

Board of Education Regular Meeting

Monday, July 13, 2026 7:00 PM

Lexington City Council Chambers, 406 E. 7th St., Lexington, NE 68850

Cindy Benjamin:	Absent
Jasmyn Kremke:	Present
Travis Maloley:	Present
Garth Mins:	Present
Sandra Reyes:	Present
Larry Steinberger:	Present

1. CALL TO ORDER AND NOTICE OF MEETING

2. FLAG SALUTE

3. OPEN MEETINGS ACT

4. ROLL CALL

5. EXCUSE ABSENT BOARD MEMBERS

Action(s):

Motion to excuse Cindy Benjamin. Passed with a motion by Sandra Reyes and a second by Travis Maloley.

Voting Detail:

Cindy Benjamin:	Absent
Jasmyn Kremke:	Yea
Travis Maloley:	Yea
Garth Mins:	Yea
Sandra Reyes:	Yea
Larry Steinberger:	Yea

Voting Summary: Yea: 5, Nay: 0, Absent: 1

6. PUBLIC COMMENTS

7. CONSENT AGENDA

Action(s):

Motion to approve the consent agenda. Passed with a motion by Travis Maloley and a second by Sandra Reyes.

Voting Detail:

Cindy Benjamin:	Absent
Jasmyn Kremke:	Yea
Travis Maloley:	Yea
Garth Mins:	Yea
Sandra Reyes:	Yea
Larry Steinberger:	Yea

Voting Summary: Yea: 5, Nay: 0, Absent: 1

7.1. Approve Minutes

7.2. Approve Payment of Invoices

7.3. Approve Financial Reports

7.4. Personnel Actions

7.4.1. Approve Resignations

7.4.1.1. Jeff Neujahr - LHS Science Teacher

7.4.2. Approve Employment Contracts

7.4.2.1. Georgia Crandall - LHS Science Teacher - 26-27 Contract

8. **LEGISLATIVE & FINANCE**

9. **BUILDINGS & GROUNDS**

9.1. Consider approval of purchase agreement with Jose Luis Chavez Merlos for acquisition of real estate located at 501 S. Washington St.

Action(s):

Motion to approve purchase agreement, as presented, with Jose Luis Chavez Merlos. Passed with a motion by Travis Maloley and a second by Jasmyn Kremke.

Voting Detail:

Cindy Benjamin:	Absent
Jasmyn Kremke:	Yea
Travis Maloley:	Yea
Garth Mins:	Yea
Sandra Reyes:	Yea
Larry Steinberger:	Yea

Voting Summary: Yea: 5, Nay: 0, Absent: 1

10. **POLICY & TRANSPORTATION**

10.1. Consider approval of 26-27 handbooks.

Action(s):

Motion to approve handbooks as presented. Passed with a motion by Larry Steinberger and a second by Travis Maloley.

Voting Detail:

Cindy Benjamin:	Absent
Jasmyn Kremke:	Yea
Travis Maloley:	Yea
Garth Mins:	Yea
Sandra Reyes:	Yea
Larry Steinberger:	Yea

Voting Summary: Yea: 5, Nay: 0, Absent: 1

10.2. Consider approval of new policies.

Action(s):

Motion to approve policies 3061, 4065, and 6046 as presented Passed with a motion by Jasmyn

Kremke and a second by Travis Maloley.

Voting Detail:

Cindy Benjamin:	Absent
Jasmyn Kremke:	Yea
Travis Maloley:	Yea
Garth Mins:	Yea
Sandra Reyes:	Yea
Larry Steinberger:	Yea

Voting Summary: Yea: 5, Nay: 0, Absent: 1

10.3. Consider approval of revised policies.

Action(s):

Motion to approve revisions to polices 2008, 3003, 3003.1, 3004.1, 3048, 4017, 4019, 4056, 5001, 5003, 5004, 5024, 5035, 5048, 6009, and 6038, as presented. Passed with a motion by Travis Maloley and a second by Jasmyn Kremke.

Voting Detail:

Cindy Benjamin:	Absent
Jasmyn Kremke:	Yea
Travis Maloley:	Yea
Garth Mins:	Yea
Sandra Reyes:	Yea
Larry Steinberger:	Yea

Voting Summary: Yea: 5, Nay: 0, Absent: 1

11. TECHNOLOGY

12. OTHER

12.1. Set date, time, and place for board planning session.

13. REPORTS

13.1. Principals, Administrators, and Directors

13.1.1. Curriculum and Instruction End of Year Report

13.2. Superintendent

14. Meeting adjourned at 7:17 pm.

Board Secretary



INTERIM AD DRAFT

This is the proof of your ad scheduled to run in **Lexington Clipper-Herald** on the dates indicated below. If changes are needed, please contact us prior to deadline at help@column.us

Notice ID: uyMfDnTR9M6ci9mRrNkB | **Proof Updated: Jun. 29, 2026 at 09:35am CDT**
Notice Name: Notice of Meeting

This is not an invoice. Below is an estimated price, and it is subject to change. You will receive an invoice with the final price upon invoice creation by the publisher.

FILER

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(308) 324-1200

FILING FOR

Lexington Clipper-Herald

Columns Wide: 1

Ad Class: Legals

07/04/2026: General Legal 15.39

Total \$15.39

**Notice of Meeting
NOTICE OF MEETING****LEXINGTON PUBLIC SCHOOLS**

NOTICE IS HEREBY GIVEN That a Regular Board Meeting of the Board of Education, School District No. 1 of Lexington, Nebraska, will convene at 7:00 pm on the 13th day of July 2026 in the Lexington City Council Chambers at 406 East 7 th St. in Lexington, Nebraska, which meeting will be open to the public. An agenda of such meeting, kept continuously current, is readily available for public inspection at the office of the Superintendent of Schools, at 300 South Washington Street in Lexington.

July 4, 2026
ZNEZ

PUBLIC PARTICIPATION

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

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

Board of Education Regular Meeting

Notice of this meeting was published in the Lexington Clipper Herald on May 16, 2026.

June 15, 2026 7:00 PM
Lexington City Council Chambers
406 E. 7th St.

Lexington, NE 68850

1. CALL TO ORDER AND NOTICE OF MEETING

2. FLAG SALUTE

3. OPEN MEETINGS ACT

4. ROLL CALL

5. EXCUSE ABSENT BOARD MEMBERS

6. PUBLIC COMMENTS

7. CONSENT AGENDA

Motion to approve the consent agenda. Passed with a motion by Travis Maloley and a second by Cindy Benjamin.

Cindy Benjamin: Yea, Jasmyn Kremke: Yea, Travis Maloley: Yea, Garth Mins: Yea, Sandra Reyes: Yea, Larry Steinberger: Yea

7.1. Approve Minutes

7.2. Approve Payment of Invoices

7.3. Approve Financial Reports

7.4. Personnel Actions

7.4.1. Approve Employment Contracts

7.4.1.1. Zack Follmer - LHS Computer Science Teacher - 26-27 Contract

7.4.1.2. Megan Reed - LHS Special Education Teacher - 26-27 Contract

8. LEGISLATIVE & FINANCE

8.1. Discuss, consider, and take all necessary action to adopt a resolution increasing the school district's base growth percentage by up to six percent (6%).

Motion to approve resolution, as presented, to increase the school district's base growth percentage used to determine the school district's property tax request authority by 6%. Passed with a motion by Travis Maloley and a second by Cindy Benjamin.

Cindy Benjamin: Yea, Jasmyn Kremke: Yea, Travis Maloley: Yea, Garth Mins: Yea, Sandra Reyes: Yea, Larry Steinberger: Yea

8.2. Consider approval of 26-27 contract with Lexington Regional Health Center for Occupational Therapy, Physical Therapy, and Speech Therapy services.

8.2. Consider approval of 26-27 contract with Lexington Regional Health Center for Occupational Therapy, Physical Therapy, and Speech Therapy services. Passed with a motion by Larry Steinberger and a second by Travis Maloley.

Cindy Benjamin: Yea, Jasmyn Kremke: Yea, Travis Maloley: Yea, Garth Mins: Yea, Sandra Reyes: Yea, Larry Steinberger: Yea

8.3. Consider sale of school vehicle.

Motion to sell van, as presented, through public auction. Passed with a motion by Cindy Benjamin and a second by Larry Steinberger.

Cindy Benjamin: Yea, Jasmyn Kremke: Yea, Travis Maloley: Yea, Garth Mins: Yea, Sandra Reyes: Yea, Larry Steinberger: Yea

9. BUILDINGS & GROUNDS

9.1. Consider approval of the Operations Plan Agreement with the Lexington Recreation Management Company, LLC, and the Lexington Community Facilities Agency (LCFA) for 2026-2027.

Motion to approve the 2026-2027 Operations Plan Agreement as presented. Passed with a motion by Travis Maloley and a second by Cindy Benjamin.

Cindy Benjamin: Yea, Jasmyn Kremke: Yea, Travis Maloley: Yea, Garth Mins: Yea, Sandra Reyes: Yea, Larry Steinberger: Yea

9.2. Discuss, consider, and take action to authorize deposit of condemnation award to acquire real estate via eminent domain and to receive legal guidance regarding the same [closed session possible].

Motion for the board to enter closed session to discuss, consider, and take action to authorize deposit of condemnation award to acquire real estate via eminent domain and to receive legal guidance regarding the same because it is clearly necessary to protect the public interest and to preserve the attorney-client privilege to do so. (7:18 pm) Passed with a motion by Larry Steinberger and a second by Cindy Benjamin.

Cindy Benjamin: Yea, Jasmyn Kremke: Yea, Travis Maloley: Yea, Garth Mins: Yea, Sandra Reyes: Yea, Larry Steinberger: Yea

Motion to return to open session (Time: 7:57 PM) Passed with a motion by Travis Maloley and a second by Cindy Benjamin.

Cindy Benjamin: Yea, Jasmyn Kremke: Yea, Travis Maloley: Yea, Garth Mins: Yea, Sandra Reyes: Yea, Larry Steinberger: Yea

Motion to authorize the deposit of the condemnation award in the total amount of \$1,134,000 to acquire real estate via eminent domain. Passed with a motion by Travis Maloley and a second by Cindy Benjamin.

