDUCT AT ACTIVITIES

We encourage and expect parental support in the fostering of proper conduct at all school activities, elementary and high school. Students are subject to school rules while attending school-sponsored events. Any school sanctioned or sponsored event is considered a legal extension of the classroom and all school rules apply. This includes activities at other locations as well as local events.

BUS CONDUCT

The bus is an extension of the classroom with similar rules of behavior. It is extremely important for safety reasons that students observe basic bus rules when riding. The directions of the driver should be followed without question. Follow these bus rules:

1. The bus driver may assign seats
2. Be courteous
3. No profanity
4. No eating or drinking on the bus; keep the bus clean
5. Remain seated, until the bus comes to a complete stop.
6. Keep your hands and head inside the bus and out of the aisles.
7. For your own safety don't distract the driver through misbehavior

8. If listening to music it must be school appropriate and you must have headphones on.

When the bus driver reports student misconduct to the principal, the parent and student will receive notification including the nature of the offense. Except in cases of severe misbehavior and/or disrespect the following sequence will be followed.

- A. First notification will be a warning.
- B. Second notification will result in a three-day suspension from riding, and/or possible short-term suspension, long-term suspension, or expulsion.
- C. Third notification will result in suspension from riding for the remaining portion of the semester, and/or possible short-term suspension, long-term suspension, or expulsion.
- D. Fourth notification will result in suspension from riding for the remainder of the year, and/or possible short-term suspension, long-term suspension, or expulsion.

REGULAR BUS RIDERS – NOT RIDING

A regular bus rider, who, for any reason, will not ride the bus to or from school on any particular day, should get word to the driver directly or by way of the office. Your cooperation on this will eliminate much uncertainty and loss of time.

SPECIFIC RULES AND PROCEDURES

PLAYGROUND RULES

1. Always follow directions of playground supervisors.
2. Be kind, respectful, honest, and courteous to everyone.
(Fighting, kicking, hitting, leaving people out of games, and saying mean things are not allowed.)
3. Use safety at all times when playing on the playground equipment.
 - Keep hands and feet inside the slide, and students cannot climb UP the slides.
 - No standing on top of the monkey bars
 - No climbing or walking on tunnels
 - Students are not allowed to play tag on the equipment
 - Students cannot throw rocks, debris, or snowballs
 - Students must pick up recess equipment before coming back into the school.
4. When playing a game, be fair, take turns, and show good sportsmanship.
5. Ask for permission BEFORE you...
 - Go back into the school
 - Get a ball out of the street
6. No cutting in line or saving spots in a line for a classmate.
7. Enter and exit the school quietly – use your “indoor voice.”
8. Once in line at the conclusion of recess, any and all negative attitudes and speech will end.

The playground is unsupervised during non-school hours. However, individuals using the school playground during non-school hours are expected to adhere to the playground rules that have been established for acceptable playground behaviors during school hours—please refer to those rules on pages 13-14.

HALLWAY RULES

Always walk, do not run, talk softly so other classes are not interrupted, and keep your hands to your sides.

LUNCHROOM RULES

1. No yelling
2. Use proper table manners
3. Clean up the area where you ate lunch
4. No cutting in line or saving spots in a line for a classmate
5. Walk, do not run when entering or leaving the lunchroom

CANDY AND GUM

Neither gum nor candy are allowed during school hours unless provided by the classroom teacher or principal due to a special occasion or positive reinforcement.

BICYCLES

Bicycles should be parked in or near a bicycle rack. Under no circumstances are students to tamper with bicycles that are not their own.

CELL PHONES AND SMART WATCHES

Possession of cell phones and other electronic communication devices, including smart watches, in schools is discouraged. If it is necessary for a student to have a cell phone in school, the following rules apply:

- The cell phone/electronic communication device (including smart watches) will be turned off during the school day.
 - The cell phone/electronic communication device (including smart watches) is out of sight during the school day (in a book bag).
 - The only time the cell phone/electronic communication device can be used is outside of the school day and the student must be outside the school buildings.
 - Students are responsible for their own phone/electronic communication device at all times, even if it is taken from someone to whom they have loaned it.
 - By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when the staff determines that such a search is reasonable and necessary.
- If any of these rules are violated, the cell phone/electronic communication device will be taken from the student by a school employee and turned into the principal's office. A parent must pick the phone up at the school office.

Office personnel will gladly cooperate with parents or guardians in getting messages to students during school hours, but only at times which do not disturb class instruction time, unless it is an emergency. We seek your understanding and support in limited use however. We feel that calls relating only to school needs and extensions of school functions are legitimate uses.

POSTERS and SIGNS

All posters and signs designated to be posted must have the approval by the principal before being posted. Failure to do so will result in the removal of the posting and may include disciplinary consequences.

ELECTRONICS

Students will not be permitted to possess electronic games, tablets, iPads, in school. Students are also not permitted to have "laser pointers" of any type in their possession.

SEARCHES OF STUDENT'S PROPERTY

An administrator or the administrator's designee may search a student's property (including, but not limited to, the contents of the student desk, locker, automobile, pockets, purses, gym bag, or backpacks) when there is reasonable cause to believe that search will disclose evidence of violation of a statute, board policy, or school rule.

LOST and FOUND

Lost items should be reported to the office. The office will seek to return each article found to its rightful owner. The "lost and found" is located in the Commons Area. Any articles unclaimed will be disposed of in a manner determined by the principal throughout the school year. It is not permissible to leave bags, books, or articles of clothing in the gym or hallways for extended periods of time.

ACCIDENTS

Students are required to report any accident occurring in school that results in an injury. Students should report to a school staff member. When a child is injured or is ill at school and it is deemed necessary that treatment is beyond that which can be administered by school personnel, the parent is contacted and asked to come for the child. In case of emergency, the procedures designated by the parents on the Student Enrollment Card will be followed. Unless parents or guardians expressly forbid, in case of dire emergency the school will call a physician or the EMF Rescue Squad for assistance. Please inform the school of any changes in procedure that arise.

APPROPRIATENESS OF ITEMS AT SCHOOL:

TOYS

It is difficult to make a blanket policy on small items that children bring to school to show to their teacher and classmates. We will permit children to bring those items if they serve a school purpose. The school or teacher cannot accept the responsibility for such items becoming lost, broken or stolen. Toy weapons of any kind are prohibited at school or school functions.

PETS

Please refrain from bringing pets to school. Should an occasion arise when a child wishes to show a new pet to the class, arrangements should be made with the teacher ahead of time.

VISITORS

CLASSROOM VISITATION BY A FRIEND OUTSIDE THE DISTRICT

Due to possible distraction, supervision concerns and liability, students are not allowed to have a visitor follow them through their class schedule. Any deviations from this practice must be granted by the principal prior to the visit. For the safety of students and staff, all visitors (parents, patrons, etc.) must sign in at the main office.

PARENT CLASSROOM VISITATION

Parents are encouraged to visit school anytime after the first month. That first month is important to let children make the adjustment to school life. We request that visitors call ahead to inform the office staff and classroom teacher. Upon arrival, please check in at the office. In order to maintain an effective learning environment with limited disruption, classroom visits should not exceed one hour and should be arranged with the teacher and principal.

LUNCH VISITATION

We kindly ask that parents and guardians choose days of special significance when planning to join their child for lunch, in order to help make the occasion meaningful for the student. To ensure a smooth experience for all, we respectfully limit the number of guests to three per student. This helps our cafeteria staff maintain efficient service for all students.

OUTSIDE STUDENT ADVOCACY WORKER VISITATION

Police and Social Service Questioning of Students:

The school will cooperate with law enforcement agencies so that the rights of the school, the home, civil authorities, and individuals are understood and protected. Law enforcement agencies/social services may question students prior to parental notification if deemed appropriate due to suspected child abuse or neglect. **The principal or administrator's designee will be present during questioning.**

SPECIAL EVENTS

SCHOOL PARTIES

The classroom teacher will organize room parties. Three classroom parties are scheduled per year – Halloween, Winter break, and Valentine's Day. Birthday treats are welcomed on the celebrated birthday of the student. If treats are to be passed out, all must have a choice of taking one or not. Party invitations may be distributed at school only if every child in the class will be receiving one.

FIELD TRIPS

Field trips are planned for educational purposes to meet classroom objectives. These objectives might include specific curricular activities, and/or celebrations of accomplishments. Field trips are a privilege. Decisions to exclude a student from a field trip are based on attendance, grades, late/missed work, behavior, conduct, or any combination of reasons, or any other reason deemed appropriate by the principal. Students will be held to the same rules they follow when regular class is in session. **Additional school employees will attend field trips with classroom teachers to help supervise all students and correct negative behaviors as needed. If it becomes necessary to ask for parent volunteers to help sponsor the trip, classroom teachers will send out a letter asking for volunteers. The names of all interested parties will be placed in a hat and the appropriate number needed will be randomly selected. Classroom teachers will contact parents whose names have been selected. As much as we value parent participation, we kindly ask that parents refrain from contacting the school and asking to attend field trips if a letter has not been sent home asking for volunteers.**

BIRTHDAYS

If children bring treats for the room on their birthday, they will be distributed and consumed before dismissal time. Delivered balloons and/or flower bouquets sent to students will remain in the office until the end of the school day. Please be advised that birthday treats should not include nuts of any kind due to students who have allergies. Treats cannot be refrigerated at school due to limited space.

SAFETY DRILLS

TORNADO, FIRE, BUS EVACUATION, and INTRUDER DRILLS

Tornado, fire, and intruder drills will be held periodically throughout the year to ensure proper procedures in case of emergencies. Each classroom will have exit routes posted.

ADDRESSING CONCERNS

CHAIN OF COMMAND

EMF Elementary School has a chain of command to follow when dealing with problems/concerns. Should there be a concern about something that may have happened or is happening, curriculum or any non-curriculum matters, please follow these steps:

1. Contact the child's teacher first. Discuss the problem and search for possible solutions together. If it cannot be resolved by working with the classroom teacher, then...
2. Contact the principal, 266-5911, for a possible conference. If you do not feel the situation has been given proper consideration or resolved after this step, then you may seek further recourse by contacting the superintendent

COMMUNICATION

STAFF EMAIL ADDRESSES

firstname.lastname@emfbobcats.org

ROOMS APP

The Rooms app will serve as the primary communication tool between teachers and parents. This platform streamlines communication by allowing families with children in multiple grade levels to access all classroom updates and school announcements in one convenient location. Classroom teachers will provide guidance and instructions for downloading and setting up the Rooms app at the beginning of the school year.

PARENT – TEACHER CONFERENCES

Parent - Teacher conferences are held twice a year (fall and late winter). Parents are highly encouraged to attend. Participation in your child's education sends a strong message to your child(ren).

INSURANCE

The school does not pay insurance premiums for students. Parents are highly encouraged to purchase insurance.

SCHOOL CLOSING

CANCELLATION OF SCHOOL

In the event of inclement weather, school cancellations will be broadcast on local television channels as well as on local radio stations. Specific information regarding school closing information will be posted on the school webpage (<http://www.EMFbulldogs.org/>). EMF Public School also uses Blackboard Connect in case of cancellation of school. Parents will be notified via automated phone call, text, and email. The early morning news hour is the best time to listen to school closings.

STUDENT HEALTH

IMMUNIZATIONS

The state of Nebraska requires that students be immunized against...

- **measles, mumps, and rubella (MMR)** 2 doses
- poliomyelitis 3 doses
- Diphtheria, Pertussis, Tetanus (dpt) 3 doses
- Hepatitis B 3 doses
- Chicken pox 1 dose

prior to enrollment, and any student not in compliance **shall not be permitted to continue in school.**

An exemption will be granted for health reasons substantiated by a signed statement from a physician. Students may be provisionally enrolled in a Nebraska school if they have begun the required immunizations and continue to receive the necessary immunizations as rapidly as is medically feasible.

A nurse is available on a limited basis at the school. Professional review of immunization, health recording, as well as health screening will be handled through the nurse.

In cases that warrant more than first aid treatment, the parent will be contacted for further action. Under state law, our nurse is required to update immunization reports, and all new students entering our school either as a kindergarten student or a transfer student will need to furnish the nurse an immunization form (furnished by her office).

School health services are intended to support, not substitute for, the health care that should be provided by parents.

A physical inventory (height, weight, vision, hearing) will be done on each student during the school year and the finding recorded in their permanent file. Parents will be notified by phone or mail of the results or recommendations, only if concerns arise.

MEDICAL EXCLUSION FROM SCHOOL

It is for the well-being of your child's health and his/her classmates that we have certain school policies on when a child should not be in school exposing other students, but at the same time we do not want a child absent from school so often or for such an extended period of time that they get behind on their class work.

Our school policies are:

1. Parents of sick children will be contacted and the school expects the child to be picked up within 1 hour of notification.
2. Exclusion of children with a temperature of 100 degrees or above, symptoms of vomiting, diarrhea, or a suspicious contagion.
3. Any pupil with a rash must be excluded until the disappearance of the rash. If the physician recommends that the child be readmitted, with a written notice to that effect, the admittance is acceptable.
4. Some contagious infections require treatment and the student may return to school 24-48 hours after verified treatment has been started and/or when the physician permits return in writing. These diseases include but may not be limited to: Pinkeye, Impetigo, Intestinal Worms, Ringworm, Scabies, Scarlet Fever, and/or Strep infections.
5. Contagious infections such as Chicken Pox, CMV, (Cytomegalovirus), Infectious Mononucleosis, Influenza (Flu), Fifth's Disease, Hepatitis, and Tuberculosis require that the student's symptoms be altered or absent before they are readmitted to school unless we have a physician's statement, in writing, stating otherwise.
6. Life threatening contagious infections without known treatment may require exclusion from regular school attendance. These diseases include but may not be limited to: AIDS, Chronic Hepatitis, etc.
7. Students may be excluded from school under "Emergency Exclusion" for a dangerous communicable disease that is transmissible by normal contact and/or poses an imminent threat to health. Students can be excluded from school and school functions for up to five (5) school days.

COMMUNICABLE AND INFECTIOUS DISEASES

It shall be the responsibility of the EMF Public School principal to assist in meeting the provisions of the State Health Department covering communicable and contagious diseases by promptly reporting to the school nurse and superintendent the presence of such diseases. Parents are requested to inform the principal and superintendent if their child has contracted a contagious or communicable disease. The principal shall not reenter any such student except under circumstances described below.

Students will be excluded from school for the following communicable diseases and prescribed periods of time:

1. Measles (Rubella): A student may return to school the fifth day after the onset of the rash. The State Health Department must be notified immediately and will advise the school regarding exclusion of other students and personnel who are at risk of contracting the disease. Most communicable prior to rash. The student will also need a doctor's note saying they can return to school.
2. Three day measles (Rubella): Students may return to school four days after the onset of a rash. The State Health Department must be notified immediately and will advise the school regarding exclusion of other students and personnel who are at risk of contracting the disease. Most communicable prior to rash. The student will also need a doctor's note saying they can return to school.
3. Fifth Disease: A student may attend school while rash is still present if there is no fever, excessive itching, sore throat and other discomfort.
4. Mumps: A student may return nine days after the onset of parotid swelling. The State Health Department must be notified immediately and will advise the school regarding exclusion of other students and personnel who are at risk of contracting the disease.
5. Chicken Pox (Varicella): A student may return to school after one week if symptom free and pox are dried.
6. Shingles (Herpes zoster): A student may return to school after all lesions are dried. Rare in students - May return with lesions covered or as the doctor advises.

7. Streptococcal infection: A student may return to school 24 hours after the start of antibiotic therapy and a febrile (no fever).
8. Ringworm, impetigo, scabies, and pinkeye (conjunctivitis): A student must remain out of school at least one day and until treatment has begun. Children with mild scabies, lice, impetigo, tinea corporis and conjunctivitis can be sent home with instructions not to return until under physicians care.
9. Hepatitis: A student will be readmitted upon approval of a family physician.
10. Scarlet Fever: A student may return to school 24 hours after starting antibiotics.
11. Elevated Body Temperature: Students with temperatures over 100 degrees will be sent home.

MEDICATION

EMF Public School recognizes that at the present time, many children are only able to attend school because of the effective use of medications in the treatment of chronic disabilities or chronic and acute illnesses. Any student who is required to take medication during the regular school day must comply with the following school regulations.

1. Written authorization signed by the parent will be required for prescription medicine and will include:
 - a) Child's name
 - b) name of medication
 - c) time to be administered
 - d) dosage
 - e) duration
2. Prescription medications **must** be in the prescription bottle from a pharmacy otherwise they will **not** be administered at school.
3. Parents should check with the physician on the timing of medications. It may be possible to eliminate the need to give medications during school hours.
4. Over-the-counter medications brought from home will only be dispensed if in original container and a written authorization has been signed by the parent containing the same information as under #1 of this policy.
5. The parents of the child must assume responsibility for informing the school of any changes in the child's health or change in medication.
6. The school district retains the discretion to reject requests of administration of medicine.
7. Medication will only be dispensed by the school nurse or those appointed to do so by the school principal.

ALCOHOL AND ILLICIT DRUG USE PROHIBITED

The EMF Board of Education expressly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by school employees, volunteers, and students on school property or at any school sponsored event or activity: further, any employee, volunteer, employee, or student found to be under the influence of alcohol or illegal drugs while on school property or at a school sponsored event or activity will be subject to disciplinary measures. Moreover, the Board authorizes and directs school administrators, or their representatives to discipline employees, volunteers, or students, consistent with pertinent state and federal law, for any violations of this policy.

Discipline for employees may extend to a recommendation for dismissal. While the Board does not sponsor directly rehabilitative services, it reserves the right to require that any disciplined employee undergo rehabilitation as a condition of continued employment. Discipline for any adult volunteers may include suspension, expulsion and/or a referral to a rehabilitative agency. Information on area agency rehabilitative services may be obtained from the school counselor.

The Board will implement and support curricular materials and activities that teach about the harmful effects of alcohol and illegal drugs and serve as prevention and intervention programs.

Finally, the Board directs that this policy be included in all staff and student handbooks, and that it be posted in staff lounges and workrooms.

Policy Adopted: August 13, 1990

SMOKING PROHIBITED

It shall be the policy of EMF Public School that in order to promulgate a healthy environment for students and staff and to encourage healthy behavior in students, it is the Board's policy that there will be no smoking in any school building or any school owned vehicle at any time.

INTERNET

INTERNET SAFETY

It shall be the policy of EMF Public School that access to the internet provided by EMF Public School is expected to be used as an educational and/or work-related resource and that such access shall be made available subject to such rules and regulations as may be established, provided that no use shall be permitted which, in the judgment of the Board of Education of EMF Public School, is in any way prejudicial to the best interest of the district or in conflict with the EMF Public School Program of Services.

The EMF Public School Board of Education reserves the right to refuse access to the Internet by EMF Public School to anyone when it deems it necessary in the public interest.

DEFINITIONS

1. Access to the Internet-A computer shall be considered to have access to the Internet if such computer is equipped with a modem or is connected to a computer network that has access to the Internet.
2. Minor shall mean an individual who has not attained the age of 19.
3. Obscene shall have the meaning given such term in section 1460 of title 18, United States Code.
4. Child pornography shall have the meaning given such term in section 2256 of title 18, United States Code.
5. Harmful to minors shall mean any picture, image, graphic image file, or other visual depiction that:
 - a. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
 - b. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - c. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
6. Hacking shall mean attempting to gain unauthorized access to computer and network systems connected to the Internet.
7. Technology protection measure shall refer to a proxy server managed by EMF Public School that blocks and/or filters Internet access.
8. Authorized staff member as used herein shall refer to an adult staff member appointed by the EMF Public School Technology Committee.
9. Technology Committee as used herein shall refer to a group of EMF Public School staff including the following:
 - a. Administrator
 - b. Director of Technology
 - c. One (1) Network Information and Operations Center staff member
 - d. Two (2) staff members appointed by the Administrator

ACCESS TO INTERNET BY MINORS

Minors accessing Internet services provided by EMF Public School when attending the alternative school or working as an employee or volunteer of EMF Public School; when attending trainings, meetings, conferences, or other events sponsored at a facility owned or leased by EMF Public School or at a facility of which EMF Public School has otherwise been granted primary custody; or when accessing EMF Public School Internet services with remote access connections shall be subject to the following rules and regulations:

1. Minors shall not access material that is obscene, child pornography, harmful to minors, or otherwise inappropriate for educational or work-related uses.
2. Minors shall not use EMF Public School technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network systems security.
3. Minors shall not engage in any illegal activities on the Internet.
4. Minors should only use electronic mail, chat rooms, and other forms of direct electronic communications for purposes related to education within the context of a school-related assignment activity or for purposes related to work, including volunteer, at EMF Public School.
5. Minors shall not disclose personal identification information on the Internet.

ACCESS TO INTERNET BY ADULTS

Adults accessing Internet services provided by EMF Public School when working as an employee or volunteer of EMF Public School; when attending trainings, meetings, conferences, or other events sponsored at a facility owned or leased by EMF Public School or at a facility of which EMF Public School has otherwise been granted primary custody; or when accessing EMF Public School Internet services with remote access connections shall be subject to the following rules and regulations:

1. Adults shall not access material that is obscene, child pornography, or otherwise inappropriate for training or work-related uses.
2. Adults shall not use EMF Public School technology resources to engage in unauthorized hacking or attempts to otherwise compromise any computer or network systems security.
3. Adults shall not engage in illegal activities on the Internet.

TECHNOLOGY PROTECTION MEASURE

EMF Public School shall use a technology protection measure that blocks and/or filters Internet access to prevent access to Internet sites that are not in accordance with the policies of EMF Public School.

1. The technology protection measure that blocks and/or filters Internet access may be disabled by an authorized staff member for bona fide research purposes with permission of the immediate supervisor of the staff member requesting said disabling or with permission of the administrator of EMF Public School.

2. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes during which time the minor will be monitored directly by the authorized staff member.

POLICY VIOLATIONS

Any violation of this policy may result in the loss of access to the Internet by EMF Public School. Additional disciplinary action may be determined in accordance with existing procedures and practices, both administrative and as stipulated in EMF Public School board policy, and including applicable law enforcement agencies when necessary.

POLICY CHALLENGE PROCEDURE

An individual who has been granted access to the Internet by EMF Public School and desires to access an Internet site that is not compliant with this policy may challenge the enforcement of the policy according to the following provisions:

1. Internet site review requests should be directed to EMF Public School Director of Technology in writing for forwarding to the Technology Committee for consideration.
2. The Technology Committee will review the site within seven working days of submission of the request and, if deemed appropriate for educational or work-related purposes, may vote to unblock the site.
3. EMF Public School department directors will regulate enforcement of the policy, including disciplinary actions, and shall forward to the administrator of EMF Public School any challenges to the severity of the applied discipline.
4. Challenges to the application or enforcement of EMF Public School Internet Safety Policy which cannot be resolved at the levels outlined in the preceding step will be handled in accordance with EMF Public School established grievance policy or at the EMF Public School administrator and/or board level for challenges presented in writing by individuals other than EMF Public School employees and volunteers who have been granted access to the Internet by EMF Public School. - Policy Adopted: 6-11-01

FEES

CARE OF SCHOOL PROPERTY

Care of School Property The School District provides needed textbooks, workbooks, library books and athletic equipment without charge. This necessitates that all students assume full responsibility for those items issued to them. Fines will be made for the replacement cost of the books and equipment if lost or damaged.

STUDENT FEES

The following "Student Fees Policy" was developed and approved by the Board of Education as a response to Nebraska State Statute LB 249. This statute, entitled Public Elementary and Secondary School Student Fee Authorization Act, specifies what a school may require a student to furnish and a maximum cost the student may pay for the amount of fee or specified material required. As stated in paragraph 4 of the Student Fees Policy, "The policy includes Appendix 1, which provides further specifics of student fees and materials required of students for the 2021-22 school year."

It shall be the policy of EMF Public School that it adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

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

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

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

1. Guidelines for non-specialized attire required for specified courses and activities.

Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire

reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

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

2. Personal or consumable items and miscellaneous

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

(b) Courses

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

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

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

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

3. Parking

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

4. Extracurricular Activities-Specialized equipment or attire

Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized

equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

5. Extracurricular Activities/Fees for participation

Any fees for participation in extracurricular activities are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

6. Postsecondary Education Costs

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

7. Transportation costs

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

8. Copies of student files or records

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

9. Participation in before-and-after-school or pre kindergarten services

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

10. Participation in summer school or night school

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

11. Breakfast and lunch programs

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

12. Waiver Policy

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

13. Distribution of Policy

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

14. Student Fee Fund

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

extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

Certification

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

Legal References:

Neb. Rev. Stat. §§79-2, 125 to 79-2, 135 and Laws 2003, LB 249 (The Public Elementary and Secondary Student Fee Authorization Act) Neb. Constitution, Article VII, section 1.

Neb. Rev. Stat. §§79-241, 79-605, and 79-611(transportation)

Neb. Rev. Stat. §79-2,104 (student files or records)

Neb. Rev. Stat. §79-715 (eye-protective devices)

Neb. Rev. Stat. §79-737 (liability of students for damages to school books)

Neb. Rev. Stat. §79-1104 (before-and-after-school or pre kindergarten services)

Neb. Rev. Stat. §§79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

EMF Public School Policy Adopted:7-14-03 Saline County School District 76-0068

Appendix “1” to 2023-24 Student Fees Policy of EMF Public School

Additional Specification of Required Materials and Fees¹

<u>Elementary Program</u>	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum)² or Specific Material Required
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged
Music—Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student. Refundable damage deposit of \$20.00 for use of school owned instrument.
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Field Trips	Transportation and admission costs of field trips	None—costs of school sponsored, class-related field trips will be paid for

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

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

		by the school. Parents may be encouraged but not required to pay for field trip costs of up to \$5.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.
Summer school courses	Classes offered during the summer, or at night, if any	\$200 per class.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Fifteen cents (.15) per page when charges apply.
School Meals		Breakfast--\$2.00 Lunch--\$3.00 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.

STATE AND FEDERAL PROGRAMS

NOTICE OF NONDISCRIMINATION:

Students, parents, employees, volunteers, school patrons, applicants for student admission or employment, sources of referral of applicants for admission and employment, professional organizations holding collective bargaining or professional agreements with the EMF Public School, and all others who interact with EMF Public School are hereby notified that the EMF Public School does not discriminate on the basis of race, color, national origin, sex, age, marital status, religion, or disability in the admission, access to its facilities or programs, treatment, or employment in its programs or activities.

DESIGNATION OF COORDINATOR(S):

Any person having inquiries concerning this district's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Superintendent, EMF Public School, P.O. Box 67; 501 Main Street, EMF, NE 68359, 402 – 947 – 2781.

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

ANTI-DISCRIMINATION & HARASSMENT POLICY:

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

Preventing Harassment and Discrimination of Students.

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

For purposes of this policy, discrimination or harassment based on a person's race, color, religion, national origin, sex, disability or age is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the workplace, classroom or educational environment.

Sexual harassment may exist when:

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

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

The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, classroom or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

Complaint and Grievance Procedures:

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

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

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

NOTICE TO PARENTS OF RIGHTS AFFORDED by SECTION 504 of the REHABILITATION ACT OF 1973:

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

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.

5. Have your child receive services and be educated in facilities, which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent).
11. File a local grievance.

NOTIFICATION OF RIGHTS UNDER FERPA:

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

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

NOTICE CONCERNING DIRECTORY INFORMATION

The district may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent previous educational agency or institution attended. A parent or eligible student has the right to refuse to let the district designate any or all of those types of information about the student as directory information. The period of time within which a parent or eligible student has to notify the district in writing that he or she does not want any or all of those types of information about the student designated as directory information is as follows: two weeks from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION

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

NOTICE CONCERNING STAFF QUALIFICATIONS:

The ESSA gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, EMF Public School will give parents/guardians the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, EMF Public School will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of ESSA.

STUDENT PRIVACY PROTECTION POLICY:

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

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

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

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

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

examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: “Notification of and Right to Opt-Out of Specific Events.”

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. “Personal information” for purposes of this policy means individually identifiable information about a student including: (1) a student or parent’s first and last name, (2) home address, (3) telephone number, and (4) social security number. The term “personal information,” for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

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

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

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

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

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

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

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

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

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

PARENTAL INVOLVEMENT POLICIES:

A. General - Parental/Community Involvement in Schools:

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

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

B. Title I Parental Involvement Policy:

This Title I Parental Involvement Policy is established in compliance with the ESSA. EMF Public School has a parental involvement policy applicable to parents of all children. The parental involvement policy applicable to parents of all children is not replaced by this Title I Parental Involvement Policy and shall continue to be applicable to all parents, including parents participating in Title I programs.

It is the policy of EMF Public School to implement programs, activities, and procedures for the involvement of parents in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

Expectations for Parental Involvement: It is the expectation of EMF Public School that parents of participating children will have opportunities available for parental involvement in the programs, activities, and procedures of the District's Title I program. The term "parental involvement" means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring--(A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental involvement policy. The District intends to meet this expectation through the following activities:

12. Please see our school website for information on Child Find www.EMFbulldogs.org

1. Involving parents in the joint development of the District's Title I plan and the processes of school review and school improvement.
2. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
3. Building the schools' and parents' capacity for strong parental involvement.
4. Coordinating and integrating parental involvement strategies under Title I with parental involvement strategies under other programs.
5. Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents in Title I programs, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies of the District.
6. Involving parents in the activities of the schools served under Title I.

Policy Involvement: Each school served under the Title I program shall:

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under the Title I program and to explain the requirements of the Title I program.
2. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental involvement in such meetings by offering transportation, childcare, or home visits.
3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
4. Provide parents of participating children: (1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
5. If the District operates a school-wide program under Title I and such plan is not satisfactory to the parents of participating children, submit any parental comments on the plan when the school makes the plan available to the District.

Shared Responsibilities for High Student Academic Achievement: As a component of the District's parental involvement policy, each school served under the Title I program shall jointly develop with parents for all children served under the Title I program a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Such compact shall: (1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student academic achievement standards and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum: (i) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement; (ii) frequent reports to parents on their children's progress; and (iii) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

Building Capacity for Involvement: To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school participating in the Title I program and the District: (1) shall provide assistance to participating parents, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners,

implement and coordinate parent programs, and build ties between parents and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand; (6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; (9) may train parents to enhance the involvement of other parents; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation; (11) may adopt and implement model approaches to improving parental involvement; (12) may establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (14) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

Accessibility: In carrying out the parental involvement activities for this Title I Parental Involvement policy, the District shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Title I in a format and, to the extent practicable, in a language such parents understand.

Use, Distribution, and Updating of this Policy: This Title I Parental Involvement Policy shall be incorporated into the District's Title I plan, shall be distributed to parents of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and the school.

HOMELESS STUDENTS POLICY:

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and an adequate residence, as further defined by applicable federal and state law. No Stigmatization or Segregation of Homeless Students: It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

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

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

unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. In the event of an enrollment dispute, the placement shall be at the school in which enrollment is sought, pending resolution of the dispute in accordance with the dispute resolution process. The homeless child shall be immediately enrolled in the school in which the District has determined to place the child, even if the child is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

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

This institution is an equal opportunity provider.

The school food authority assures the State Department of Education that the school system will uniformly implement the following policy to determine children's eligibility for free and reduced price meals in all National School Lunch Programs. In fulfilling its responsibilities, the school food authority:

1. Agrees to serve meals free to children from families whose income meets eligibility guidelines.
2. Agrees to serve meals at a reduced price to children from families whose income falls between free meal scale and the poverty guidelines.
3. Agrees to provide these benefits to any child whose family's income falls within the criteria in Attachment A after deductions are made for the following special hardship conditions which could not reasonably be anticipated or controlled by the household: Unusually high medical expenses; shelter costs in excess of 30 percent of reported income; special education expenses due to the mental or physical condition of a child; disaster or casualty losses.
4. In addition, agrees to provide these benefits to children from families who are experiencing strikes, layoffs and unemployment which cause the family income to fall within the criteria set forth in federal guidelines.
5. Agrees there will be no physical segregation of, nor any other discrimination against any child because of his inability to pay the full price of the meal. The names of the children eligible to receive free and reduced price meals shall not be published, posted or announced in any manner and there shall be no overt identification of any such children by use of special tokens or tickets or any other means. Further assurance is given that children eligible for free or reduced price meals shall not be required to: work for their meals; use a separate lunch room; go through a separate serving line; enter the lunchroom through a separate entrance; eat meals at a different time; or eat a meal different from the one sold to children paying the full price.
6. Agrees in the operation of child nutrition programs, no child shall be discriminated against because of race, sex, color, or national origin.
7. Agrees to establish and use a fair hearing procedure for parental appeals to the school's decisions on applications and for school officials' challenges to the correctness of information contained in an application or to be continued eligibility of any child from free or reduced price meals. During the appeal and hearing the child will continue to receive free or reduced priced meals. A record of all such appeals and challenges and their dispositions shall be retained for three (3) years. Prior to initiating the hearing procedures, the parent or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing. The hearing procedure shall provide the following:
 - A publicly- announced, simple method for making an oral or written request for a hearing.