Cindy Benjamin: Yea, Jasmyn Kremke: Yea, Travis Maloley: Yea, Garth Mins: Yea, Sandra Reyes: Yea, Larry Steinberger: Yea

10. OTHER

10.1. Schedule date, time, and place for annual board planning session.

11. REPORTS

11.1. Principals, Administrators, and Directors

11.1.1. Tracy Naylor - ELA Results Matter report.

12. Meeting adjourned at 7:59 pm.

Chairperson

Superintendent

June 20, 2026

COL-NE-1201082 ZNEZ

Checking Account: 1

1

Check Number: 158254	Check Type: Automatic Payment	Check Date: 07/13/2026	Vendor: BLACKHILLS	Black Hills Energy	Check Total:	4,512.03
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20260702	07/02/2026		Op. of Bldg. Natural Gas Morton	01 2610 621 004 0 000	(30.00)	
20260702-0001	07/02/2026		Op. of Bldg. Natural Gas DW	01 2610 621 000 0 000	123.21	
20260702-0001	07/02/2026		Op. of Bldg. Natural Gas DW	01 2610 621 000 0 000	123.14	
20260702-0001	07/02/2026		Op. of Bldg. Natural Gas HS	01 2610 621 001 0 000	977.01	
20260702-0001	07/02/2026		Op. of Bldg. Natural Gas HS	01 2610 621 001 0 000	124.07	
20260702-0001	07/02/2026		Op. of Bldg. Natural Gas HS	01 2610 621 001 0 000	127.76	
20260702-0001	07/02/2026		Op. of Bldg. Natural Gas MS	01 2610 621 002 0 000	1,659.24	
20260702-0001	07/02/2026		Op. of Bldg. Natural Gas Bryan	01 2610 621 003 0 000	48.75	
20260702-0001	07/02/2026		Op. of Bldg. Natural Gas Bryan	01 2610 621 003 0 000	325.61	
20260702-0001	07/02/2026		Op. of Bldg. Natural Gas Morton	01 2610 621 004 0 000	362.59	
20260702-0001	07/02/2026		Op. of Bldg. Natural Gas Pershing	01 2610 621 005 0 000	433.79	
20260702-0001	07/02/2026		Op. of Bldg. Natural Gas Sandoz	01 2610 621 006 0 000	236.86	
Check Number: 158255	Check Type: Automatic Payment	Check Date: 07/13/2026	Vendor: REVTRAK	RevTrak	Check Total:	29.95
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
July 2026	07/02/2026		Fiscal Services Technical Services	01 2510 350 000 0 000	29.95	
Check Number: 158256	Check Type: Automatic Payment	Check Date: 07/13/2026	Vendor: VERIZONWIR	Verizon Wireless	Check Total:	2,783.92
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
6146997888	07/07/2026		Op. of Bldg. Fiber/Phone DW	01 2610 530 000 0 000	2,143.76	
6146997889	07/07/2026		Op. of Bldg. Fiber/Phone DW	01 2610 530 000 0 000	640.16	
Check Number: 158257	Check Type: Automatic Payment	Check Date: 07/13/2026	Vendor: VISA7421	VISA CARD SERVICES	Check Total:	56.21
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20260707	07/07/2026		Activities Professional Development HS	01 1101 330 001 0 000	19.78	
20260707	07/07/2026		Activities Professional Development HS	01 1101 330 001 0 000	7.89	
20260707	07/07/2026		Activities Professional Development HS	01 1101 330 001 0 000	28.54	
Check Number: 158258	Check Type: Automatic Payment	Check Date: 07/13/2026	Vendor: VISACARC1	VISA CARD SERVICES	Check Total:	71.47
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20260707	07/07/2026		Vehicle Gas & Oil DW	01 2650 626 000 0 000	71.47	
Check Number: 158259	Check Type: Automatic Payment	Check Date: 07/13/2026	Vendor: VISACARC2	VISA CARD SERVICES	Check Total:	57.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20260707	07/07/2026		Vehicle Gas & Oil DW	01 2650 626 000 0 000	57.00	
Check Number: 158260	Check Type: Automatic Payment	Check Date: 07/13/2026	Vendor: VISATRAVDW	VISA CARD SERVICES	Check Total:	2,011.16
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20260707	07/07/2026		Welding & Auto Supply HS	01 1100 613 001 0 000	1,271.25	
20260707	07/07/2026		School Improvement Prof. Services	01 2211 340 000 0 000	20.00	
20260707	07/07/2026		Sixpence Supply	01 3541 610 009 0 000	719.91	

Checking Account: 1

1

Check Number: 158261	Check Type: Automatic Payment	Check Date: 07/13/2026	Vendor: VISATRAVE2	VISA CARD SERVICES	Check Total:	134.33
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20260707	07/07/2026		praxis	01 2213 610 000 0 000	133.90	
20260707	07/07/2026		Exec. Admin. Supply	01 2320 610 000 0 000	0.43	
Check Number: 158262	Check Type: Automatic Payment	Check Date: 07/13/2026	Vendor: VISATRAVE4	VISA CARD SERVICES	Check Total:	592.88
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20260707	07/07/2026		High School Curriculum Supply	01 1100 644 001 0 000	35.00	
20260707	07/07/2026		Summer School Supply-High School	01 1300 610 001 0 000	137.88	
20260707	07/07/2026		Sixpence Contracted Services	01 3541 340 009 0 000	420.00	
Check Number: 158263	Check Type: Automatic Payment	Check Date: 07/13/2026	Vendor: VISATRAVEL	VISA CARD SERVICES	Check Total:	72.86
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20260707	07/07/2026		Technology Technical Services DW	01 2230 350 000 0 000	72.86	
Check Number: 60537	Check Type: Check	Check Date: 07/13/2026	Vendor: 222HARDWAR	222 Hardware	Check Total:	39.97
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
2606-022551	07/02/2026	GF032872	supplies	01 2620 610 002 0 000	27.98	
2606-024278	07/02/2026		Op. of Bldg. Cont. Heating & Air Svcs.	01 2620 437 000 0 000	11.99	
Check Number: 60538	Check Type: Check	Check Date: 07/13/2026	Vendor: AMAZONCAPI	Amazon Capital Services	Check Total:	1,512.82
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
16LP-XQNV-9HKK	07/06/2026	GF032908	supplies	01 6990 610 000 0 000	271.84	
16MH-73WD-HL4C	07/02/2026	GF032899	supplies	01 3541 610 009 0 000	140.48	
16MH-73WD-HL4C	07/02/2026	GF032899	Sixpence Supply	01 3541 610 009 0 000	0.00	
16MH-73WD-HL4C	07/02/2026	GF032899	Sixpence Supply	01 3541 610 009 0 000	0.00	
16MH-73WD-HL4C	07/02/2026	GF032899	Sixpence Supply	01 3541 610 009 0 000	0.00	
16NK-J71R-QD77	07/07/2026	GF032941	supplies	01 2230 610 000 0 000	39.99	
16Q1-VTJP-177V	07/06/2026	GF032858	Sixpence Supply	01 3541 610 009 0 000	53.11	
1DYP-6PP6-1HYD	07/07/2026	GF032941	supplies	01 2510 610 000 0 000	130.37	
1HHK-7KNL-NLYT	07/07/2026	GF032928	supplies	01 2620 435 009 0 000	39.34	
1JQQ-6KLV-YG71	07/06/2026	GF032928	supplies	01 1200 610 000 0 000	98.99	
1M9Y-JX1X-PX6R	07/06/2026	GF032913	supplies	01 1100 644 002 0 000	23.75	
1MMN-F3ML-61NM	07/07/2026	GF032858	Sixpence Supply	01 3541 610 009 0 000	30.51	
1MMN-F3ML-61NM	07/07/2026	GF032858	Sixpence Supply	01 3541 610 009 0 000	0.00	
1MMQ-WD3D-FQNG	07/02/2026	GF032912	books	01 1100 644 005 0 000	92.80	
1X4D-CPLQ-RLYM	07/07/2026	GF032919	books	01 1100 644 005 0 000	256.00	
1YCP-K6NX-CG4J	07/06/2026	GF032855	supplies	01 6990 610 000 0 000	335.64	
Check Number: 60539	Check Type: Check	Check Date: 07/13/2026	Vendor: APPLECOMPU	APPLE COMPUTER, INC	Check Total:	3,800.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
MC84135915	07/06/2026	GF032943	cables	01 2230 650 002 0 000	3,800.00	
Check Number: 60540	Check Type: Check	Check Date: 07/13/2026	Vendor: EARTHGRAIN	Bimbo Bakeries USA	Check Total:	552.00

Checking Account: 1

1

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20260706	07/06/2026		School Lunch Supply FOOD	06 3100 630 000 0 000	552.00	
Check Number: 60541	Check Type: Check	Check Date: 07/13/2026	Vendor: CARAHSOFT	Carahsoft	Check Total:	2,202.06
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
65889930INV	07/07/2026		Sixpence Contracted Services	01 3541 340 009 0 000	2,202.06	
Check Number: 60542	Check Type: Check	Check Date: 07/13/2026	Vendor: CAROLINASC	Carolina Biological Supply Co	Check Total:	141.39
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
53487518 RI	07/02/2026	GF032939	supplies	01 1100 644 002 0 000	141.39	
Check Number: 60543	Check Type: Check	Check Date: 07/13/2026	Vendor: CASHWA	CASH-WA DISTRIBUTING CO.	Check Total:	6,858.99
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
15125174	07/02/2026		School Lunch NON-FOOD Supply	06 3100 610 000 0 000	76.92	
15125174	07/02/2026		School Lunch Supply FOOD	06 3100 630 000 0 000	1,441.81	
15128888	07/02/2026		School Lunch Supply FOOD	06 3100 630 000 0 000	1,134.60	
15135469	07/02/2026		School Lunch Supply FOOD	06 3100 630 000 0 000	1,214.10	
Z15146263	07/02/2026		School Lunch Furniture & Equipment	06 3100 733 000 0 000	2,991.56	
Check Number: 60544	Check Type: Check	Check Date: 07/13/2026	Vendor: CDWCOMPUTE	CDW COMPUTER CENTERS, INC.	Check Total:	906.32
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
AJ82R8Y	07/02/2026	GF032927	supplies	01 2230 650 000 0 000	906.32	
Check Number: 60545	Check Type: Check	Check Date: 07/13/2026	Vendor: CENTURLI2	CenturyLink	Check Total:	2,466.83
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20260702	07/02/2026		Op. of Bldg. Fiber/Phone DW	01 2610 530 000 0 000	164.38	
20260702	07/02/2026		Op. of Bldg. Fiber/Phone DW	01 2610 530 000 0 000	110.78	
20260702	07/02/2026		Op. of Bldg. Fiber/Phone DW	01 2610 530 000 0 000	73.35	
20260702	07/02/2026		Op. of Bldg. Fiber/Phone HS	01 2610 530 001 0 000	513.45	
20260702	07/02/2026		Op. of Bldg. Fiber/Phone MS	01 2610 530 002 0 000	513.45	
20260702	07/02/2026		Op. of Bldg. Fiber/Phone MS	01 2610 530 002 0 000	73.35	
20260702	07/02/2026		Op. of Bldg. Fiber/Phone Bryan	01 2610 530 003 0 000	146.70	
20260702	07/02/2026		Op. of Bldg. Fiber/Phone Morton	01 2610 530 004 0 000	220.05	
20260702	07/02/2026		Op. of Bldg. Fiber/Phone Pershing	01 2610 530 005 0 000	146.70	
20260702	07/02/2026		Op. of Bldg. Fiber/Phone Sandoz	01 2610 530 006 0 000	220.05	
20260702	07/02/2026		Op. of Bldg. Fiber/Phone ELA	01 2610 530 009 0 000	284.57	
Check Number: 60546	Check Type: Check	Check Date: 07/13/2026	Vendor: CHEMSEARCH	Chemsearch FE	Check Total:	2,373.94
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
9686595	07/07/2026		Op. of Bldg. Plumbing Svcs. MS	01 2620 436 002 0 000	241.49	
9686627	07/07/2026		Op. of Bldg. Plumbing Svcs. HS	01 2620 436 001 0 000	848.93	
9686802	07/07/2026		Op. of Bldg. Plumbing Svcs. Sandoz	01 2620 436 006 0 000	677.88	
9686806	07/07/2026		Op. of Bldg. Plumbing Svcs. Pershing	01 2620 436 005 0 000	151.49	
9687193	07/07/2026		Op. of Bldg. Contracted Plumbing Service	01 2620 436 000 0 000	302.66	

Checking Account: 1		1				
9687349	07/07/2026		Op. of Bldg. Plumbing Svcs. Bryan	01 2620 436 003 0 000	151.49	
Check Number: 60547	Check Type: Check		Check Date: 07/13/2026	Vendor: COPYCAT	COPYCAT	Check Total: 131.73
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
224705	07/02/2026	GF032942	desk signs	01 2320 610 000 0 000	40.98	
224706	07/02/2026	GF032942	desk signs	01 2320 610 000 0 000	90.75	
Check Number: 60548	Check Type: Check		Check Date: 07/13/2026	Vendor: COUNTRYPAR	Country Partners Cooperative	Check Total: 138.45
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
332--210823	07/08/2026	GF032955	cornerstone	01 2630 422 000 0 000	138.45	
Check Number: 60549	Check Type: Check		Check Date: 07/13/2026	Vendor: CULLIGAN	CULLIGAN	Check Total: 753.45
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20260707	07/07/2026		Guidance Supply HS	01 2120 610 001 0 000	27.44	
20260707	07/07/2026		Office of Principal Supply HS	01 2410 610 001 0 000	27.45	
20260707	07/07/2026		Fiscal Svcs. Rent of Equipt. & Vehicles	01 2510 442 000 0 000	151.49	
20260707	07/07/2026		School Lunch NON-FOOD Supply HS	06 3100 610 001 0 000	0.00	
20260707	07/07/2026		School Lunch NON-FOOD Supply HS	06 3100 610 001 0 000	94.40	
20260707	07/07/2026		School Lunch NON-FOOD Supply MS	06 3100 610 002 0 000	169.91	
20260707	07/07/2026		School Lunch NON-FOOD Supply Bryan	06 3100 610 003 0 000	0.00	
20260707	07/07/2026		School Lunch NON-FOOD Supply Morton	06 3100 610 004 0 000	173.56	
20260707	07/07/2026		School Lunch NON-FOOD Supply Pershing	06 3100 610 005 0 000	0.00	
20260707	07/07/2026		School Lunch NON-FOOD Supply Sandoz	06 3100 610 006 0 000	109.20	
Check Number: 60550	Check Type: Check		Check Date: 07/13/2026	Vendor: CUMMINSCEN	Cummins Central Power	Check Total: 1,730.27
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
J7-260680177	07/02/2026		Op. of Bldg. Contracted Electrical DW	01 2620 435 000 0 000	1,730.27	
Check Number: 60551	Check Type: Check		Check Date: 07/13/2026	Vendor: DANSSANITA	DAN'S SANITATION	Check Total: 569.78
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20260702	07/02/2026		Op. of Bldg. Contracted Sanitation Svcs.	01 2620 421 000 0 000	569.78	
Check Number: 60552	Check Type: Check		Check Date: 07/13/2026	Vendor: DAWSONPEST	DAWSON PEST CONTROL Inc.	Check Total: 346.55
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
29389	07/07/2026		Op. of Bldg. Cont. Pest Control Svcs.	01 2620 425 000 0 000	346.55	
Check Number: 60553	Check Type: Check		Check Date: 07/13/2026	Vendor: ESU9	ESU #9	Check Total: 65.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
C45037	07/07/2026		Tricia Latter registration	01 1200 330 000 0 000	65.00	
Check Number: 60554	Check Type: Check		Check Date: 07/13/2026	Vendor: ESU10	ESU 10	Check Total: 16,244.97
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20260707	07/07/2026		LEP Professional Development Bryan	01 1150 330 003 0 000	40.00	
20260707	07/07/2026		SPED K-12 Professional Development DW	01 1200 330 000 0 000	40.00	
20260707	07/07/2026		Student Record System Inservice	01 1200 330 000 0 000	4,922.00	

Checking Account: 1		1				
20260707	07/07/2026		SLP/Audio Svcs. Professional Svcs. HS	01 2151 340 001 0 000	668.85	
20260707	07/07/2026		SLP/Audio Svcs. Professional Svcs. HS	01 2151 340 001 0 000	2,484.59	
20260707	07/07/2026		SLP/Audio Svcs. Professional Svcs. HS	01 2151 340 001 0 000	123.24	
20260707	07/07/2026		SLP/Audio Svcs. Professional Svcs. Persh	01 2151 340 005 0 000	668.85	
20260707	07/07/2026		SLP/Audio Svcs. Professional Svcs. Persh	01 2151 340 005 0 000	248.46	
20260707	07/07/2026		SLP/Audio Svcs. Professional Svcs. ELA	01 2152 340 009 0 000	167.22	
20260707	07/07/2026		SLP/Audio Svcs. Professional Svcs. ELA	01 2152 340 009 0 000	0.00	
20260707	07/07/2026		SLP/Audio Svcs. Professional Svcs. ELA	01 2152 340 009 0 000	0.00	
20260707	07/07/2026		SLP/Audio Professional Svcs. HBD	01 2153 340 015 0 000	167.22	
20260707	07/07/2026		Vision Services K-12 Prof. Services	01 2181 340 000 0 000	1,221.32	
20260707	07/07/2026		Vision Services K-12 Prof. Services	01 2181 340 000 0 000	2,349.45	
20260707	07/07/2026		Vision Services K-12 Prof. Services	01 2181 340 000 0 000	2,490.12	
20260707	07/07/2026		Vision Services K-12 Prof. Services	01 2181 340 000 0 000	407.40	
20260707	07/07/2026		Vision Services Age 0-2 Prof. Services	01 2183 340 015 0 000	0.00	
20260707	07/07/2026		Technology Tech-Related Repairs	01 2230 432 000 0 000	0.00	
20260707	07/07/2026		Technology Communications DW	01 2230 530 000 0 000	0.00	
20260707	07/07/2026		Technology Tech-Related Supply DW	01 2230 650 000 0 000	106.25	
20260707	07/07/2026		Title I Professional Development DW	01 6200 330 000 0 000	80.00	
20260707	07/07/2026		Title I Professional Development DW	01 6200 330 000 0 000	60.00	
Check Number: 60555		Check Type: Check	Check Date: 07/13/2026	Vendor: EVERWAY	Everway, LLC	Check Total: 6,118.41
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
00282525N	07/07/2026	GF032689	curriculum renewal	01 1200 610 000 0 000	6,118.41	
Check Number: 60556		Check Type: Check	Check Date: 07/13/2026	Vendor: SEGRA	Fiber Platform, LLC	Check Total: 81,625.19
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
SI-26-037891	07/07/2026		Technology Infrastructure DW	01 2230 740 000 0 000	81,625.19	
Check Number: 60557		Check Type: Check	Check Date: 07/13/2026	Vendor: GIBBSSMITH	Gibbs Smith Education	Check Total: 1,456.87
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
175046	07/07/2026	GF032931	Nebraska Adventure Student textbooks & t	02 1100 640 000 0 000	1,456.87	
Check Number: 60558		Check Type: Check	Check Date: 07/13/2026	Vendor: GREATMINDS	Great Minds PBC	Check Total: 372.30
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
INV284251	07/02/2026	GF032916	Eureka Math	01 1100 644 005 0 000	372.30	
Check Number: 60559		Check Type: Check	Check Date: 07/13/2026	Vendor: GREATPLAI4	Great Plains Communications	Check Total: 407.70
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20260707	07/07/2026		Technology Communications DW	01 2230 530 000 0 000	407.70	
Check Number: 60560		Check Type: Check	Check Date: 07/13/2026	Vendor: HDSUPPLY	HD Supply	Check Total: 324.80
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
9250562855	07/02/2026	GF032871	vacuum parts	01 2620 610 001 0 000	324.80	

Checking Account: 1		1				
Check Number: 60561	Check Type: Check		Check Date: 07/13/2026	Vendor: HILAND	Hiland Dairy Foods Company	Check Total: 8,798.97
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>		<u>Chart of Account Number</u>	<u>Detail Amount</u>
20260706	07/06/2026		School Lunch Supply FOOD		06 3100 630 000 0 000	8,798.97
Check Number: 60562	Check Type: Check		Check Date: 07/13/2026	Vendor: HOMETOWNLE	HOMETOWN LEASING	Check Total: 13,639.18
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>		<u>Chart of Account Number</u>	<u>Detail Amount</u>
20260702	07/02/2026		Reg. Ed. Printint & Binding DW		01 1100 550 000 0 000	13,639.18
Check Number: 60563	Check Type: Check		Check Date: 07/13/2026	Vendor: HOUGHTONMI	HOUGHTON MIFFLIN HARCOURT	Check Total: 2,235.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>		<u>Chart of Account Number</u>	<u>Detail Amount</u>
956500480	07/06/2026	GF032914	science dimensions		02 1100 640 000 0 000	2,235.00
Check Number: 60564	Check Type: Check		Check Date: 07/13/2026	Vendor: INNOVATIV2	Innovative Office Solutions	Check Total: 10.20
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>		<u>Chart of Account Number</u>	<u>Detail Amount</u>
IN5145395	07/02/2026	GF032365	supplies		01 1100 610 001 0 000	10.20
Check Number: 60565	Check Type: Check		Check Date: 07/13/2026	Vendor: INTEGRATE3	Integrated Security Solutions	Check Total: 9,536.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>		<u>Chart of Account Number</u>	<u>Detail Amount</u>
20251709	07/07/2026		Safety Cont. Fire/Sprinkler Svcs.		01 2670 434 000 0 000	2,340.00
20251711	07/07/2026		Safety Cont. Fire/Sprinkler Svcs.		01 2670 434 000 0 000	416.00
20261704	07/07/2026		Safety Cont. Fire/Sprinkler Svcs.		01 2670 434 000 0 000	616.00
20261705	07/07/2026		Safety Cont. Fire/Sprinkler Svcs.		01 2670 434 000 0 000	212.00
20261706	07/07/2026		Safety Cont. Fire/Sprinkler Svcs.		01 2670 434 000 0 000	16.00
20261707	07/07/2026		Safety Cont. Fire/Sprinkler Svcs.		01 2670 434 000 0 000	2,430.00
20261708	07/07/2026		Safety Cont. Fire/Sprinkler Svcs.		01 2670 434 000 0 000	2,550.00
20261710	07/07/2026		Safety Cont. Fire/Sprinkler Svcs.		01 2670 434 000 0 000	700.00
20261712	07/07/2026		Safety Cont. Fire/Sprinkler Svcs.		01 2670 434 000 0 000	256.00
Check Number: 60566	Check Type: Check		Check Date: 07/13/2026	Vendor: JONES	JONES PLUMBING & HEATING	Check Total: 292.42
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>		<u>Chart of Account Number</u>	<u>Detail Amount</u>
82087	07/07/2026	GF031920	Op. of Bldg. Cont. Heat/Air Svcs. Morton		01 2620 437 004 0 000	37.42
82115	07/07/2026	GF031920	Op. of Bldg. Plumbing Svcs. MS		01 2620 436 002 0 000	255.00
Check Number: 60567	Check Type: Check		Check Date: 07/13/2026	Vendor: KEARNEYWIN	Kearney Winnelson Co	Check Total: 200.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>		<u>Chart of Account Number</u>	<u>Detail Amount</u>
541096 01	07/02/2026	GF032923	Y drinking fountain sensors		10 2620 610 000 0 000	200.00
Check Number: 60568	Check Type: Check		Check Date: 07/13/2026	Vendor: KNAPPELECT	KNAPP ELECTRIC Inc.	Check Total: 936.55
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>		<u>Chart of Account Number</u>	<u>Detail Amount</u>
1140483	07/02/2026		Op. of Bldg. Cont. Heating & Air Svcs.		01 2620 437 000 0 000	936.55
Check Number: 60569	Check Type: Check		Check Date: 07/13/2026	Vendor: KSBSCHOOLL	KSB School Law, PC LLC	Check Total: 1,371.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>		<u>Chart of Account Number</u>	<u>Detail Amount</u>
21789	07/02/2026		District Legal Services		01 2330 317 000 0 000	1,371.00