- An opportunity to be assisted or represented by an attorney or other person.
 - An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
 - Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.
 - An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference.
 - An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witness.
 - The hearing be conducted and the decision made by a hearing official who did not participate in the decision under appeal or in any previous conference.
 - The parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official.
8. Agrees to designate the Superintendent to review applications and make determinations of eligibility. This official will use the criteria outlined in this policy to determine which individual children are eligible for free or reduced price meals.
 9. Agrees to develop and send to each child's parent or guardian a letter as outlined by the State Department of Education including an application form for free or reduced price meals at the beginning of each school year. Applications may be filed at any time during the year. All children from a family will receive the same benefits.

The following information will be available in the office of the Superintendent:

- Eligibility criteria for free and reduced meals
- Parent letter and application
- Public release
- Collection procedure

NOTICE OF ASBESTOS PLAN AVAILABILITY

The EMF Public School System's asbestos management plan is located in the office of the Asbestos Program manager and Superintendent and may be reviewed by requesting permission through his or the Principal's office. A copy of the basic building will be located in the Principal's office of each building. Summary information of all buildings is included in the master plan in the Asbestos Program Manager's office. Information on auxiliary buildings is located in the building plans and the master plan.

Asbestos is assumed to be located in concrete, roofing felts, pipe elbows, carpet glues, etc., which is of minimal public health concern.

The asbestos-containing events are re-inspected on a six-month basis and the plan will be revised to indicate any change in status of these various events and to upgrade the asbestos response system. Up-to-date information regarding asbestos within the building may be obtained directly from the Asbestos Program manager. On at least a three-year basis, an inspection by a federally certified inspector will be conducted and the asbestos management plan revised accordingly. The plan will be kept current through periodic additions to an ongoing filing system maintained to support the plan and to document the appropriate and regulatory correct conduct of the School System. These files are part of the plan and may be reviewed by the public and copies obtained upon request. Similarly, requests for immediate repair or response made as part of the initial inspection, and which may evolve from future inspections are also part of the plan. There is an assumption that immediate response actions identified through the initial inspections have occurred unless otherwise stated within the building plans.

BOARD POLICIES AND STATE STATUTES

ATTENDANCE POLICY and PROVISIONS

School is a full-time job; therefore, students are expected to be in attendance for all classes throughout the year. **Students who are absent from school lose out on valuable explanations of material, interaction with their teachers and peers, and often perform at a level below their potential.** State law requires students to be in attendance a minimum of 1032 hours a year. **(Nebraska State Law 79 - 209) A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age. (Policy No. 5008).**

1. When a student accumulates the equivalent of (5) absences during any quarter, a conference may be necessary to determine what can be done to improve the attendance pattern as well as administrative investigation into the absences.

2. **Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students**

3. Students are considered tardy if they are not in their assigned classrooms when class begins at 8:05 a.m. When students are tardy, they should report to the main office to receive an "admit slip" to class.

Possible Consequences include, but are not limited to:

- a. Mandatory before/after school study time.
 - b. Mandatory parental conference.
 - c. Referral to County Attorney.
 - d. Referral to Law Enforcement Agencies.
 - e. Referral to Social Services for educational neglect.
 - f. Retention at grade level.
 - g. Possible school suspension.
 - h. A doctor's verification of illness.
4. Students who are absent from school for all or part of a day must bring a note from their parent/guardian or have the parent/guardian call the school between 7:45 a.m. and 8:15 a.m. on the day of the absence. Notes should be brought with the student upon their return to school if the absence was due to a medical concern. **If no note or phone call is received within two days, the absence will be considered unexcused.**
 5. Students who want to leave at any time during the day must have permission from their parents. This permission may be obtained by having the parent call the school or by bringing a note. Any other requests will be denied.
 6. Excessive Absenteeism:
 - a. **Twenty Excused Absences.** If a student accumulates more than twenty (20) absences per year and all of the absences are due to documented illness that makes attendance impossible or impracticable or are otherwise excused by school authorities, the administration will report such information to the county attorney of the county in which the person having control of the student resides.
 - b. **Twenty Unexcused Absences.** If a student accumulates more than twenty (20) absences per year, and any of the absences are not excused, the administration shall file a report with the county attorney of the county in which the person having control of the student resides. The report shall be made on a form which includes the following two statements, one of which must be designated by the school representative signing the report: (a) The school representative requests additional time to work with the student prior to intervention by the county attorney; and (b) the school representative believes that the school has used all reasonable efforts to resolve the student's excessive absenteeism without success and recommends county attorney intervention. If further action is necessary to address the child's attendance, the initial meeting between the parent or guardian of the child, the school, and the county attorney or his or her designee shall be at a location determined by the school.
 - c. **Other.** A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.
 7. The Superintendent or designee shall report on a monthly basis to the Commissioner of Education as directed by the Commissioner regarding the number of and reason for any long-term suspension, expulsion, or excessive absenteeism of a student; referral of a student to the office of the county attorney for excessive absenteeism; or contacting of law enforcement officials (other than law enforcement officials employed by or contracted with by the District as school resource officers) by the District relative to a student enrolled in the District.

A student is considered truant if he/she is not in their assigned classroom and does not have permission for the absence. Students who are determined to be truant from school will be subject to the following consequences:

- a. First Offense – Parental contact made in order to determine student's absenteeism. The parent is given a chance to locate the child and return him/her to school. If the child is not located, the police are notified of the truancy. The child will make up the time and assignments that are missed during their absence.
- b. Second Offense – Same as the first offense with the addition of one (1) day of in-school suspension.
- c. Third Offense – Same as the first offense with the addition of two (2) days of in-school suspension and referral to the County Attorney and/or Child Protective Services.
- d. Fourth Offense – Suspension from school with the recommendation for alternative education services.
- e. Students truant from school will have (5) school days upon their return to school to earn credit for any missed work and tests.

COPYRIGHT and FAIR USE POLICY

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

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

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

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

STUDENT RIGHTS, CONDUCT, RULES, and REGULATIONS

STUDENT CONDUCT

Students have an opportunity to learn by sharing some of the responsibility for creating a good learning environment. To help maintain a quality instructional environment for all students attending EMF Public School, all students are expected to refrain from the following conduct.

Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment:

The failure to refrain from the following conduct shall constitute grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

- a. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
- b. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
- c. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
- d. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
- e. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
- f. Engaging in the possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103 or being under the influence of a controlled substance or alcoholic liquor (note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);
- g. Public indecency;
- h. Sexually assaulting or attempting to sexually assault any person. In addition, if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults, the student is subject to suspension, expulsion, or mandatory reassignment regardless of where the conduct took place. For purposes of this

subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in sections 28-319 and 28-320, as such sections now provide or may hereafter from time to time be amended;

- i. Truancy or failure to attend assigned classes or assigned activities;
- j. Tardiness to school, assigned classes or assigned activities;
- k. 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, national origin, or religion;
- l. Dressing in a manner which is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process. (Further dress code information is provided in a later section).
- m. Willfully violating the behavioral expectations for those students riding EMF Public School buses.
- n. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
- o. A repeated violation of any rules and standards validly established by the Board of Education or school officials if such violations constitute a substantial interference with school purposes including insubordination.
- p. In addition, a student who engages in the following conduct that 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 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.
- q. In addition, a student who is determined to have brought a firearm to school, or to have possessed a firearm at school, shall be expelled from school for a period of not less than one year. The Superintendent may modify such one-year expulsion requirements on a case-by-case basis, provided that such modification is in writing. The term "to school" or "at school" means 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. 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 a 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.
- r. Student Appearance Policy: Students at EMF Public School are expected to dress in a way that is appropriate for a 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:
 1. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps - straps less than 1", "Tarzan" shirts, sagging pants);
 2. Clothing or jewelry that advertises beer, alcohol, tobacco, or illegal drugs;
 3. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play";
 4. Head wear including hats, caps, hoods up on hooded sweatshirts, and bandanas;
 5. Clothing or jewelry, which exhibits nudity, makes sexual references or carries double meanings.

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 Principal or Superintendent will make the final decision regarding attire and grooming. 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 will have the opportunity to change clothing, and the student may call home for proper apparel. If the student will not change clothing, or other clothing cannot be found, or clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day.

Continual violations of the dress code will result in disciplinary actions under the Student Code of Conduct. 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 discipline, up to expulsion.

FORMS OF SCHOOL DISCIPLINE

Short-term suspension:

Students may be excluded by the Principal or his designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or,
2. Other violations of rules and standards of behavior adopted by the EMF Public School Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

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

Long-term suspension:

Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of more than five school days but less than twenty school days on (long-term suspension) the conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is hereinafter set forth.

Expulsion:

1. Meaning of Expulsion. Expulsion shall mean 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. The Principal may suspend a student immediately, regardless of the fact that a hearing was requested within 5 days of notice of expulsion or long term suspension by the school, if the Principal determines that such immediate suspension is necessary to prevent or substantially reduce the risk of: (a) interference with an educational function or school purpose, or (b) personal injury to the student, other students, school employees, or school volunteers. Although the preferable practice is that the principal make such determination in writing, nothing in this policy shall so require. If no hearing is requested, the immediate suspension will continue until the date the long-term suspension, expulsion, or mandatory reassignment takes effect. If a hearing is requested, the suspension will continue until the date the Hearing Examiner files the report of his or her findings with the Superintendent, if the Principal has made a determination as above described.

2. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.
3. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program and to such other consequences which the school district deems appropriate. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on-the-job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation. At the conclusion of the designated period: (1) if the student has satisfactorily participated in the school, class, or program to which such student has been assigned the student shall be reinstated and permitted to return to the school of former attendance or to attend other programs offered by the district, and action to expunge the record of the expulsion action may be taken at the discretion of the Superintendent or his or her designee, or (2) if the student's conduct has been unsatisfactory, the expulsion action shall be enforced. The determination of whether the students' participation and conduct has been satisfactory or not shall be made by the Principal or the Principal's designee.
4. 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.

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

A principal (or designee) may determine that it is necessary to exclude a student from classes. In-school suspension or time-out may be used as an alternative to out-of-school suspension. The decision to remove a student from the classroom setting is made after a staff member has investigated the facts. Every attempt to notify the parent/guardian in a timely manner will be made, but it is important to understand that parents are not always readily available when a decision to exclude a student needs to be made. Disruptive behavior during the school day may result in an immediate time-out period spent in an isolated area, if available. The time-out will not exceed one (1) full day. In-school suspension will not exceed more than three (3) consecutive school days.

Students are expected to complete class assignments and /or other assigned material during this time, and they will receive classroom credit for work appropriately completed.

REPORTING STUDENT LAW VIOLATIONS

- (1) Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
- (2) When a Principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the Principal or other school official 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.
- (3) In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it shall be the policy of the EMF Public School to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
 - (a) Knowingly possessing illegal drugs or alcohol.
 - (b) Assault.
 - (c) Vandalism resulting in significant property damage.
 - (d) Theft of school or personal property of a significant nature.
 - (e) Automobile accident.
 - (f) Any other behavior which significantly threatens the health or safety of students, staff or other persons or which is required by law to be reported.

DUE PROCESS PROCEDURE

Procedures for Long-Term Suspension, Expulsion or Mandatory Reassignment: The following procedures shall be followed with regard to any long-term suspension, expulsion or mandatory reassignment.

1. The Principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his or her designee.
2. 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, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, 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.
3. The Principal or his or her designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following
 - (a) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the Principal or assistant Principal.
 - (b) The penalties to which the student may be subjected and the penalty which the Principal, or his or her designee has recommended in the charge.
 - (c) A statement explaining the student's right to a hearing upon request on the specified charges.
 - (d) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
 - (e) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
 - (f) A form or a request for hearing to be signed by such parties and delivered to the Principal or his or her designee in person or by registered or certified mail.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. In the event that the Principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the Principal, or his or her designee shall automatically go into effect.
6. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.
7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

8. In the event that a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

HEARING PROCEDURES:

1. Hearing Officer. The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.
2. Administrative Representative. The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. Notice of Hearing. If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.
4. Continuance. Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
5. Access to Records. The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the EMF Public School Board of Education at any reasonable time prior to the hearing.
6. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. Legal counsel may represent the student or the student's parents or guardian or both. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross-examination nor will any conclusion be drawn there from. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.
7. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.
8. Record. The proceedings of the hearing shall be recorded at the expense of the school district.
9. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendations may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
10. Review by Superintendent. The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.

11. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the Superintendent of schools shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the determination of the Superintendent shall take immediate effect.
12. Appeal to Board. The student, student's parents or guardian may, within seven school days following the receipt of the Superintendent's decision, submit to the Superintendent of schools a written request for a hearing before the Board of Education.
13. Review by Board of Education. Upon receipt of the request for review of the Superintendent's determination, the Board of Education or a committee of not less than three members shall, within ten school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations, which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The board may alter the Superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.
14. Final Decision of Board of Education. The final decision of the board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

Exeter-Milligan-Friend Public School



Preschool Handbook

2025-2026

Welcome!

The PreSchool staff welcomes you to EMF Public School. The purpose of this booklet is to give you information about our program. We welcome your questions and comments.

Board of Education

Adam Erdkamp - President

Tiffany Shonard-Member

Jamie Tuttle - Vice President

Tyler Bartels- Member

Eric Milton- Treasurer

Kendra Jansky- Member

Michele Johnson-Clouse-Secretary

PreSchool Staff

Derek Anderson, Superintendent

Laura Kroll, PreK-5th Principal

Madalynn Fousek, Elementary School Counselor

Cortney Novak, Preschool Teacher (Friend Site)

Simone Marget, Preschool Teacher (Exeter Site)

Important Phone Numbers and Email Addresses

Derek Anderson, 402-947-2781 or derek.anderson@EMFbobs.org

Laura Kroll, 402-266-5922 or laura.kroll@EMFbobs.org

Madalynn Fousek, 402-266-5911 or madalynn.fousek@EMFbobs.org

Cortney Novak, 402-947-2781 or cortney.novak@EMFbobs.org

Simone Marget, 402-266-5911 or simone.marget@EMFbobs.org

Tuition

It is the goal of the EMF Public School Preschool to provide quality, affordable early childhood experiences for all children. Therefore, **the EMF Board of Education will, at its discretion, waive all tuition fees for preschool attendance** for the 2024-2025 school year.

Preschool Schedule

Arrival at school – hang up coats/backpacks, wash hands, and sign in

Circle/Music/Calendar Time – a time to sing songs, work on the calendar, and share show-and-tell

Centers – students choose from a variety of play activities, learning through play, and interacting with teachers and classmates

Story Time – interaction with a book to relate to the monthly unit

Small Group Time – children engage in more teacher-directed activities that relate to the monthly unit or pre-academic skills

Outside/Gym Time – physical activity at the end of a busy session helps to release energy as well as develop motor skills

Dismissal – go to the bus or meet parents to go home

Before and After School Supervision

The EMF early childhood staff will not provide before-- or after-school supervision. If you are providing transportation for your child, please arrive no earlier than 5 minutes before class. Please contact the school office if you will be arriving late to pick up your child, so that staff can reassure your child you are on your way. If you arrive after 8:00 (AM class) and 12:15 (PM class) you will need to take your child to the main office and check in before entering the classroom.

School Calendar

The EMF early childhood program will follow the Elementary School calendar. If there is no school at the elementary school, there will be no preschool. If an early out is scheduled on the calendar at 12:30, the morning preschool will stay until 11:15. If an early out is scheduled at 12:30, there will be no preschool in the afternoon. If an early out is scheduled on the calendar for 2:00, the afternoon preschool will be dismissed at 2:00.

Preschool will have class on Monday, Tuesday, Wednesday, and Thursday. There is NO preschool on Fridays.

Snow Days

In the event of inclement weather, school cancellations will be broadcast on local television channels and local radio stations. A message will also be received through our Blackboard Connect System. Specific information regarding school closing information will be posted on the **school webpage (<http://www.EMFbulldogs.org/>)**. The early morning news hour is the best time to listen to school closings.

Tornado, Fire, and Intruder Drills

Tornado, fire, and intruder drills will be conducted periodically throughout the year to ensure proper procedures in the event of emergencies. Each classroom will have exit routes posted. To prevent anxiety among the children about each drill, the early childhood staff talks about these drills ahead of time. We discuss why we have the drills and what sounds they might hear. Please talk to your children about tornado and fire safety at home and practice your own emergency plan as well.

Library

Preschool children (in the 4-year-old class) will be allowed to check out one book when they visit the library. As with the older students, students must return the book they currently have checked out before being able to check out another one.

Snacktime

Preschool receives a snack daily, **which is provided by the school district.**

Visiting the building

Due to possible distraction, supervision concerns and liability, students are not allowed to have a visitor follow them through their class schedule. Any deviations from this practice must be granted by the principal prior to the visit. For the safety of students and staff, all visitors (parents, patrons, etc.) must sign in at the main office.

Parents of students are encouraged to visit school for classroom parties or other special school events where guests are encouraged to attend. Visitors are required to report to the office upon arrival. Parents picking up students early should go to the office. The secretary will notify the preschool staff that you are waiting.

EMF School Parking

Friend Site

The safety of the children is our primary concern and we request that parents use extreme caution. Morning Preschool students may be dropped off and picked up on the West side of the school, by the playground gate. Afternoon Preschool students will be picked up in the Kindergarten ramp area (east side of the school) or by the South Door. If you plan to stay at school for an extended period of time, please park in a stall in the front of the school or in the East parking lot. If you arrive early, your child should go to the playground (weather permitting) or the West gym corridor (inclement weather). The EMF staff supervises both arrival locations.

Exeter Site

Parking is available on the east side of the school, located a short distance north of the building. Please park in this area and walk to the preschool playground to pick up or drop off your child.

Attendance

Preschool attendance is not mandatory. With that said, children should come regularly in order to gain the most from their preschool experience. The more the children are able to practice pre-Kindergarten skills, the better prepared they are for Kindergarten.

Please contact the school by phone if your child will be absent from school. Efforts will be made to contact parents if a student is absent and no contact has been made with the school. This practice will help ensure the safety of students in the preschool. Parents' cooperation is appreciated.

Student Valuables

Please limit the number of items brought from home to school. There is always a risk of the item being broken or misplaced. The preschool student must keep the items they have brought from home in their backpacks. The school is not responsible for these items if they get lost or broken.

Playing Outside

The preschool students will try to go outside daily, weather permitting. Please dress your children appropriately for the season. Also, remember to have your child wear appropriate shoes to preschool. Flip flops, dress shoes and cowboy boots are not appropriate to run on the playground or in the gym. Flip flops with straps around the heel are best if your child needs to wear flip flops.

Support Services for Children

Special Education services are available to students who qualify for services. If you have a concern about your child's development (cognitive, fine or gross motor, speech, social-emotional development, hearing or vision concerns) please visit with Mrs. Kroll, Mrs. Novak, Miss Marget, or Mr. Anderson. The services are free to you as a family and we are willing to help however we can. Please see our school website for information on Child Find www.EMFbulldogs.org

Health

Bringing Medicine to School

EMF Public School recognizes that at the present time, many children are only able to attend school because of the effective use of medications in the treatment of chronic disabilities or chronic and acute illnesses. Any student who is required to take medication during the regular school day must comply with the following school regulations.

1. Written authorization signed by the parent will be required for prescription medicine and will include:
 - a. Child's name
 - b. name of medication
 - c. time to be administered
 - d. dosage
 - e. duration
2. Prescription medications **must** be in the original pharmacy bottle; otherwise, they will **not** be administered at school, unless arrangements have been made with the school nurse.
3. Parents should consult with their physician regarding the timing of medications. It may be possible to eliminate the need for medications to be administered during school hours.
4. Over-the-counter medications brought from home will only be dispensed if they are in the original container and a written authorization has been signed by the parent, containing the same information as under #1 of this policy.
5. The child's parents must assume responsibility for informing the school of any changes in the child's health or changes in their medication.
6. The school district retains the discretion to reject requests for the administration of medicine.
7. Medication will only be dispensed by the school nurse or those appointed by the school principal to do so.

Exclusions for Health Reasons

Please do not send your child to school if they have a fever or have vomited the evening before or the morning of a school day. Students who become ill while at school will be sent home when:

*they have a temperature of 100 degrees or above

*they vomit

*diarrhea (3 times during attendance)

Children should be fever-free for 24 hours before returning to school. Students with contagious diseases may be excluded from school.

- ❖ Whooping cough – only when the cough has completed its duration or with a doctor's permit
- ❖ Chicken Pox – when all scabs have dried up or disappeared, or with a doctor's permit
- ❖ Pink eye – until recovery
- ❖ **Measles – two weeks from first appearance, or with doctor's permit**

- ❖ Impetigo – only with a doctor’s permit
- ❖ Mumps – until all swelling in front of the ear has disappeared or with a doctor’s permit
- ❖ Scabies/head lice – written permission from doctor and/or parent. Specify treatment
- ❖ Scarlet fever – doctor’s permit

Student Injuries

In the event of an accident, it is essential that a current listing of emergency numbers be provided to the school. If parents/guardians cannot be contacted, a person listed on the emergency contact information will be called. This contact person should have a local telephone number and be willing to pick up the injured child or locate you.

Birth Certificates and Immunization Records

It is required for preschool students to have a copy of their birth certificate and a record of their current immunizations.

Please contact the school nurse with any questions. 402-947-2781

Additional Items

Every child’s backpack should have an extra set of seasonally appropriate clothing. This includes: socks, underwear, shorts or pants, shirts (short or long-sleeved).

Dress Code: Tank tops worn to school should have a 2 inch width shoulder, spaghetti strap tank tops are not appropriate for school. Dresses and skirts should be worn with shorts underneath them.

Girls’ Jewelry: Dangly-type or hoop-type earrings are not safe for a Preschool student to wear. Earrings could get caught while playing in the classroom or outside at recess.

Preschool Curriculum and Assessment

The information provided below describes the preschool program at EMF Public School. The hope is that by sharing this information with you, as parents and caregivers, you will be better equipped to help your child utilize and maximize the benefits of what they learn in preschool.

Curriculum

Core Knowledge Language Arts (CKLA) for preschool is a comprehensive language arts curriculum designed to prepare young children for later reading success by building foundational language and literacy skills. It focuses on both explicit instruction in early language and literacy skills, as well as the development of knowledge in content areas such as social studies and science.

Core Features of CKLA Preschool:

Content-Rich Instruction:

CKLA Preschool incorporates content areas (history, geography, science, literature) into its curriculum, fostering a deeper understanding of the world beyond just language skills.

Skills-Based Instruction:

The program emphasizes explicit instruction in phonics, phonological awareness, and other foundational reading skills, preparing students for reading success.

Listening & Learning:

CKLA utilizes read-alouds to build vocabulary, expand background knowledge, and enhance comprehension skills.

Play-Based Learning:

The curriculum incorporates play as a tool for learning and reinforcing concepts, making learning engaging and enjoyable for young children.

Assessment

Teaching Strategies GOLD is an authentic, observational assessment system for children from birth through kindergarten. It is designed to help us get to know the children well – what they know and can do, as well as their strengths, needs, and interests. Very little direct testing is required to obtain this information.

All students in the preschool program will be followed throughout the school year using the GOLD system. The information we gather will be shared with you during visits in the fall and spring. This tool measures the knowledge, skills, and behaviors that are most predictive of school success. Teaching Strategies GOLD has thirty-six objectives, which are organized into nine areas of development and learning.

These areas of child development and learning include: Social-Emotional, Physical, Language, Cognitive, Literacy, Mathematics, Science and Technology, Social Studies, and The Arts. All students in the preschool program will be followed throughout the year using the GOLD system. Some of the information being gathered will be shared with you during visits in the fall and spring. The students will also receive Heggerty lessons, which focus on phonics, sounding out words, and developing early reading skills.

Home Visits

Peek at the Week

At the end of each week, for each Preschool class, a copy of the EMF Preschool newsletter will be placed in your child's preschool folder or envelope. This sheet will outline what will be addressed during the week, both academically and socially. At times, ideas related to our theme will be included for home use. It will also include a note regarding upcoming events and may occasionally request needed items from home or ask for parent assistance with an activity.

Read through the weekly note with your child over the weekend. You can prepare for the upcoming week's theme by reviewing books, sharing an experience you've had, or researching information about this topic online.

Show-and-Tell

Students are assigned show-and-tell, which is held on a specific day of the week/time chosen by the teacher (for the year). Talk with your child about the show-and-tell item so that he/she feel more comfortable telling the class about it. **We kindly request that children refrain from bringing toy weapons to school, as it is against school policy.** There may be times when we invite all the children to bring certain items from home to relate to the monthly unit. Look for this information on the monthly calendar or in a separate note that will be sent home.

Backpacks/book bags

Your child needs to bring a book bag or backpack to preschool each day. The children usually have at least one paper each day to bring home, as well as teacher notes, calendars, book order forms, and their own artwork and projects. These items can also come home in the child's "Thursday Folder".

Birthdays

When your child has a birthday, you may bring/send treats for your child's class. Children with birthdays in the summer will be celebrated in May.

Discipline Policy

Timeout #1= The student will put a *yellow card* by their name on the timeout chart to remind them to slow down and think about their actions. The student received a timeout because they broke a classroom expectation set by the classroom teacher.

Timeout #2= The student will put a *red card* by their name on the timeout chart to remind them to stop and think about their actions. A second timeout means the student has broken two classroom expectations set by the classroom teacher. A note will also be sent home to the parent/guardian detailing the expectations broken. The parent/guardian will sign and return the note the next school day with the student.

Timeout #3=The student will put a *black card* by their name on the timeout chart, and they will spend time in the Principal's office. Parents/guardians will be contacted.

Enjoy the school year!

Friend Public School 2024-25 Calendar

AUGUST

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
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SEPTEMBER

S	M	T	W	T	F	S
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OCTOBER

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NOVEMBER

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DECEMBER

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Qtr.	Ends	Teacher Days Scheduled
1	10/11	45
2	12/20	47
3	3/12	47
4	5/21	46
	Total	185

Total Student Days: 178

August

- 1 Flex day – 1-9
- PD/Teacher Workday 9 & 12
- 13 First Day of School – 2:00 out

September

- 2 NO SCHOOL – Labor Day
- 3 Teacher Cohort Day

October

- 2 PT Conferences – 12:30 out
- 4 NO SCHOOL – Fall Break
- 11 End of Quarter 1

November

- No School Nov. 27-29

December

- 20 End of Quarter 2
- Holiday Break Dec 23-Jan1
- [NSAA Moratorium Dec 22-26](#)

January

- 6 Teacher Cohort Day
- 7 Teacher Work Day

February

- 26 PT Conferences – 12:30 out
- 28 NO SCHOOL

March

- 12 End of Quarter 3
- Spring Break 13-14

April

- No School 18-21

May

- 10 Graduation
- 20 Last Day of School – 12:30 out
- 21 Teacher Work Day

JANUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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FEBRUARY

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MARCH

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APRIL

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MAY

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18	19	20	21	22	23	24
25	26	27	28	29	30	31

Teacher Workday/No Students
No School Break Days
Flex Day
Dismiss 12:30
Dismiss 2:00

Exeter-Milligan-Friend Public Schools

STUDENT-PARENT HANDBOOK 6th-12th Grade 2025-2026



Exeter-Milligan-Friend Public Schools

**501 Main Street
Friend, Nebraska 68359
402-947-2781
402-947-2026 (Fax)**

STUDENT HANDBOOK

OF Exeter-Milligan-Friend Public Schools

2025-2026

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**Exeter-Milligan-Friend Public Schools Student-Parent Handbook
2025-2026 School Year**

Foreword

Intent of Handbook

This handbook is intended to be used by students, parents, and staff as a guide to the rules, regulations, and general information about Exeter-Milligan-Friend Public Schools. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students and the educational program. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

Section 1 Members of the Board of Education

Name	Contact Information
Tyler Bartels	402-416-1392
Adam Erdkamp	402-366-0815
Kendra Jansky	402-759-5022
Eric Milton	402-641-0216
Tiffany Shonerd	308-520-2408
Jamie Tuttle	402-416-5480
Michele Johnson-Clouse, Secretary	402-947-2781

Section 2 Administrative Staff

Name	Position	School	Contact Information
Derek Anderson	Superintendent	Exeter-Milligan-Friend Public Schools	402-947-2781
Elizabeth Stutzman	Principal	Exeter-Milligan-Friend Public Schools	402-947-2781

Section 3 Teaching Staff
Exeter-Milligan-Friend Jr./Sr. High School

Name	Department	Grades
Paula Anderson	English, JH quiz bowl, Yearbook	9-12
Brian Arp	Art, HS Boys Basketball, Football	6-12
Nathan Baber	PE, Health, Wrestling	6-12
Sue Eigsti	6th Grade	6
Kirsten Fike	History, Speech, One Act	7-12
Mallory Gregory	FCS, Health	7-12
Jay Hitchcock	Shop	7-12
Amy Hottovy	School Counselor	6-12
Lori Klooz	Technology, Math, Striv, Girls Golf, HS Track	9-12
Amy Kohtz	FFA and Ag	7-12
Jordan Marr	Business, HS quiz bowl	7-12
Paul Martin	History, NHS, JH Boys basketball	9-12
Matt Nicholas	Science, Boys Golf	9-12
Mary Niemeier	Math, Student Council	7-12
Brandi Perez	English, Dance/Cheer	7-12
Mark Perez	Instrumental, Vocal Music, Pep Band	6-12
Jim Pfeiffer	Science, AD, Track	9-12
Julie Ricenbaw	Resource	6-12
Miranda Segner	Ag, FFA, Shop	7-12
Lorie Sliefert	Science, Esports	6-12
Samantha Stutzman	Spanish, JH Volleyball	7-12
Khrystyne Wade	English, HAL	7-12
Denee Wehrs	Intervention/Special Education/Life Skills	6-12
Katherine White	Math, HS Volleyball, JH track	6-12

Section 4 Support Staff

Name	Building	Position
Korin Arp	Exeter-Milligan-Friend Public Schools	School Nurse PreK-12
Michele Johnson-Clouse	Exeter-Milligan-Friend Public Schools	Business Manager
Kim Hulse	Exeter-Milligan-Friend Public Schools	Supt's Office Assistant
Stacy Kirchhoff	Exeter-Milligan-Friend Public Schools	Principal Office Assistant
Joyce Nickel	Secondary Building- Friend	Para
Josie Ryan	Secondary Building- Friend	Para, ELL

Section 5 School Calendar

EMF Public School 2025-26 Calendar

AUGUST

S	M	T	W	T	F	S
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31						

SEPTEMBER

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OCTOBER

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NOVEMBER

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23/ 30	24	25	26	27	28	20

DECEMBER

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

	Ends	Teacher Days Scheduled
1	12/23	93
2	5/19	92
	Total	185

Total Student
Das: 178

August

- 1 Flex day – 1-8
- PD/Teacher Workday 11-12
- 13 First Day of School – 2:00 out

September

- 1 NO SCHOOL – Labor Day
- 2 Teacher Cohort Day

October

- 2 PT Conferences – 12:30 out
- 24 NO SCHOOL – Fall Break

November

- No School Nov. 26-28

December

- 23 End of Quarter 2
- Holiday Break Dec 24-Jan 5
- [NSAA Moratorium Dec 23-27](#)

January

- 6 Teacher Work Day
- 19 Teacher Cohort Day

February

March

- 5 PT Conferences
- 6 NO SCHOOL
- Spring Break 12-13

April

- No School 3-6

May

- 9 Graduation
- 19 Last Day of School – 12:30 out
- 20 Teacher Work Day

JANUARY

S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
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FEBRUARY

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MARCH

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APRIL

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MAY

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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/ 31	25	26	27	28	29	30

Teacher Workday/No Students
No School Break Days
Flex Day
Dismiss 12:30
Dismiss 2:00

Article 1 – ~~Mission and Goals~~

Section 1 – ~~School Mission Statement~~

~~Committed to engaging all students, staff, and community to ensure a diverse education through a culture of life-long learning.~~

Section 2 Goals and Objectives

The goals and objectives of the Exeter-Milligan-Friend Public Schools are to provide:

1. A curriculum that is based on state standards; comprehensive, coordinated, and sequential and is directed toward locally approved goals and standards for student learning. It draws upon research, best practice, and reputable theory and provides the foundation for standards based instruction. The instructional program focuses on achievement and provides for the diverse learning needs of all students, including learners with disabilities and high ability learners. Curriculum and instruction help students develop content and skill mastery, analytical thinking, problem solving, work ethics, creativity, and respect for diversity.
2. An instructional program that focuses on achievement and provides for the needs of all students, including learners with disabilities and high ability learners. It draws upon research, best practice, and reputable theory broad enough yet with sufficient depth to allow education for all of the students.
3. Assessment procedures and results that assist teachers in planning and providing appropriate instruction for all students. Assessment results also provide information for monitoring program success, and for reporting to parents, policy makers, and the community. The school periodically reviews procedures to improve assessment quality and increase student learning. The information assists schools in establishing and achieving improvement goals.
4. A library/media/technology program that provides a wide range of accessible print and electronic resources that expand opportunity for learning, contribute to information literacy, support the local curriculum, and enhance and enrich learning experiences for all students. The program provides materials through onsite and electronic access that complement, supplement, and enrich curriculum and instruction. It facilitates research, supports and encourages personal interest in reading and the study of current events, and develops technological and other skills for accessing, evaluating, and using resources.
5. Instructional staff who have appropriate training and preparation to work with the students assigned to them, who are knowledgeable of principles of child growth and development and of the curriculum content for which they are responsible, who use teaching strategies that engage students actively in learning, and who help students understand and apply content across subject areas. Staff development activities that support the school's efforts in curriculum development, instructional improvement, assessment, and general school improvement to achieve school improvement goals.
6. Administration that exercises leadership in the development and implementation of school goals and policies. Administrators who demonstrate leadership in management and operation of the school system and in the improvement of

curriculum and instruction. Building administrators who provide leadership to curriculum, instruction, assessment, and school improvement. They guide staff and students in achieving goals and fulfill other functions supportive of quality learning.