Checking Account: 1		1				
Check Number: 60570	Check Type: Check	Check Date: 07/13/2026	Vendor: LEXINGTONL	Lexington Lions Club	Check Total:	1,680.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20260702	07/02/2026		peaches	06 3100 630 000 0 000	1,680.00	
Check Number: 60571	Check Type: Check	Check Date: 07/13/2026	Vendor: LEXRHC	Lexington Regional Health Center	Check Total:	1,816.30
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20260702	07/02/2026		PT Services Age 0-2 Prof. Services	01 2173 340 015 0 000	914.30	
20260702-0001	07/02/2026		OT Services K-12 Prof. Services	01 2161 340 000 0 000	492.00	
20260702-0001	07/02/2026		OT Services Age 0-2 Prof. Services	01 2163 340 015 0 000	410.00	
Check Number: 60572	Check Type: Check	Check Date: 07/13/2026	Vendor: MARTINELEC	MARTIN ELECTRIC CO.	Check Total:	14.50
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
6853	07/07/2026		Pershing HVAC	01 2620 437 005 0 000	14.50	
Check Number: 60573	Check Type: Check	Check Date: 07/13/2026	Vendor: MEADLUMBER	MEAD LUMBER	Check Total:	994.60
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
13553737	07/02/2026	GF032840	belt sander	01 2620 610 000 0 000	339.99	
13590789	07/02/2026	GF032777	white board material for the classrooms	01 2620 610 005 0 000	338.56	
13641337	07/02/2026	GF031918	2025/26 supplies	01 2620 610 000 0 000	6.71	
13657054	07/02/2026	GF031918	2025/26 supplies	01 2620 610 000 0 000	12.47	
13657072	07/02/2026	GF032921	laminate for Morton	01 2620 610 004 0 000	205.95	
13661853	07/02/2026	GF031918	2025/26 supplies	01 2620 610 000 0 000	50.84	
13679235	07/02/2026	GF031918	2025/26 supplies	01 2620 610 000 0 000	28.57	
13679538	07/02/2026	GF031918	2025/26 supplies	01 2620 610 000 0 000	11.51	
Check Number: 60574	Check Type: Check	Check Date: 07/13/2026	Vendor: MIDSTATESA	MID-STATES AUTOMATION & CONTROL, INC.	Check Total:	9,450.02
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
72-2544	07/02/2026		Op. of Bldg. Cont. Heating & Air Svcs.	01 2620 437 000 0 000	9,450.02	
Check Number: 60575	Check Type: Check	Check Date: 07/13/2026	Vendor: MIDWEST3DS	Mid-West 3D Solutions, LLC	Check Total:	2,546.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
27151	07/07/2026	GF032661	Extrusion Head Standard	02 1100 733 001 0 000	2,546.00	
Check Number: 60576	Check Type: Check	Check Date: 07/13/2026	Vendor: MIDWESTFL2	MIDWEST FLOOR SPECIALISTS	Check Total:	3,155.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
540	07/07/2026		Maintenance Supply MS	01 2620 610 002 0 000	3,155.00	
Check Number: 60577	Check Type: Check	Check Date: 07/13/2026	Vendor: NACIA	NE Association for Curriculum	Check Total:	80.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20260707	07/07/2026		Fitzgerald & Cunningham memberships	01 2210 330 000 0 000	80.00	
Check Number: 60578	Check Type: Check	Check Date: 07/13/2026	Vendor: NASB	NE ASSOCIATION OF SCHOOL BOARDS	Check Total:	25.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
N-55997	07/07/2026		Jasmyn Kremke workshop registration	01 2310 330 000 0 000	25.00	

Checking Account: 1

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Check Number: 60579	Check Type: Check	Check Date: 07/13/2026	Vendor: NESAFETYCE	NE SAFETY CENTER	Check Total:	230.00
<u>Invoice Number</u>	<u>Invoice Date</u> <u>PO Number</u>	<u>Detail Description</u>		<u>Chart of Account Number</u>	<u>Detail Amount</u>	
57-15985	07/07/2026	Reg. Pupil Transport. Prof. Development		01 2710 330 000 0 000	230.00	
Check Number: 60580	Check Type: Check	Check Date: 07/13/2026	Vendor: NSPA	Nebraska School Psychologists Association	Check Total:	660.00
<u>Invoice Number</u>	<u>Invoice Date</u> <u>PO Number</u>	<u>Detail Description</u>		<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20260702	07/02/2026	SPED K-12 Professional Development DW		01 1200 330 000 0 000	660.00	
Check Number: 60581	Check Type: Check	Check Date: 07/13/2026	Vendor: NRCSA	NRCSA	Check Total:	850.00
<u>Invoice Number</u>	<u>Invoice Date</u> <u>PO Number</u>	<u>Detail Description</u>		<u>Chart of Account Number</u>	<u>Detail Amount</u>	
1714	07/07/2026	membership dues		01 2310 810 000 0 000	850.00	
Check Number: 60582	Check Type: Check	Check Date: 07/13/2026	Vendor: ONESOURCEI	ONE SOURCE Inc.	Check Total:	238.00
<u>Invoice Number</u>	<u>Invoice Date</u> <u>PO Number</u>	<u>Detail Description</u>		<u>Chart of Account Number</u>	<u>Detail Amount</u>	
2022209367	07/02/2026	Personnel Services Technical Services		01 2570 350 000 0 000	214.00	
2022209368	07/02/2026	Personnel Services Technical Services		01 2570 350 000 0 000	24.00	
Check Number: 60583	Check Type: Check	Check Date: 07/13/2026	Vendor: TIGERPAPER	Paper Tiger Shredding	Check Total:	348.00
<u>Invoice Number</u>	<u>Invoice Date</u> <u>PO Number</u>	<u>Detail Description</u>		<u>Chart of Account Number</u>	<u>Detail Amount</u>	
239770	07/02/2026	Fiscal Services Professional Services		01 2510 340 000 0 000	348.00	
Check Number: 60584	Check Type: Check	Check Date: 07/13/2026	Vendor: PITSCOINC	PITSCO INC.	Check Total:	978.00
<u>Invoice Number</u>	<u>Invoice Date</u> <u>PO Number</u>	<u>Detail Description</u>		<u>Chart of Account Number</u>	<u>Detail Amount</u>	
26-000011061	07/02/2026	CO2 dragster basswood class pack		01 1100 644 001 0 000	978.00	
Check Number: 60585	Check Type: Check	Check Date: 07/13/2026	Vendor: PLUMCREEK3	PLUM CREEK MEDICAL GROUP, P.C.	Check Total:	350.00
<u>Invoice Number</u>	<u>Invoice Date</u> <u>PO Number</u>	<u>Detail Description</u>		<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20260707	07/07/2026	Dahlas Holbein bus driver physical		01 2710 340 000 0 000	175.00	
20260707-0001	07/07/2026	Zion Moyer bus driver physical		01 2710 340 000 0 000	175.00	
Check Number: 60586	Check Type: Check	Check Date: 07/13/2026	Vendor: PYRAMIDSCH	Pyramid School Products	Check Total:	11.16
<u>Invoice Number</u>	<u>Invoice Date</u> <u>PO Number</u>	<u>Detail Description</u>		<u>Chart of Account Number</u>	<u>Detail Amount</u>	
S1502046.001	07/02/2026	supplies		01 1100 605 005 0 000	11.16	
Check Number: 60587	Check Type: Check	Check Date: 07/13/2026	Vendor: QUADIENTPO	Quadient Finance USA, Inc	Check Total:	2,008.08
<u>Invoice Number</u>	<u>Invoice Date</u> <u>PO Number</u>	<u>Detail Description</u>		<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20260707	07/07/2026	Fiscal Services Postage		01 2510 531 000 0 000	2,008.08	
Check Number: 60588	Check Type: Check	Check Date: 07/13/2026	Vendor: RAREREGRIG	RARE REFRIGERATION	Check Total:	2,001.44
<u>Invoice Number</u>	<u>Invoice Date</u> <u>PO Number</u>	<u>Detail Description</u>		<u>Chart of Account Number</u>	<u>Detail Amount</u>	
13788	07/02/2026	freezer repair		06 3100 733 000 0 000	2,001.44	
Check Number: 60589	Check Type: Check	Check Date: 07/13/2026	Vendor: SCHOOLSPEC	SCHOOL SPECIALTY INC.	Check Total:	1,063.53
<u>Invoice Number</u>	<u>Invoice Date</u> <u>PO Number</u>	<u>Detail Description</u>		<u>Chart of Account Number</u>	<u>Detail Amount</u>	
208137151389	07/02/2026	Reading/Eng. Lang. Arts/Speech Supply HS		01 1100 602 001 0 000	0.00	