7. A systematic ongoing process that guides planning, implementation, and evaluation and renewal of school improvement activities to meet local and statewide goals and priorities. The school improvement process focuses on improving student learning. The process includes a periodic review by visiting educators who provide consultation to the school/community in continued accomplishment of plans and goals.
8. A school system that demonstrates accountability to the school community. School staff periodically assesses and reports student progress toward accomplishment of academic content standards. Results are used to plan and make needed changes to improve instruction for all students.
9. School facilities and a general environment that supports quality learning. Facilities and grounds are safe, orderly, and well maintained, and facilities that have adequate space, lighting, and furnishings. The system has plans or provisions for climate-controlled buildings to the extent feasible. The environment is emotionally safe and supportive and promotes respect, trust, and integrity.
10. A Board of Education that governs through orderly procedures which focus efforts of the school upon quality learning, result in equitable opportunities for learning for all students, and ensure accountability to the local community.
11. An activities program that is scheduled outside the regular school day, focuses on active participation of all students involved in the activity, and promotes a positive image of the school and community.
12. A welcoming environment for parents and the community.

Section 3 Mutual Respect

Exeter-Milligan-Friend Public Schools expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of students will not be tolerated.

Section 4 Complaint Procedures

Exeter-Milligan-Friend Junior - Senior High School has a chain of command to follow when dealing with problems/concerns. Should there be a concern about something that may have happened or is happening (curricular, non-curricular, or extracurricular), please follow the procedure below:

1. Contact the child's teacher / coach / sponsor first. Discuss the problem and search for possible solutions together. If it cannot be resolved at this level, then contact the principal for a conference. Contact the activities director if the concern is related to an athletic activity. If you do not feel the situation has been given proper consideration or resolved after this step, then you may seek further recourse by contacting the superintendent of schools.

Section 5 Entrance to Exeter-Milligan-Friend Public Schools

The Board of Education requires that each student submit the following information prior to the initial entrance of a school program:

1. Birth Certificate.
2. Written evidence of a health examination by a qualified physician and administered within six months prior to entrance. This includes all incoming seventh graders and all students transferring from out of state.
3. A record of immunization as determined by state law and the Nebraska Department of Health regulations.
4. Prior school records and grades, when applicable.
5. A copy of Court Order of Guardianship if child is not with legal parent.
6. Upon entering the Friend School, parents and students will be given forms and a Student Handbook. The forms will be returned to the school upon the requested date.
7. Parents and students will be provided information on school programs and activities, including resource, HAL, hot lunch, transportation, student fees, and extracurricular activities.

Article 2 - School Day

Section 1 Daily Schedule

8:05-8:10	Warning Bell
8:10-9:00	1 st Period
9:02-9:52	2 nd Period
9:54-10:44	3 rd Period
10:46-11:36	4 th Period
11:36-12:06	LUNCH 6 th -8 th grades
11:38-12:28	5 th Period 9 th -12 th grades
12:08-12:58	5 th Period 6 th -8 th grades
12:28-12:58	LUNCH 9 th -12 th grades
1:00-1:50	6 th Period
1:52-2:42	7 th Period
2:44-3:34	8 th Period

Section 2 Friday Early Out (2:00 release)Schedule

8:05-8:10	Warning Bell
8:10-8:48	1 st Period
8:50-9:28	2 nd Period
9:30- 10:08	3 rd Period
10:10-10:48	4 th Period
10:50-11:28	5 th Period
11:30-12:00	LUNCH 6 th -8 th grades
11:30-12:08	6 th Period 9 th -12 th grades
12:02-12:38	6 th period 6 th -8 th grades
12:08-12:38	LUNCH 9 th -12 th grades
12:40-1:19	7 th Period
1:21-2:00	8 th Period

Section 3 12:30 Early Out Schedule

8:05-8:10	<i>Warning Bell</i>
8:10-8:40	1 st Period
8:42-9:12	2 nd Period
9:14-9:44	3 rd Period
9:46-10:16	4 th Period
10:18-10:48	5 th Period
10:50-11:21	6 th Period
11:23-11:55	7 th Period
11:57-12:30	8 th Period

Section 4 Severe Weather and School Cancellations

The Superintendent may close school in case of severe weather. Representatives of the Superintendent's staff will notify local news media (**television stations to watch are 8, NTV, and 10/11. Radio stations 96.1, 92.9, 106.3, 104.1, KFAB 1110, and KUTT/KGMT**) when inclement weather warrants such action. The information is broadcast regularly by radio and television stations. The school also uses **Blackboard Connect-5** to notify parents and staff electronically by text, email, or phone call. Parents and staff have already been entered into the system. If you want to change your settings, please call Stacy Kirchhoff @ 402.947.2781.

Decision to Close School. A decision to close school is made when forecasts by the weather service, law enforcement advisories, or civil defense officials indicate that it would be unwise to hold school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media when school will be closed.** In some instances, school will be open, but certain services may be canceled (bus transportation, preschool, student activities).

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances, closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases, as much advance notice as possible will be given to parents. If school is closed during the day, the notice will be broadcast by the media. **Parents should have a plan in place to accommodate these circumstances.**

Parental Decisions. **Parents may decide to keep their children at home in inclement weather because of personal circumstances.** Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

What Not To Do. Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Tornado safety procedures are practiced regularly by students and staff members. Also,

parents are urged not to call radio and television stations and school buildings during severe weather.

Emergency Conditions. The school has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. Regular drills are held as required by law through the school year. There are plans for Emergency Exit system, Tornado Warning System, and Critical Incident Response.

Section 5 Closed Campus

All students are required to remain on campus during the school day.

Section 6 Supervision Responsibility Before/After School

Arrival at School/Dismissal From School. The regular school day begins at **8:10 a.m.** and ends at **3:34 p.m.** Students are not to enter the building without faculty permission before **8:00 a.m.** or remain after **4:00 p.m.** unless they have permission to work under the supervision of a teacher and go directly to the teacher's room and work. **Doors will be opened for school breakfast at 7:30 a.m. Prior to that time, the school is not responsible for supervision of the students.** Students will not be permitted to enter earlier unless the Principal determines it to be necessary due to inclement weather or other factors. Students are to enter through their assigned entrance and proceed to designated areas, which are the catwalk, cafeteria, or the old gym.

Students will be dismissed at the end of the last period of the school day unless there are other circumstances (early dismissal, detention etc.). Upon dismissal, students must leave the school grounds and proceed home or to a previously designated location unless participating in a school-sponsored activity. **The school is not responsible for supervision of students once the students are to have left school grounds.**

The calendar has some "shortened days," meaning that the school day starts or ends other than on the normal schedule. Parents are strongly encouraged to be aware of those days so their children are not left in an unsupervised situation or without a means to get home upon dismissal.

Signing a Child In and Out of School- Parents or guardians are required to sign their children in and/or out of school if they are entering after their first class or leaving prior to their final class. The parent or guardian must report to the main office for this purpose. The Ipad/sheet for signing a child in and/or out of school is located in the main office. If a child is being signed out, the school secretary will call the appropriate classroom and indicate to the teacher that the child is leaving. **Parents are not to go directly to the classrooms.** The school will only release children to adults designated by the parent on the emergency card. Students are required to sign in and out in the main office when they arrive or they leave.

If there is a special circumstance, such as a court order limiting access to a student by a parent or guardian, affecting who a student can be released to, the parent must inform the Principal and provide the Principal with a copy of that order to maintain on file at the school.

Emergency Closing Procedures. Parents are requested to provide an emergency contact telephone number to have on file in the event of an emergency closing or any other general or individual situation that requires the immediate presence of a parent/guardian. In the event that parents do not have such a number or cannot be contacted, it will be assumed that the parent has instructed their children concerning the procedure they are to follow should school be dismissed early. Realizing that the school might be unable to reach all parents, it is suggested that all children be advised as to what they are to do should they ever be dismissed early. It is recommended that parents give their children an alternate destination and that the building principal be made aware of this information.

If conditions allow and supervision is available in the event of an early dismissal, the child will be held in school until the normal dismissal time. If the parent or guardian has not arrived to pick up the child by the normal dismissal time, law enforcement or child protective services may be contacted to ensure the safety of the child.

Article 3 - Use of Building and GroundsVisitors

Due to the possible distraction, students are not allowed to have a student visitor or graduate follow them through their class schedule. Any deviations from this practice must be granted by the principal prior to the visit. For the safety of students and staff, all visitors (parents, patrons, etc.) must sign in at the main office.

Section 1 Smoke-Free Environment

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

It shall be the Exeter-Milligan-Friend Public Schools Board's policy that in order to promulgate a healthy environment for students and staff and to encourage healthy behavior in students, smoking shall be prohibited in the Exeter-Milligan-Friend Public Schools buildings. Private, enclosed offices are not exempt from this policy. There shall be no designated smoking areas within any of the Exeter-Milligan-Friend Public Schools buildings, for employees, students, visitors to the schools, and/or the general public. Smoking shall also be prohibited in the stands and bleachers at the football field and near the entry of school buildings. This policy shall apply all times whether school is in session or not. **This includes E-Cigarettes, tobacco, and vaping products.**

Section 2 Care of School Property

School pride and appreciation for the invested money of the taxpayers demand the effort of every pupil for the careful preservation of the building and the school property. This is your school. Make it a point to take good care of it. Do not permit others to deface your property. In order to effectively discourage lack of respect and improper use of school property, a record is made at the beginning of the year of all property assigned to each pupil (textbooks, desks, band and athletic equipment, and so forth). Any property which shows excessive wear or abuse will be prorated, and damages must be paid before school records will be cleared. Anyone involved in negligent behavior or vandalism that causes damage to school property will be subject to disciplinary action, including the cost of replacing or repair of the damage, and may be reported to law enforcement.

Section 3 Lockers

Each student will be assigned a locker. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. We recommend that the locker be locked with a combination lock. Students may turn in an extra key to the office if they choose to use a key lock. Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers. **The District is not responsible or liable for any missing, stolen, or damaged property within a locker.**

Section 4 Searches of Lockers/Automobiles and Other Types of Searches

Student lockers, desks, and other such property are owned by the school. The school exercises exclusive control over this school property, and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Students are responsible for whatever is contained in their lockers issued to them by the school and should not share them with other students. Students and their personal effects are subject to being searched by the principal or his or her designee if there is reasonable cause to believe that the student is in possession of contraband. This includes all student pockets, purses, backpacks, and other kinds of carrying devices. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. Lockers should be kept clean. Students are encouraged not to keep money or other valuables in their locker. If necessary, valuables may be taken to the Superintendent's office. The school is not responsible for lost, stolen, or damaged personal items. Personal effects, such as backpacks, books, clothing, and athletic bags should be stored in student lockers and/or shelving provided in the locker rooms. Disciplinary action will result for failing to store personal effects in the designated areas.

Student automobiles are subject to search by the principal or the principal's designee if the principal or principal's designee has reasonable cause to believe that contraband is in or on the automobile.

School personnel are authorized to conduct reasonable searches of students and their property as well as property of the district in order to enforce compliance with statutes, policies, and rules. A search may be conducted when personnel determine there is a reason to believe it could disclose evidence of the violation of a statute, policy, or rule. Personnel are also authorized to conduct area-wide searches, for example, searches of all student lockers, on the same basis and for reasons that include, but are not limited to, safety, health, and discovery of the violation of a statute, policy, or rule.

Section 5 Video Surveillance

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

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Section 6 Use of Telephone

IN CALLS—The office will always gladly cooperate with parents or guardians in getting messages to pupils during school hours. However, calls for pupils during school hours are disturbing to the school routine and should be held to a minimum. Messages will be written down and delivered to the pupil as soon as possible. When necessary, pupils will be called to the telephone upon the request of a parent or guardian.

OUT CALLS—The school telephone is primarily for school business and should not be used for personal calls. Pupils finding it necessary to make a telephone call may do so before or after school, or during the lunch break.

Cell phones, smart phones, and smart watches are not to be used in the classroom unless approved by the teacher for educational purposes. This includes text messaging and social media.

Section 7 Bicycles

Bicycles should be parked in or in close proximity to a bicycle rack on school grounds.

Section 8 Student Valuables

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

Section 9 Lost and Found

Lost items should be reported to the main office. All articles found should be taken to the main office. The office will seek to return each article found to its rightful owner. Any articles unclaimed will be disposed of in a manner determined by the principal throughout the school year. It is not permissible to leave bags, books, or articles of clothing in the gym or hallways for extended periods of time. Failure to properly store your belongings will result in disciplinary action.

Section 11 Accidents

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

Section 12 Laboratory Safety Glasses

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

Section 13 Insurance

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

Section 14 Bulletins and Announcements

Daily announcements are read during the **second period in each class**. If you miss this reading, you will find the announcements **posted on the bulletin board outside the main office and** on Powerschool. All students are responsible for knowing the information in the daily announcements.

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

All posters and signs designated to be posted must have the approval by the administration before being posted. Failure to do so will result in the removal of the posting and may include disciplinary consequences.

Section 15 Fundraising Activities

All fundraising activities participated in by students for school purposes shall first have the approval of the administration. Students may not be solicited to contribute to a non-school fundraising campaign and therefore will not be allowed to engage in this during the day.

Section 16 Scheduling of Events

All events must be cleared through the administration. This should be handled as far in advance as possible. No events shall be scheduled on Wednesday evenings or Sundays (exception: state sponsored activities or special occasions). **Please contact Mrs. Hulse in the front office for gym availability.**

Section 17 Fire Drills

Fire drills are held throughout the year without advance notice. The sounding of an electric buzzer is the signal to vacate the building for practice or because of a fire. In the event of failure of the electric buzzer, a hand bell or other signal which cannot be mistaken will be used. Pupils are to pass from their respective rooms, walking rapidly but not running and in single file. Escape routes are posted in the classrooms.

Section 18 Tornado Drills

Tornado drills will be held in spring of the school year without advance notice. Instructions to vacate the classroom and move to the shelter areas will be announced over the intercom. Students are to pass from their respective rooms, walking rapidly but not running. Escape routes are posted in the classrooms.

Section 19 Lunch Period and School Lunches

The school has available to its students a Hot Lunch Program. Students may purchase meals if they desire. A lunch count will be taken in the first period each day to assist the cooks in preparing the proper amount of food. Students should make sure they clean up the area around them when they finish eating.

A weekly notice will be sent home with students to notify the parent/guardian when their account balance falls below zero.

Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

<https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
[1400 Independence Avenue, SW](mailto:1400IndependenceAvenueSW@usda.gov)
[Washington, D.C. 20250-9410](mailto:WashingtonDC202509410@usda.gov)

(2) Fax: (833) 256-1665 or (202) 690-7442; or

(3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Section 20 Noon Break

After students have finished eating, they are expected to walk the catwalk around the new gym. Laptops/Chromebooks are not permitted while students are eating.

Section 21 Cell Phone Policy

Cell phones/smart phones are not to be used in the classroom unless approved by the teacher for educational purposes. This includes text messaging and social media. **The students are required to silence and put their phones in the phone holders (located in each classroom) when entering the classroom, and take their phones with them when exiting the classroom.** First offense- Verbal warning from the adult in charge.

Second offense- The student will give their phone to the teacher. If the student refuses to turn over their phone to the teacher, they will receive a detention.

Third offense- The student will turn their phone into the office/administration. Any issues beyond this will be up to the discretion of the administration.

Section 22 Nuisance Items

The use of **earbuds**, radios, iPods, headphones, tape recorders, CD players, mp3 players, electronic games, pagers, tablets (Kindle, iPad, etc...), sun glasses, skateboards, skates, scooters, or other similar objects that may disrupt the normal school day are not allowed for personal student use during the normal school day. Use of these items in school will result in disciplinary action.

Section 23 Driving and Parking

Failure to obey traffic laws or driving dangerously in close proximity of the school will be reported to the police.

Cars should be parked in the areas north of the building ~~or the outer edge of the east parking lot or the white rock lot to the west of the school~~, in accordance with parking regulations. The parking lot north of the building shall be considered school property. Under no circumstances should students park in the Catholic Church lot during school hours, the faculty lot in front of the building, block the crosswalk north of the building, or block more than one designated parking space. Student parking violations will be treated as insubordination and subject to disciplinary consequences.

Section 24 Dating Violence

Exeter-Milligan-Friend Public Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated. For purposes of this policy “dating violence” means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. “Dating partner” means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term. Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District’s authority. Staff training on dating violence shall

be provided as deemed appropriate by the administration. The dating violence training shall include, but need not be limited to, basic awareness of dating violence, warning signs of dating violence, and the District's dating violence policy. Dating violence education that is age-appropriate shall be incorporated into the school program. Dating violence education shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships. The administration will be responsible for ensuring that this dating violence policy is published in the school district's student-parent handbook or an equivalent such publication. Parents and legal guardians shall be informed of the dating violence policy by such other means as the administration determines appropriate. If requested, parents or legal guardians shall be provided a copy of the dating violence policy and relevant information. Legal Reference: Neb. Rev. Stat. §§ 79-2,139 to 79-2,142

Section 25 Leaving School During Session

No student is to leave school during the day without permission from the office and contact with parents, either by phone or in advance through written permission except in emergencies, and then only by securing permission from a teacher who must report it to the office immediately. If this is not done, the student will be considered absent without permission all or part of the day. Students are required to sign out in the main office before they leave. Failure to do so will be considered an unexcused absence and may result in disciplinary consequences and/or no credit for the assignments missed.

Section 26 Study Hall

Study halls are assigned and expected to be QUIET rooms for students to get required work done. Seats will be assigned by the teachers who have been requested to keep the study halls quiet.

Study Hall expectations:

- A. Students MUST come to study hall with something to do, such as homework, a book to read, art work (for a class), etc.; have enough work to last the entire period. If you do not, the study hall monitor may provide you with something to do.
- B. Take care of restroom needs and locker supplies during class passing time.
- C. Everyone is to be seated and quiet by the time the bell rings, **and phones handed into the phone chart..**
- D. No passes for restrooms or lockers unless it is an emergency. Library passes are to be dated and time recorded. Passes are required from a teacher if you wish to visit the teacher during the period. Students will not be allowed to get a pass from the teacher during the class.
- E. No **snacks**, sleeping, cards, or games.
- F. Students do not have permission to speak during class, unless given specific permission to work with another student on homework.
- G. Students must leave others alone, to allow everyone to get work done in an undisturbed, quiet atmosphere. Violation of this or any other rule may result in detention time served at the discretion of the teacher.
- H. All other school rules apply at all times. Students diverging from a direct path to their destination (and back) as noted on their pass will face a detention as well.

- I. Students choosing to violate these rules and regulations are subject to disciplinary action.

Study halls are a part of the total education program at Exeter-Milligan-Friend Schools. They should not be viewed as free time. If time is well spent in the study hall, it can improve grades and reduce the after school work load.

Section 27 School Buses

A regular bus rider who, for any reason, will not ride the bus to or from school on any particular day, should get word to the driver directly, front office, or by way of another pupil (please call early and prior notification is greatly appreciated). Your cooperation on this will eliminate much uncertainty and loss of time. School buses arrive at school at approximately **8:00 a.m.** and leave immediately after school dismissal—approximately **3:40 p.m.** Periodically, students will be required to participate in bus evacuation drills. All rules and expectations for Exeter-Milligan-Friend Public Schools students, as outlined in the Student Handbook and required by the driver, must be followed. In addition to consequences for misbehavior applied by the principal or bus driver, as outlined in the “Student Rights, Conduct, Rules, and Regulations” section of the student handbook, students may also be subject to a suspension or long-term loss of their privilege to ride the school provided transportation.

Except in cases of severe misbehavior, the following sequence will include but not be limited to:

1. First notification will be a warning.
2. Second notification will result ~~in a three-day~~ in a suspension from riding, **based on the administration's discretion.**
3. Third notification will result in suspension from riding for the remaining portion of the semester.
4. Fourth notification will result in suspension from riding for the remainder of the year.

Section 28 Library/Media Center

The Media Center is your resource center at school. Here you will find books, magazines, newspapers, and computers. The Media Center is a quiet area. Talking will be kept to a minimum. Procedures and rules for use will be posted in the Media Center.

MEDIA CENTER AND COMPUTER LAB RULES (non-inclusive list)

1. Have appropriate pass and be in area pass indicates.
2. Respect the personal and educational rights of others.
3. Be sure your actions cause no disruption to the learning environment.
4. Use and care for materials and equipment in the proper manner.

SUSPENSION OF PRIVILEGES

Failing to comply with media center/computer lab rules and/or expectations of students as outlined in the Student Handbook may result, but not be limited to the following disciplinary consequences:

1st offense - warning

2nd offense - suspension from media center and computer lab for one full school day.

3rd offense - suspension from the media center and computer lab for one full school week.
4th offense - suspension from the media center and computer lab for the remainder of semester (or the following semester if an incident occurs in the last two weeks of current semester.)

In the absence of the Media Specialist, paraprofessionals have authority to send students from the Media Center for failure to follow the established rules.

COMPUTER SOFTWARE USE, E-MAIL AND INTERNET RULES AND REGULATIONS

The Exeter-Milligan-Friend Public Schools District is pleased to offer the staff and students of the Exeter-Milligan-Friend Public Schools access to the district computer network, including electronic mail ("e-mail") and the Internet. To gain access to electronic mail (e-mail) and the Internet, all staff must sign and return the "Staff Agreement" form to the central office. Likewise, to gain access to e-mail and the Internet, all students attending the Exeter-Milligan-Friend Public Schools must sign a "Student Agreement", and their parents must sign a "Parents Agreement", and return to the administrative office of the school district. These agreements are filed and remain in effect until a student no longer attends school or a parent request voids the permission agreement form.

Access to e-mail and the Internet will enable staff and students to explore thousands of libraries, data bases, educational environments, "the cloud" and bulletin boards, while exchanging messages with Internet users throughout the world. Students and parents should be warned that some material accessible by the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their students should follow when using media and information resources. To that end, the Exeter-Milligan-Friend Public Schools support and respect each family's right to decide whether or not to sign the "Student and Parent Agreements".

Minors accessing Internet services provided by Exeter-Milligan-Friend Public Schools when attending the alternative school or working as an employee or volunteer of Exeter-Milligan-Friend Public Schools; when attending trainings, meetings, conferences, or other events sponsored at a facility owned or leased by Exeter-Milligan-Friend Public Schools or at a facility of which Exeter-Milligan-Friend Public Schools has otherwise been granted primary custody; or when accessing Exeter-Milligan-Friend Public Schools Internet services with remote access connections shall be subject to the following rules and regulations:

- A. Definitions:
 - 1. Access to the Internet-A computer or electronic device shall be considered to have access to the Internet if such device is equipped with a modem or is connected to a computer network that has access to the Internet.
 - 2. Minor shall mean an individual who has not attained the age of 19.

3. Obscene shall have the meaning given such term in section 1460 of title 18, United States Code.
4. Child pornography shall have the meaning given such term in section 2256 of title 18, United States Code.
5. Harmful to minors shall mean any video, picture, image, graphic image file, or other visual depiction that:
 - a. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
 - b. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition or the genitals; and
 - c. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
6. Hacking shall mean attempting to gain unauthorized access to computer, electronic devices and network systems connected to the Internet.

B. Acceptable Use of E-Mail and the Internet:

1. Minors shall not access material that is obscene, child pornography, harmful to minor, or otherwise inappropriate for educational or work-related uses.
2. Minors shall not use Exeter-Milligan-Friend Public Schools technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network systems security.
3. Minors shall not engage in any illegal activities on the Internet.
4. Minors shall only use electronic mail, chat rooms, and other forms of direct electronic communications for purposes related to education within the context of a school-related assignment activity or for purposes related to work, including volunteer, at Exeter-Milligan-Friend Public Schools.
5. Minors shall not disclose personal identification information on the Internet.
6. Network storage areas shall be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files or any information stored or otherwise retained on district servers or in computers will be private. Periodically, files will be cleaned and/or deleted.
7. Users should not expect, and the district does not warrant, that files stored on district servers will always be private.

8. The district will not be liable for, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.
9. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
10. Do not reveal your personal address or phone numbers, or that of other students or employees of Exeter-Milligan-Friend Public Schools.
11. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to mail. Messages relating to in support of illegal activities may be reported to the authorities.
12. All communications and information accessible via the network should be assumed to be private property.
13. Other rules established by the network administrators or teachers from time to time.

C. Acceptable Use of the Computer, Electronic Devices and Networks

The following policy for acceptable use of computers, electronic devices and networks, including Internet, shall apply to all district administrators, faculty, staff and students. All technology equipment shall be used under the supervision of the site administrator.

1. Users shall not erase, remake, or make unusable anyone else's computer, electronic device, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages for the replacement of any damage to the computer, electronic device, information, files, programs or disks.
2. Users shall not let other persons use their name, log-on, password, or files for any reason (except for authorized staff members.)
3. Users shall not use or try to discover another user's password.
4. Users shall not use Exeter-Milligan-Friend Public Schools computers, electronic devices, or networks for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).
5. Users shall not use the computer or electronic device, for unlawful purposes, such as illegal copying or installation of unauthorized software.
6. Users shall not copy, change, or transfer any software or documentation provided by the Exeter-Milligan-Friend Public Schools District, teachers, or other students without permission from the network administrators.

7. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any electronic device's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
8. Users shall not use the computer or electronic device to annoy or harass others with language, images, or threats. Users shall not access or create any obscene or objectionable information, language, or images, including but not limited to sexually explicit images, messages, cartoons, and/or other use of slurs, racial epithets, profanity, or obscene language.
9. Users shall not use the computer or electronic device for the purpose of solicitation or proselytization for commercial, religious, political, personal, or any other non-student related activities.
10. Users shall not tamper with computers, electronic devices, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
 - A. 11. Users shall not print in excess of 5 pages without prior approval of a staff member.

D. Penalties for Violation of Rules

All of the policies and procedures for acceptable use of computers, electronic devices and networks are intended to make the computers, electronic devices and networks more reliable for users. They are also intended to minimize the burden of administering the network so that more time can be spent enhancing services.

- E. Use of Computer or Electronic Device Access to Telecommunications Resources is a Privilege and Not a Right.** Violations of the policies and procedures of the Exeter-Milligan-Friend Public Schools concerning the use of computers, electronic devices and networks will result in disciplinary actions being taken against individual administrators, faculty, staff and/or students who are in violation of said rules. Disciplinary action may include loss of access, in addition to other disciplinary or legal action.

F. Student and Parent Agreement.

The Students Agreement and Parents Agreement are given to each new student as they enroll in Exeter-Milligan-Friend Public Schools and respectively, are incorporated herein by this reference.

Section 29 Copyright and Fair Use Policy

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or

reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

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

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

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

Section 30 Food and Drink Regulations

The school is meant to be an academic environment. Sack lunches are permissible; other food and drink are not allowed to be brought into the school building, unless the principal or a staff member gives the student permission. **Pop is not allowed in the lunchroom area when lunch is being served nor during the school day. Water bottles, containing water, will be the only drink allowed during the school day.**

Article 4 – Attendance

Section 1 Attendance Policy

A. Philosophy

Absenteeism is a constant interruption of the learning process. The more absences a student accumulates, the less he or she can be expected to adequately participate in and understand classroom activities. These absences are very disruptive to the educational process, not only for the absent student who falls behind in their assigned work, but also for other students whose progress may be slowed by those that fall behind, and for teachers whose effectiveness may be hampered by trying to assist students who are behind and who need special attention. Students are expected to attend classes on a regular basis and be on time to gain maximum benefit from their instructional program and to develop habits of punctuality, self-discipline, and responsibility.

Daily attendance is important for the following reasons: daily discussions contribute a significant amount of the information and background essential to any course which cannot be made up if

missed, and a regular attendance pattern will develop a degree of responsibility on the part of the student that will continue throughout life. Thus, regular attendance promotes both academic development and growth as a dependable individual.

Nebraska State law, section 79-201 requires that all pupils be in school during all days and hours that school is in session. The Board of Education, Administrators, and Teachers believe that students should attend school on all days the school is open for instruction and attend school for all hours of the instructional day. They also believe the responsibility for attendance lies mainly with the parents and students. Parents are asked to cooperate with the school to reduce the number of absences to a minimum.

LB 463 is an update to the state statute regarding truancy in Nebraska's K-12 schools. This allows administration to have greater flexibility in cases involving documented illnesses.

State law requires school districts to report to the county attorney when a child is absent more than 20 days during a school year. Exeter-Milligan-Friend Public Schools has the discretion to determine how to respond when a child is absent more than five days in a quarter.

B. Parental or Guardian Verification

Parents or guardians are asked to call in their son or daughter's absence to the school office (947-2781) before 8:15 a.m. on each day of absence. The school will attempt to contact parents at home or work if no call is received and a child is absent. Should no such contact be established on the day of the absence, the student must bring a parental or guardian note upon his or her return to school.

C. Excused Absences

An excused absence can be due either to an emergency, planned, or school activity. Excused absences, although approved, will still count toward the number of absences provision for loss of credit. **If a student is missing school due to a medical appointment, the parents/guardian need to provide a doctor's note to the school for the absence to be counted as "excused". If the school does not receive a doctor's note within 1 day of the appointment, the absence will be counted as "unexcused".** Absences due to approved participation in school activities will not count toward the number of absences accrued by the student.

Students will earn full credits for any class only by being in regular attendance during all hours of the instructional day. Regular attendance shall be defined as being absent from any class 10 or fewer days per semester. These days should be thought of as days to be used for illness, family emergencies and medical appointments, holidays, family trips, 4-H and church or community activities. Proper verification from a parent or guardian on these days is required for the absence to be excused.

An important point for parents and guardians is proper verification of your son or daughter's absence. Proper verification is defined as prior notification to the school office or otherwise stated in the first paragraph of Section B. For verification purposes, the school cannot accept a student call or excuse regarding absence. Any absence not verified by a parent or guardian within one day of the absence will be considered unexcused and subject to disciplinary action. Students

who are absent (excused absences) will have the number of days missed plus one in which to complete make-up work (i.e. a student who is absent one day will have two days to complete such work, a student absent two days will have three days to complete such work, etc.). **This does NOT include absences due to school activities.**

In cases of chronic illness or extended/frequent absences from one or more classes, or patterns of absences from one or more classes, or patterns of absences on test days, or students otherwise suspected of violating the intent of this attendance policy, the Faculty Attendance Committee may require written verification of the illness by a physician/medical practitioner to assure compliance with this attendance policy and shall counsel with the student and his or her parents or guardian and explain the necessity for the medical excuse.

When possible, as with medical appointments, holidays, and family trips, in advance the student must provide proper parental or guardian verification to inform the office of the upcoming medical appointment, holiday, or family trip. Students should complete and hand in assignments to be missed to the satisfaction of the classroom teacher(s).

D. Other Excused Absences

1. School Activities

Students acting as participants on an extra-curricular team or organization under the direction of a school appointed coach/sponsor will not be considered absent when such participation requires them to miss part or all of the instructional school day. Teachers reserve the right to withhold students from such activities due to incomplete classroom work or failing grades. In the event of a state sanctioned activity, the administration may expand the requirement to include participants and additional students.

2. A student participated during the season in that particular sport/activity, and wishes to attend a state tournament or meet.