Checking Account: 1		1				
208137151389	07/02/2026	GF032614	Science Supply MS	01 1100 603 002 0 000	0.00	
208137151389	07/02/2026	GF032614	paper	01 1100 610 000 0 000	1,063.53	
208137151389	07/02/2026	GF032614	LEP Supply DW	01 1150 610 000 0 000	0.00	
208137151389	07/02/2026	GF032614	Social Work Supply DW	01 2110 610 000 0 000	0.00	
208137151389	07/02/2026	GF032614	supplies AB	01 2510 610 000 0 000	0.00	
208137151389	07/02/2026	GF032614	maintenance	01 2620 610 000 0 000	0.00	
208137151389	07/02/2026	GF032614	American Flags	01 2620 610 000 0 000	0.00	
Check Number: 60590		Check Type: Check	Check Date: 07/13/2026	Vendor: SECURECONT	Secure Content Technologies Ltd	Check Total: 2,610.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
15067	07/08/2026	GF032953	security pass licenses	01 1100 610 001 0 000	2,610.00	
Check Number: 60591		Check Type: Check	Check Date: 07/13/2026	Vendor: SERVICEMAS	SERVICEMASTER	Check Total: 105,997.95
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20260707	07/07/2026		Op. of Bldg. Contracted Cleaning Svcs.	01 2620 420 000 0 000	94,062.00	
20260707	07/07/2026		Op. of Bldg. Cleaning Svcs. HS	01 2620 420 001 0 000	5,524.65	
20260707	07/07/2026		Op. of Bldg. Cleaning Svcs. MS	01 2620 420 002 0 000	0.00	
20260707	07/07/2026		Op. of Bldg. Cleaning Svcs. Bryan	01 2620 420 003 0 000	0.00	
20260707	07/07/2026		Op. of Bldg. Cleaning Svcs. Morton	01 2620 420 004 0 000	0.00	
20260707	07/07/2026		Op. of Bldg. Cleaning Svcs. Pershing	01 2620 420 005 0 000	0.00	
20260707	07/07/2026		Op. of Bldg. Cleaning Svcs. Sandoz	01 2620 420 006 0 000	0.00	
20260707	07/07/2026		Op. of Bldg. Cleaning Svcs. ELA	01 2620 420 009 0 000	104.30	
20260707	07/07/2026		Cooperative Fund Cleaning Contract	10 2620 420 000 0 000	6,307.00	
Check Number: 60592		Check Type: Check	Check Date: 07/13/2026	Vendor: SHERWINWIL	Sherwin-Williams	Check Total: 1,028.08
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
50227113250726	07/06/2026	GF032938	paint and paint supplies	01 2620 610 000 0 000	533.39	
81201133220626	07/02/2026	GF032938	paint and paint supplies	01 2620 610 000 0 000	494.69	
Check Number: 60593		Check Type: Check	Check Date: 07/13/2026	Vendor: SLPNOW	SLP NOW	Check Total: 1,494.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
INV-3241	07/02/2026	GF032934	memberships	01 1200 610 000 0 000	1,494.00	
Check Number: 60594		Check Type: Check	Check Date: 07/13/2026	Vendor: STAPLES	Staples Business Advantage	Check Total: 7,656.50
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
6066825173	07/02/2026	GF032435	supplies	01 1100 610 002 0 000	75.32	
6066825174	07/02/2026	GF032503	supplies	01 1190 610 009 0 000	1.06	
6066825175	07/02/2026	GF032561	supplies	01 1100 610 004 0 000	40.58	
6066825176	07/02/2026	GF032543	supplies	01 1100 610 006 0 000	877.56	
6066825213	07/02/2026	GF032370	supplies	01 1100 610 001 0 000	90.42	
6066896376	07/02/2026	GF032620	supplies AB	01 2510 610 000 0 000	59.76	
6066896377	07/02/2026	GF032620	supplies AB	01 2510 610 000 0 000	14.48	
6066896378	07/02/2026	GF032620	Social Science Supply MS	01 1100 604 002 0 000	27.62	

Checking Account: 1		1				
6066896378	07/02/2026	GF032620	paper	01 1100 610 000 0 000	5,094.34	
6066896378	07/02/2026	GF032620	Social Work Supply DW	01 2110 610 000 0 000	4.68	
6066896378	07/02/2026	GF032620	supplies AB	01 2510 610 000 0 000	60.37	
6066896378	07/02/2026	GF032620	maintenance	01 2620 610 000 0 000	60.16	
6066896378	07/02/2026	GF032620	maintenance	01 2620 610 000 0 000	31.05	
6066896379	07/02/2026	GF032620	paper	01 1100 610 000 0 000	70.56	
6066896380	07/02/2026	GF032620	paper	01 1100 610 000 0 000	714.14	
6066896381	07/02/2026	GF032620	paper	01 1100 610 000 0 000	372.30	
6067241125	07/07/2026	GF032620	Social Science Supply MS	01 1100 604 002 0 000	0.00	
6067241125	07/07/2026	GF032620	paper	01 1100 610 000 0 000	0.00	
6067241125	07/07/2026	GF032620	Social Work Supply DW	01 2110 610 000 0 000	0.00	
6067241125	07/07/2026	GF032620	supplies AB	01 2510 610 000 0 000	0.00	
6067241125	07/07/2026	GF032620	maintenance	01 2620 610 000 0 000	0.00	
6067241125	07/07/2026	GF032620	maintenance	01 2620 610 000 0 000	62.10	
Check Number: 60595		Check Type: Check	Check Date: 07/13/2026	Vendor: STERLING	Sterling Computers Corp	Check Total: 2,503.33
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
0246817	07/07/2026	GF032876	ELA Firewall	01 2230 740 000 0 000	2,503.33	
Check Number: 60596		Check Type: Check	Check Date: 07/13/2026	Vendor: USFOODS	US Foods - Grand Island	Check Total: 7,156.83
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
5053157	07/02/2026		School Lunch NON-FOOD Supply	06 3100 610 000 0 000	529.33	
5053157	07/02/2026		School Lunch Supply FOOD	06 3100 630 000 0 000	2,948.63	
5108412	07/02/2026		School Lunch Supply FOOD	06 3100 630 000 0 000	1,069.43	
5259099	07/02/2026		School Lunch Supply FOOD	06 3100 630 000 0 000	1,693.20	
5466845	07/02/2026		School Lunch Supply FOOD	06 3100 630 000 0 000	1,220.80	
5999562	07/02/2026		School Lunch Supply FOOD	06 3100 630 000 0 000	(304.56)	
Check Number: 60597		Check Type: Check	Check Date: 07/13/2026	Vendor: VESTIS	Vestis	Check Total: 1,205.55
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
6280726475	07/02/2026		Op. of Bldg. Laundry Svcs. Morton	01 2620 424 004 0 000	193.87	
6280726478	07/02/2026		Op. of Bldg. Laundry Svcs. Sandoz	01 2620 424 006 0 000	109.25	
6280726482	07/02/2026		Op. of Bldg. Laundry Svcs. Pershing	01 2620 424 005 0 000	177.95	
6280727212	07/02/2026		Op. of Bldg. Laundry Svcs. ELA	01 2620 424 009 0 000	98.90	
6280729753	07/08/2026		Op. of Bldg. Laundry Svcs. Sandoz	01 2620 424 006 0 000	36.10	
6280729757	07/08/2026		Op. of Bldg. Laundry Svcs. MS	01 2620 424 002 0 000	110.93	
6280729758	07/08/2026		Op. of Bldg. Laundry Svcs. Bryan	01 2620 424 003 0 000	152.71	
6280729760	07/08/2026		Op. of Bldg. Laundry Svcs. HS	01 2620 424 001 0 000	231.55	
6280729762	07/08/2026		Op. of Bldg. Contracted Laundry Svcs.	01 2620 424 000 0 000	94.29	
Check Number: 60598		Check Type: Check	Check Date: 07/13/2026	Vendor: YANDASMUSI	Yanda's Music	Check Total: 519.98
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20260707	07/07/2026	GF031914	classroom supplies	01 1100 608 001 0 000	519.98	

Posted; Batch Description GF Checks 7/8/26 KJF

Checking Account ID: 1

Total without Voids: 337,152.77

Detail Check Register

Posted; Batch Description GF Checks 7/8/26 KJF

Checking Account: 1

1

Check Number: 158253 Check Type: Automatic Payment Check Date: 06/30/2026 Vendor: BLACKHILLS Black Hills Energy Check Total: 10,221.57

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20260624	06/24/2026		Op. of Bldg. Natural Gas DW	01 2610 621 000 0 000	0.00
20260624	06/24/2026		Op. of Bldg. Natural Gas DW	01 2610 621 000 0 000	(109.87)
20260624	06/24/2026		Op. of Bldg. Natural Gas HS	01 2610 621 001 0 000	(108.27)
20260624	06/24/2026		Op. of Bldg. Natural Gas HS	01 2610 621 001 0 000	(102.39)
20260624	06/24/2026		Op. of Bldg. Natural Gas HS	01 2610 621 001 0 000	(162.67)
20260624	06/24/2026		Op. of Bldg. Natural Gas MS	01 2610 621 002 0 000	(165.50)
20260624	06/24/2026		Op. of Bldg. Natural Gas Bryan	01 2610 621 003 0 000	0.00
20260624	06/24/2026		Op. of Bldg. Natural Gas Bryan	01 2610 621 003 0 000	(146.21)
20260624	06/24/2026		Op. of Bldg. Natural Gas Morton	01 2610 621 004 0 000	(131.03)
20260624	06/24/2026		Op. of Bldg. Natural Gas Pershing	01 2610 621 005 0 000	(148.37)
20260624	06/24/2026		Op. of Bldg. Natural Gas Sandoz	01 2610 621 006 0 000	(121.50)
20260624-0001	06/24/2026		Op. of Bldg. Natural Gas DW	01 2610 621 000 0 000	185.97
20260624-0001	06/24/2026		Op. of Bldg. Natural Gas DW	01 2610 621 000 0 000	538.25
20260624-0001	06/24/2026		Op. of Bldg. Natural Gas HS	01 2610 621 001 0 000	2,718.01
20260624-0001	06/24/2026		Op. of Bldg. Natural Gas HS	01 2610 621 001 0 000	563.22
20260624-0001	06/24/2026		Op. of Bldg. Natural Gas HS	01 2610 621 001 0 000	350.57
20260624-0001	06/24/2026		Op. of Bldg. Natural Gas MS	01 2610 621 002 0 000	3,827.88
20260624-0001	06/24/2026		Op. of Bldg. Natural Gas Bryan	01 2610 621 003 0 000	714.34
20260624-0001	06/24/2026		Op. of Bldg. Natural Gas Bryan	01 2610 621 003 0 000	67.51
20260624-0001	06/24/2026		Op. of Bldg. Natural Gas Morton	01 2610 621 004 0 000	1,011.98
20260624-0001	06/24/2026		Op. of Bldg. Natural Gas Pershing	01 2610 621 005 0 000	912.49
20260624-0001	06/24/2026		Op. of Bldg. Natural Gas Sandoz	01 2610 621 006 0 000	527.16

Check Number: 60433 Check Type: Check Check Date: 06/16/2026 Vendor: COUNTYCOUR County Court of Dawson County Nebraska Check Total: 1,134,000.00

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20260616	06/16/2026		condemnation award for case No. CI25-132	08 4500 720 000 0 000	1,134,000.00

Check Number: 60462 Check Type: Check Check Date: 06/30/2026 Vendor: AMAZONCAPI Amazon Capital Services Check Total: 21,852.74

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
1136-FMT7-XCT1	06/19/2026	GF032885	tables	01 1100 610 003 0 000	169.98
11HG-316N-JF7C	06/24/2026	GF032884	supplies	01 3541 610 009 0 000	174.38
11KC-XHWW-FY6V	06/19/2026	GF032854	supplies	01 6990 610 000 0 000	2,031.96
11TJ-FGFT-D3KR	06/26/2026	GF032911	supplies	01 1100 644 003 0 000	1,059.12
137K-9W96-3FW	06/26/2026	GF032911	supplies	01 1100 644 003 0 000	37.98
13KT-V9NY-76LG	06/19/2026	GF032868	summer school supplies	01 1300 610 004 0 000	225.38
13KT-V9NY-DDPQ	06/19/2026	GF032841	supplies	01 6990 610 000 0 000	1,958.91
1447-9FVK-HRJ6	06/24/2026	GF032899	supplies	01 3541 610 009 0 000	41.82
1447-9FVK-KFGK	06/24/2026	GF032905	phone case and screen cover	01 2230 610 000 0 000	23.81
1447-9FVK-KFGK	06/24/2026	GF032905	supplies	01 2510 610 000 0 000	21.25
1447-9FVK-KJVH	06/24/2026	GF032902	supplies	01 3541 610 009 0 000	42.70

Checking Account: 1		1			
14KJ-QMTQ-KHHR	06/29/2026	GF032883	supplies	01 3541 610 009 0 000	162.12
16CT-4PNC-6MCW	06/19/2026	GF032845	supplies	01 1300 610 002 0 000	372.47
16FR-9VJ1-Y6PV	06/19/2026	GF032877	supplies	01 2230 650 000 0 000	269.96
16LP-G9QR-LQFH	06/19/2026	GF032898	supplies	01 3541 610 009 0 000	2,590.54
16NN-R4RQ-73D6	06/24/2026	GF032901	supplies	01 1300 610 004 0 000	82.07
19NT-VPFR-YFXR	06/19/2026	GF032898	supplies	01 3541 610 009 0 000	107.28
19YK-3C9C-QH69	06/24/2026	GF032878	supplies	01 1100 605 004 0 000	359.13
1DHL-3TKP-TDJX	06/19/2026	GF032886	supplies	01 6990 610 000 0 000	290.27
1DK1-KYF1-MHHL	06/19/2026	GF032860	supplies	01 3541 610 009 0 000	10.25
1DK1-KYF1-RQPG	06/19/2026	GF032881	supplies	01 3541 610 009 0 000	1,864.31
1DTN-MTKR-N1N4	06/30/2026	GF032922	supplies	01 2570 610 000 0 000	189.95
1FC4-7W3L-VQ7K	06/19/2026	GF032896	screen protectors	01 2230 610 000 0 000	16.49
1FC4-7W3L-VQ7K	06/19/2026	GF032896	supplies	01 2510 610 000 0 000	23.74
1GGD-6JVX-93KR	06/19/2026	GF032818	books	01 1100 610 002 0 000	23.90
1HNN-CF7G-771V	06/19/2026	GF032899	Sixpence Supply	01 3541 610 009 0 000	69.84
1HQP-CWK3-QVNH	06/24/2026	GF032899	Sixpence Supply	01 3541 610 009 0 000	53.98
1HVR-N4RC-HPP4	06/24/2026	GF032880	supplies	01 3541 610 009 0 000	302.10
1JV1-J9YD-H3FX	06/24/2026	GF032625	supplies	01 2120 610 004 0 000	12.79
1KFP-9PP1-R1WG	06/19/2026	GF032853	supplies	01 6990 610 000 0 000	2,288.82
1L9P-YLWF-YWDF	06/24/2026	GF032690	supplies	01 1100 610 003 0 000	26.59
1LLK-C11J-JKKH	06/24/2026	GF032886	supplies	01 6990 610 000 0 000	1,245.00
1LVP-G9TR-4HL3	06/24/2026	GF032858	Sixpence Supply	01 3541 610 009 0 000	54.11
1LVP-G9TR-4HL3	06/24/2026	GF032858	Sixpence Supply	01 3541 610 009 0 000	0.00
1LVP-G9TR-4TLP	06/24/2026	GF032858	Sixpence Supply	01 3541 610 009 0 000	(7.73)
1LVP-G9TR-4TLP	06/24/2026	GF032858	Sixpence Supply	01 3541 610 009 0 000	0.00
1LYP-61NR-G36K	06/26/2026	GF032895	books	01 3541 640 009 0 000	8.52
1MGF-FKML-H9JJ	06/24/2026	GF032887	supplies	01 6990 610 000 0 000	2,238.55
1MGF-FKML-MDH4	06/24/2026	GF032858	Sixpence Supply	01 3541 610 009 0 000	135.69
1MGF-FKML-MDH4	06/24/2026	GF032858	Sixpence Supply	01 3541 610 009 0 000	0.00
1MPQ-YFNX-4Y3N	06/26/2026	GF032797	books	01 1300 610 004 0 000	34.22
1MXK-W7Q4-JG61	06/24/2026	GF032880	supplies	01 3541 610 009 0 000	13.15
1NMT-7639-FYLW	06/19/2026	GF032852	shelf	01 1201 610 000 0 000	119.99
1NPK-NJCX-HT4L	06/24/2026	GF032818	books	01 1100 610 002 0 000	95.60
1NWT-N661-3Y7R	06/24/2026	GF032879	supplies	01 3541 610 009 0 000	27.44
1PCJ-N1NC-9Q1H	06/24/2026	GF032902	supplies	01 3541 610 009 0 000	1,934.73
1PJ6-WXN1-T47C	06/19/2026	GF032882	supplies	01 3541 610 009 0 000	128.75
1PWT-J7WP-F4JL	06/26/2026	GF032883	supplies	01 3541 610 009 0 000	28.03
1QDX-3RJ1-TM3R	06/19/2026	GF032860	supplies	01 3541 610 009 0 000	798.75
1QH7-TRRT-4FTJ	06/19/2026	GF032858	Sixpence Supply	01 3541 610 009 0 000	94.05

Checking Account: 1		1				
1QJQ-Y9Q7-LVYY	06/29/2026	GF032913	supplies	01 1100 644 002 0 000	591.24	
1QMW-TL94-99TD	06/19/2026	GF032855	supplies	01 6990 610 000 0 000	506.17	
1RPK-9X44-C6NW	06/19/2026	GF032844	Summer School Supply-Middle School	01 1300 610 002 0 000	253.22	
1T1F-C13F-HVXH	06/24/2026	GF032879	supplies	01 3541 610 009 0 000	561.48	
1TTG-69LP-CT1P	06/24/2026	GF032899	Sixpence Supply	01 3541 610 009 0 000	169.74	
1TTG-69LP-JWFK	06/24/2026	GF032888	supplies	01 3541 640 009 0 000	325.69	
1TTG-DTGK-JJYC	06/24/2026	GF032893	supplies	01 3541 640 009 0 000	14.86	
1TXM-KKX4-Q1YV	06/30/2026	GF032797	books	01 1300 610 004 0 000	9.99	
1VKV-CCWX-1PGH	06/24/2026	GF032893	supplies	01 3541 640 009 0 000	125.44	
1VQT-1GMP-XWRG	06/19/2026	GF032861	Sixpence Supply	01 3541 610 009 0 000	1,476.64	
1VYQ-JYDK-94LX	06/19/2026	GF032894	books	01 3541 640 009 0 000	182.04	
1WNW-FLPR-J9TW	06/29/2026	GF032898	supplies	01 3541 610 009 0 000	13.29	
1WQV-7C79-6KPM	06/19/2026	GF032858	Sixpence Supply	01 3541 610 009 0 000	96.02	
1XDK-4NLD-QDNR	06/24/2026	GF032858	Sixpence Supply	01 3541 610 009 0 000	(7.73)	
1XDK-4NLD-QDNR	06/24/2026	GF032858	Sixpence Supply	01 3541 610 009 0 000	0.00	
1XTM-CNRC-3MDQ	06/24/2026	GF032888	supplies	01 3541 640 009 0 000	40.29	
1Y67-YNNQ-CKDJ	06/29/2026	GF032926	supplies	01 1100 610 002 0 000	58.97	
1Y67-YNNQ-F7JD	06/29/2026	GF032855	supplies	01 6990 610 000 0 000	639.07	
1YD7-RWMV-LHCT	06/24/2026	GF032860	supplies	01 3541 610 009 0 000	(5.98)	
Check Number: 60464	Check Type: Check	Check Date: 06/30/2026	Vendor: AMSTERDAMP	AMSTERDAM PRINTING	Check Total:	1,593.56
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
8082078	06/29/2026	GF032889	supplies	01 3541 610 009 0 000	363.42	
8084049	06/29/2026	GF032889	supplies	01 3541 610 009 0 000	705.77	
8085544	06/29/2026	GF032889	supplies	01 3541 610 009 0 000	524.37	
Check Number: 60465	Check Type: Check	Check Date: 06/30/2026	Vendor: APPLECOMPU	APPLE COMPUTER, INC	Check Total:	5,643.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
MC79118624	06/19/2026	GF032849	Apple TV	01 2230 650 002 0 000	5,643.00	
Check Number: 60466	Check Type: Check	Check Date: 06/30/2026	Vendor: ARTOFEDUCA	The Art of Education University, LLC	Check Total:	2,355.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
326198	06/19/2026		FLEX curriculum renewal	01 1100 610 000 0 000	2,355.00	
Check Number: 60467	Check Type: Check	Check Date: 06/30/2026	Vendor: BACKWOODSS	Backwoods Sprinklers LLC	Check Total:	560.05
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
1091	06/19/2026		Grounds Contracted Lawn Care Svcs.	01 2630 422 000 0 000	372.03	
1102	06/26/2026		Grounds Contracted Lawn Care HS	01 2630 422 001 0 000	63.02	
1113	06/24/2026		Grounds Contracted Lawn Care HS	01 2630 422 001 0 000	125.00	
Check Number: 60468	Check Type: Check	Check Date: 06/30/2026	Vendor: BAUERBUI	Bauer Built	Check Total:	880.28
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
850068105	06/19/2026	GF032867	pickup MC tires	01 2650 430 000 0 000	880.28	