3. Also students who attend a state tournament or meet with a parent will be excused.

2. College Visitations

Students who have met the standards established for membership in the senior class will be allowed (2) two days per school year for the purpose of visiting colleges or universities without those days being considered absences, provided that such visitations have been arranged **in advance** through the school counselor's office. Juniors may be allowed one (1) day to visit a post-secondary institute. College visitation days not arranged through the counselor's office or in excess of two days will be treated as an absence. Students must provide proper parental verification to the office **at least one day before the planned visit in order to obtain an excused absence.**

3. Death or serious illness of a student's family member, attending a funeral, wedding, or graduation, appearance in court, students who have been suspended or expelled from the school district, absences required by law enforcement, or other absences approved by the administration.

E. Unexcused Absences

Unexcused absences are any absences that were not due to illness, death in the family, unforeseen emergency, school activity or were planned and not approved in advance. Absences without verification from a parent or guardian, as described in section “C”, are also unexcused. For the student to receive credit for work missed during an unexcused absence, they will need to complete it by 8:00 AM following their day back of return (example: If the student is unexcused on Monday, then that student returns on Tuesday, their work missed from Monday will be due at 8:00 AM on Wednesday of that same week).

An absence is unexcused if:

1. The parent or guardian has not called to verify the absence or the student has not presented written notification from the parent.
2. A student leaves the building for any reason without checking out in the office by signing out. Students are also required to sign in if they return before the end of the day.
3. A student attends an extracurricular activity as a spectator and not a participant is considered unexcused.
4. Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have “excessive absences,” for purposes of the need to provide truancy remediation services. Such absences shall be determined on a per day basis or the hourly equivalent. When a student has excessive absences, procedures shall be implemented to correct the truancy problem as required by law. Students who accumulate twenty (20) unexcused absences per year shall be deemed to be habitually truant. If a student continues to be or becomes habitually truant, the principal shall notify the county attorney as required by law.

F. Other Absences

1. Tardiness

Tardiness is defined as not being in an assigned room when the starting bell for any given class period rings. If a legitimate reason exists for the delay (late bus arrival, family crisis, extreme weather) the tardy will be considered excused; all other tardies will be unexcused.

- a. Tardies: Students are to get a pass from the teacher of their previous period for tardiness during the day. Students arriving to class late without a pass will receive an unexcused tardy. A detention will be given on the **third accumulated unexcused tardy**. Tardies per **Semester**: Students will receive an ISS (in-school suspension) after they have accumulated **12 tardies in a semester**.
- b. Students who are tardy first period must sign in at the office upon arrival to school.
- c. If a student exceeds 12 tardies in a **semester**, he/she will receive a detention ~~for each additional tardy until the quarter ends~~ **for every three tardies** or a similar appropriate consequence determined by administration.

2. Partial Absences

For attendance purposes, each class period (50 minutes in length) is divided into two halves. Students missing less than 26 minutes of the period will be recorded as tardy. Missing more than 25 minutes of the period will be recorded as 1.0 absence in the daily record for that student.

Students who need to leave the building during the school day must have proper verification from their parent or guardian. Students must report to the office before leaving the building. Students leaving the building without signing out will be considered truant.

3. Organized absences (i.e. “sneak day” or “hooky”) are not sanctioned by the school. This absence is considered as truancy and will be treated as such.

4. Truancy

Upon completion of fact gathering regarding a student absence, the principal determines the student to be truant; the student will be subject to the following consequences: the student will receive no credit for the assignments missed due to the truancy. The student will make up the time missed from school at a rate “double” time missed as a result of the truancy. An in school suspension may be assigned to the student as a method to make up the time missed. See Level III of the Discipline Process.

G. Make-up Work for In School and Out of School Suspensions

Days missed due to an out of school suspension may count as an absence from school. Students absent during the period of suspension are required to make up all work satisfactorily and may receive credit for the make-up work. Exams are an exception to this rule and will be graded accordingly. Upon returning to school after a suspension, all homework during the term of suspension will be due. Homework assignments are to be obtained from the student’s teachers after school.

H. Requirements for Extracurricular Participation

Students are required to be in attendance in school at least (periods 5, 6, 7 and 8) preceding any scheduled activity in which they are to participate. This requirement may be waived by the principal if the absence is unavoidable. However, it is the responsibility of the student to check with the principal in advance for prior approval.

I. Return to School After an Absence

Students returning to school after an absence must check into the office prior to being admitted to any class. This classification is based upon parental or guardian verification, as stated above in Section B. Such classification will determine teacher response to requests for make-up work. Failure to follow the prescribed procedure above may result in disciplinary action.

It is possible that a student may return to school without a prior parental or guardian verification and be admitted in school with an unexcused absence. This unexcused absence will be recorded on the student’s planner. If the parent or guardian would then provide proper verification to the office, a call or signed note within one (1) day, the absence would then be changed to excused in the office and the classroom teacher(s) would be notified of the change. Students will be given the number of days missed plus one in which to complete the make-up work.

Failure to complete work on time will be recorded as a “zero” or no credit by the classroom teacher. In the event of extenuating circumstances, students may request the principal to extend the time to complete their assignments. The request must be made prior to the conclusion of the

original timeline. It shall be the responsibility of the student to contact each teacher for instructions concerning all work to be made up.

J. Timely Notification

A notification process has been established to communicate the absence status of a student to a parent or guardian. This process consists of written communication from the school in which the parent or guardian is notified when a student is absent 5, 8, and 10 times for a semester class. When a student is absent ten (10) times from a semester class, excused or unexcused, a letter will be sent by mail to the parent or guardian as a reminder of the absence status.

Upon notification of a student's tenth (10th) absence per semester, the student's attendance file is reviewed by the Attendance Committee. The Attendance Committee is made up of the principal and school counselor. The superintendent of schools may be invited to be on the Committee by the student, parents or principal. This Committee will collect and consider information regarding student absences from proper and timely verification submitted to the office by the parent or guardian and the classroom teacher(s) of the student. The Committee reserves the right to request further information from the parent or guardian regarding the student absences and proper verification. The Attendance Committee may waive the attendance violation and extend the number of allowable absences in cases where verified illness or injury or other extenuating circumstances accounting for the absences.

The Attendance Committee will review all absences and consider each student as an individual. The Committee may allow a waiver (granting credit for the class) from the strict application of this policy upon a showing of good cause. The Attendance Committee may consider (but not be limited to) the following points of consideration:

1. Whether the absence has been properly verified by a parent or guardian as stated in Section B.
2. Student make-up work completed on or before the due date.
3. Whether the reasons for the absence appear to be in the interest of the student or school.
4. Is the absence contrary to the spirit of this attendance policy?
5. Has the student been disruptive, undisciplined, and failed to comply with school rules and regulations?
6. Other factors deemed appropriate by the Attendance Committee.

If the action of the Attendance committee is not satisfactory, a further appeal may be made to the Board of Education. The aggrieved party will have five (5) working days from the decision of the Appeal committee to appeal to the Board of Education.

Article 5 - Scholastic Achievement

STATEMENT OF THE PHILOSOPHY OR MISSION OF THE DISTRICT MULTICULTURAL EDUCATION PROGRAM

It is the philosophy of the district as well as the mission of the district to provide learning experiences for students to obtain knowledge about and respect for the diversity and commonalities of the cultures, histories, and contributions of African Americans, Hispanic

Americans, Native Americans, and Asian Americans and to adequately stress the contributions of all ethnic groups.

Section 1 Grading System

Grade reports will be distributed to parents following each grading period. Parent/teacher conferences will be held once in the fall. Grade reports will be mailed home.

Following are the numerical grades that will be issued by teachers and their comparable letter grade:

A	94-100
B+	90-93
B	86-89
C+	82-85
C	77-81
D+	73-76
D	70-72
F	69 & Below
Inc.	Work Incomplete
P or F	Pass or Fail

In the case of a transfer student or other purposes, such as academic honor determination, the following conversion table will be used: 94 - 100 = A = 4.0, 90 - 93 = B+ = 3.5, 86 - 89 = B = 3.0, 82 - 85 = C+ = 2.5, 77 - 81 = C = 2.0, 73 - 76 = D+ = 1.5, 70 - 72 = D = 1.0.

INCOMPLETE GRADES:

To receive credit for a class, all incompletes must be cleared by the second Friday following the last date of the semester. Any deviation from this procedure must be approved by the principal.

Section 2 High School Yearly Course Requirements

High school students in all grade levels are required to register in the following courses: Math, Social Studies, Science, Health and Physical Education, and Language-Arts Core.

High school students are required to register in the following courses:

9th Grade	English 9, Math, Physical Science, Geography, P.E./Health
10th Grade	English 10, Math, Biology, American History
11th Grade	English 11, Math, Science, World History
12th Grade	English, American Government

All students are required to successfully complete an additional two (2) semesters of a physical education class, one (1) semester of Speech, **one (1) semester of Fine Arts**, and one (1) semester

of Personal Finance. At Exeter-Milligan-Friend Public Schools writing is incorporated into our curriculum/classes across all content areas.

CLASS MEMBER

To attend and/or participate in a class activity, a student must have accumulated the necessary academic credits to be considered a member of the participating class. The student must have the following minimum number of hours of academic credits:

- Sophomore - 50
- Junior - 105
- Senior - 155

Section 3 Graduation Requirements

It shall be the policy of Exeter-Milligan-Friend Public Schools that to be eligible for graduation from Friend High School, the candidate must have earned a minimum of 245 semester hours credit in grades 9 through 12 inclusive.

Further eligibility for graduation shall require the candidate to present a minimum of 40 earned semester hours credit during the school year in which he/she intends to graduate. Credit hours will be computed in accordance with the Nebraska Department of Education.

In addition, to be eligible for graduation the candidate must have completed 20 approved hours of community service and submitted all required paperwork by the deadline shared by administration.

Satisfactory completion of the following courses must be presented in the candidate’s record:

English	40 semester hours
Social Sciences	40 semester hours
Science	30 semester hours
Math	30 semester hours
P.E. and Health	20 semester hours
Speech	5 semester hours
Personal Finance	5 semester hours
Electives	70 semester hours

Exceptions to these requirements may be made by the Board of Education upon the recommendation of the Superintendent, who will support the recommendation with justifiable reasons. A complete record of the recommendation and of the action taken upon it by the Board shall be included in the minutes. The candidates for graduation shall be presented to the Board of Education for approval.

A student who has not met the requirements for graduation but who has attended school regularly may, with the recommendation of the Superintendent, be granted a Certificate of Attendance. Students receiving a Certificate of Attendance shall not be eligible to participate in graduation exercises.

Written notification will be made to parents of students who are in danger of not earning an academic diploma. It shall be required that the candidate have eight (8) semesters experience in grades 9-12.

Section 4 Junior High Promotion and Retention

Students will be placed at the grade level and in the courses best suited to them academically, socially and emotionally as determined by the professional staff. Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program or as otherwise required by law.

Section 5 Change of Schedule

High school students desiring to change their class schedule after registration must do so by the designated date of each semester, **within 5 days from the start of each semester**. After these dates, no changes will be allowed except by special permission of the principal. In order to change any class, the student must present a written request signed by the parent or guardian indicating approval of such change. Upon presentation of the request and approval of the principal, the student will be issued an official form to be signed by all teachers involved in the change. Any classes dropped after the designated date will be recorded on the permanent record with “Withdrew passing” or “Withdrew failing” and dated.

Section 6 Guidance

School counselors are vital members of the education team and maximize student success by helping all students:

- apply academic achievement strategies
- manage emotions and apply interpersonal skills
- plan for postsecondary options (higher education, military, work force)

School counselors often provide:

- individual student academic planning and goal setting
 - school counseling classroom lessons based on student success standards
 - short-term counseling to students
 - referrals for long-term support
 - collaboration with families/teachers/ administrators/community for student success
 - advocacy for students at individual education plan meetings and other student-focused meetings
 - data analysis to identify student issues, needs and challenges
- (American School Counselor Association)

Section 7 Class Rank and GPA

The primary purpose of ranking students in class is to provide information to colleges for their use in determining eligibility for admission and counseling. Grade point average will be figured for each student each semester and all classes taken and receiving percentage grades will be used in the computation. Class rank will be determined according to the cumulative GPA while attending Exeter-Milligan-Friend High School. Class rank for transfer students will be figured

once the student has completed 4 semesters of classes taken at Exeter-Milligan-Friend High School.

Section 8 Honor Roll

High level of achievement is desired and encouraged by Exeter-Milligan-Friend High School. High level of achievement in scholastic endeavor is recognized by the publishing of an Honor Roll at the end of each quarter and each semester. Quarter Honor Roll will be based on quarter grades while Semester Honor Roll will be based on semester grades. We have two levels of achievement for our Honor Roll:

- 1) Honor Roll With Distinction: A student must have an average of 94% or above in all courses in which a percentage grade is received. One D, F, or incomplete grade for a course will automatically eliminate a student from the Honor Roll.
- 2) Honor Roll: A student must have an average of 90% or above in all courses in which a percentage grade is received. The same exclusions apply as above.

Section 9 National Honor Society

The National Honor Society is an organization sponsored by the National Association of Secondary School Principals. It exists with the hope of creating an organization that would recognize and encourage academic achievement while developing other characteristics essential to citizens in a democracy.

Selection Procedure:

Membership, **all students who meet the criteria will be selected.** Selection for membership is based on decisions made by the five-member NHS Faculty Council **chosen by the High School Principal.** The sponsor is a non-voting member of the NHS Faculty Council. Eligible students and parents have an option to attend a meeting prior to the selection process. During this meeting, the application, scoring, and selection procedures will be outlined and discussed.

The minimum cumulative grade point average for eligibility for Exeter-Milligan-Friend's chapter of the National Honor Society is 90% for sophomores, juniors and seniors. Freshmen are not eligible for National Honor Society membership.

Participation, leadership, and service in school and community are required in addition to scholarship. Students are provided an activity/participation form and requested to complete it. Students who fail to complete the form are not automatically disqualified from consideration, but membership chances could be greatly reduced because the NHS Faculty Council is unlikely to be aware of all the activities and services in which a student is involved. Scholarship receives more weight as it accounts for 40% of the total student score. Leadership, service, and character each account for 20% of the total score.

Membership in the National Honor Society is based on excellence in four areas: character, scholarship, leadership and service. Each area is considered independently; excellence in one area does not automatically qualify a student for membership. Each individual's score will be

determined by a numerical rating applied to each student by the NHS Faculty Council. Each council member will consider the following when giving the student a rating:

SERVICE

- Willingness to render cheerfully and enthusiastically any requested service to the school and community.
- Volunteers dependable and well-organized assistance, is available on his own time and is sacrificing.
- Works well with others and is willing to take on difficult or inconspicuous responsibilities.
- Participates in some outside activity: Girls Scouts, Boy Scouts, Church groups, volunteer services for aged, poor, disadvantaged, family duties.
- Service focus free write.

LEADERSHIP

- Demonstrates leadership in classroom, at work, and in school activities and demonstrates academic initiative.
- Exercises influence on peers in upholding school ideals.
- Successfully holds school offices or positions of responsibility, conducts business efficiently and effectively, and is reliable and dependable without prodding.
- Exemplifies positive qualities and attitudes.
- Leadership focus free write.

CHARACTER

- Takes criticism willingly and accepts recommendations graciously.
- Constantly exemplifies desirable qualities of personality and shows courtesy, concern, and respect for others.
- Cooperates by complying with school regulations.
- Demonstrates highest standards of honesty and reliability.

Candidates for and members of National Honor Society must exhibit qualities of character consisting of integrity, positive behavior, cooperation, and ethics. Data on these qualities will be collected by a survey of all secondary faculty members. Obviously, such behavior as truancy, copying, cheating, proven law violations, violations of school rules and regulations, suspensions, patterns of classroom misconduct, absenteeism, avoidance of exams, and incidents that reflect negatively upon a student's character will be considered in this survey. Faculty Council members may use this information as an additional assessment to determine a student's membership.

A profile of each student is derived from an accumulated point total adding each of the four areas above: scholarship, service, leadership, and character. The point totals are calculated by a staff member assigned by the Sponsor. Point totals are listed in descending order. Working as an individual and in confidentiality, each faculty member is given a list of the student point totals in the meeting. The list is used by the faculty member to establish a line or what they determine as a logical "break" denoting admission into National Honor Society. This information will be collected by the Sponsor and shared with the Faculty Council. The Faculty Council may use this

information as they meet and make their final selection for members in the National Honor Society.

National Honor Society members are required to live up to the academic and behavior standards expected of them. For those who fail to do so, a review process occurs to determine if the member is placed on probationary status, suspended, or expelled from the membership. **Once you have been removed for behavior unbecoming of an NHS member, you may not re-apply in future years according to National Honor Society by-laws.**

Section 10: Academic Eligibility Requirements Grades 7-12

Grades in all subjects, including non-core classes, will be reported by 9:00 each Monday morning, beginning the third week of each semester (in a week grading period).

At that time, two lists are created and shared with all teachers, coaches, sponsors, and administrators. The **down list** includes students who have a grade of D+, D, or D- (70% to 76%) in any class. The **failing list** includes students who have a grade of F in any class (69% or lower). Quarter grades are used to determine these lists.

Any student who is failing two or more classes will be deemed ineligible, which means that student may not participate in extracurricular activities from that Tuesday through the following Monday night. If the student's grades have been raised to passing, he/she will regain eligibility on the following Tuesday morning. A letter is sent home to the parent(s)/guardian(s) of any student whose name is on the down list, failing list, and/or is deemed ineligible.

If a student has two D's (70-76%) or any F's (69%-0), he/she is required to attend Wednesday Intervention Time from 3:35-4:05 PM. The student must bring work to complete, and the student is also responsible for communicating this to their parents/guardians and lining up transportation. If a student attempts to skip Wednesday Intervention Time, he/she will be dealt with as if he/she were attempting to skip a regular scheduled class.

Students are encouraged to check PowerSchool daily to remain aware of their grades. It is emphasized that it is the responsibility of the student to go to the teacher and determine how he or she can best improve his/her grade.

Section 11 Class Load

Students will be required to register for a minimum of **seven** classes during the eight-period day. Student assistantships are not to be included in the seven class schedule.

Section 12 Class Member

To attend and/or participate in a class activity, a student must have accumulated the necessary academic credits to be considered a member of the participating class. The student must have the following minimum number of hours of academic credits:

Sophomore - 50

Junior - 105

Senior - 155

Section 13 Selection of Valedictorian/Salutatorian

~~A valedictorian and salutatorian shall be selected from each graduating class. The Valedictorian shall be that graduating senior with the highest cumulative grade point average, while the Salutatorian named shall be the graduating senior with the second highest cumulative grade point average- this is determined after the first semester is completed during senior year. Transfer students may be eligible once they have completed 4 semesters of classes taken at Friend High School. In the event that the cumulative grade point average of two or more class members is close enough to indicate a possible tie, it shall be at the discretion of the principal to declare a tie for either the valedictorian and/or salutatorian. The determination of Salutatorian and Valedictorian will be made after the completion of the seventh semester of high school (January of the graduating school year).~~

Top 10 Percent

At the conclusion of the first semester of the graduating school year, the students in the senior class with the Top 10 Percent grade point averages will be determined. The students having the Top 10 Percent grade point averages will have the opportunity to deliver a speech (pre-approved by the principal) at the graduation ceremony. If no students in the Top 10 Percent wish to give a graduation speech, others in the graduating class will have a chance to submit a speech to the administration. Those approved speeches will be delivered at the graduation ceremony.

Section 14 Academic Letter

Students in grades 10-12 may earn an Academic Letter each year. The requirements for the letter are:

1. The student must earn at least a 94% grade average for the following cumulative lengths of time:
10th Grade 3 Semesters
11th Grade 4 Semesters
12th Grade 6 Semesters
2. At least one of the semesters listed in the semester requirements for the grades 9-12 must be during the current school year.
3. In order for a quarter or semester to be counted towards the requirements listed above, the student must take at least four academic core classes. Those classes considered core classes for this rule are:

English

English 9
English 10
English 11
English 12
Composition I and II
Speech

Mathematics

Trigonometry
Calculus
College Algebra
Algebra II
Geometry

Science

Agricultural Science
Biology
Chemistry
Physics

Social Studies

Geography
World History
American Government
American History

Foreign Language

Spanish I
Spanish II
Spanish III

4. A distance learning/online class from another high school or from a college can be approved to substitute for or count as a “core course” requirement. The approval will be given by the Administration and School Counselor.
5. Awards – Each student in grades 10-12 will receive a varsity letter certificate. Students who qualify will also receive an “Academic EMF” chenille. The chenille will be awarded one time throughout grades 10-12.

The Administration and the Counselor will decide if new courses will be added to the list of core courses and elective curriculum. If a student transfers to Exeter-Milligan-Friend, the student will be eligible for an Academic letter after he/she attends Exeter-Milligan-Friend for three complete semesters.

Freshman A+ Award

If, as a Freshman, the student has a 94% (A) GPA for at least three quarters and is on track to receive an academic letter, the student will be awarded the "Freshman A+ Award."

Section 15 Student Planners

In an effort to assist students in organizing their daily tasks and their school year, each student will be presented with a student planner at the beginning of the school year. Students are required to carry their planner. Planners are utilized as a hallway pass. Students who lose their planner are required to purchase a new planner from the school office.

Section 16 College and Dual Credit Courses

Exeter-Milligan-Friend Public Schools offers a variety of options for students wanting to earn Exeter-Milligan-Friend Public Schools and college credit simultaneously (dual credit) and/or college credit while in high school. Students and/or parents should talk to the school counselor to inquire about the options available.

Grades, credits, and payment for the aforementioned college and dual credit courses will be handled as follows:

Dual Credit Courses Taught by a Exeter-Milligan-Friend Public Schools Teacher (College Algebra, Calculus, Composition I and II, Ag Occupations & Exploration, Introduction to Livestock, Crop & Food Science), Child Development I and II:

- Students will be graded on the Exeter-Milligan-Friend Public Schools grading system/scale.
- Course materials/textbooks will be provided by Exeter-Milligan-Friend Public Schools.
- Grades are entered by the EMF teacher and factored into weekly Ineligibility and Wednesday Intervention Time reports.
- Semester grades will be factored into the student's Grade Point Average (GPA).
- The credit hours earned in dual credit courses count toward the 245 hours needed to graduate from Exeter-Milligan-Friend Public Schools and will appear on the student's high school transcript.
- The student will also have a college transcript which he/she is responsible for requesting to be shared with other colleges/universities upon graduation from high school.
- As long as the student passes the class with a 70% or higher, the student's tuition is paid for by SCC and Exeter-Milligan-Friend Public Schools.
- If the student does NOT pass the class with a grade of 70% or higher, the student is responsible for paying Exeter-Milligan-Friend Public Schools's share of tuition, which is \$43.00 per credit hour.
 - In this instance, final grades and transcripts will be held until tuition is paid to Exeter-Milligan-Friend Public Schools.
- Most colleges/universities require a "C" or better for a class to count toward a degree or for the class credits to transfer from SCC.
- The school and school counselor are not responsible for the assurance that a course will or will not transfer or count toward a degree. The counselor will assist with transferability, but students and parents are encouraged to reach out to colleges/universities to confirm.

On-line Dual Credit Classes Taught by a Non-Exeter-Milligan-Friend Public Schools

Teacher:

- Students will be given one class period per on-line class to work on course material.
- The student is responsible for ordering and paying for textbooks or other materials required by the college instructor.
- Students will be graded using the grading system shared by the college instructor at the beginning of the course.
- One grade will be entered into PowerSchool at the end of the course/semester.
- The student's final grade will be factored into the student's Grade Point Average (GPA).
- The credit hours earned in these dual credit courses count toward the 245 hours needed to graduate from Exeter-Milligan-Friend Public Schools and will appear on the student's high school transcript.
- The student will also have a college transcript which he/she is responsible for requesting to be shared with other colleges/universities upon graduation from high school.
- The final letter grade assigned by the course instructor (not the grade assigned by the online student portfolio instructor) will then be converted to the highest percentage grade on the Exeter-Milligan-Friend Public Schools grading system that represents the original letter grade.

- (Example: If the instructor reports a final letter grade of B in Introduction to Psychology, the percentage grade of 89% will be recorded in PowerSchool, since the range of a B is 86-89%.)
- As long as the student passes the class with a converted grade of 70% or higher, the student's tuition is paid for by SCC and Exeter-Milligan-Friend Public Schools.
- If the student does NOT pass the class with a converted grade of 70% or higher, the student is responsible for paying Exeter-Milligan-Friend Public Schools's share of tuition, which is \$43.00 per credit hour.
 - In this instance, final grades and transcripts will be held until tuition is paid for Exeter-Milligan-Friend Public Schools.
- Most colleges/universities require a "C" or better for a class to count toward a degree or for the class credits to transfer from SCC.
- The school and school counselor are not responsible for the assurance that a course will or will not transfer or count toward a degree. The counselor will assist with transferability, but students and parents are encouraged to reach out to colleges/universities to confirm.

In addition, students are responsible for meeting all SCC deadlines regarding dropping/adding or withdrawing from classes.

- If a student drops or withdraws from a course after SCC's deadline, the student must pay Exeter-Milligan-Friend Public Schools for its share of tuition.
 - In this instance, final grades and transcripts will be held until Exeter-Milligan-Friend Public Schools is reimbursed for tuition.

Article 6 - Support Services

Section 1 Special Education Services

Special Education Identification

All children with disabilities, including children with disabilities attending nonpublic schools, regardless of the severity of their disabilities, and who are in need of special education and related services, are eligible for these services. The school newsletter will contain information about services coordination.

What Does Special Education Mean?

Special education means specially designed instruction and related services adapted as appropriate to the needs of an eligible student with a disability. Special education is provided at no cost to the parent to meet the unique needs of a child with a disability.

Students Who May Benefit

A student verified as having autism, behavior disorders, deaf-blindness, developmental delay, hearing impairments, mental handicaps, multiple disabilities, orthopedic impairments, other health impairments, specific learning disabilities, speech-language impairments, traumatic brain injury or visual impairments, who because of these impairments need special education and related services.

How are Students with Disabilities Identified?

Referrals are made by teachers or parents to a Student Assistance Team. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation is completed. An evaluation is conducted to assist in the determination of whether a student has a disability and the nature and extent of the special education and related services the student needs. The evaluation is conducted only with written consent of a parent or guardian. A multidisciplinary evaluation team (MDT) will then meet to determine whether the student is eligible for special education.

Independent Evaluation

If a parent disagrees with an evaluation completed by the school district, the parent has a right to request an independent educational evaluation at public expense. Parents should direct inquiries to school officials to determine if the school district will arrange for further evaluation at public expense. If school district officials feel the original evaluation was appropriate and the parents disagree, a due process hearing may be initiated. If it is determined that the original evaluation was appropriate, parents still have the right to an independent educational evaluation at their own expense.

Reevaluation

Students identified for special education will be reevaluated at least every three (3) years by the IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, are needed. The school district will obtain parental consent prior to conducting any reevaluation of a student with a disability.

Individual Education Program (IEP)

Upon a student being verified as having a disability, a conference will be held with parents. At the conference, an Individualized Education Program (IEP) will be developed specifying programs and services which will be provided by the schools. Parent consent will be obtained prior to a student being placed for the first time in a program providing special education and related services or early intervention services to infants and toddlers. Once in place, the IEP is reviewed on an annual basis, or more frequently as needed. Parents are given a copy of the IEP.

Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). To the maximum extent appropriate, students with disabilities are educated with students who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. Determination of a student's educational placement will be made by the IEP team.

Written notice shall be given to parents a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

More Information

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 (special education appeal procedures) may contact the Superintendent. A notice of parental rights, Rules 51 and 55 and more information about special education are also available at the Nebraska Department of Education's website: <http://www.nde.state.ne.us/SPED/sped.html>. Please see our school website for information on Child Find www.friendbulldogs.org

Section 2 Students with Disabilities: Section 504

Accommodations and related services are made available to students with disabilities under Section 504 of the Rehabilitation Act of 1973. Under Section 504, parents have the following rights:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of your child's disability.
2. Have the school district advise you of your rights under federal law.
3. Have your child take part in, and receive benefits from, public education programs without discrimination because of your child's disability.
4. Have the school district advise you of your rights under federal law.
5. Receive notice with respect to identification, evaluation or placement of your child.
6. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
7. Have your child receive services and be educated in facilities which are comparable to those provided to students without disabilities.
8. Have your child receive an individualized evaluation and receive special education and related services if your child is found eligible under Section 504.
9. Have evaluation, eligibility, educational and placement decisions made based on a variety of information sources and by persons who know your child and who are knowledgeable about the evaluation data and placement options.
10. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school district.
11. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the school district.
12. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement. Obtain copies of educational records at a reasonable cost on the same terms as records are provided to students without a disability unless the fee would effectively deny you access to the records.
13. Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records.
14. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of

the privacy rights of your child. If the school district refuses this request, it shall notify you within a reasonable time, and advise you of the right to a hearing.

15. File a local grievance in accordance with school policy.
16. Request an impartial hearing related to decisions regarding your child's identification, eligibility, and educational program or placement with opportunity for participation by the person's parents or guardian and representation by counsel, and a review procedure. This is provided in the local grievance procedure.

Section 3 Guidance Services

School counselors are vital members of the education team and maximize student success by helping all students:

- apply academic achievement strategies
- manage emotions and apply interpersonal skills
- plan for postsecondary options (higher education, military, work force)

School counselors often provide:

- individual student academic planning and goal setting
- school counseling classroom lessons based on student success standards
- short-term counseling to students
- referrals for long-term support
- collaboration with families/teachers/ administrators/community for student success
- advocacy for students at individual education plan meetings and other student-focused meetings
- data analysis to identify student issues, needs and challenges

(American School Counselor Association)

Section 4 Health Services

Illness or accident: Parents are encouraged to keep students at home when they are running a fever. A student who becomes ill during the school day may be sent to the office. If it is deemed necessary to send the child home, the parent or designated person on the Emergency Information Sheet will be contacted by the school secretary. The child will be kept at school until dismissal if contact with a parent or designated person is not made.

Students are required to report any accident occurring in school that results in an injury. Students should report to a school staff member. If a child is injured or is ill at school and it is deemed necessary that treatment is beyond that which can be administered, the parent is contacted and asked to come for the child. In case of emergency, the procedures designated by the parents on the Emergency Information Sheet will be followed. Unless parents or guardians expressly forbid, in case of dire emergency the school will call a physician or the Fire Rescue Squad for assistance. Please inform the school of any changes in procedure that comes up. It is the practice of Exeter-Milligan-Friend Public Schools to require students to learn and follow safety rules and procedures in classrooms that require special protection. To support a safe environment, students are required to wear safety glasses in some science and industrial technology classes.

Medication: No medicine will be prescribed or provided to any student without parent permission and a copy of the Medication Permission form on file. The school will dispense non-aspirin (such as Tylenol) if a parent delivers a written note to the nurse, granting the school permission to do so.

Communicable and Infectious Diseases: It shall be the responsibility of the Exeter-Milligan-Friend Public Schools principal(s) to assist in meeting the provisions of the State Health Department covering communicable and contagious diseases by promptly reporting to the school nurse and superintendent the presence of such diseases. Parents are requested to inform the principal and superintendent if their child has contracted a contagious or communicable disease. The principal shall not reenter any such student except under circumstances described below.

Students will be excluded from school for the following communicable diseases and prescribed periods of time:

Measles (Rubeola): A student may return to school the fifth day after the onset of the rash. The State Health Department must be notified immediately and will advise the school regarding exclusion of other students and personnel who are at risk of contracting the disease. Most communicable prior to rash.

Three day measles (Rubella): Students may return to school four days after the onset of the rash. The State Health Department must be notified immediately and will advise the school regarding exclusion of other students and personnel who are at risk of contracting the disease. Most communicable prior to rash.

Fifth Disease: A student may attend school while a rash is still present if there is no fever, excessive itching, sore throat and other discomfort.

Mumps: A student may return nine days after the onset of parotid swelling. The State Health Department must be notified immediately and will advise the school regarding exclusion of other students and personnel who are at risk of contracting the disease.

Chicken Pox (Varicella): A student may return to school after one week if symptom free and all pox are dried.

Shingles (Herpes zoster): A student may return to school after all lesions are dried. Rare in students. May return with lesions covered or as doctor advises.

Streptococcal infection: A student may return to school 24 hours after the start of antibiotic therapy and afebrile (no fever).

Ringworm, impetigo, scabies, and pinkeye (conjunctivitis): A student must remain out of school at least one day and until treatment has begun. Children with mild scabies, lice, impetigo, tinea corporis and conjunctivitis can be sent home immediately with instructions not to return until under a physician's care.

Head lice: Students will be excluded from school until treated and determined to be louse and nit free.

Hepatitis: A student will be readmitted upon approval of a family physician.