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Check Number: 60469	Check Type: Check	Check Date: 06/30/2026	Vendor: DICKBLICK	Blick Art Materials LLC	Check Total: 123.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
8204772	06/19/2026	GF032615	paper	01 1100 610 000 0 000	123.00
Check Number: 60470	Check Type: Check	Check Date: 06/30/2026	Vendor: BOUNDTOSTA	Bound to Stay Bound	Check Total: 36.86
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
261817	06/19/2026	GF032630	books	01 2220 610 003 0 000	36.86
Check Number: 60471	Check Type: Check	Check Date: 06/30/2026	Vendor: BROOKESPUB	BROOKES PUBLISHING CO.	Check Total: 149.95
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
1347552	06/29/2026		ASQ Pro annual Sub	01 3541 610 009 0 000	149.95
Check Number: 60472	Check Type: Check	Check Date: 06/30/2026	Vendor: BSNSPORTS	BSN Sports	Check Total: 423.28
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
934357136	06/19/2026	GF032049	girls soccer uniforms	02 1101 610 001 0 000	423.28
Check Number: 60473	Check Type: Check	Check Date: 06/30/2026	Vendor: BULKBOOKST	Bulk Bookstore	Check Total: 902.40
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
240048	06/26/2026	GF032918	books	01 1160 610 002 0 000	902.40
Check Number: 60474	Check Type: Check	Check Date: 06/30/2026	Vendor: CAPITALSAN	Capital Sanitary Supply Co, Inc	Check Total: 162.54
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
0103806	06/19/2026		Maintenance Supply District-Wide	01 2620 610 000 0 000	162.54
Check Number: 60475	Check Type: Check	Check Date: 06/30/2026	Vendor: CDWCOMPUTE	CDW COMPUTER CENTERS, INC.	Check Total: 8,513.59
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
AJ7HQ1Q	06/24/2026	GF032874	anker docking stations	01 2230 650 000 0 000	531.00
AJ7J48D	06/24/2026	GF032873	Epson 119w projectors	01 2230 650 001 0 000	1,330.43
AJ7J48D	06/24/2026	GF032873	Epson 119w projectors	01 2230 650 002 0 000	1,330.43
AJ7J48D	06/24/2026	GF032873	Epson 119w projectors	01 2230 650 003 0 000	1,330.43
AJ7J48D	06/24/2026	GF032873	Epson 119w projectors	01 2230 650 004 0 000	1,330.43
AJ7J48D	06/24/2026	GF032873	Epson 119w projectors	01 2230 650 005 0 000	1,330.43
AJ7J48D	06/24/2026	GF032873	Epson 119w projectors	01 2230 650 006 0 000	1,330.44
Check Number: 60476	Check Type: Check	Check Date: 06/30/2026	Vendor: CENTURYLI2	CenturyLink	Check Total: 1,100.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20260619	06/19/2026		Op. of Bldg. Fiber/Phone DW	01 2610 530 000 0 000	1,100.00
Check Number: 60477	Check Type: Check	Check Date: 06/30/2026	Vendor: CENTURYLI1	CenturyLink Communication	Check Total: 41.27
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
788666286	06/29/2026		Op. of Bldg. Fiber/Phone DW	01 2610 530 000 0 000	41.27
Check Number: 60478	Check Type: Check	Check Date: 06/30/2026	Vendor: CHANGECLOT	Change Clothing	Check Total: 480.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20260626	06/26/2026	GF032924	gift certificates for summer school	01 1300 610 004 0 000	480.00

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Check Number: 60479	Check Type: Check		Check Date: 06/30/2026	Vendor: CHARTERCOM	Charter Communications	Check Total:	785.80
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>		<u>Chart of Account Number</u>	<u>Detail Amount</u>	
176211401062126	06/29/2026		Technology Communications DW		01 2230 530 000 0 000	785.80	
Check Number: 60480	Check Type: Check		Check Date: 06/30/2026	Vendor: CITYOFLEXI	CITY OF LEXINGTON	Check Total:	138.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>		<u>Chart of Account Number</u>	<u>Detail Amount</u>	
LFAC-2026-0616-01	06/19/2026	GF032900	pool admission		01 3541 610 009 0 000	138.00	
Check Number: 60481	Check Type: Check		Check Date: 06/30/2026	Vendor: COLUMNSOFT	Column Software PBC	Check Total:	157.89
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>		<u>Chart of Account Number</u>	<u>Detail Amount</u>	
16D361A7-0097	06/19/2026		BOE Advertising		01 2310 540 000 0 000	92.34	
16D361A7-0098	06/19/2026		BOE Advertising		01 2310 540 000 0 000	65.55	
Check Number: 60482	Check Type: Check		Check Date: 06/30/2026	Vendor: CURRICULUM	CURRICULUM ASSOCIATES	Check Total:	1,087.64
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>		<u>Chart of Account Number</u>	<u>Detail Amount</u>	
90961812	06/29/2026	GF032915	CAMS, STAMS, & SOLVE		01 1150 640 001 0 000	1,087.64	
Check Number: 60483	Check Type: Check		Check Date: 06/30/2026	Vendor: DANSSANITA	DAN'S SANITATION	Check Total:	2,705.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>		<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20260629	06/29/2026		Op. of Bldg. Contracted Sanitation Svcs.		01 2620 421 000 0 000	129.25	
20260629	06/29/2026		Op. of Bldg. Contracted Sanitation Svcs.		01 2620 421 000 0 000	68.00	
20260629	06/29/2026		Op. of Bldg. Sanitation Svcs. HS		01 2620 421 001 0 000	679.25	
20260629	06/29/2026		Op. of Bldg. Sanitation Svcs. HS		01 2620 421 001 0 000	68.00	
20260629	06/29/2026		Op. of Bldg. Sanitation Svcs. HS		01 2620 421 001 0 000	52.25	
20260629	06/29/2026		Op. of Bldg. Sanitation Svcs. HS		01 2620 421 001 0 000	78.00	
20260629	06/29/2026		Op. of Bldg. Sanitation Svcs. HS		01 2620 421 001 0 000	61.00	
20260629	06/29/2026		Op. of Bldg. Sanitation Svcs. MS		01 2620 421 002 0 000	462.25	
20260629	06/29/2026		Op. of Bldg. Sanitation Svcs. Bryan		01 2620 421 003 0 000	238.00	
20260629	06/29/2026		Op. of Bldg. Sanitation Svcs. Morton		01 2620 421 004 0 000	309.00	
20260629	06/29/2026		Op. of Bldg. Sanitation Svcs. Pershing		01 2620 421 005 0 000	286.00	
20260629	06/29/2026		Op. of Bldg. Sanitation Svcs. Sandoz		01 2620 421 006 0 000	274.00	
Check Number: 60484	Check Type: Check		Check Date: 06/30/2026	Vendor: EAKESOFFIC	EAKES OFFICE PRODUCTS CENTER	Check Total:	337.96
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>		<u>Chart of Account Number</u>	<u>Detail Amount</u>	
9354969-0	06/29/2026		Reg. Ed. Printint & Binding DW		01 1100 550 000 0 000	337.96	
Check Number: 60485	Check Type: Check		Check Date: 06/30/2026	Vendor: ELECTRICFI	ELECTRICAL ENGINEERING & EQUIPMENT CO.	Check Total:	3,791.83
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>		<u>Chart of Account Number</u>	<u>Detail Amount</u>	
9175607-00	06/29/2026	GF031917	Op. of Bldg. Cont. Electrical Svcs. HS		01 2620 435 001 0 000	163.10	
9176200-00	06/29/2026	GF031917	Op. of Bldg. Contracted Electrical DW		01 2620 435 000 0 000	381.71	
9176200-01	06/29/2026	GF031917	Op. of Bldg. Contracted Electrical DW		01 2620 435 000 0 000	1,684.69	
9176205-00	06/29/2026	GF031917	Op. of Bldg. Contracted Electrical DW		01 2620 435 001 0 000	8.71	
9177249-00	06/29/2026	GF031917	Op. of Bldg. Cont. Electrical Pershing		01 2620 435 005 0 000	228.96	

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9178474-00	06/29/2026	GF031917	Op. of Bldg. Cont. Electrical Pershing	01 2620 435 005 0 000	0.84	
9179876-00	06/29/2026	GF031917	Op. of Bldg. Cont. Electrical Svcs. HS	01 2620 435 001 0 000	251.77	
9183528-00	06/29/2026	GF031917	Op. of Bldg. Cont. Electrical Svcs. HS	01 2620 435 001 0 000	7.59	
9183730-00	06/29/2026	GF031917	Op. of Bldg. Cont. Electrical Svcs. HS	01 2620 435 001 0 000	226.24	
9183926-00	06/29/2026	GF031917	Op. of Bldg. Cont. Electrical Svcs. HS	01 2620 435 001 0 000	255.03	
9183926-01	06/29/2026	GF031917	Op. of Bldg. Cont. Electrical Svcs. HS	01 2620 435 001 0 000	14.07	
9188523-00	06/29/2026	GF031917	Op. of Bldg. Cont. Electrical Svcs. HS	01 2620 435 001 0 000	191.80	
9189900-00	06/29/2026	GF031917	Op. of Bldg. Cont. Heat/Air Svcs. Sandoz	01 2620 437 006 0 000	7.85	
9193580-00	06/29/2026	GF031917	Op. of Bldg. Contracted Electrical DW	01 2620 435 000 0 000	64.66	
9195031-00	06/29/2026	GF031917	Op. of Bldg. Cont. Electrical Svcs. HS	01 2620 435 001 0 000	128.66	
9195674-00	06/29/2026	GF031917	Op. of Bldg. Cont. Electrical Svcs. HS	01 2620 435 001 0 000	6.58	
9196464-00	06/29/2026	GF031917	Op. of Bldg. Cont. Electrical Svcs. MS	01 2620 435 002 0 000	14.79	
9197410-00	06/29/2026	GF031917	Op. of Bldg. Contracted Electrical DW	01 2620 435 001 0 000	17.53	
9203786-00	06/29/2026	GF031917	Op. of Bldg. Contracted Electrical DW	01 2620 435 000 0 000	137.25	
Check Number: 60486	Check Type: Check	Check Date: 06/30/2026	Vendor: ENGINEERE1	Engineered Controls, Inc	Check Total:	498.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
184073	06/26/2026		Technology Technical Services DW	01 2230 350 000 0 000	498.00	
Check Number: 60487	Check Type: Check	Check Date: 06/30/2026	Vendor: GOPHERSPOR	GOPHER SPORT	Check Total:	1,060.58
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
IN521598	06/19/2026	GF032891	supplies	01 1100 610 003 0 000	761.58	
IN523282	06/30/2026	GF032550	supplies	01 1100 605 004 0 000	299.00	
Check Number: 60488	Check Type: Check	Check Date: 06/30/2026	Vendor: HASTINGSMU	HASTINGS MUSEUM	Check Total:	100.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
001001632	06/19/2026	GF032742	summer school field trip	01 1300 610 001 0 000	100.00	
Check Number: 60489	Check Type: Check	Check Date: 06/30/2026	Vendor: HDSUPPLY	HD Supply	Check Total:	112.13
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
9249940142	06/19/2026	GF032702	supplies	01 2620 610 000 0 000	81.12	
9250506565	06/29/2026	GF032627	supplies	01 2620 610 000 0 000	31.01	
Check Number: 60490	Check Type: Check	Check Date: 06/30/2026	Vendor: HECKINDUST	Heck Industries	Check Total:	191.01
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
189776	06/19/2026	GF031926	supplies	01 1100 613 001 0 000	191.01	
Check Number: 60491	Check Type: Check	Check Date: 06/30/2026	Vendor: HOLIDAYI23	Holiday Inn Express & Suites Lincoln Downtown	Check Total:	159.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20260619	06/19/2026		Phil Truax room	01 1101 330 001 0 000	159.00	
Check Number: 60492	Check Type: Check	Check Date: 06/30/2026	Vendor: HOUGHTONMI	HOUGHTON MIFFLIN HARCOURT	Check Total:	19,230.75
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
956504544	06/30/2026	GF032933	Read 180	02 1100 640 000 0 000	14,715.00	