Scarlet Fever: A student may return to school 24 hours after starting antibiotics.

Elevated Body Temperature: Students with temperatures over 100 degrees will be sent home.

After illness, students may return to school without the aid of antiemetic (fever-reducing) medication.

Section 5 School Immunization Rules and Regulations for 2025-2026 School Year

Student Age Group	Required Vaccines
Ages 2 through 5 years enrolled in a school-based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine 3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age 3 doses of pediatric Hepatitis B vaccine 1 dose of MMR or MMRV given on or after 12 months of age 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age
Students entering school (Kindergarten or 1st Grade depending on the school district's entering grade)	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4 th birthday 3 doses of Polio vaccine 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
Students entering 7 th grade	Must be current with the above vaccinations AND receive 1 dose of Tdap (contain Pertussis booster)
Students transferring from outside the state at any grade	Must be immunized appropriately according to the grade entered.

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet:
<http://www.hhs.state.ne.us/reg/t173.htm> (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011) **Updated 6/2019**

Section 5 Transportation Services

Transportation to and from school is provided to students in accordance with law and Board policy. Students may also be provided transportation on field trips and when participating in school activities. Students are expected to follow the behavioral expectations for riding school buses.

Behavior on School Buses – General Conduct Rules Apply: While riding school buses, you are expected to follow the same student conduct rules which apply when you are on school property or attending school activities, functions or events. There are also special conduct rules for riding school buses. These rules also apply to riding other school vehicles.

Article 7 - Drugs, Alcohol and Tobacco

Section 1 Alcohol and Illicit Drug Use Prohibited

The Exeter-Milligan-Friend Board of Education expressly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by school employees, volunteers and students on school property or at any school sponsored event or activity; further, any employee, volunteer, or student found to be under the influence of alcohol or illegal drugs while on school property or at a school sponsored event or activity will be subject to disciplinary measures; if a student is suspected of being under the influence of a substance the administration will require a UA (urine analysis) at either the local police department under police supervision or a local Friend medical facility.

Moreover, the Board authorizes and directs school administrators or their representatives to discipline employees, volunteers, or students, consistent with pertinent state and federal law, for any violations of this policy. Discipline for employees may extend to a recommendation for dismissal. While the Board does not sponsor directly rehabilitative services, it reserves the right to require that any disciplined employee undergo rehabilitation as a condition of continued employment. Discipline for any adult volunteers may include removal from the volunteer position. Discipline for students may include suspension, expulsion, and or a referral to a rehabilitative agency. Information on area agency rehabilitative services may be obtained from the school counselor. The Board will implement and support curricular materials and activities that teach about the harmful effects of alcohol and illegal drugs and serve as prevention and intervention programs. Finally the Board directs that this policy be included in all staff student handbooks and that it be posted in staff lounges and workrooms. **This also includes and pertains to any and all synthetic drugs. (i.e. K-2) and vaping products.**

Section 2 Smoking Prohibited

It shall be the Exeter-Milligan-Friend Public Schools Board's policy that in order to promulgate a healthy environment for students and staff and to encourage healthy behavior in students, smoking shall be prohibited in the Exeter-Milligan-Friend Public Schools buildings. Private,

enclosed offices are not exempt from this policy. There shall be no designated smoking areas within any of the Exeter-Milligan-Friend Public Schools buildings, for employees, students, visitors to the schools, and/or the general public. Smoking shall also be prohibited in the stands and bleachers at the football field and near the entry of school buildings. This policy shall apply all times whether school is in session or not. **This includes E-Cigarettes and vaping products.** Caffeine Pods are not allowed on school grounds.

Section 3 Drug-Free Schools

The District implements regulations and practices which will ensure compliance with the federal Safe and Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects. The consistent message of the program is that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

Section 4 Education and Prevention

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs. The curriculum includes the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades. The District provides in-service orientation and training for staff with regard to drug and alcohol education and prevention programs, as needed.

Drug and Alcohol Use and Prevention. Each student of the District is hereby provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs. Information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs is available to all of the students upon request of the Counselor. In the event of disciplinary proceedings against a student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel will confer with the student and the student's parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel consider to be of benefit.

Safe and Drug-Free Schools—Parental Notice. Pursuant to the provisions of the No Child Left Behind Act, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the District of such objection in writing. Upon the receipt of such notice, the student will be withdrawn from the program or activity to which parental objection has been made.

Section 5 Standards of Student Conduct Pertaining to Drugs, Alcohol, and Tobacco

These standards are in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation. The District's standards prohibit the possession, use, or distribution of illicit drugs or alcohol on school premises, in school vehicles, or as a part of any

of the school's activities on or off school premises. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession, use, distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession, use, distribution or being under the influence of alcohol.
4. Possession, use, distribution, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes.
5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.
6. Possession, use or distribution of any tobacco product, including vaping products, and E-cigarettes.

Disciplinary Sanctions

Violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including expulsion and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and unlawful substances will be turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents or legal guardians will be notified.
5. Law enforcement will be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

Intervention

The District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational environment, the school has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff.

Administration

The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

Article 8 - Student Rights, Conduct, Rules, and Regulations

Section 1 Student Conduct and Discipline Policies

The basis for an education is to prepare the student for the demands of the adult world, its challenges and its problems. The rules and standards of student conduct contained herein are intended to provide notice to students as to the conduct prescribed or required of them and of the responsibilities of the students in the Exeter-Milligan-Friend Public Schools System. Students are required to conduct themselves in a respectable manner, be considerate of other pupils' rights and make the best use of the opportunities available. Permission to remain in class is based on good behavior. Attendance ends as soon as the pupil shows an unwillingness to observe the regulations of the particular class and shows lack of cooperation.

The rules and standards in this section apply to all school buildings or any school ground during, immediately before, or immediately after school hours. They also apply to any school-sponsored function or event whether on or off school grounds. This section does not define all types of aspects of student conduct: however, the Board of Education has the responsibility to set forth policies, rules, and regulations to help students conduct themselves in a proper manner as reasonably good citizens of the school community.

Section 2 Forms of School Discipline

Short-Term Suspension:

Students may be excluded by the Principal or his designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or,
2. Other violations of rules and standards of behavior adopted by the Exeter-Milligan-Friend Public Schools Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal or the Principal's designee shall make a reasonable investigation of the facts and circumstances. In addition, such short-term suspension will be made only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student, and the student's

parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. 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.

Long-Term Suspension:

Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of more than five school days but less than twenty school days (long-term suspension) on the conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is hereinafter set forth.

Expulsion:

Meaning of Expulsion. 1) Expulsion shall mean exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. 2) The Principal may suspend a student immediately, regardless of the fact that a hearing was requested within 5 days of notice of expulsion or long term suspension by the school, if the Principal determines that such immediate suspension is necessary to prevent or substantially reduce the risk of: (a) interference with an educational function or school purpose, or (b) personal injury to the student, other students, school employees, or school volunteers. Although the preferable practice is that the principal make such determination in writing, nothing in this policy shall be required. If no hearing is requested, the immediate suspension will continue until the date the long term suspension, expulsion, or mandatory reassignment takes effect. If a hearing is requested, the suspension will continue until the date the Hearing Examiner files the report of his or her findings with the Superintendent, if the Principal has made a determination as described above.

1. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board

of education or a committee of such a board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.

2. Suspension of Enforcement of an Expulsion. Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program and to such other consequences which the school district deems appropriate. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on-the-job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation. At the conclusion of the designated period: (1) if the student has satisfactorily participated in the school, class, or program to which such student has been assigned the student shall be reinstated and permitted to return to the school of former attendance or to attend other programs offered by the district, and action to expunge the record of the expulsion action may be taken at the discretion of the Superintendent or his or her designee, or (2) if the student's conduct has been unsatisfactory, the expulsion action shall be enforced. The determination of whether the students' participation and conduct has been satisfactory or not shall be made by the Principal or the Principal's designee.
3. 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.

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

Section 3 Student Conduct

Students have an opportunity to learn by sharing some of the responsibility for creating a good learning environment. To help maintain a quality instructional environment for all students attending Exeter-Milligan-Friend Public Schools, all students are expected to refrain from the following conduct.

Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment:

The failure to refrain from the following conduct shall constitute grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
6. Engaging in the possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103 or being under the influence of a controlled substance or alcoholic liquor (note: the term “under the influence” for school purposes has a less strict

meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant); if a student is suspected of being under the influence of a substance the administration will require a UA (urine analysis) at either the local police department under police supervision or a local Friend medical facility;

7. Public indecency;
8. Sexually assaulting or attempting to sexually assault any person. In addition, if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults, the student is subject to suspension, expulsion, or mandatory reassignment regardless of where the conduct took place. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in sections 28-319 and 28-320, as such sections now provide or may hereafter from time to time be amended;
9. Truancy or failure to attend assigned classes or assigned activities;
10. Tardiness to school, assigned classes or assigned activities;
11. 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, national origin, or religion;
- ~~12. Dressing in a manner which is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process. (Further dress code information is provided in a later section).~~
13. Willfully violating the behavioral expectations for those students riding Exeter-Milligan-Friend Public Schools buses.
14. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes.
15. A repeated violation of any rules and standards validly established by the Board of Education or school officials if such violations constitute a substantial interference with school purposes. In addition, a student who engages in the following 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 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,
16. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm. In addition, a student who is determined to have brought a firearm to school, or to have possessed a firearm at school, shall be expelled from school for a period of not less than one year. The Superintendent may modify such a one year expulsion requirement on a case-by-case basis, provided that such modification is in writing. The term “to school” or “at school” means 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.

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 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 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.

The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

Section 4 Reporting Student Law Violations

1. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
2. When a Principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the Principal or other school official 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.
3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it shall be the policy of the

Exeter-Milligan-Friend Public Schools to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:

Knowingly possessing illegal drugs or alcohol.

Assault.

Vandalism resulting in significant property damage.

Theft of school or personal property of a significant nature.

Automobile accident.

Any other behavior which significantly threatens the health or safety of students, staff or other persons or which is required by law to be reported.

Section 5 Due Process Procedure

Procedures for Long-Term Suspension, Expulsion or Mandatory Reassignment: The following procedures shall be followed with regard to any long-term suspension, expulsion or mandatory reassignment.

1. The Principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his or her designee.
2. 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, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, 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.
3. The Principal or his or her designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following:
 - (a) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the Principal.
 - (b) The penalties to which the student may be subjected and the penalty which the Principal, or his or her designee has recommended in the charge.
 - (c) A statement explaining the student's right to a hearing upon request on the specified charges.
 - (d) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
 - (e) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian

shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.

- (f) A form or a request for hearing to be signed by such parties and delivered to the Principal or his or her designee in person or by registered or certified mail.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
 5. In the event that the Principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the Principal, or his or her designee shall automatically go into effect.
 6. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.
 7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
 8. In the event that a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

Hearing Procedure:

1. Hearing Officer. The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.
2. Administrative Representative. The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. Notice of Hearing. If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the

administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.

4. Continuance. Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
5. Access to Records. The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the Exeter-Milligan-Friend Public Schools Board of Education at any reasonable time prior to the hearing.
6. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross-examination nor will any conclusion be drawn therefrom. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.

7. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.
8. Record. The proceedings of the hearing shall be recorded at the expense of the school district.
9. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendations may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
10. Review by Superintendent. The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.
11. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the Superintendent of schools shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the determination of the Superintendent shall take immediate effect.
12. Appeal to Board. The student, student's parents or guardian may, within seven school days following the receipt of the Superintendent's decision, submit to the Superintendent of schools a written request for a hearing before the Board of Education.
13. Review by Board of Education. Upon receipt of the request for review of the Superintendent's determination, the Board of Education or a committee of not less than three members shall, within ten school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's

case before the hearing officer. If any questions arise during such deliberations which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The board may alter the Superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.

14. Final Decision of Board of Education. The final decision of the board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

Section 6 Additional Student Rules

The following additional student conduct rules are established. Failure to comply with such rules is grounds for disciplinary action, up to and including expulsion, as further specified in these rules. These rules govern student conduct 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.

Discipline Process:

The Discipline Process is a listing of general school rules (exceptions of student behavior) and consequences. This list is not all inclusive; however, the Discipline Process addresses student behavior that interferes with their own and other's education.

Levels of Infractions: The level at which a student enters the discipline process is dependent upon the circumstances which may include a student's prior conduct, responses to prior consequences, student's attitude, and effect of student's conduct on the school and others. The following is a list of infractions and the level at which each enters the due process system.

“Please note: This list is NOT all inclusive.

LEVEL I Consequences for the following infractions listed below will be determined by the principal.

1. Plagiarism or dishonesty
2. Public displays of affection
3. Classroom misconduct
4. Disrespect for others, including their property
5. Eating food/candy
6. Possessing food or drinks (other than in the cafeteria at an allowable time/circumstance)
7. Inappropriate behavior at school sanctioned events

8. Cheating (resulting in a zero for the assignment)
9. Nuisance items (radios, tape players, pagers, sun glasses, etc.)
10. Hallway misconduct
11. Locker violation
12. Snowballing

LEVEL II Consequences for the following infractions listed below will be determined by the principal.

1. Hall pass violations
 2. Excessive tardiness
 3. Unexcused absences
 4. Disrespect for school or other individual's property (student will be required to pay replacement costs or repair)
 5. Cafeteria misconduct
 6. Misuse of car/parking lot violations
 7. Cursing/abusive language
 8. Insubordination
 9. Gambling
 10. Behavior which interferes with class work or other school activities
 11. Violation of dress code
 12. Stealing of property or theft
 13. Possession of pictures or drawings which are obscene or derogatory to any school employee or student
 14. Open campus violation during the lunch break
 15. Hazing/initiations
 16. Truancy
 17. Harassment and Bullying
- *The list is NOT all inclusive**

LEVEL III Consequences for the following infractions listed below will be determined by the principal. Cursing/abusive language/vulgar gestures

1. Destruction of school or other individual's property (students will be required to pay for the repair or replacement of such property).
2. Possession of or under the influence of tobacco products, alcohol, illegal drugs or imitation controlled substances or vaping products. (First offense the vape will be handed over to the police, second offense a citation will be issued from the police)
3. Stealing or attempting to steal property of substantial value.
4. Vandalism (criminal acts).
5. Causing or attempting to cause personal injury to any school employee, volunteer, or student.
6. Use of violence, force, coercion, threat, intimidation or similar conduct which interferes with the purpose of school.
7. Knowingly possessing, handling, or transmitting, a weapon.
8. Public indecency.
9. Harassment of any student or school employee.

10. Repeated violation of any rules as outlined in the Student Handbook or established by School Administrators or Board of Education.
11. Engaging in activity which constitutes a threat to himself, herself and others or interferes with school purposes.
12. Sexual assault or attempted sexual assault.
13. Disrespect for any or all school employees.
14. Chronic absenteeism, tardiness, or truancy.
15. Unsportsmanlike activity.
16. Hazing/initiations.
17. Harassment and Bullying.

***The above list is NOT all inclusive.**

Section 7 Harassment and Bullying

Threats – oral and/or threatening behavior—will not be tolerated between students or directed at a school employee. Threatening another person will result in suspension up to five days, parents notified, and a report filed with the local police department.

Section 8 Hazing – Initiations

It shall be considered unlawful for any student, either individually or collectively, to engage in any hazing, initiation prank, practical joke, trick or other mischievous conduct, either malicious or otherwise, involving another student of this school or any other school, or related to inter-school rivalry or directed against or affecting any person whomsoever, including teachers, school employees, parents, and members of the public at large, and regardless of whether such activity be conducted on school premises or off school premises, or within boundaries of the school district or outside such boundaries or during or after school hours. This regulation is for the protection of persons and property and will be strictly enforced. Violation will be grounds for disciplinary measures commensurate with the offense, including expulsion.

Section 9 Class Conduct

This shall be based on mutual respect for each person’s individual rights. The basic right of class membership is contingent on non-infringement of the rights of others. The classroom teacher shall maintain a proper atmosphere conducive to good instruction. Pupils will conduct themselves in a respectful manner, be considerate of other people’s rights, and make the best of the opportunities available. Faculty, staff, and substitute teachers will be addressed as Mr., Mrs., Miss, or Ms. depending on their preference. The privilege to remain in class is based upon good behavior. No cursing or abusive language will be tolerated. Offenders may be suspended from the class or from school. Students are not permitted to sit on tables or counter tops and are prohibited from placing their feet on top of tables, desks, chairs, or counter tops.

Any school sanctioned or sponsored event is considered a legal extension of the classroom and all school rules apply. This includes activities at other locations as well as local events.

Section 10 Dismissal From Class or Activity

Any student sent from the class or activity for misconduct must report directly to the principal’s office. **This is an automatic detention for getting sent to the office. If the student refuses to**

follow the teacher's request, it will be construed as insubordination and he/she will be suspended according to the handbook.

Section 11 School Detentions

Administrators, teachers and paraprofessionals have the authority to detain students after school or require students to arrive at school early for extra help or for disciplinary action.

- 1. Monday Afternoon Detention: 3:35 pm to 4:05 pm (30 minutes)**
- 2. Tuesday Afternoon Detention: 3:35 pm to 4:05 pm (30 minutes)**
- 3. Wednesday Afternoon Detention: 3:35 pm to 4:05 pm (30 minutes)**
- 4. Thursday Afternoon Detention: 3:35 pm to 4:05 pm (30 minutes)**
- 5. Friday Afternoon Detention: NONE**

Failure to serve assigned detention or arriving late to a detention will result in a doubling of the time assigned. Students who skip detention will have their time doubled. If they skip again then the consequence is ISS (In School Suspension) or OSS (Out of School Suspension). Students who receive detentions will serve them on the day they were issued. If there are extenuating circumstances, administration may arrange a different date. Make-up work and duration during the suspension time will be addressed as previously outlined in section "Procedure to be followed for short-term suspensions." **When a student receives a detention and is serving it after school, it is the parent/guardian's responsibility to arrange for transportation after the detention is served. It is not the schools responsibility to provide transportation for a student after receiving a detention.**

Section 12 Substitute Teachers

Substitute teachers are guests in our school. They have a difficult task to perform in the absence of the regular teacher. Students are asked to give substitutes as much help as they can. In this way, classes will be effective and students will receive the maximum benefit. If a student receives a detention from the substitute teacher, this is automatically doubled by the classroom teacher.

Section 13 Dress Code

Students at Exeter-Milligan-Friend Public Schools are expected to dress in a way that is appropriate for a 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. **This applies to all home and away events that are school related, even as a fan or spectator. 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:**

1. Clothing that shows an inappropriate amount of bare skin or underwear (~~midriffs, spaghetti straps - straps less than 1", "tarzan" shirts, mesh, sagging pants~~); shorts or skirts (clothing) must cover a student's leg to the point where the students' finger tips down at their side is the "highest" the skirt or short can be;
2. Clothing or jewelry that advertises beer, alcohol, tobacco, or illegal drugs;

3. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play”;
4. Head wear including hats, caps, bandannas, hoods, and scarves;
5. Clothing or jewelry which exhibits nudity, makes sexual references or carries double meanings.
6. Jeans or pants with holes above the kneecap that expose skin are unacceptable.

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 will receive an office referral and will be required to change the clothing. The student may call home for proper apparel or the school will provide a t-shirt, sweatshirt, or sweat pants, etc. If the student will not change the clothing, the student will be assigned to in-school suspension for the remainder of the day. Continual violations of the dress code will result in disciplinary actions under the Student Code of Conduct above. This may include a phone call to a parent, after school detention, suspension, or 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 discipline, up to expulsion.

Section 14 Electronic Devices

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

b. Definitions.

(1) “Electronic devices” include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, laptop computers, earbuds/headphones, 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 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 during the catwalk time, during passing periods, and after school hours, provided that the student does not commit any abusive use of the device (see paragraph (4)(a)). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

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

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

d. Violations

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

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

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

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

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

as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

e. Penalties for Prohibited Use of Electronic Devices:

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

- (i) Students found in possession of a "sexting" message shall be subject to a one (1) day suspension from school.
- (ii) Students who send or encourage another to send a "sexting" message shall be subject to a five (5) day suspension from school.

f. Reporting to Law Enforcement.

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

g. Responsibility for Electronic Devices.

Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

- (3) Harassment and Bullying Policy: Threats – oral and/or threatening behavior—will not be tolerated between students or directed at a school employee. Threatening another person will result in suspension up to five days, parents notified, and a report filed with the local police department. Students are encouraged to report bullying in a timely manner to a trusted adult.
- (4) Inappropriate Public Displays of Affection (IPDA): Displays of affection are not acceptable behavior in the school building. Students are expected to conduct themselves with taste and respect for themselves and others in these relationships. Public demonstrations of kissing, embracing, and other intimate contacts are embarrassing to

others and show little respect for the reputation of the partner involved. Discipline action taken includes detentions, or other consequences deemed necessary.

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

General Rules:

- (i) The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.
 - (ii) Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.
 - (iii) Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and ensure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
 - (iv) Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
 - (v) The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.
- (b) Policy and Rules for Acceptable Use of Computers and the Network: The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."
- (i) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary

action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.

- (ii) Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).
 - (iii) Users shall not use or try to discover another user's account or password.
 - (iv) Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).
 - (v) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
 - (vi) Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
 - (vii) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
 - (viii) Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
 - (ix) Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.
 - (x) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
 - (xi) Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator.
- (c) Etiquette and Rules for Use of Computers and the Network: All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:
- (i) Be polite. Do not become abusive in your messages to others.
 - (ii) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.

- (iii) Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.
 - (iv) Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages which violate the rules will result in disciplinary action.
 - (v) All communications and information accessible via the network should be assumed to be private property of others.
 - (vi) Do not place unlawful information on any network system.
 - (vii) Keep paragraphs and messages short and to the point. Focus on one subject per message.
 - (viii) Include your signature at the bottom of email messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
 - (ix) Other rules may be established by the network administrators or teachers from time to time.
- (d) Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administering the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.
- (e) Student and Parent Agreements: Students and parents may be required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment.

7- Risks of Social Networking (Social Media)

- **Check Your Privacy Settings**: In most cases, the default privacy settings will give your posts the most public exposure which can be very dangerous.
 - Keep your social profile strictly private, the best settings are where only friends can see what you post because you never really know who your friends are friends with online
 - Avoid using location services like Foursquare and disable location services on Facebook, Instagram, Twitter, etc. when posting photos. It's cool, sure... but it's not necessary and the risk is greater than the reward.
- **Be Cautious of Friend Requests**: Play it safe and only accept friend requests from friends in the real world. Fake profiles are also created for cyber bullying. When a new

friend request comes in, and you think you know the person, be sure to check their profile first and see if anything looks fishy.

- If you do meet somebody new online, never agree to meet them off line.
- If somebody you met online sends or requests provocative pictures, tell an adult. You have to approach online friends (who you don't know in the real world) as a potential predator because even if it feels like you know them, you really don't know who they are.
- **Think Before You Post:**
 - Limit personal contact information in your profile and posts. Never give away your phone number or address.
 - Keep private information private. If you want to share information with a friend, do it directly by phone or text.
 - Think first before you post what you are thinking or feeling. Even though you can delete something (a post, picture, comment, etc.) you can never permanently erase something that has been published on the internet.

Article 9 - Extra-Curricular Activities - Rights, Conduct, Rules and Regulations

Section 1 Activity Eligibility Requirements

The Exeter-Milligan-Friend Public Schools will follow the requirements as set forth by the Nebraska School Activities Association for student participation in extracurricular activities. The student must have successfully received credit for 20 semester hours of work the previous semester (Nebraska School Activities Association rule) Students ineligible to participate in the extra-curricular event will nevertheless attend all practice sessions.

An activity is defined as an appearance by an individual or group before the public as a representative of Exeter-Milligan-Friend Public Schools. Exceptions are graded performances, such as winter/spring vocal and instrumental music concerts.

Academic Eligibility Requirements Grades 7-12

Grades in all subjects, including non-core classes, will be reported by 9:00 each Monday morning, beginning the third week of each quarter (in a week grading period).

At that time, two lists are created and shared with all teachers, coaches, sponsors, and administrators. The **down list** includes students who have a grade of D+, D, or D- (70% to 76%) in any class. The **failing list** includes students who have a grade of F in any class (69% or lower). Quarter grades are used to determine these lists.

Any student who is failing two or more classes will be deemed ineligible, which means that student may not participate in extracurricular activities from that Tuesday through the following Monday. If the student's grades have been raised to passing, he/she will regain eligibility on the following Tuesday morning.

A letter is sent home to the parent(s)/guardian(s) of any student whose name is on the down list, failing list, and/or is deemed ineligible.

Students are encouraged to check PowerSchool daily to remain aware of their grades. It is emphasized that it is the responsibility of the **student** to go to the teacher and determine how he or she can best improve his/her grade.

Section 2 Participation Fee

There is not a participation fee.

Section 3 Warning for Participants & Parents

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

Section 4 Rules of Conduct

Participation in school sponsored activities at Exeter-Milligan-Friend Schools is a privilege and not a right. Coaches will determine the selection of team members and the playing time for each member of the team. In addition, student participation in activities is subject to the regulations listed below. Since each activity is unique in nature, regulations and penalties in paragraphs A, B, and C shall be designated in writing by the respective coach or sponsor.

Student conduct subject to these rules includes conduct both on and off school grounds. (If the conduct occurs on school grounds, at a school activity or event, or in a school vehicle, the student may also be subject to further discipline under the general student Discipline Code). Student conduct subject to these rules includes conduct occurring at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct. Upon the first official starting date for fall activities as established by the NSAA, a student is advanced to the next grade level, i.e. an 8th grade student becomes a 9th grader.

Honesty and forthrightness – All students are expected to be honest and forthright with school officials. In the event the activity sponsor or coach or any school administrator asks a student for information pertaining to compliance (or lack of compliance) by the participant or other participants with the rules, standards, guidelines, or eligibility conditions for participation in activities, the participant is expected to fully, completely, and honestly provide the information.

Section 5 Activity Regulations

The following regulations apply to all students who participate in any school sponsored activity while attending Exeter-Milligan-Friend Junior-Senior High School. It is important that you become completely familiar with these rules, and above all, abide by them.

- A. Hours - Due to the schedule and nature of the various sports, curfews and penalties will be established by each head coach, distributed in writing to the parents or guardians of each participant and filed with the Athletic Director.
- B. Attending practice - Participants are expected to attend all practice sessions. If a participant has a valid excuse for missing a practice, it is his/her responsibility to contact the coach or sponsor. An athlete will be allowed NO UNEXCUSED ABSENCES. Penalties shall be designated in a coach or sponsor's letter to parents or guardians of participating students and filed with the Activities Director.
- C. Appearance and conduct - Participants will appear for activities with proper attire and conduct themselves properly. Hair will be groomed in a manner that will not interfere with the performance of the participant in that sport or activity. Requirements and penalties concerning each of the above shall be outlined in a coach or sponsor's letter to parents or guardians of participating students and filed with the Activities Director.
- D. Academic eligibility - Students are required to pass **20** credit hours in the previous semester per NSAA rules, and meet the criteria in the Student Handbook in the section entitled, "Activity Eligibility Requirements."
- E. Alcohol, tobacco, and illegal drugs – The use, consumption or possession of alcohol, tobacco, or illegal drugs by students will not be permitted at any time, either in or out of school. For purposes of this policy, "use" or "consumption" includes ingesting, inhaling, injecting, or drinking the prohibited substances, and the term "possession" includes purchasing, selling, holding, or carrying of the prohibited substances (except carrying in unopened cartons at the specific direction of a responsible adult). **This shall include E-cigarettes and any/all synthetic drugs (i.e. K-2) and vaping products.**
- F. Conduct under student discipline code – Any conduct that occurs on or off school which, if committed on school grounds would be a violation of the Student Discipline Code shall be grounds for disciplinary action. Conduct involving the causing of personal injury to another, sexual assault or lewd behavior, or theft or damage to property, shall be grounds for disciplinary action even if such conduct does not involve a school staff member or fellow student, or school property. A criminal citation on charge issued by any law enforcement agency or court, or a filing in a Juvenile Court for conduct which would constitute a criminal offense, shall be grounds for disciplinary action and provided that school officials determine that facts exist to support such citation, charge, or filing.

Cumulative Nature: Rule violations ("E" and "F" in the preceding section) are cumulative in nature. Students in grades 7 - 8 accumulate rule violations with the consequences as outlined below. Thereafter, students in grades 9 - 12 with any rule violations in grades 7 and/or 8 will have those waived and enter grade 9 without any violations. Students in grades 9 - 12 accumulate rule violations with the consequences as outlined below.

Section 6 Disciplinary Action

Note: The sanctions outlined below are applicable as written, provided the student self-reports his/her violation of Drug, Alcohol, and Tobacco Standards to the building principal or activities director within 2 calendar days of being confronted by law enforcement personnel or a staff member about their conduct. **FAILURE TO SELF-REPORT WITHIN THE TWO CALENDAR DAYS TIMEFRAME WILL AUTOMATICALLY DOUBLE THE SUSPENSION FROM PARTICIPATING/ATTENDING EXTRACURRICULAR ACTIVITIES.**

Definition of a school day. A school day for the purpose of the following sanctions is defined as a day in which academic instruction takes place.

First Violation during the 7-12 school years will result in suspension from participating in extracurricular activities for 20 school days. The student must continue to attend and participate in all practices during the suspension in order to meet the conditions of the violation sanctions; otherwise, the sanctions will continue to be in effect and future participation will be curtailed. District Administration will have final authority in all judgment decisions concerning conduct sanctions. If the application of the sanction also impacts a student's grade in a class, the student will be allowed to do an alternative assignment to earn credit for missing the event. The alternative assignment will be determined by the sponsor and approved by the administration.

Second Violation during the 7-12 school years will result in suspension from participating in extracurricular activities for 30 school days. If the application of the sanction also impacts a student's grade in a class, the student will be allowed to do an alternative assignment to earn credit for missing the event. The alternative assignment will be determined by the sponsor and approved by the administration.

Third Violation during the 7-12 school years will result in suspension from participating in extracurricular activities for 90 school days. The student must continue to attend and participate in all practices during the suspension in order to meet the conditions of the violation sanctions; otherwise, the sanctions will continue to be in effect and future participation will be curtailed. District Administration will have final authority in all judgment decisions concerning conduct sanctions. If the application of the sanction also impacts a student's grade in a class, the student will be allowed to do an alternative assignment to earn credit for missing the event. The alternative assignment will be determined by the sponsor and approved by the administration.

Fourth or More Violation during the 7-12 school years will result in suspension from participating in extracurricular activities for one calendar year from the date of most current violation discovery.

If a student violates the Drug, Alcohol and Tobacco standards while attending/participating on a school sponsored activity (i.e – Senior Trip, state/national FCCLA, state/national FFA, etc), additional sanctions shall include:

- **Automatic thirty (30) school day suspension from all school activities;**
- **If a senior in high school – participation in the graduation ceremony is revoked.**

For a second violation that occurs during the same school year, the penalty will be doubled.

Note Also: This Conduct Sanctions for Violation of Drug, Alcohol and Tobacco Standards is supplemental to the Proper Conduct For All Students section of the student handbook, and any

action taken as outlined in the Conduct Sanctions for Violation of Drug, Alcohol and Tobacco Standards may be in addition to any other corrective action taken.

Note especially that students who violate the Drug, Alcohol, and Tobacco Standards will not be nominated or assigned or be eligible for any post-season honors, nor will his/her name be submitted for any post-season honors during the season in which the violation occurs. Awards gained by actual competition (medals) or awards received prior to the violation would not be retractable. A violation would not affect awards during other sports seasons (year-long). Note also that for violators of these standards that any elected or appointed student positions of leadership or honor will be revoked including, but limited to: homecoming or prom royalty; membership in National Honor Society; FFA/FCCLA leadership role, etc. Violation of these standards may affect the eligibility of a student to receive an activity letter if suspension from participation results in failure to meet the lettering criteria of the activity.

Carry-over consequences for violations that occur when there are fewer days and/or activities in the school year than the consequences call for will carry over to the next school year. For example, if the suspension is for 30 days but there are only 20 days left in the school year, the suspension will carry over for 10 days into the next school year.

Students Who Do Not Participate in Extracurricular Activities: Students who do not participate in extracurricular activities yet violate the Drug, Alcohol and Tobacco Standards will be restricted from attending all home school activities for the same suspension time frame imposed upon participants.

Special Regulations by Extracurricular Activity Coach/Sponsor:

A coach or sponsor may require additional standards, which are applicable to a certain sport, or activity, provided the standards are approved by the Activities Director and are communicated in written form to the students and their parents before the particular activity begins.

Section 7 Due Process

“Due Process” is a procedure which the course of law recognizes as a necessary part of any rules and regulations. “Due Process” furthermore, and of primary importance, recognizes the rights of the individual since it outlines his recourse in the event he feels a wrong decision has been made. The “Due Process” steps outlined hereafter are the procedures for a student and his/her parents to follow in appealing decisions relating to eligibility. It should be understood that students and parents who wish to appeal will be expected to follow the “Due Process” steps in the event legal action would be initiated at some later date.

- A. After a ruling of ineligibility resulting in suspension from activities has been made by the principal or activities director, the principal shall formalize the ineligibility decision in writing, outlining the specific details relating to (a) the violation or infraction, (b) the date of violation or infraction, (c) the period of suspension, and (d) any other pertinent information. The letter may be delivered by hand delivery or by regular mail, or by posting the letter in an envelope on the door of the residence of the parents or legal guardian as reflected in school records.

- B. Upon receipt of the ineligibility ruling a student and/or his/her parents may formally appeal the decision in writing to the principal provided an appeal is received within 5 calendar days from receipt of the letter outlining the suspension. The suspension will remain in effect during the period of appeal.
- C. After a request for an appeal has been received by the Principal, a hearing shall be held before the Superintendent or Superintendent's designee. The hearing shall be an informal hearing. The Superintendent or Superintendent's designee (or the Board of Education, in the case of a Board appeal hearing under Section D) shall have the right to determine and control the procedures to be used at the hearing. The hearing date shall be determined by the Superintendent or Superintendent's designee, but such hearing shall be held if practical no later than 7 school days after the receipt of the request for hearing. Present at the hearing, in addition to the Superintendent or Superintendent's designee, shall be the student and the parents and, if a rule relating to a specific activity is involved, the head coach or sponsor of that activity.
 - 1. The student will be provided with an opportunity to testify and present other evidence on his/her behalf at the hearing.
 - 2. The decision of the Superintendent or Superintendent's designee shall be made in writing and be delivered to the parent or legal guardian
- D. If the student and his/her parents are not satisfied with the findings of the hearing, a second hearing may be requested before the Board of Education. The Superintendent must receive in writing a request for such a second hearing before the Board of Education within 5 calendar days after delivery of the decision of the Superintendent or Superintendent's designee to the parent or legal guardian.

NOTE: provisions as outlined in letter C above, including items 1 and 2 will be applicable relating to the second hearing.
- E. The provisions as outlined above shall be the sole and exclusive remedy for appeal from the rulings referred to in Paragraph A.

Section 8 Physical Examinations

Any student in grades 7-12 participating in athletics at Friend must have a physical examination by a licensed physician. This is an NSAA regulation. The expense of physical examinations shall be the responsibility of the parent or guardian.

Section 9 Team Selection and Playing Time

“Team selection” and “playing time” decisions are the responsibility of the individual coach or sponsor of the activity. Consistent, however, with the purposes of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

- A. School Representative. Student participants must demonstrate that they can and will represent themselves and their school in a manner which reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.
- B. Success. Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of these criteria include

the student's: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

Section 10 Lettering Requirements

The first time a student letters in any sport/activity he/she will receive an official "F" emblem and a certificate, after that he/she will receive a certificate only. Specific lettering requirements are included in each activities handbook, please refer to those.

. Music/Fine Arts=Lettering

In a sport or ensemble is an honor and it is earned! In order to receive a letter, you must participate in the ensemble both semesters and have no unexcused absences from required concerts, competitions, and events. You will also be required to accumulate 10 points prior to April 15th. You will get three points for performing a solo, this can be a volunteer event singing the National Anthem or performing at District Music contest, or Participating in an honor festival. Two points will be given for small group performances such as a quartet singing the National Anthem or brass quintet performing at District Music Contest. One point will be awarded to those who attend a live performance such as another school's concert, All-State Concerts and even rehearsals when approved by Miss Daudt, A concert at Pinnacle Bank Arena or the Lied Center, etc..These are not the only possibilities (others can be approved), the goal is to immerse yourself in different forms of music to broaden your understanding and appreciate music in new ways. In order to get the points, you must either take a "selfie" at the event, turn in the program with your signature on the back, or write a half a page reflection on why you did or did not enjoy it and what you saw/learned using specific details pertaining to the event. You are responsible for turning in your points as you go.

3. Meeting the above requirements makes one eligible, but does not automatically constitute lettering. The awarding of all letters will be at the head coach's discretion.
4. A coach or sponsor may letter a participant if in his/her opinion positive extenuating circumstances exist to justify this action.

Section 11 Activities/Field Trip Transportation

Students participating as a team, squad member and/or class field trip are required to ride school transportation to and from the school activity. A coach or sponsor may make allowances to this procedure if the circumstances prove to be beyond the control of the student and the parent(s) of the student is in contact with the coach. It is the practice of Exeter-Milligan-Friend Public Schools to release students only to parents after the school activity with written parent permission.

Section 12 Pep Rallies

Pep Rallies shall be limited to 1 per week unless special permission is obtained from the Superintendent or Principal. All students are expected to attend the pep rally unless they have obtained permission in advance from a faculty member.

Section 13 School Activities

All organizational affairs, such as dances, must have sponsors present and must be preapproved by administration 30 days prior to the dance. All events are approved and scheduled through the Principal's office. All rules and procedures as outlined in the Exeter-Milligan-Friend Jr.-Sr. High School student handbook apply. In addition to the handbook rules, the following rules apply:

1. Out of town dates for dances must be signed up in advance in the main office. All out of town dates must have a dance permission form filled out by their own schools administration. Dates that are not signed up and/or who have not filled out the proper paperwork will not be admitted. Allowed to bring one guest under the age of 21.
1. Students may not enter the dance after the "posted" time. This is usually 30 - 45 minutes after the dance begins. Students may not leave and re-enter the dance.
2. Dances will end no later than 12:00 midnight.

Section 14 Student Council

Any student in grades 9-12 can apply to become a member. Students that have served on the Student Council for at least one year are eligible to apply and interview for any officer position except for president. To apply for president, a student must have served on the Student Council for 2 years and have previously held an officer position. The sponsor will appoint officers once the interview process has been completed.

Article 10 - State and Federal Programs

Section 1 Notice of Nondiscrimination

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

Section 2 Designation of Coordinators

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

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

The Coordinator may be contacted at: Exeter-Milligan-Friend Public Schools, 501 Main Street, Friend NE 68359- 402-947-2781

Section 3 Anti-discrimination & Harassment Policy

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

Preventing Harassment and Discrimination of Students.

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

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

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

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the workplace, classroom or educational environment.

Sexual harassment may exist when:

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

Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay

adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time.

The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

Complaint and Grievance Procedures:

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

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

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

Section 4 Multicultural Policy

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

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

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

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent.)
11. File a local grievance.

Section 6 Notification of Rights Under FERPA

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

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

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

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

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

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

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

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

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

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

Notice Concerning Directory Information

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

1. Student's Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;

2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's date of birth and place of birth;
6. Student's extra-curricular participation;
7. Student's achievement awards or honors;
8. Student's weight and height if a member of an athletic team;
9. Student's photograph; and
10. School or school district the student attended before he or she enrolled in Exeter-Milligan-Friend Public Schools.

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

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

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

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

Notice Concerning Designation of Law Enforcement Unit:

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

Section 7 Notice Concerning Disclosure of Student Recruiting Information

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

Section 8 Notice Concerning Staff Qualifications

The ESSA gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, the District will give parents/guardians the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, the District will give timely notice to you if your child has been assigned, or has been taught for four (4) or more consecutive weeks by a teacher who does not meet the requirements of the Act.

Section 9 Student Privacy Protection Policy

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

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

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

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

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

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. “Personal information” for purposes of this policy means individually identifiable information about a student including: a student or parent’s first and last name, home address, telephone number, and social security number. The term “personal information,” for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public

release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

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

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

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

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

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

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical

examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).

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

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

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

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

Section 10 Parental Involvement Policies

A. General - Parental/Community Involvement in Schools:

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

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to support the implementation of district policies and regulations.
3. Parents are encouraged to monitor their student’s progress by reviewing quarterly report cards, checking Powerschool consistently, and attending parent-teacher conferences.
4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.

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

B. Title I Parental Involvement Policy:

The District's Title I Parental Involvement Policy is established in compliance with the ESSA. The District has a parental involvement policy applicable to parents of all children. The parental involvement policy applicable to parents of all children is not replaced by this Title I Parental Involvement Policy and shall continue to be applicable to all parents, including parents participating in Title I programs.

It is the policy of the District to implement programs, activities, and procedures for the involvement of parents in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

Expectations for Parental Involvement: It is the expectation of the District that parents of participating children will have opportunities available for parental involvement in the programs, activities, and procedures of the District's Title I program. The term "parental involvement" means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring – (A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively

involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental involvement policy. The District intends to meet this expectation through the following activities:

1. Involving parents in the joint development of the District's Title I plan and the processes of school review and school improvement.
2. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
3. Building the schools' and parents' capacity for strong parental involvement.
4. Coordinating and integrating parental involvement strategies under Title I with parental involvement strategies under other programs.
5. Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents in Title I programs, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies of the District.
6. Involving parents in the activities of the schools served under Title I.

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

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under the Title I program and to explain the requirements of the Title I program.
2. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental involvement in such meetings by offering transportation, child care, or home visits.
3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
4. Provide parents of participating children: (1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.

5. If the District operates a school-wide program under Title I and such plan is not satisfactory to the parents of participating children, submit any parental comments on the plan when the school makes the plan available to the District.

Shared Responsibilities for High Student Academic Achievement: As a component of the District's parental involvement policy, each school served under the Title I program will jointly develop with parents for all children served under the Title I program a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Such compact shall: (1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student academic achievement standards and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum: (i) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement; (ii) frequent reports to parents on their children's progress; and (iii) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

Building Capacity for Involvement: To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school participating in the Title I program and the District: (1) shall provide assistance to participating parents, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand; (6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably

available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; (9) may train parents to enhance the involvement of other parents; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation; (11) may adopt and implement model approaches to improving parental involvement; (12) may establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (14) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

Accessibility: In carrying out the parental involvement activities for this Title I Parental Involvement policy, the District shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Title I in a format and, to the extent practicable, in a language such parents understand.

Use, Distribution, and Updating of this Policy: This Title I Parental Involvement Policy shall be incorporated into the District's Title I plan, shall be distributed to parents of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and the school.

Section 11 Homeless Students Policy

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law.

No Stigmatization or Segregation of Homeless Students: It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

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

and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

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

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

1. The district shall provide a written response and explanation of a decision regarding any complaint or dispute of a parent, guardian or other person having legal or actual charge or control of a homeless child or youth within thirty (30) calendar days of the time such complaint or dispute is brought;
2. The enrollment of the homeless child or youth in the school where enrollment is sought during the time such dispute is being considered;
3. And notice of the right to appeal as provided in Nebraska Rule 19.

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

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

Section 12 — Breakfast and Lunch Programs

~~The District has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction. The District provides the United States Department of Agriculture's required nondiscrimination statement:~~

~~Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly:~~

~~In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity:~~

~~Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.~~

~~To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:~~

~~<https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:~~

~~(1) Mail: U.S. Department of Agriculture~~

~~Office of the Assistant Secretary for Civil Rights~~

~~1400 Independence Avenue, SW~~

Washington, D.C. 20250-9410

(2) Fax: (833) 256-1665 or (202) 690-7442; or

(3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

~~The school food authority assures the State Department of Education that the school system will uniformly implement the following policy to determine children's eligibility for free and reduced price meals in all National School Lunch Programs. In fulfilling its responsibilities the school food authority:~~

- ~~1. Agrees to serve meals free to children from families whose income meets eligibility guidelines.~~
- ~~2. Agrees to serve meals at a reduced price to children from families whose income falls between free meal scale and the poverty guidelines.~~
- ~~3. Agrees to provide these benefits to any child whose family's income falls within the criteria in Attachment A after deductions are made for the following special hardship conditions which could not reasonably be anticipated or controlled by the household: Unusually high medical expenses; shelter costs in excess of 30 percent of reported income; special education expenses due to the mental or physical condition of a child; disaster or casualty losses.~~
- ~~4. In addition, it agrees to provide these benefits to children from families who are experiencing strikes, layoffs and unemployment which cause the family income to fall within the criteria set forth in federal guidelines.~~
- ~~5. Agrees there will be no physical segregation of, nor any other discrimination against, any child because of his inability to pay the full price of the meal. The names of the children eligible to receive free and reduced price meals shall not be published, posted or announced in any manner and there shall be no overt identification of any such children by use of special tokens or tickets or any other means. Further assurance is given that children eligible for free or reduced price meals shall not be required to: Work for their meals; use a separate lunch room; go through a separate serving line; enter the lunchroom through a separate entrance; eat meals at a different time; or eat a meal different from the one sold to children paying the full price.~~
- ~~6. Agrees in the operation of child nutrition programs, no child shall be discriminated against because of race, sex, color, or national origin.~~
- ~~7. Agrees to establish and use a fair hearing procedure for parental appeals to the school's decisions on applications and for school officials' challenges to the correctness of information contained in an application or to the continued eligibility of any child for free or reduced price meals. During the appeal and hearing the child will continue to receive free or reduced priced meals. A record of all such appeals and challenges and their dispositions shall be retained for three (3) years. Prior to initiating the hearing procedures, the parent or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information, and obtain an~~

~~explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing. The hearing procedure shall provide the following:~~

- ~~● A publicly announced, simple method for making an oral or written request for a hearing.~~
- ~~● An opportunity to be assisted or represented by an attorney or other person.~~
- ~~● An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.~~
- ~~● Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.~~
- ~~● An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference.~~
- ~~● An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.~~
- ~~● The hearing be conducted and the decision made by a hearing official who did not participate in the decision under appeal or in any previous conference.~~
- ~~● The parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official.~~

~~8. Agrees to designate the Superintendent to review applications and make determinations of eligibility. This official will use the criteria outlined in this policy to determine which individual children are eligible for free or reduced price meals.~~

~~9. Agrees to develop and send to each child's parent or guardian a letter as outlined by the State Department of Education including an application form for free or reduced price meals at the beginning of each school year. Applications may be filed at any time during the year. All children from a family will receive the same benefits.~~

~~The following information will be available in the office of the Superintendent:~~

- ~~● Eligibility criteria for free and reduced meals~~
- ~~● Parent letter and application~~
- ~~● Public release~~
- ~~● Collection procedure~~

Personnel - Certificated EmployeesEvaluation of Teachers

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

1. Communication of Evaluation Process.

Annual notice of the evaluation process to those being evaluated shall be communicated to those staff members at the beginning of each school year.

2. Duration and frequency of observations and written evaluations

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

a. Probationary Teachers.

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

b. Permanent Teachers.

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

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

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

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

f. Additional Observations and Evaluations. The duration and frequency of

observations and written evaluations is specified as a minimum. Observations and evaluations of greater frequency or number than required may be conducted and made at the request of the teacher or in the discretion of the evaluator.

- g. Conferences. The evaluator is expected to meet with each teacher within five school days of the formal observation to address the observation and any concerns observed during said observation. The evaluator may need to meet with a teacher more frequently if the evaluator determines that follow-up conferences would benefit the teacher.

3. Evaluation Criteria

The Board of Education will develop and approve a formal evaluation instrument to be used for the evaluation and assessment of all certificated staff members.

4. Communication of Deficiencies

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

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

5. Teacher Responses to Evaluations

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

6. Plan for Training Evaluators

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

Legal Reference: Neb. Rev. Stat. Sec. 79-828 (Evaluation of Probationary Teachers)
NDE Rule 10

Date of Adoption:

PersonnelProfessional GrowthRequired Professional Growth Activities

Every six years the teachers in the Exeter-Milligan-Friend Public Schools (EMF) shall give evidence of professional growth as is approved by the school board in order to remain eligible for continued employment. Educational travel, professional publications, work on educational committees, college work, or such other activity approved by the school board may be accepted as evidence of "professional growth".

Professional Growth Period - This refers to each six year period during which teachers are required to give evidence of professional growth. A teacher, upon employment on September 1, begins his/her initial six year growth period at that time, and end it on August 31, six years later. The beginning of the seventh year starts the second six year period.

Professional Growth Points - All teachers must earn a total of 24 professional growth points during each professional growth period and will be required to complete 4 points each year. Each activity of professional growth has its own criteria for acceptance and evaluation. It is the individual teacher's responsibility to show that the activity did actually contribute to his/her professional development and to their increased effectiveness in the capacity in which he/she is employed. The requirement of proof may be accomplished in a variety of ways such as: written reports, AV presentations, grade transcripts, etc.

Procedures for Applying for Growth Credit - Application for accreditation of professional growth activities and college credit shall be made on forms prescribed by the Professional Growth Committee. A separate application shall be submitted for each activity for which growth points are requested. Application shall be initiated by the person requesting credit. Any activity not clearly defined as a possibility for professional growth must have preliminary approval before participation by the superintendent and principal. The application, together with substantiating evidence that the work has been completed, shall be given to the principal's office. After the professional growth committee has considered the application, then reviewed and signed by the superintendent, notice will be sent to the applicant of the approval or non-approval. After all the parties have taken action, the application will be filed in the applicant's personal file. Teachers may earn more than twenty-four professional growth points in a six year period and have these recorded on their record if they so request this to the superintendent/or principal.

Professional Growth Committee - A professional growth committee will be appointed by the superintendent. The principal and two teachers will make up this committee. The teachers will be appointed for a two year period.

Classification of Activities - Listed are the activities for which growth points may be obtained and in addition, the maximum number of points allowed. Points earned during one growth period may not be carried over into the succeeding professional period, even though they may have earned in excess of the required number.

Professional Development Activities:

Professional Development Activity		Point Criteria
I. Course Work		
	A. College or University Courses	One semester hour = 4 pts
	B. Verified Audit of College or University Courses	One semester hour = 1 pt
II. Professional Meetings		
	A. Workshops, curriculum conf. & conventions	Three seat hours = 1 pt ¹
	B. TV or Internet In-service Programs/trainings (Zoom and webinars)	Six viewing hours = 1 pt
	C. Professional presentations prepared and presented to adults at a workshop, conference, or convention	One hour = 1 pt
III. Other Pre-Approved Activities ²		
	A. Professional research related to pedagogy	Administrative discretion - up to 4 pts
	B. Publication of work in professional journals or other educational related materials	Administrative discretion - up to 4 pts
	C. Travel to destination related to endorsed area or subject matter of assigned curriculum	Administrative discretion - up to 4 pts
	D. School visitations or accreditation/visitation committees	One day = 2 pts
	E. Summer employment related to endorsed area or subject matter of assigned curriculum	Administrative discretion - up to 4 pts
	F. Service as a "cooperating Teacher" for student Teacher.	One semester = 4 pts One quarter- 2 pts
	G. Service as an appointive or elected officer of a professional organization	Administrative discretion - up to 4 pts
	H. Other activities not included above may be considered by the Professional Growth Committee after prior approval from the administration	Administrative discretion - up to 4 pts
	I. Participant in the Friend Mentor/Mentee program	1 School year- 2 points

¹ Except Friend Public Schools sponsored workshops.

² "Pre-approved Activities" shall mean those professional growth activities proposed by the certificated employee to be credits with points for purposes of professional growth under this policy that have been approved for such purpose in writing by the Superintendent and Principal.

If a staff member attends a workshop or conference for one and one-half hours (1/2 point possible credit), then that workshop may be referred to the Professional Growth Committee, if accompanied by another application from the same category for another one-half point.

No more than 8 growth points can be awarded in the areas of extra-curricular activities in any growth period.

All applications eligible for consideration must be turned into the principal's office during the six year growth period of time.

Legal Reference: Neb. Rev. Stat. § 79-830

Date of Adoption: July 14, 2025



Exeter-Milligan-Friend Public Schools

Exeter-Milligan-Friend Public Schools
501 S Main St
Friend, NE 68359

Exeter-Milligan-Friend Public Schools FSA Plan Plan Document

Effective September 01, 2025

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Exeter-Milligan-Friend Public Schools

Exeter-Milligan-Friend Public Schools FSA Plan

INTRODUCTION

The company has adopted this Plan effective September 01, 2025. Its purpose is to provide benefits for those Employees who shall qualify hereunder and their Dependents and beneficiaries. The concept of this Plan is to allow Employees to elect between cash compensation or certain nontaxable benefit options as they desire. The Plan shall be known as the Exeter-Milligan-Friend Public Schools FSA Plan (the "Plan").

The intention of the Employer is that the Plan qualify as a "Cafeteria Plan" within the meaning of Section 125 of the Internal Revenue Code of 1986, as amended, and that the benefits which an Employee elects to receive under the Plan be excludable from the Employee's income under Section 125(a) and other applicable sections of the Internal Revenue Code of 1986, as amended.

I. ARTICLE - PLAN DEFINITIONS

01. **"Administrator"** means the Employer, unless another person or entity has been designated by the Employer pursuant to the Article titled: "Administration" to administer the Plan on behalf of the Employer. If the Employer is the Administrator, the Employer may appoint any person, including but not limited to the Employees of the Employer, to perform the duties of the Administrator. Any person so appointed shall signify acceptance by filing written acceptance with the Employer. Upon the resignation or removal of any individual performing the duties of the Administrator, the Employer may designate a successor.
02. **"Benefit"** or **"Benefit Options"** means any of the optional benefit choices available to a Participant as outlined in the Article titled: "Benefit Information".
03. **"Cafeteria Plan Benefit Dollars"** means the amount available to Participants to purchase Benefit Options as provided under the Article titled: "Benefit Information". Each dollar contributed to this Plan shall be converted into one Cafeteria Plan Benefit Dollar.
04. **"Code"** means the Internal Revenue Code of 1986, as amended or replaced from time to time.
05. **"Compensation"** means the amounts received as compensation by the Participant from the Employer during a Plan Year.
06. **"Dependent"** means any individual who qualifies as a dependent under an Insurance Contract for purposes of coverage under that Contract only or under Code Section 152 (as modified by Code Section 105(b)). Any child of a Plan Participant who is determined to be an alternate recipient under a qualified medical child support order under ERISA Sec. 609 shall be considered a Dependent under this Plan.

"Dependent" shall include any Child of a Participant who is covered under an Insurance Contract, as defined in the Contract, or under the Health Flexible Spending Account or as allowed by reason of the Affordable Care Act.

For purposes of the Health Flexible Spending Account, a Participant's "Child" includes his or her natural child, stepchild, foster child, adopted child, or a child placed with the Participant for adoption. A Participant's Child will be an eligible Dependent until reaching the limiting age of 26, without regard to student status, marital status, financial dependency or residency status with the Employee or any other person. When the child reaches the applicable limiting age, coverage will end at the end of the calendar year.

The phrase "placed for adoption" refers to a child whom the Participant intends to adopt, whether or not the adoption has become final, who has not attained the age of 18 as of the date of such placement for adoption. The term "placed" means the assumption and retention by such Employee of a legal obligation for total or partial support of the child in anticipation of adoption of the child. The child must be available for adoption and the legal process must have commenced.

07. **"Effective Date"** means September 01, 2025.
08. **"Election Period"** means the period, established by the Administrator, immediately preceding the beginning of each Plan Year, such period to be applied on a uniform and nondiscriminatory basis for all Employees and Participants. However, an Employee's initial Election Period shall be determined pursuant to the Article titled: "Participant Elections".
09. **"Eligible Employee"** means any Employee who has satisfied the provisions of the Section titled: "Eligibility".

An individual shall not be an "Eligible Employee" if such individual is not reported on the payroll

records of the Employer as a common law employee. In particular, it is expressly intended that individuals not treated as common law employees by the Employer on its payroll records are not "Eligible Employees" and are excluded from Plan participation even if a court or administrative agency determines that such individuals are common law employees and not independent contractors.

An "Eligible Employee" shall exclude the following:

- Temporary
- Retirees

10. **"Employee"** means any person who is currently or hereafter employed by the Employer.

The term Employee shall include leased employees within the meaning of Code Section 414(n)(2).

11. **"Employer"** means Exeter-Milligan-Friend Public Schools and any successor which shall maintain this Plan; and any predecessor which has maintained this Plan. In addition, where appropriate, the term Employer shall include any Participating, or Adopting Employer.

12. **"ERISA"** means the Employee Retirement Income Security Act of 1974, as amended from time to time.

13. **"Grace Period"** means the two and one-half month period after the end of the Plan Year. The Grace Period allows a Participant with unused funds or contributions to be reimbursed for expenses incurred during the Grace Period. The effect of the Grace Period is that a Participant has up to 14 months and 15 days to use the funds for the Plan Year.

14. **"Insurance Contract"** means any contract issued by an Insurer underwriting a Benefit, or any self-funded arrangement providing any Benefit offered for health and welfare coverage to Eligible Employees of the Employer.

15. **"Insurance Premium Payment Plan"** means the plan of benefits contained in the "Benefit Options" section of this Plan, which provides for the payment of Premium Expenses.

16. **"Insurer"** means any insurance company that underwrites a Benefit or any self-funded arrangement under this Plan.

17. **"Key Employee"** means an Employee described in Code Section 416(i)(1) and the Treasury regulations thereunder.

18. **"Participant"** means any Eligible Employee who elects to become a Participant pursuant to the Section titled: "Application to Participate" and has not for any reason become ineligible to participate further in the Plan.

19. **"Plan"** means the flexible benefits plan described in this instrument, including all amendments thereto.

20. **"Plan Year"** means the 12-month period beginning September 01 and ending August 31. The Plan Year shall be the coverage period for the Benefits provided for under this Plan. In the event a Participant commences participation during a Plan Year, then the initial coverage period shall be that portion of the Plan Year commencing on such Participant's date of entry and ending on the last day of such Plan Year.

21. **"Premium Expenses"** or **"Premiums"** means the Participant's cost for the Benefits described in the Section titled: "Benefit Options".

22. **"Premium Expense Reimbursement Account"** means the account established for a Participant pursuant to this Plan to which part of his or her Cafeteria Plan Benefit Dollars may be allocated and from which Premiums of the Participant shall be paid or reimbursed. If more than one type of insured Benefit is elected, sub-accounts shall be established for each type of insured Benefit.

23. **"Run-out Period"** means the set number of days after the plan year ends that allows you to submit claims for eligible expenses incurred during the Plan Year.

24. **"Salary Redirection"** means the contributions made by the Employer on behalf of Participants pursuant to the Section titled: "Salary Redirection". These contributions shall be converted to Cafeteria Plan Benefit Dollars and allocated to the funds or accounts established under the Plan pursuant to the Participants' elections made under the Article titled: "Participant Elections".

25. **"Salary Redirection Agreement"** means an agreement between the Participant and the Employer under which the Participant agrees to reduce his or her Compensation or to forego all or part of the increases in such Compensation and to have such amounts contributed by the Employer to the Plan on the Participant's behalf. The Salary Redirection Agreement shall apply only to Compensation that has not been actually or constructively received by the Participant as of the date of the agreement (after taking this Plan and Code Section 125 into account) and,

subsequently does not become currently available to the Participant.

26. **"Spouse"** means "spouse" as defined in an Insurance Contract, then, for purposes of coverage under that Insurance Contract only, "spouse" shall have the meaning stated in the Insurance Contract. In all other cases, "spouse" shall have the meaning stated under applicable federal or state law.

II. ARTICLE - PARTICIPATION

01. **ELIGIBILITY**

An individual is eligible to participate in this Plan if the individual:

- a. is an Eligible Employee as defined in the Article titled: "Definitions";
- b. is working an average of 20 hours or more per week;
- c. is eligible for the group medical plan.

02. **EFFECTIVE DATE OF PARTICIPATION**

An Eligible Employee shall become a Participant effective as of the first day of the next month following your date of hire.

03. **APPLICATION TO PARTICIPATE**

An Employee who is eligible to participate in this Plan shall, during the applicable Election Period, complete an application to participate in a manner set forth by the Administrator. The election shall be irrevocable until the end of the applicable Plan Year unless the Participant is entitled to change his or her Benefit elections pursuant to the Section titled: "Change in Status".

An Eligible Employee shall also be required to complete a Salary Redirection Agreement during the Election Period for the Plan Year during which he wishes to participate in this Plan. Any such Salary Redirection Agreement shall be effective for the first pay period beginning on or after the Employee's effective date of participation pursuant to the Section titled: "Effective Date of Participation".

Notwithstanding the foregoing, an Employee who is eligible to participate in this Plan and who is covered by the Employer's insured Benefits under this Plan shall automatically become a Participant to the extent of the Premiums for such insurance, unless the Employee elects, during the Election Period, not to participate in the Plan.

04. **TERMINATION OF PARTICIPATION**

A Participant shall no longer participate in this Plan upon the occurrence of any of the following events:

- a. **Termination of employment.** The termination of Participant's employment, subject to the provisions of the Section titled: "Termination of Employment"
- b. **Death.** The Participant's death, subject to the provisions of the Section titled: "Death" or
- c. **Termination of the plan.** The termination of this Plan, subject to the provisions of the Section titled: "Termination".

05. **TERMINATION OF EMPLOYMENT**

If a Participant's employment with the Employer is terminated for any reason other than death, his or her participation in the Benefit Options provided under the Section titled: "Benefit Options" shall be governed in accordance with the following:

- a. **Insurance Benefit.** With regard to Benefits which are insured, the Participant's participation in the Plan shall cease, subject to the Participant's right to continue coverage under any Insurance Contract for which premiums have already been paid.
- b. **Dependent Care FSA.** With regard to the Dependent Care Flexible Spending Account, the Participant's participation in the Plan shall cease and no further Salary Redirection contributions shall be made. However, such Participant may submit claims for employment-related Dependent Care Expense reimbursements for expenses within 90 days after the date of termination, limited by the balance in the Participant's Dependent Care Flexible Spending Account as of the date of termination.
- c. **Health FSA, COBRA applicability.** With regard to the Health Flexible Spending Account, the Participant may submit claims for expenses that were incurred during the portion of the Plan Year for which contributions to the Health Flexible Spending Account have already been made. Thereafter, the health benefits under this Plan including the Health Flexible Spending Account, shall be applied and administered consistent with such further rights that a Participant and his or her Dependents may be entitled to pursuant to Code Section 4980B and the Section titled: "Continuation of Coverage" of the Plan.

06. **REINSTATEMENT OF A FORMER PARTICIPANT**

An Employee whose participation terminates and returns to an eligible status less than thirty days

later may re-enroll within thirty days of returning to an eligible status with a commencement date of the first of the month following the adjusted eligibility date. An Employee who re-enrolls in a Health Flexible Spending Account or Dependent Care Account after such time must re-enter the Plan and reinstate their original elections for that Plan Year with adjustments to the annual election amount as the Administrator deems necessary to prorate the annual election amount over the remainder of the Plan Year. Expenses incurred by the employee during the time that the employee was not a Participant will not be covered expenses unless COBRA was elected pursuant to the Article titled: "Continuation of Coverage (COBRA)".

Any Employee who terminates employment and is rehired into an eligible status after thirty days from the date of termination will be treated as a new enrollee under the Plan. If such Employee returns within the same Plan Year, prior contributions made to the Health Flexible Spending Account and/or the Dependent Care Account will be taken into consideration so as not to exceed Plan or IRS maximums.

07. **DEATH**

If a Participant dies, his or her participation in the Plan shall immediately cease. However, such Participant's spouse or Dependents may submit claims for expenses or benefits for the remainder of the Plan Year or until the Cafeteria Plan Benefit Dollars allocated to a particular specific benefit are exhausted. In no event may reimbursements be paid to someone who is not a spouse or Dependent. If the Plan is subject to the provisions of Code Section 4980B, then those provisions and related regulations shall apply for purposes of the Health Flexible Spending Account.

III. ARTICLE - CONTRIBUTIONS TO THE PLAN

01. SALARY REDIRECTION

Subject to the provisions of the section titled "Employer Contributions," benefits under the Plan shall be financed by Salary Redirections sufficient to support the benefits that a Participant has elected hereunder and to pay the Participant's Premium Expenses. The salary administration program of the Employer shall be revised to allow each Participant to agree to reduce his or her pay during a Plan Year by an amount determined necessary to purchase the elected Benefit Options. The amount of such Salary Redirection shall be specified in the Salary Redirection Agreement and shall be applicable for a Plan Year. Notwithstanding the above, for new Participants, the Salary Redirection Agreement shall only be applicable from the first day of the pay period following the Employee's entry date up to and including the last day of the Plan Year. These contributions shall be converted to Cafeteria Plan Benefit Dollars and allocated to the funds or accounts established under the Plan pursuant to the Participant's elections made under the Section titled: "Initial Elections".