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956506019	06/30/2026	GF032933	Read 180	02 1100 640 000 0 000	4,515.75		
Check Number: 60493	Check Type: Check	Check Date: 06/30/2026	Vendor: INNOVATIV2	Innovative Office Solutions	Check Total:	150.84	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
in5145385	06/29/2026	GF032556	supplies	01 1100 610 004 0 000	150.84		
Check Number: 60494	Check Type: Check	Check Date: 06/30/2026	Vendor: INTELEXIAL	Intelexia LLC	Check Total:	9,956.78	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
458	06/26/2026	GF032700	supplies	01 1100 644 003 0 000	9,956.78		
Check Number: 60495	Check Type: Check	Check Date: 06/30/2026	Vendor: ISLANDSUPP	Island Supply Welding Co	Check Total:	1,256.79	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
373405	06/19/2026	GF031909	classroom supplies	01 1100 613 001 0 000	89.88		
373780	06/24/2026	GF031909	classroom supplies	01 1100 613 001 0 000	1,053.50		
374171	06/29/2026	GF031909	classroom supplies	01 1100 613 001 0 000	113.41		
Check Number: 60496	Check Type: Check	Check Date: 06/30/2026	Vendor: JOHNSTONES	JOHNSTONE SUPPLY Inc.	Check Total:	228.80	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
6275103	06/19/2026		Op. of Bldg. Cont. Heat/Air Svcs. MS	01 2620 437 002 0 000	228.80		
Check Number: 60497	Check Type: Check	Check Date: 06/30/2026	Vendor: JOSTENSINC	JOSTENS, INC.	Check Total:	20.95	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
40071331	06/19/2026		diploma	01 2490 610 001 0 000	20.95		
Check Number: 60498	Check Type: Check	Check Date: 06/30/2026	Vendor: KEARNEYWIN	Kearney Winnelson Co	Check Total:	143.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
541226 01	06/24/2026	GF032682	plumbing tool	01 2620 436 000 0 000	143.00		
Check Number: 60499	Check Type: Check	Check Date: 06/30/2026	Vendor: LEXPSGF2	LEXINGTON PUBLIC SCHOOLS- GENERAL FUND	Check Total:	168.81	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
1/28/26	06/24/2026	GF032248	cups	01 1100 610 004 0 000	76.61		
5/4/2026	06/24/2026	GF032739	granola bars	01 1100 610 006 0 000	92.20		
Check Number: 60500	Check Type: Check	Check Date: 06/30/2026	Vendor: LEXRHC	Lexington Regional Health Center	Check Total:	1,256.25	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
12261	06/19/2026		AWARE Contracted Services DW	01 6990 320 000 0 000	1,256.25		
Check Number: 60501	Check Type: Check	Check Date: 06/30/2026	Vendor: LIFEGUARDMD	LifeGuard MD, Inc	Check Total:	635.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
20615	06/19/2026	GF032256	supplies	01 6450 610 000 0 000	635.00		
20615	06/19/2026	GF032256	supplies	01 6450 610 000 0 000	0.00		
Check Number: 60502	Check Type: Check	Check Date: 06/30/2026	Vendor: MADELINEESC	Madeline's Cafe & Bakery	Check Total:	250.20	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
280	06/19/2026	GF032842	meals	01 2310 610 000 0 000	250.20		

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Check Number: 60503	Check Type: Check	Check Date: 06/30/2026	Vendor: MAJESTIC	Majestic Theatre	Check Total:	403.00
<u>Invoice Number</u>	<u>Invoice Date</u> <u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
1538	06/26/2026 GF032904	movie tickets	01 3541 610 009 0 000	403.00		
Check Number: 60504	Check Type: Check	Check Date: 06/30/2026	Vendor: MATHESON	Matheson Tri-Gas, Inc	Check Total:	226.34
<u>Invoice Number</u>	<u>Invoice Date</u> <u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
0033509985	06/29/2026 GF031925	supplies	01 1100 613 001 0 000	226.34		
Check Number: 60505	Check Type: Check	Check Date: 06/30/2026	Vendor: MEDCOSCHOO	Medco School First Aid	Check Total:	221.82
<u>Invoice Number</u>	<u>Invoice Date</u> <u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
IN100129053	06/19/2026 GF032411	supplies	01 1100 605 001 0 000	221.82		
Check Number: 60506	Check Type: Check	Check Date: 06/30/2026	Vendor: MENARDSKEA	MENARDS-KEARNEY	Check Total:	565.60
<u>Invoice Number</u>	<u>Invoice Date</u> <u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
9196	06/19/2026 GF032869	plywood	01 2620 610 000 0 000	565.60		
Check Number: 60507	Check Type: Check	Check Date: 06/30/2026	Vendor: MIDWESTBUS	Midwest Bus Parts Inc	Check Total:	224.27
<u>Invoice Number</u>	<u>Invoice Date</u> <u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
INV29964	06/19/2026 GF032897	bus 5 turn signal	01 2710 430 000 0 000	224.27		
Check Number: 60508	Check Type: Check	Check Date: 06/30/2026	Vendor: MIDWESTFL2	MIDWEST FLOOR SPECIALISTS	Check Total:	5,630.00
<u>Invoice Number</u>	<u>Invoice Date</u> <u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
535	06/26/2026	Y Floor refinish	10 2620 610 000 0 000	5,630.00		
Check Number: 60509	Check Type: Check	Check Date: 06/30/2026	Vendor: MIDWESTSI	Midwest Special Instruments, Corp	Check Total:	834.00
<u>Invoice Number</u>	<u>Invoice Date</u> <u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
2606443-IN	06/26/2026	Health Services Supply DW	01 2130 610 000 0 000	834.00		
Check Number: 60510	Check Type: Check	Check Date: 06/30/2026	Vendor: MIGHTYDUCT	Mighty Ducts	Check Total:	2,700.00
<u>Invoice Number</u>	<u>Invoice Date</u> <u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
20623	06/29/2026	DUCT CLEANING	06 3100 320 000 0 000	2,700.00		
Check Number: 60511	Check Type: Check	Check Date: 06/30/2026	Vendor: NATIONALBU	National Business Furniture	Check Total:	1,085.80
<u>Invoice Number</u>	<u>Invoice Date</u> <u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
ZK292608-OFF	06/29/2026 GF032920	Davenport Mid-Century Modern Guest Chair	01 1200 610 000 0 000	1,085.80		
Check Number: 60512	Check Type: Check	Check Date: 06/30/2026	Vendor: NCSPEARSON	NCS PEARSON INC.	Check Total:	7,280.00
<u>Invoice Number</u>	<u>Invoice Date</u> <u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
31947965	06/29/2026 GF032935	DAL schoolsupplies	01 1200 610 000 0 000	7,280.00		
Check Number: 60513	Check Type: Check	Check Date: 06/30/2026	Vendor: NCSA	NE COUNCIL OF SCHOOL ADMIN	Check Total:	335.00
<u>Invoice Number</u>	<u>Invoice Date</u> <u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
91646	06/19/2026	Shannon Keller registration NCE conferen	01 6700 330 001 0 000	335.00		
Check Number: 60514	Check Type: Check	Check Date: 06/30/2026	Vendor: NEBRASKAGL	Nebraska Glass Company	Check Total:	39.95
<u>Invoice Number</u>	<u>Invoice Date</u> <u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		

Checking Account: 1		1				
284402	06/19/2026	GF032870	CO Van U windshield repair	01 2650 430 000 0 000	39.95	
Check Number: 60515	Check Type: Check	Check Date: 06/30/2026	Vendor: OREILLYAUT	O'Reilly Auto Parts	Check Total:	145.40
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
4799-226301	06/24/2026	GF031921	Vehicle Repair and Maintenance	01 2650 430 000 0 000	7.51	
4799-226474	06/24/2026	GF031921	Vehicle Repair and Maintenance	01 2650 430 000 0 000	3.04	
4799-226474	06/24/2026	GF031921	Reg. Pupil Transport. Supply	01 2710 610 000 0 000	0.00	
4799-227477	06/24/2026	GF031913	classroom supplies	01 1100 613 001 0 000	115.00	
4799-227630	06/26/2026	GF031921	Maintenance Supply District-Wide	01 2620 610 000 0 000	5.87	
4799-227630	06/26/2026	GF031921	Vehicle Repair and Maintenance	01 2650 430 000 0 000	0.00	
4799-227630	06/26/2026	GF031921	Reg. Pupil Transport. Supply	01 2710 610 000 0 000	0.00	
4799-227790	06/26/2026	GF031921	Reg. Pupil Transport. Supply	01 2710 610 000 0 000	13.98	
Check Number: 60516	Check Type: Check	Check Date: 06/30/2026	Vendor: PAXTONPATT	PAXTON/PATTERSON	Check Total:	2,551.05
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
PSI-0015461	06/19/2026	GF032406	supplies	01 1100 612 001 0 000	2,090.85	
PSI-0015673	06/29/2026	GF032406	supplies	01 1100 612 001 0 000	460.20	
Check Number: 60517	Check Type: Check	Check Date: 06/30/2026	Vendor: PLUMCREEKM	PLUM CREEK MARKET PLACE	Check Total:	2,901.67
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
00103997125000001	06/19/2026	GF032822	balloons	01 1300 610 004 0 000	24.00	
00208728123801276	06/19/2026	GF032793	retiree floral arrangements	01 2310 610 000 0 000	240.00	
00307260101801276	06/19/2026	GF032666	graduation flowers	01 2490 610 001 0 000	515.00	
00308260172301261	06/19/2026	GF031905	classroom supplies	01 1100 615 002 0 000	4.79	
00308907094000755	06/19/2026	GF032785	supplies	01 2410 610 002 0 000	82.20	
00404176085701039	06/19/2026	GF031922	2025/26 supplies	06 3100 630 000 0 000	101.70	
00404461080401039	06/19/2026	GF031911	classroom supplies	01 1100 615 001 0 000	114.60	
00406004124201298	06/19/2026	GF031911	classroom supplies	01 1100 615 001 0 000	111.21	
00406264122901039	06/19/2026	GF031911	classroom supplies	01 1100 615 001 0 000	123.89	
00406403072001039	06/19/2026	GF031911	classroom supplies	01 1100 615 001 0 000	21.98	
00406874101101039	06/19/2026	GF031922	2025/26 supplies	06 3100 630 000 0 000	360.00	
00407618082301039	06/19/2026	GF032785	supplies	01 2410 610 002 0 000	20.72	
00407632094301039	06/19/2026	GF031922	2025/26 supplies	06 3100 630 000 0 000	69.90	
00407704133501039	06/19/2026	GF032804	retirement cake	01 2710 610 000 0 000	58.99	
20260619	06/19/2026	GF032890	camp lunches	01 6915 610 000 0 000	595.00	
20260619-0001	06/19/2026		retiree floral arrangements	01 2310 610 000 0 000	37.55	
20260619-0002	06/19/2026	GF031922	2025/26 supplies	06 3100 630 000 0 000	41.93	
20260619-0003	06/19/2026	GF032741	summer school food supplies	01 1300 610 001 0 000	26.10	
20260619-0