Any Salary Redirection shall be determined prior to the beginning of a Plan Year (subject to initial elections pursuant to the Section titled: "Initial Elections") and prior to the end of the Election Period and shall be irrevocable for such Plan Year. However, a Participant may revoke a Benefit election or a Salary Redirection Agreement after the Plan Year has commenced and make a new election with respect to the remainder of the Plan Year, if both the revocation and the new election are on account of and consistent with a change in status and such other permitted events as determined under the Article titled: "Participant Elections" and are consistent with the rules and regulations of the Department of the Treasury. Salary Redirection amounts shall be contributed on a pro rata basis for each pay period during the Plan Year. All individual Salary Redirection Agreements are deemed to be part of this Plan and incorporated by reference hereunder.

02. APPLICATION OF CONTRIBUTIONS

As soon as reasonably practical after each payroll period, the Employer shall apply the Salary Redirection to provide the Benefits elected by the affected Participants. Any contribution made or withheld for the Health Flexible Spending Account or Dependent Care Flexible Spending Account shall be credited to such fund or account. Amounts designated for the Participant's Premium Expense Reimbursement Account shall likewise be credited to such account for the purpose of paying Premium Expenses.

03. PERIODIC CONTRIBUTIONS

Notwithstanding the requirement provided above and in other Articles of this Plan that Salary Redirections be contributed to the Plan by the Employer on behalf of an Employee on a level and pro rata basis for each payroll period, the Employer and Administrator may implement a procedure in which Salary Redirections are contributed throughout the Plan Year on a periodic basis that is not pro rata for each payroll period. However, with regard to the Health Flexible Spending Account, the payment schedule for the required contributions may not be based on the rate or amount of reimbursements during the Plan Year.

04. EMPLOYER CONTRIBUTIONS

The Employer may provide non-elective contributions in the form of Employer Funding into the Health Flexible Spending Account and Dependent Care Spending Account to the extent as described in the Section Titled: "Limitation on Allocations". Such contributions may be prorated for Participants who begin participating in the middle of the Plan Year. Contributions or matching contributions made to the Health Flexible Spending Account and Dependent Care Spending Account generally do not count toward the annual contribution limit as described in the Section Titled: "Limitation on Allocations".

IV. ARTICLE - BENEFITS

01. **BENEFIT OPTIONS**

Each Participant may elect any one or more of the following optional Benefits:

- Health Flexible Spending Account
- Dependent Care Flexible Spending Account

In addition, each Participant shall have a sufficient portion of his or her Salary Redirections applied to the following Benefits unless the Participant elects not to receive such Benefits:

- Group Medical Plan
- Group Dental Plan
- Group Vision Plan
- Critical Illness
- Cancer Insurance

02. **HEALTH FLEXIBLE SPENDING ACCOUNT BENEFIT**

Each Participant may elect to participate in the Health Flexible Spending Account option, in which case the Article titled: "Health Flexible Spending Account" shall apply.

03. **DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT BENEFIT**

Each Participant may elect to participate in the Dependent Care Flexible Spending Account option, in which case the Article titled: "Dependent Care Flexible Spending Account" shall apply.

04. **HEALTH INSURANCE BENEFIT**

- a. **Coverage for Participant and Dependents.** Each Participant may elect to be covered under a health Insurance Contract for the Participant, his or her Spouse, and his or her Dependents.
- b. **Employer selects contracts.** The Employer may select suitable health Insurance Contracts for use in providing this health insurance benefit, which contracts will provide uniform benefits for all Participants electing this Benefit.
- c. **Contract incorporated by reference.** The rights and conditions with respect to the benefits payable from such health Insurance Contract shall be determined therefrom, and such Insurance Contract shall be incorporated herein by reference.

05. **DENTAL INSURANCE BENEFIT**

- a. **Coverage for Participant and/or Dependents.** Each Participant may elect to be covered under the Employer's dental Insurance Contract. In addition, the Participant may elect either individual or family coverage under such Insurance Contract.
- b. **Employer selects contracts.** The Employer may select suitable dental Insurance Contracts for use in providing this dental insurance benefit, which contracts will provide uniform benefits for all Participants electing this Benefit.
- c. **Contract incorporated by reference.** The rights and conditions with respect to the benefits payable from such dental Insurance Contract shall be determined therefrom, and such dental Insurance Contract shall be incorporated herein by reference.

06. **VISION INSURANCE BENEFIT**

- a. **Coverage for Participant and/or Dependents.** Each Participant may elect to be covered under the Employer's vision Insurance Contract. In addition, the Participant may elect either individual or family coverage.
- b. **Employer selects contracts.** The Employer may select suitable vision Insurance Contracts for use in providing this vision insurance benefit, which contracts will provide uniform benefits for all Participants electing this Benefit.
- c. **Contract incorporated by reference.** The rights and conditions with respect to the benefits payable from such vision Insurance Contract shall be determined therefrom, and such vision Insurance Contract shall be incorporated herein by reference.

07. **CANCER INSURANCE BENEFIT**

- a. **Coverage for Participant and/or Dependents.** Each Participant may elect to be covered under the Employer's cancer Insurance Contract.
- b. **Employer selects contracts.** The Employer may select suitable cancer Insurance Contracts for use in providing this cancer insurance benefit, which contracts will provide uniform benefits for all Participants electing this Benefit.
- c. **Contract incorporated by reference.** The rights and conditions with respect to the benefits payable from such cancer Insurance Contract shall be determined therefrom, and such cancer Insurance Contract shall be incorporated herein by reference.

08. **CRITICAL ILLNESS INSURANCE BENEFIT**

- a. **Coverage for Participant and/or Dependents.** Each Participant may elect to be covered under the Employer's critical illness Insurance Contract.
- b. **Employer selects contracts.** The Employer may select suitable critical illness Insurance Contracts for use in providing this critical illness insurance benefit, which contracts will provide uniform benefits for all Participants electing this Benefit.
- c. **Contract incorporated by reference.** The rights and conditions with respect to the benefits payable from such critical illness Insurance Contract shall be determined therefrom, and such critical illness Insurance Contract shall be incorporated herein by reference.

09. **HEALTH SAVINGS ACCOUNT CONTRIBUTIONS**

- a. Participants may elect to make contributions on a pre-tax basis to a Health Savings Account ("HSA"). The HSA is not an employer-sponsored benefit plan. It is an individual trust or custodial account that Participants open and which may be used to reimburse Participants for eligible Medical Expenses as set forth in Code Section 223.

10. **NONDISCRIMINATION REQUIREMENTS**

- a. **Intent to be nondiscriminatory.** It is the intent of this Plan to provide benefits to a classification of employees which the Secretary of the Treasury finds not to be discriminatory in favor of the group in whose favor discrimination may not occur under Code Section 125.
- b. **25% concentration test.** It is the intent of this Plan not to provide qualified benefits as defined under Code Section 125 to Key Employees in amounts that exceed 25% of the aggregate of such Benefits provided for all Eligible Employees under the Plan. For purposes of the preceding sentence, qualified benefits shall not include benefits which (without regard to this paragraph) are includible in gross income.
- c. **Adjustment to avoid test failure.** If the Administrator deems it necessary to avoid discrimination or possible taxation to Key Employees or a group of employees in whose favor discrimination is prohibited by Code Section 125, it may, but shall not be required to, reduce contributions or non-taxable Benefits in order to assure compliance with this Section. Any act taken by the Administrator under this Section shall be carried out in a uniform and nondiscriminatory manner. If the Administrator decides to reduce contributions or non-taxable Benefits, it shall be done in the following manner. First, the non-taxable Benefits of the affected Participant (either an employee who is highly compensated or a Key Employee, whichever is applicable) who has the highest amount of non-taxable Benefits for the Plan Year shall have his or her non-taxable Benefits reduced until the discrimination tests set forth in this Section are satisfied or until the amount of his or her non-taxable Benefits equals the non-taxable Benefits of the affected Participant who has the second highest amount of non-taxable Benefits. This process shall continue until the nondiscrimination tests set forth in this Section are satisfied. With respect to any affected Participant who has had Benefits reduced pursuant to this Section, the reduction shall be made proportionately among Health Flexible Spending Account Benefits and Dependent Care Flexible Spending Account Benefits, and once all these Benefits are expended, proportionately among insured Benefits. Contributions which are not utilized to provide Benefits to any Participant by virtue of any administrative act under this paragraph shall be forfeited and deposited into the benefit plan surplus.

11. **NON-TAX DEPENDENT COVERAGE**

- a. If (i) Employee Salary Redirections are made to fund Benefits under the Plan, and (ii) the Employer allows a Participant to elect to cover a Non-Tax Dependent through the Participant's coverage under group Medical, Dental or Vision benefit(s), a Participant who elects to participate in the Salary Redirection program may pay on a pre-tax basis through salary reduction contributions the Participant's portion of the premium cost of coverage under the Employer's Medical, Dental or Vision Benefits, provided that the full fair market value of such Medical, Dental or Vision coverage for any such Non-Tax Dependent shall be includible in the Participant's gross income as a taxable benefit in accordance with applicable

federal income tax rules. For purposes of this Plan, the Participant electing coverage for Non-Tax Dependent(s) shall be treated as receiving, at the time that coverage is received, cash compensation equal to the full fair market value of such coverage and then as having purchased the coverage with after-tax employee contributions.

- b. Notwithstanding the foregoing, no medical care or dependent care expenses incurred by or with respect to a Non-Tax Dependent of a Participant shall be eligible for reimbursement as eligible expenses under the Health Flexible Spending Account or Dependent Care Flexible Spending Account.

V. ARTICLE - PARTICIPANT ELECTIONS

01. **INITIAL ELECTIONS**

An Employee who meets the eligibility requirements of the Section titled: "Eligibility" on the first day of, or during, a Plan Year may elect to participate in this Plan for all or the remainder of such Plan Year, provided he elects to do so on or before his or her effective date of participation pursuant to the Section titled: "Effective Date of Participation".

Notwithstanding the foregoing, an Employee who is eligible to participate in this Plan and who is covered by the Employer's insured benefits under this Plan shall automatically become a Participant to the extent of the Premiums for such insurance unless the Employee elects, during the Election Period, not to participate in the Plan.

02. **SUBSEQUENT ANNUAL ELECTIONS**

During the Election Period prior to each subsequent Plan Year, each Participant shall be given the opportunity to elect, on an election of benefits form or electronically, as provided by the Administrator, which spending account Benefit options he wishes to participate in. Any such election shall be effective for any Benefit expenses incurred during the Plan Year which immediately follows the end of the Election Period. With regard to subsequent annual elections, the following options shall apply:

- a. A Participant or Employee who failed to initially elect to participate may elect different or new Benefits under the Plan during the Election Period;
- b. A Participant may terminate his or her participation in the Plan by notifying the Administrator in writing or by electronic notification, as determined by the Employer, during the Election Period that he does not want to participate in the Plan for the next Plan Year;
- c. An Employee who elects not to participate for the Plan Year following the Election Period will have to wait until the next Election Period before again electing to participate in the Plan, except as provided for in the Section titled: "Change of Status".

03. **FAILURE TO ELECT**

With regard to Benefits available under the Plan for which no Premium Expenses apply, any Participant who fails to complete a new benefit election pursuant to the Section titled: "Subsequent Annual Elections" by the end of the applicable Election Period shall be deemed to have elected not to participate in the Plan for the upcoming Plan Year. No further Salary Redirections shall therefore be authorized or made for the subsequent Plan Year for such Benefits, subject to the provisions of the Section titled: "Change in Status" below.

With regard to Benefits available under the Plan for which Premium Expenses apply, any Participant who fails to complete a new benefit election pursuant to the Section titled: "Subsequent Annual Elections" by the end of the applicable Election Period shall be deemed to have made the same Benefit elections as are then in effect for the current Plan Year. The Participant shall also be deemed to have elected Salary Redirection in an amount necessary to purchase such Benefit options.

04. **CHANGE IN STATUS**

- a. **Change in status defined.** Any Participant may change a Benefit election after the Plan Year (to which such election relates) has commenced and make new elections with respect to the remainder of such Plan Year if, under the facts and circumstances, the changes are necessitated by and are consistent with a change in status which is acceptable under rules and regulations adopted by the Department of the Treasury, the provisions of which are incorporated by reference. Notwithstanding anything herein to the contrary, if the rules and regulations conflict with any of the provisions of this Plan, then such rules and regulations shall control. See below in this Section for other situations in which changes in Benefit elections are permitted.

In general, a change in election is not consistent if the change in status is the Participant's divorce, annulment or legal separation from a Spouse, the death of a Spouse or Dependent, or a Dependent's ceasing to satisfy the eligibility requirements for coverage, and the Participant's election under the Plan is to cancel accident or health insurance coverage for any individual other than the one involved in such event. In addition, if the Participant, Spouse or Dependent gains eligibility for coverage under any other plan, then a Participant's election under the Plan to cease or decrease coverage for that individual under the Plan is consistent with that change in status only if coverage for that individual becomes applicable or is increased under said other plan. Also, if the Participant, Spouse or Dependent loses eligibility for coverage under any other plan, then a Participant's election under the Plan to start or increase coverage for that individual under the Plan is consistent with that change in

status only if coverage for that individual ceases or is decreased under said other plan.

Regardless of the consistency requirement, if the individual, or the individual's Spouse or Dependent, becomes eligible for continuation coverage under the Employer's group health plan as provided in Code Section 4980B or any similar state law, then the individual may elect to increase payments under this Plan in order to pay for the continuation coverage. However, this does not apply for COBRA eligibility due to divorce, annulment or legal separation.

Any new election shall be effective at such time as the Administrator shall prescribe, but not earlier than the first pay period beginning after the election form is completed and returned to the Administrator. For the purposes of this subsection, a change in status shall only include the following events or other events permitted by Treasury regulations:

1. Legal Marital Status: events that change a Participant's legal marital status, including marriage, divorce, death of a Spouse, legal separation or annulment;
2. Number of Dependents: Events that change a Participant's number of Dependents, including birth, adoption, placement for adoption, or death of a Dependent;
3. Employment Status: Any of the following events that change the employment status of the Participant, Spouse, or Dependent: termination or commencement of employment, a strike or lockout, commencement or return from an unpaid leave of absence, or a change in worksite. In addition, if the eligibility conditions of this Plan or other employee benefit plan of the Employer of the Participant, Spouse, or Dependent depend on the employment status of that individual and there is a change in that individual's employment status with the consequence that the individual becomes (or ceases to be) eligible under the plan, then that change constitutes a change in employment under this subsection;
4. Dependent satisfies or ceases to satisfy the eligibility requirements: An event that causes the Participant's Dependent to satisfy or cease to satisfy the requirements for coverage due to attainment of age, student status, or any similar circumstance; and
5. Residency: A change in the place of residence of the Participant, Spouse or Dependent, that would lead to a change in status (such as a loss of HMO coverage).

For the Dependent Care Flexible Spending Account, a Dependent becoming or ceasing to be a "Qualifying Dependent" as defined under Code Section 21(b) shall also qualify as a change in status.

Notwithstanding anything in this Section to the contrary, the gain of eligibility or change in eligibility of a child, as allowed under Code Sections 105(b) and 106, and IRS Notice 2010-38, shall qualify as a change in status.

- b. **Special enrollment rights.** Notwithstanding subsection (a), the Participants may change an election for accident or health coverage during a Plan Year and make a new election that corresponds with the special enrollment rights provided in Code Section 9801(f), including those authorized under the provisions of the Children's Health Insurance Program Reauthorization Act of 2009 (CHIP), provided that such Participant meets the sixty (60) day notice requirement imposed by Code Section 9801(f) (or such longer period as may be permitted by the Plan and communicated to Participants). Such change shall take place on a prospective basis, unless otherwise required by Code Section 9801(f) to be retroactive.
- c. **Qualified Medical Support Order.** Notwithstanding subsection (a), in the event of a judgment, decree, or order (including approval of a property settlement) (collectively, an "order") resulting from a divorce, legal separation, annulment, or change in legal custody (including a qualified medical child support order defined in ERISA Section 609) that requires accident or health coverage for a Participant's child (including a foster child who is a Dependent of the Participant):
 1. The Plan may change an election to provide coverage for the child if the order requires coverage under the Participant's plan; or
 2. The Participant shall be permitted to change an election to cancel coverage for the child if the order requires the former Spouse to provide coverage for such child, under that individual's plan, and such coverage is actually provided.
- d. **Medicare or Medicaid.** Notwithstanding subsection (a), a Participant may change elections to cancel accident or health coverage for the Participant or the Participant's Spouse or Dependent if the Participant or the Participant's Spouse or Dependent is enrolled in the accident or health coverage of the Employer and becomes entitled to coverage (i.e., enrolled) under Part A or Part B of Title XVIII of the Social Security Act (Medicare) or Title XIX of the Social Security Act (Medicaid), other than coverage consisting solely of benefits under Section 1928 of the Social Security Act (the program for distribution of pediatric vaccines). If the Participant or the Participant's Spouse or Dependent who has been entitled to Medicaid or

Medicare coverage loses eligibility, that individual may prospectively elect coverage under the Plan if a benefit package option under the Plan provides similar coverage.

- e. **Cost increase or decrease.** Notwithstanding subsection (a), if the cost of a Benefit provided under the Plan increases or decreases during a Plan Year, then the Plan shall automatically increase or decrease, as the case may be, the Salary Redirections of all affected Participants for such Benefit. Alternatively, if the cost of a benefit package option increases significantly, the Administrator shall permit the affected Participants to either make corresponding changes in their payments or revoke their elections and, in lieu thereof, receive on a prospective basis coverage under another benefit package option with similar coverage, or drop coverage prospectively if there is no benefit package option with similar coverage.

A cost increase or decrease refers to an increase or decrease in the amount of elective contributions under the Plan, whether resulting from an action taken by the Participants or an action taken by the Employer.

- f. **Loss of coverage.** Notwithstanding subsection (a), if the coverage under a Benefit is significantly curtailed or ceases during a Plan Year, affected Participants may revoke their elections of such Benefit and, in lieu thereof, elect to receive on a prospective basis coverage under another plan with similar coverage, or drop coverage prospectively if no similar coverage is offered.
- g. **Addition of a new benefit.** Notwithstanding subsection (a), if, during the period of coverage, a new benefit package option or other coverage option is added, an existing benefit package option is significantly improved, or an existing benefit package option or other coverage option is eliminated, then the affected Participants may elect the newly-added option, or elect another option if an option has been eliminated prospectively and make corresponding election changes with respect to other benefit package options providing similar coverage. In addition, those Eligible Employees who are not participating in the Plan may opt to become Participants and elect the new or newly improved benefit package option.
- h. **Loss of coverage under certain other plans.** Notwithstanding subsection (a), a Participant may make a prospective election change to add group health coverage for the Participant, the Participant's Spouse or Dependent if such individual loses group health coverage sponsored by a governmental or educational institution, including a state children's health insurance program under the Social Security Act, the Indian Health Service or a health program offered by an Indian tribal government, a state health benefits risk pool, or a foreign government group health plan.
- i. **Change of coverage due to change under certain other plans.** Notwithstanding subsection (a), a Participant may make a prospective election change that is on account of and corresponds with a change made under the plan of a Spouse, former Spouse's employer or Dependent's employer if (1) the cafeteria plan or other benefits plan of the Spouse, former Spouse's employer or Dependent's employer permits its participants to make a change; or (2) the cafeteria plan permits participants to make an election for a period of coverage that is different from the period of coverage under the cafeteria plan of a Spouse, former Spouse's employer or Dependent's employer.
- j. **Change in dependent care provider.** Notwithstanding subsection (a), a Participant may make a prospective election change that is on account of and corresponds with a change by the Participant in a dependent care provider. The availability of dependent care services from a new dependent care provider is similar to a new benefit package option becoming available. A cost change is allowable in the Dependent Care Flexible Spending Account only if the cost change is imposed by a dependent care provider who is not related to the Participant, as defined in Code Section 152(a)(1) through (8).
- k. Notwithstanding subsection (a), a Participant may prospectively revoke his or her election of group health plan coverage if (i) the Participant changes from full-time employment (i.e., an average of 30 hours of service per week) to part-time employment (i.e., an average of less than 30 hours of service per week), even if the Participant continues to be eligible for coverage under the group health plan, and (ii) the Participant, and any related individuals whose coverage is also to be revoked, intend to enroll in another plan that provides minimum essential coverage and is effective no later than the first day of the second month after the month during which the revocation is effective.
- l. Notwithstanding subsection (a), a Participant may prospectively revoke his or her election of group health plan coverage if (i) the Participant is eligible for a Special Enrollment Period to enroll in a Qualified Health Plan through a Marketplace, or seeks to enroll in a Qualified Health Plan through a Marketplace during the Marketplace's annual open enrollment period, and (ii) the Participant, and any related individuals whose coverage is also to be revoked, intend to enroll in a Qualified Health Plan through a Marketplace that is effective no later than the day immediately following the effective date of the revocation.

- m. **Health Savings Account changes** Notwithstanding subsection (a), with regard to the Health Savings Account Benefit specified in the Article titled: "Benefits", a Participant who has elected to make elective contributions under such arrangement may modify or revoke the election prospectively, provided such change is consistent with Code Section 223 and the Treasury regulations thereunder.
- n. **Health Flexible Spending Account cannot change due to insurance change.** A Participant shall not be permitted to change an election to the Health Flexible Spending Account as a result of a cost or coverage change under any health insurance benefits.

VI. ARTICLE - HEALTH FLEXIBLE SPENDING ACCOUNT

01. **ESTABLISHMENT OF BENEFIT**

This Health Flexible Spending Account is intended to qualify as a medical reimbursement plan under Code Section 105 and shall be interpreted in a manner consistent with such Code Section and the Treasury regulations thereunder. Participants who elect to participate in this Health Flexible Spending Account may submit claims for the reimbursement of allowable Medical Expenses. All amounts reimbursed shall be periodically paid from amounts allocated to the Participant's Health Flexible Spending Account. Periodic payments reimbursing Participants from the Health Flexible Spending Account shall in no event occur less frequently than monthly.

02. **DEFINITIONS**

For the purposes of this Article and the Plan, the terms below have the following meanings:

- a. **"Health Flexible Spending Account"** means the account established for a Participant pursuant to this Plan to which part of his or her Cafeteria Plan Benefit Dollars may be allocated and from which all allowable Medical Expenses incurred by the Participant, his or her Spouse and his or her Dependents may be reimbursed.
- b. **"Highly Compensated Participant"** means, for the purposes of this Article and determining discrimination under Code Section 105(h), a participant who is:
 1. one of the 5 highest paid officers;
 2. a shareholder who owns (or is considered to own, applying the rules of Code Section 318) more than 10 percent in value of the stock of the Employer; or
 3. among the highest paid 25 percent of all Employees (other than exclusions permitted by Code Section 105(h)(3)(B) for those individuals who are not Participants).
- c. **"Medical Expenses"** means any expense for medical care within the meaning of the term "medical care" as defined in Code Section 213(d) and the rulings and Treasury regulations thereunder, and not otherwise used by the Participant as a deduction in determining his or her tax liability under the Code. "Medical Expenses" can be incurred by the Participant, his or her Spouse and his or her Dependents. "Incurred" means, with regard to Medical Expenses, when the Participant is provided with the medical care that gives rise to the Medical Expense and not when the Participant is formally billed or charged for, or pays for, the medical care.

A Participant may not be reimbursed for the cost of other health coverage such as premiums paid under plans maintained by the employer of the Participant's Spouse or individual policies maintained by the Participant or his or her Spouse or Dependent.
- d. A Participant may not be reimbursed for "qualified long-term care services" as defined in Code Section 7702B(c).
- e. The definitions of the Article titled: "Plan Definitions" are hereby incorporated by reference to the extent necessary to interpret and apply the provisions of this Health Flexible Spending Account.

03. **FORFEITURES**

The amount in the Health Flexible Spending Account as of the end of the allowable 2.5 month Grace Period, as defined in the Article titled: "Definitions", of the normal Plan Year (including any applicable run-out period and the processing of all claims for such Plan Year pursuant to the Section titled: "Health Flexible Spending Account Claims" hereof) shall be forfeited and credited to the benefit plan surplus. In such event, the Participant shall have no further claim to such amount for any reason.

04. **LIMITATION ON ALLOCATIONS**

Notwithstanding any provision contained in this Health Flexible Spending Account to the contrary, the maximum amount of salary redirections that may be allocated to the Health Flexible Spending Account by a Participant in any Plan Year is \$3,300.00. The maximum limit may increase from year-to-year pursuant to Section 125(i)(2) of the Internal Revenue Code. The minimum amount that may be allocated to the Health Flexible Spending Account by a Participant in or on account of any Plan Year is \$1.00.

05. **NONDISCRIMINATION REQUIREMENTS**

- a. **Intent to be nondiscriminatory.** It is the intent of this Health Flexible Spending Account not to discriminate in violation of the Code and the Treasury regulations thereunder.

- b. **Adjustment to avoid test failure.** If the Administrator deems it necessary to avoid discrimination under this Health Flexible Spending Account, it may, but shall not be required to, reject any elections or reduce contributions or Benefits in order to assure compliance with this Section. Any act taken by the Administrator under this Section shall be carried out in a uniform and nondiscriminatory manner. If the Administrator decides to reject any elections or reduce contributions or Benefits, it shall be done in the following manner. First, the Benefits designated for the Health Flexible Spending Account by the member of the group in whose favor discrimination may not occur pursuant to Code Section 105 that elected to contribute the highest amount to the fund for the Plan Year shall be reduced until the nondiscrimination tests set forth in this Section and/or the Code are satisfied, or until the amount designated for the fund equals the amount designated for the fund by the member of the group in whose favor discrimination may not occur pursuant to Code Section 105 who has elected the second highest contribution to the Health Flexible Spending Account for the Plan Year. This process shall continue until the nondiscrimination tests set forth in this Section or the Code are satisfied. Contributions which are not utilized to provide Benefits to any Participant by virtue of any administrative act under this paragraph shall be forfeited and credited to the benefit plan surplus.

06. **COORDINATION WITH CAFETERIA PLAN**

All Participants under the Plan are eligible to receive Benefits under this Health Flexible Spending Account. Enrollment under the Cafeteria Plan shall constitute enrollment under this Health Flexible Spending Account. In addition, other matters concerning contributions, elections and the like shall be governed by the general provisions of the Cafeteria Plan.

07. **HEALTH FLEXIBLE SPENDING ACCOUNT CLAIMS**

- a. **Expenses must be incurred during Plan Year.** All eligible Medical Expenses incurred by a Participant, his or her Spouse and his or her Dependents during the Plan Year shall be reimbursed, subject to the Section titled: "Termination of Employment", even though the submission of such a claim occurs after his or her participation hereunder ceases; but provided that the Medical Expenses were incurred during the applicable Plan Year. Medical Expenses are treated as having been incurred when the Participant is provided with the Medical care that gives rise to the Medical Expenses, not when the Participant is formally billed or charged for, or pays for the Medical care.
- b. **Reimbursement available throughout Plan Year.** The Administrator shall direct the reimbursement to each eligible Participant for all allowable Medical Expenses, up to a maximum of the amount designated by the Participant for the Health Flexible Spending Account for the Plan Year. Reimbursements shall be made available to the Participant throughout the year without regard to the level of Cafeteria Plan Benefit Dollars which have been allocated to the fund at any given point in time. Furthermore, a Participant shall be entitled to reimbursements only for amounts in excess of any payments or other reimbursements under any health care plan covering the Participant and/or his or her Spouse or Dependents.
- c. **Payments.** Reimbursement payments under this Plan shall be made directly to the Participant. However, in the Administrator's discretion, payments may be made directly to the service provider. The application for payment or reimbursement shall be made to the Administrator on an acceptable form within a reasonable time after incurring the debt or paying for the service. The application shall include a written statement from an independent third party stating that the Medical Expense has been incurred and the amount of such expense. Furthermore, the Participant shall provide a written statement that the Medical Expense has not been reimbursed or is not reimbursable under any other health plan coverage and, if reimbursed from the Health Flexible Spending Account, such amount will not be claimed as a tax deduction. The Administrator shall retain a file of all such applications.
- d. **Claims for reimbursement.** Claims for the reimbursement of Medical Expenses incurred in any Plan Year shall be paid as soon after a claim has been filed as is administratively practicable; provided however, that if a Participant fails to submit a claim within the 2.5 month Grace Period, as defined in the Article titled: "Definitions" or within 90 days after the end of the Plan Year, that Medical Expense claim shall not be considered for reimbursement by the Administrator. Moreover, if a Participant terminates employment during the Plan Year, claims for the reimbursement of Medical Expenses must be submitted within 90 days after the date of termination.

08. **DEBIT AND CREDIT CARDS**

Participants may, subject to a procedure established by the Administrator and applied in a uniform nondiscriminatory manner, use debit and/or credit (stored value) cards ("cards") provided by the Administrator and the Plan for payment of Medical Expenses, subject to the following terms:

- a. **Card only for Medical Expenses.** Each Participant issued a card shall certify that such card shall only be used for Medical Expenses. The Participant shall also certify that any Medical

Expense paid with the card has not already been reimbursed by any other plan covering health benefits and that the Participant will not seek reimbursement from any other plan covering health benefits.

- b. **Card issuance.** Such card shall be issued upon the Participant's Effective Date of Participation and reissued or remain in effect for each Plan Year the Participant remains a Participant in the Health Flexible Spending Account. Such card shall be automatically cancelled upon the Participant's death or termination of employment, or if such Participant has a change in status that results in the Participant's withdrawal from the Health Flexible Spending Account.
- c. **Maximum dollar amount available.** The dollar amount of coverage available on the card shall be the amount elected by the Participant for the Plan Year. The maximum dollar amount of coverage available shall be the maximum amount for the Plan Year as set forth in the Section titled: "Limitation on Allocations".
- d. **Only available for use with certain service providers.** The cards shall only be accepted by such merchants and service providers as have been approved by the Administrator.
- e. **Card use.** The cards shall only be used for Qualified Expense purchases as defined in Code Section 213(d) and the rulings and Treasury regulations thereunder, including, but not limited to, the following:
 - 1. Co-payments for doctor and other medical care;
 - 2. Purchase of drugs prescribed by a health care provider, including, if permitted by the Administrator, over-the-counter medications as allowed under IRS regulations;
 - 3. Purchase of medical items such as eyeglasses, syringes, crutches, etc.
- f. **Substantiation.** Such purchases by the cards shall be subject to confirmation by the Administrator, usually by requiring the Participant to submit a receipt from a service provider describing the service, the date and the amount. The Administrator shall also follow the requirements set forth in Revenue Ruling 2003-43 and Notice 2006-69. All charges shall be conditional pending confirmation by the Administrator.
- g. **Correction methods.** If such purchase is later determined by the Administrator to not qualify as a Medical Expense, the Administrator, in its discretion, shall use one of the following correction methods to make the Plan whole. Until the amount is repaid, the Administrator shall take further action to ensure that further violations of the terms of the card do not occur, up to and including denial of access to the card.
 - 1. Repayment of the improper amount by the Participant;
 - 2. Withholding the improper payment from the Participant's wages or other compensation to the extent consistent with applicable federal and state law;
 - 3. Claims substitution or offset of future claims until the amount is repaid; and
 - 4. If subsections (1) through (3) fail to recover the amount, consistent with the Employer's business practices, the Employer may treat the amount as any other business indebtedness.

VII. ARTICLE - DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT

01. **ESTABLISHMENT OF ACCOUNT**

This Dependent Care Flexible Spending Account is intended to qualify as a program under Code Section 129 and shall be interpreted in a manner consistent with such Code Section. Participants who elect to participate in this program may submit claims for the reimbursement of Employment-Related Dependent Care Expenses. All amounts reimbursed shall be paid from amounts allocated to the Participant's Dependent Care Flexible Spending Account.

02. **DEFINITIONS**

For the purposes of this Article and the Plan, the terms below shall have the following meaning:

- a. **"Dependent Care Flexible Spending Account"** means the account established for a Participant pursuant to this Article to which part of his or her Cafeteria Plan Benefit Dollars may be allocated and from which Employment-Related Dependent Care Expenses of the Participant may be reimbursed for the care of the Qualifying Dependents of Participants.
- b. **"Earned Income"** means earned income as defined under Code Section 32(c)(2), but excluding such amounts paid or incurred by the Employer for dependent care assistance to the Participant.
- c. **"Employment-Related Dependent Care Expenses"** means the amounts paid for those expenses of a Participant that, if paid by the Participant, would be considered employment related expenses under Code Section 21(b)(2). Generally, they include expenses for household services and for the care of a Qualifying Dependent, to the extent that such expenses are incurred to enable the Participant to be gainfully employed for any period during which there are one or more Qualifying Dependents with respect to such Participant. Employment-Related Dependent Care Expenses are treated as having been incurred when the Participant's Qualifying Dependents are provided with the dependent care that gives rise to the Employment-Related Dependent Care Expenses, not when the Participant is formally billed or charged for, or pays for, the dependent care. The determination of whether an amount qualifies as an Employment-Related Dependent Care Expense shall be made subject to the following rules:
 1. If such amounts are paid for expenses incurred outside the Participant's household, they shall constitute Employment Related Dependent Care Expenses only if incurred for a Qualifying Dependent (as defined in the "Definitions" Section of the Article titled: "Dependent Care Flexible Spending Account") who regularly spends at least eight (8) hours per day in the Participant's household;
 2. If the expense is incurred outside the Participant's home at a facility that provides care for a fee, payment, or grant for more than six (6) individuals who do not regularly reside at the facility, the facility must comply with all applicable state and local laws and regulations, including licensing requirements, if any; and
 3. Employment-Related Dependent Care Expenses of a Participant shall not include amounts paid to or incurred by a child of such Participant who is under the age of 19 or to an individual who is a Dependent of such Participant or such Participant's Spouse.
- d. **"Qualifying Dependent"** means, for Dependent Care Flexible Spending Account purposes,
 1. a Participant's Dependent (as defined in Code Section 152(a)(1)) who has not attained age 13;
 2. a Dependent or Spouse of a Participant who is physically or mentally incapable of caring for himself or herself and has the same principal place of abode as the Participant for more than one-half of such taxable year; or
 3. a child that is deemed to be a Qualifying Dependent described in paragraph (1) or (2) above, whichever is appropriate, pursuant to Code Section 21(e)(5).
- e. The definitions of the Article titled: "Definitions" are hereby incorporated by reference to the extent necessary to interpret and apply the provisions of this Dependent Care Flexible Spending Account.

03. **DEPENDENT CARE FLEXIBLE SPENDING ACCOUNTS**

The Administrator shall establish a Dependent Care Flexible Spending Account for each Participant who elects to apply Cafeteria Plan Benefit Dollars to Dependent Care Flexible Spending Account benefits.

04. **INCREASES IN DEPENDENT CARE FLEXIBLE SPENDING ACCOUNTS**

A Participant's Dependent Care Flexible Spending Account shall be increased each pay period by the amount of Cafeteria Plan Benefit Dollars that he has elected to apply toward his or her Dependent Care Flexible Spending Account pursuant to elections made under Article V hereof.

05. **DECREASES IN DEPENDENT CARE FLEXIBLE SPENDING ACCOUNTS**

A Participant's Dependent Care Flexible Spending Account shall be reduced by the amount of any Employment-Related Dependent Care Expense reimbursements paid or incurred on behalf of the Participant pursuant to the Section titled: "Dependent Care Flexible Spending Account Claims" hereof.

06. **ALLOWABLE DEPENDENT CARE REIMBURSEMENT**

Subject to limitations contained in the Section titled: "Limitation on Payments" below, and to the extent of the amount contained in the Participant's Dependent Care Flexible Spending Account, a Participant who incurs Employment-Related Dependent Care Expenses shall be entitled to receive from the Employer full reimbursement for the entire amount of such expenses incurred during the Plan Year or portion thereof during which he is a Participant.

07. **ANNUAL STATEMENT OF BENEFITS**

On or before January 31st of each calendar year, the Employer shall furnish to each Employee who was a Participant and received benefits under the Section titled: "Definitions" during the prior calendar year, a statement of all such benefits paid to or on behalf of such Participant during the prior calendar year. This statement is set forth on the Participant's Form W-2.

08. **FORFEITURES**

The amount in the Participant's Dependent Care Flexible Spending Account as of the end of the allowable 2.5 month Grace Period, as defined in the Article titled: "Definitions", of the normal Plan Year (and after the applicable run-out period and processing of all claims for such Plan Year pursuant to the Section titled: "Dependent Care Flexible Spending Account Claims" hereof) shall be forfeited and credited to the benefit plan surplus. In such event, the Participant shall have no further claim to such amount for any reason.

09. **LIMITATION ON PAYMENTS**

- a. **Code limits.** Notwithstanding any provision contained in this Article to the contrary, amounts paid from a Participant's Dependent Care Flexible Spending Account in or on account of any tax year of the Participant shall not exceed the lesser of the Earned Income limitation described in Code Section 129(b) or \$5,000.00 (or cannot exceed \$5,000 as provided under Code Section 129 or \$2,500 if a separate tax return is filed by a Participant who is married as determined under the rules of paragraphs (3) and (4) of Code Section 21(e)).

10. **NONDISCRIMINATION REQUIREMENTS**

- a. **Intent to be nondiscriminatory.** It is the intent of this Dependent Care Flexible Spending Account that contributions or benefits not discriminate in favor of the group of employees in whose favor discrimination is prohibited under Code Section 129(d).
- b. **25% test for shareholders.** It is the intent of this Dependent Care Flexible Spending Account that not more than 25 percent of the amounts paid by the Employer for dependent care assistance during the Plan Year will be provided for the class of individuals who are shareholders or owners (or their Spouses or Dependents), each of whom (on any day of the Plan Year) owns more than 5 percent of (i) the stock of, or (ii) the capital or profits interest in, the Employer.
- c. **Adjustment to avoid test failure.** If the Administrator deems it necessary to avoid discrimination or possible taxation to a group of employees in whose favor discrimination is prohibited by Code Section 129, it may, but shall not be required to, reject any elections or reduce contributions or non-taxable benefits in order to assure compliance with this Section. Any act taken by the Administrator under this Section shall be carried out in a uniform and nondiscriminatory manner. If the Administrator decides to reject any elections or reduce contributions or Benefits, it shall be done in the following manner. First, the Benefits designated for the Dependent Care Flexible Spending Account by the affected Participant that elected to contribute the highest amount to such account for the Plan Year shall be reduced until the nondiscrimination tests set forth in this Section are satisfied, or until the amount designated for the account equals the amount designated for the account of the affected Participant who has elected the second highest contribution to the Dependent Care Flexible Spending Account for the Plan Year. This process shall continue until the nondiscrimination tests set forth in this Section are satisfied. Contributions which are not utilized to provide Benefits to any Participant by virtue of any administrative act under this paragraph shall be forfeited.

11. **COORDINATION WITH CAFETERIA PLAN**

All Participants under the Cafeteria Plan are eligible to receive Benefits under this Dependent Care Flexible Spending Account. The enrollment and termination of participation under the Cafeteria Plan shall constitute enrollment and termination of participation under this Dependent Care Flexible Spending Account. In addition, other matters concerning contributions, elections and the like shall be governed by the general provisions of the Cafeteria Plan.

12. **DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT CLAIMS**

The Administrator shall direct the payment of all qualified Dependent Care claims to the Participant upon the presentation to the Administrator of documentation of such expenses in a form satisfactory to the Administrator. However, in the Administrator's discretion, payments may be made directly to the service provider. In its discretion in administering the Plan, the Administrator may utilize forms and require documentation of costs as may be necessary to verify the claims submitted. At a minimum, the form shall include a statement from an independent third party as proof that the expense has been incurred during the Plan Year and the amount of such expense. In addition, the Administrator may require that each Participant who desires to receive reimbursement under this Program for Employment-Related Dependent Care Expenses submit a statement which may contain some or all of the following information:

- a. The Dependent or Dependents for whom the services were performed;
- b. The nature of the services performed for the Dependent, the cost of which the Participant wishes reimbursement;
- c. The relationship, if any, of the person performing the services to the Participant;
- d. If the services are being performed by a child of the Participant, the age of the child;
- e. A statement as to where the services were performed;
- f. If any of the services were performed outside the home, a statement as to whether the Dependent for whom such services were performed spends at least 8 hours a day in the Participant's household;
- g. If the services were being performed in a day care center, a statement:
 1. that the day care center complies with all applicable laws and regulations of the state of residence,
 2. that the day care center provides care for more than 6 individuals (other than individuals residing at the center), and
 3. of the amount of fee paid to the provider.
- h. If the Participant is married, a statement containing the following:
 1. the Spouse's salary or wages, if he or she is employed, or
 2. if the Participant's Spouse is not employed, that
 - i. he or she is incapacitated, or
 - ii. he or she is a full-time student attending an educational institution, and the months of the year during which he or she attends such institution.
- i. **Claims for reimbursement.** If a Participant fails to submit a claim within 2.5 month Grace Period, as defined in the Article titled: "Definitions", or within 90 days after the end of the Plan Year, that Dependent Daycare claim shall not be considered for reimbursement by the Administrator.

VIII. ARTICLE - ERISA PROVISIONS

01. CLAIM FOR BENEFITS

- a. **Insurance claims.** Any claim for Benefits underwritten by Insurance Contract(s) shall be made to the Insurer. If the Insurer denies any claim, the Participant or beneficiary shall follow the Insurer's claims review procedure.
- b. **Health FSA claims.** If a Participant fails to submit a claim under the Health Flexible Spending Account within 90 days after the end of the Plan Year, those claims shall not be considered for reimbursement by the Administrator. However, if a Participant terminates employment during the Plan Year, claims for the reimbursement must be submitted within 90 days after the date of termination. Once a claim is submitted, the following timetable for claims and the rules below apply:

Notification of whether claim is accepted or denied	30 days
Extension due to matters beyond the control of the Plan	15 days
Insufficient information on the claim:	
Notification of	15 days
Response by Participant	45 days
Review of claim denial	60 days

The Plan Administrator will provide written or electronic notification of any claim denial. The notice will state:

1. The specific reason or reasons for the denial.
2. Reference to the specific Plan provisions on which the denial was based.
3. A description of any additional material or information necessary for the claimant to perfect the claim and an explanation of why such material or information is necessary.
4. A description of the Plan's review procedures and the time limits applicable to such procedures. This will include a statement of the right to bring a civil action under Section 502 of ERISA following a denial on review.
5. A statement that the claimant is entitled to receive, upon request and free of charge, reasonable access to, and copies of, all documents, records, and other information relevant to the Claim.
6. If the denial was based on an internal rule, guideline, protocol, or other similar criterion, the specific rule, guideline, protocol, or criterion will be provided with the denial free of charge. If this is not practical, a statement will be included that such a rule, guideline, protocol, or criterion was relied upon in making the denial and a copy will be provided free of charge to the claimant upon request.

When the Participant receives a denial, the Participant shall have 180 days following receipt of the notification in which to appeal the decision. The Participant may submit written comments, documents, records, and other information relating to the Claim. If the Participant requests, the Participant shall be provided, free of charge, reasonable access to, and copies of, all documents, records, and other information relevant to the Claim.

The period of time within which a decision on review is required to be made will begin at the time an appeal is filed in accordance with the procedures of the Plan. This timing is without regard to whether all the necessary information accompanies the filing.

A document, record, or other information shall be considered relevant to a Claim if it:

1. was relied upon in making the claim determination;
2. was submitted, considered, or generated in the course of making the claim determination, without regard to whether it was relied upon in making the claim determination;
3. demonstrated compliance with the administrative processes and safeguards designed to ensure and to verify that claim determinations are made in accordance with Plan documents and Plan provisions have been applied consistently with respect to all claimants; or

4. constituted a statement of policy or guidance with respect to the Plan concerning the denied claim.

The review will take into account all comments, documents, records, and other information submitted by the claimant relating to the Claim, without regard to whether such information was submitted or considered in the initial claim determination. The review will not afford deference to the initial denial and will be conducted by a fiduciary of the Plan who is neither the individual who made the adverse determination nor a subordinate of that individual.

- c. **Forfeitures.** Any balance remaining in the Participant's Dependent Care Flexible Spending Account or Health Flexible Spending Account as of the end of the time for claims reimbursement for each Plan Year shall be forfeited and deposited in the benefit plan surplus of the Employer pursuant to the Section titled: "Forfeitures", whichever is applicable. Provided, any provision of the Plan to the contrary notwithstanding, where a Participant has properly appealed the denial of a claim and the appeal has not been finally resolved or the appeal has been finally resolved in favor of the Participant, no forfeiture shall take place as to any such balance in dispute. If any such claim is denied on appeal, the amount held beyond the end of the Plan Year shall be forfeited and credited to the benefit plan surplus. If the Plan Administrator is unable to make payment to any Participant or other person to whom a payment is due under the Plan because it cannot ascertain the identity or whereabouts of such Participant or other person after reasonable efforts have been made to identify or locate such person, then such payment and all subsequent payments otherwise due to such Participant or other person shall be forfeited and returned to the Employer following a reasonable time after the date any such payment first became due.

02. **APPLICATION OF BENEFIT PLAN SURPLUS**

Any forfeited amounts credited to the benefit plan surplus may, but need not be, separately accounted for after the close of the Plan Year (or after such further time specified herein for the filing of claims) in which such forfeitures arose. In no event shall such amounts be carried over to reimburse a Participant for expenses incurred during a subsequent Plan Year for the same or any other Benefit available under the Plan; nor shall amounts forfeited by a particular Participant be made available to such Participant in any other form or manner, except as permitted by Treasury regulations. Amounts in the benefit plan surplus shall be used to defray any administrative costs and experience losses or used to provide additional benefits under the Plan.

03. **NAMED FIDUCIARY**

The Administrator shall be the named fiduciary pursuant to ERISA Section 402 and shall be responsible for the management and control of the operation and administration of the Plan.

04. **GENERAL FIDUCIARY RESPONSIBILITIES**

The Administrator and any other fiduciary under ERISA shall discharge their duties with respect to this Plan solely in the interest of the Participants and their beneficiaries and

- a. for the exclusive purpose of providing Benefits to Participants and their beneficiaries and defraying reasonable expenses of administering the Plan;
- b. with the care, skill, prudence and diligence under the circumstances then prevailing that a prudent person acting in like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims; and
- c. in accordance with the documents and instruments governing the Plan insofar as such documents and instruments are consistent with ERISA.

05. **NONASSIGNABILITY OF RIGHTS**

The right of any Participant to receive any reimbursement under the Plan shall not be alienable by the Participant by assignment or any other method, and shall not be subject to the rights of creditors, and any attempt to cause such right to be so alienated or subjected shall not be recognized, except to such extent as may be required by law.

IX. ARTICLE - ADMINISTRATION

01. PLAN ADMINISTRATION

The Employer shall be the Administrator, unless the Employer elects otherwise. The Employer may appoint any person or persons, including, but not limited to, one or more Employees of the Employer, to perform the duties of the Administrator. Any person so appointed shall signify acceptance by filing written acceptance with the Employer. An Administrator may resign by delivering a written resignation to the Employer or may be removed by the Employer by delivery of written notice of removal, to take effect at a date specified therein, or upon delivery if no date is specified. Upon the resignation or removal of any individual performing the duties of the Administrator, the Employer may designate a successor. The Employer shall be empowered to appoint and remove the Administrator from time to time as it deems necessary for the proper administration of the Plan to ensure that the Plan is being operated for the exclusive benefit of the Employees entitled to participate in the Plan in accordance with the terms of ERISA, the Plan and the Code.

The operation of the Plan shall be under the supervision of the Administrator. It shall be a principal duty of the Administrator to see that the Plan is carried out in accordance with its terms, and for the exclusive benefit of Employees entitled to participate in the Plan. The Administrator shall have full power and discretion to administer the Plan in all of its details and determine all questions arising in connection with the administration, interpretation, and application of the Plan. The Administrator may establish procedures, correct any defect, supply any information, or reconcile any inconsistency in such manner and to such extent as shall be deemed necessary or advisable to carry out the purpose of the Plan. The Administrator shall have all powers necessary or appropriate to accomplish the Administrator's duties under the Plan. The Administrator shall be charged with the duties of the general administration of the Plan as set forth under the Plan, including, but not limited to, in addition to all other powers provided by this Plan:

- a. To make and enforce such procedures, rules and regulations as the Administrator deems necessary or proper for the efficient administration of the Plan;
- b. To interpret the provisions of the Plan, the Administrator's interpretations thereof in good faith to be final and conclusive on all persons claiming benefits by operation of the Plan;
- c. To decide all questions concerning the Plan and the eligibility of any person to participate in the Plan and to receive benefits provided by operation of the Plan;
- d. To reject elections or to limit contributions or Benefits for certain highly compensated participants if it deems such to be desirable in order to avoid discrimination under the Plan in violation of applicable provisions of the Code;
- e. To provide Employees with a reasonable notification of their benefits available by operation of the Plan and to assist any Participant regarding the Participant's rights, benefits or elections under the Plan;
- f. To keep and maintain the Plan documents and all other records pertaining to and necessary for the administration of the Plan;
- g. To review and settle all claims against the Plan, to approve reimbursement requests, and to authorize the payment of benefits if the Administrator determines such should be paid. This authority specifically permits the Administrator to settle disputed claims for benefits and any other disputed claims made against the Plan;
- h. To establish and communicate procedures to determine whether a medical child support order is qualified under ERISA Section 609; and
- i. To appoint such agents, counsel, accountants, consultants, and other persons or entities as may be required to assist in administering the Plan.

Any procedure, discretionary act, interpretation or construction taken by the Administrator shall be done in a nondiscriminatory manner based upon uniform principles consistently applied and shall be consistent with the intent that the Plan shall continue to comply with the terms of Code Section 125 and the Treasury regulations thereunder.

02. EXAMINATION OF RECORDS

The Administrator shall make available to each Participant, Eligible Employee and any other Employee of the Employer, for examination at reasonable times during normal business hours, such records as pertain to their interest under the Plan.

03. PAYMENT OF EXPENSES

Any reasonable administrative expenses shall be paid by the Employer unless the Employer determines that administrative costs shall be borne by the Participants under the Plan or by any Trust Fund which may be established hereunder. The Administrator may impose reasonable conditions for payments, provided that such conditions shall not discriminate in favor of highly compensated employees.

04. INSURANCE CONTROL CLAUSE

In the event of a conflict between the terms of this Plan and the terms of an Insurance Contract of an independent third party Insurer or other benefit program that is self-insured whose product is then being used in conjunction with this Plan, the terms of the Insurance Contract shall control as to those Participants receiving coverage under such Insurance Contract. For this purpose, the Insurance Contract shall control in defining the persons eligible for insurance, the dates of their eligibility, the conditions which must be satisfied to become insured, if any, the benefits Participants are entitled to and the circumstances under which insurance terminates.

05. INDEMNIFICATION OF ADMINISTRATOR

The Employer agrees to indemnify and to defend to the fullest extent permitted by law any Employee serving as the Administrator or as a member of a committee designated as Administrator (including any Employee or former Employee who previously served as Administrator or as a member of such committee) against all liabilities, damages, costs and expenses (including attorney's fees and amounts paid in settlement of any claims approved by the Employer) occasioned by any act or omission to act in connection with the Plan, if such act or omission is in good faith.

X. ARTICLE - AMENDMENT OR TERMINATION OF PLAN

01. AMENDMENT

The Employer, at any time or from time to time, may amend any or all of the provisions of the Plan without the consent of any Employee or Participant. No amendment shall have the effect of modifying any benefit election of any Participant in effect at the time of such amendment, unless such amendment is made to comply with Federal, state and local laws, statutes and regulations.

02. TERMINATION

The Employer reserves the right to terminate this Plan, in whole or in part, at any time. In the event the Plan is terminated, no further contributions shall be made. Benefits under any Insurance Contract shall be paid in accordance with the terms of the Insurance Contract.

No further additions shall be made to the Health Flexible Spending Account or Dependent Care Flexible Spending Account, but all payments from such accounts shall continue to be made according to the elections in effect until 90 days after the termination date of the Plan. Any amounts remaining in any such fund or account as of the end of such period shall be forfeited and deposited in the benefit plan surplus after the expiration of the filing period.

XI. ARTICLE - MISCELLANEOUS

01. PLAN INTERPRETATION

All provisions of this Plan shall be interpreted and applied in a uniform, nondiscriminatory manner. This Plan shall be read in its entirety and not severed except as provided in the Section titled: "Severability".

02. GENDER AND NUMBER

Wherever any words are used herein in the masculine, feminine or gender neutral, they shall be construed as though they were also used in another gender in all cases where they would so apply, and whenever any words are used herein in the singular or plural form, they shall be construed as though they were also used in the other form in all cases where they would so apply.

03. WRITTEN DOCUMENT

This Plan, in conjunction with any separate written document which may be required by law, is intended to satisfy the written Plan requirement of Code Section 125 and any Treasury regulations thereunder relating to cafeteria plans.

04. EXCLUSIVE BENEFIT

This Plan shall be maintained for the exclusive benefit of the Employees who participate in the Plan.

05. PARTICIPANT'S RIGHTS

This Plan shall not be deemed to constitute an employment contract between the Employer and any Participant or to be a consideration or an inducement for the employment of any Participant or Employee. Nothing contained in this Plan shall be deemed to give any Participant or Employee the right to be retained in the service of the Employer or to interfere with the right of the Employer to discharge any Participant or Employee at any time regardless of the effect which such discharge shall have upon him as a Participant of this Plan.

06. ACTION BY THE EMPLOYER

Whenever the Employer under the terms of the Plan is permitted or required to do or perform any act or matter or thing, it shall be done and performed by a person duly authorized by the Employer.

07. EMPLOYER'S PROTECTIVE CLAUSES

- a. **Insurance purchase.** Upon the failure of either the Participant or the Employer to obtain the insurance contemplated by this Plan (whether as a result of negligence, gross neglect or otherwise), the Participant's Benefits shall be limited to the insurance premium(s), if any, that remained unpaid for the period in question and the actual insurance proceeds, if any, received by the Employer or the Participant as a result of the Participant's claim.
- b. **Validity of insurance contract.** The Employer shall not be responsible for the validity of any Insurance Contract issued hereunder or for the failure on the part of the Insurer to make payments provided for under any Insurance Contract. Once insurance is applied for or obtained, the Employer shall not be liable for any loss which may result from the failure to pay Premiums to the extent Premium notices are not received by the Employer.

08. NO GUARANTEE OF TAX CONSEQUENCES

Neither the Administrator nor the Employer makes any commitment or guarantee that any amounts paid to or for the benefit of a Participant under the Plan will be excludable from the Participant's gross income for federal or state income tax purposes, or that any other federal or state tax treatment will apply to or be available to any Participant. It shall be the obligation of each Participant to determine whether each payment under the Plan is excludable from the Participant's gross income for federal and state income tax purposes, and to notify the Employer if the Participant has reason to believe that any such payment is not so excludable. Notwithstanding the foregoing, the rights of Participants under this Plan shall be legally enforceable.

09. INDEMNIFICATION OF EMPLOYER BY PARTICIPANTS

If any Participant receives one or more payments or reimbursements under the Plan that are not for a permitted Benefit, such Participant shall indemnify and reimburse the Employer for any liability it may incur for failure to withhold federal or state income tax or Social Security tax from such payments or reimbursements. However, such indemnification and reimbursement shall not exceed the amount of additional federal and state income tax (plus any penalties) that the Participant would have owed if the payments or reimbursements had been made to the Participant

as regular cash compensation, plus the Participant's share of any Social Security tax and Medicare tax that would have been paid on such compensation, less any such additional income tax, Social Security tax, and Medicare tax actually paid by the Participant.

10. **FUNDING**

Unless otherwise required by law, contributions to the Plan need not be placed in trust or dedicated to a specific Benefit, but may instead be considered general assets of the Employer. Furthermore, and unless otherwise required by law, nothing herein shall be construed to require the Employer or the Administrator to maintain any fund or segregate any amount for the benefit of any Participant, and no Participant or other person shall have any claim against, right to, or security or other interest in, any fund, account or asset of the Employer from which any payment under the Plan may be made.

11. **GOVERNING LAW**

This Plan is governed by the Code and the Treasury regulations issued thereunder (as they might be amended from time to time). In no event does the Employer guarantee the favorable tax treatment sought by this Plan. To the extent not preempted by Federal law, the provisions of this Plan shall be construed, enforced and administered according to the laws of Nebraska.

12. **SEVERABILITY**

If any provision of the Plan is held invalid or unenforceable, its invalidity or unenforceability shall not affect any other provisions of the Plan, and the Plan shall be construed and enforced as if such provision had not been included herein.

13. **CAPTIONS**

The captions contained herein are inserted only as a matter of convenience and for reference, and in no way define, limit, enlarge or describe the scope or intent of the Plan, nor in any way shall affect the Plan or the construction of any provision thereof.

14. **CONTINUATION OF COVERAGE (COBRA)**

Notwithstanding anything in the Plan to the contrary, in the event any benefit under this Plan subject to the continuation coverage requirement of Code Section 4980B becomes unavailable, each Participant will be entitled to continuation coverage as prescribed in Code Section 4980B, and related regulations. This Section shall only apply if the Employer employs at least twenty (20) employees on more than 50% of its typical business days in the previous calendar year.

15. **FAMILY AND MEDICAL LEAVE ACT (FMLA)**

Notwithstanding anything in the Plan to the contrary, in the event any benefit under this Plan becomes subject to the requirements of the Family and Medical Leave Act and regulations thereunder, this Plan shall be operated in accordance with Regulation 1.125-3.

16. **HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**

Notwithstanding anything in this Plan to the contrary, this Plan shall be operated in accordance with HIPAA and regulations thereunder.

17. **UNIFORM SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT (USERRA)**

Notwithstanding any provision of this Plan to the contrary, contributions, benefits and service credit with respect to qualified military service shall be provided in accordance with the Uniform Services Employment And Reemployment Rights Act (USERRA) and the regulations thereunder.

18. **COMPLIANCE WITH HIPAA PRIVACY STANDARDS**

- a. **Application.** If any benefits under this Cafeteria Plan are subject to the Standards for Privacy of Individually Identifiable Health Information (45 CFR Part 164, the "Privacy Standards"), then this Section shall apply.
- b. **Disclosure of PHI.** The Plan shall not disclose Protected Health Information to any member of the Employer's workforce unless each of the conditions set out in this Section are met. "Protected Health Information" shall have the same definition as set forth in the Privacy Standards but generally shall mean individually identifiable information about the past, present or future physical or mental health or condition of an individual, including information about treatment or payment for treatment.
- c. **PHI disclosed for administrative purposes.** Protected Health Information disclosed to members of the Employer's workforce shall be used or disclosed by them only for purposes of Plan administrative functions. The Plan's administrative functions shall include all Plan payment functions and health care operations. The terms "payment" and "health care operations" shall have the same definitions as set out in the Privacy Standards, but the term

"payment" generally shall mean activities taken to determine or fulfill Plan responsibilities with respect to eligibility, coverage, provision of benefits, or reimbursement for health care. Genetic information will not be used or disclosed for underwriting purposes.

- d. **PHI disclosed to certain workforce members.** The Plan shall disclose Protected Health Information only to members of the Employer's workforce who are authorized to receive such Protected Health Information, and only to the extent and in the minimum amount necessary for that person to perform his or her duties with respect to the Plan. "Members of the Employer's workforce" shall refer to all employees and other persons under the control of the Employer. The Employer shall keep an updated list of those authorized to receive Protected Health Information.
1. An authorized member of the Employer's workforce who receives Protected Health Information shall use or disclose the Protected Health Information only to the extent necessary to perform his or her duties with respect to the Plan.
 2. In the event that any member of the Employer's workforce uses or discloses Protected Health Information other than as permitted by this Section and the Privacy Standards, the incident shall be reported to the Plan's privacy officer. The privacy officer shall take appropriate action, including:
 - i. investigation of the incident to determine whether the breach occurred inadvertently, through negligence or deliberately; whether there is a pattern of breaches; and the degree of harm caused by the breach;
 - ii. appropriate sanctions against the persons causing the breach which, depending upon the nature of the breach, may include oral or written reprimand, additional training, or termination of employment;
 - iii. mitigation of any harm caused by the breach, to the extent practicable; and
 - iv. documentation of the incident and all actions taken to resolve the issue and mitigate any damages.
- e. **Certification.** The Employer must and hereby does provide certification to the Plan that it agrees to adopt all required provisions as mandated under HIPAA for all non-exempt group health plans, including the following:
1. Not use or further disclose the information other than as permitted or required by the Plan documents or as required by law;
 2. Ensure that any agent or subcontractor, to whom it provides Protected Health Information received from the Plan, agrees to the same restrictions and conditions that apply to the Employer with respect to such information;
 3. Not use or disclose Protected Health Information for employment-related actions and decisions or in connection with any other benefit or employee benefit plan of the Employer;
 4. Report to the Plan any use or disclosure of the Protected Health Information of which it becomes aware that is inconsistent with the uses or disclosures permitted by this Section, or required by law;
 5. Make available Protected Health Information to individual Plan members in accordance with Section 164.524 of the Privacy Standards;
 6. Make available Protected Health Information for amendment by individual Plan members and incorporate any amendments to Protected Health Information in accordance with Section 164.526 of the Privacy Standards;
 7. Make available the Protected Health Information required to provide an accounting of disclosures to individual Plan members in accordance with Section 164.528 of the Privacy Standards;
 8. Make its internal practices, books and records relating to the use and disclosure of Protected Health Information received from the Plan available to the Department of Health and Human Services for purposes of determining compliance by the Plan with the Privacy Standards;
 9. If feasible, return or destroy all Protected Health Information received from the Plan that the Employer still maintains in any form, and retain no copies of such information when no longer needed for the purpose for which disclosure was made, except that, if such return or destruction is not feasible, limit further uses and disclosures to those purposes that make the return or destruction of the information infeasible; and

10. Ensure the adequate separation between the Plan and members of the Employer's workforce, as required by Section 164.504(f)(2)(iii) of the Privacy Standards.

19. **COMPLIANCE WITH HIPAA ELECTRONIC SECURITY STANDARDS**

Under the Security Standards for the Protection of Electronic Protected Health Information (45 CFR Part 164.300 et. seq., the "Security Standards"):

- a. **Implementation.** The Employer agrees to implement reasonable and appropriate administrative, physical and technical safeguards to protect the confidentiality, integrity and availability of Electronic Protected Health Information that the Employer creates, maintains or transmits on behalf of the Plan. "Electronic Protected Health Information" shall have the same definition as set out in the Security Standards, but generally shall mean Protected Health Information that is transmitted by or maintained in electronic media.
- b. **Agents or subcontractors shall meet security standards.** The Employer shall ensure that any agent or subcontractor to whom it provides Electronic Protected Health Information shall agree, in writing, to implement reasonable and appropriate security measures to protect the Electronic Protected Health Information.
- c. **Employer shall ensure security standards.** The Employer shall ensure that reasonable and appropriate security measures are implemented to comply with the conditions and requirements set forth in the Section titled: "Compliance with HIPAA Privacy Standards".

20. **MENTAL HEALTH PARITY AND ADDICTION EQUITY ACT**

Notwithstanding anything in the Plan to the contrary, the Plan will comply with the Mental Health Parity and Addiction Equity Act and ERISA Section 712.

21. **GENETIC INFORMATION NONDISCRIMINATION ACT (GINA)**

Notwithstanding anything in the Plan to the contrary, the Plan will comply with the Genetic Information Nondiscrimination Act.

22. **WOMEN'S HEALTH AND CANCER RIGHTS ACT**

Notwithstanding anything in the Plan to the contrary, the Plan will comply with the Women's Health and Cancer Rights Act of 1998.

23. **NEWBORNS' AND MOTHERS' HEALTH PROTECTION ACT**

Notwithstanding anything in the Plan to the contrary, the Plan will comply with the Newborns' and Mothers' Health Protection Act.

Execution Agreement

IN WITNESS WHEREOF, Exeter-Milligan-Friend Public Schools has caused its authorized officer to execute this Plan document as of _____, the same to be effective **September 01, 2025**, unless otherwise indicated herein.

Company: Exeter-Milligan-Friend Public Schools

Signature:

Printed
Name:

Title:

Date:

CERTIFICATE OF RESOLUTION

The undersigned authorized representative of **Exeter-Milligan-Friend Public Schools** (the Employer) hereby certifies that the following resolutions were duly adopted by the governing body of the Employer on _____, and that such resolutions have not been modified or rescinded as of the date hereof:

RESOLVED, that the form of Welfare Benefit Plan, effective September 01, 2025, presented to this meeting (and a copy of which is attached hereto) is hereby approved and adopted, and that the proper agents of the Employer are hereby authorized and directed to execute and deliver to the Administrator of said Plan one or more counterparts of the Plan.

RESOLVED, that the Administrator shall be instructed to take such actions that the Administrator deems necessary and proper in order to implement the Plan, and to set up adequate accounting and administrative procedures for the provision of benefits under the Plan.

RESOLVED, that the proper agents of the Employer shall act as soon as possible to notify the employees of the Employer of the adoption of the Plan and to deliver to each employee a copy of the Summary Plan Description of the Plan, which Summary Plan Description is attached hereto and is hereby approved.

The undersigned further certifies that attached hereto as Exhibits, are true copies of Exeter-Milligan-Friend Public Schools' Benefit Plan Document and Summary Plan Description approved and adopted at this meeting.

Company: Exeter-Milligan-Friend Public Schools

Signature:

Printed
Name:

Title:

Date:
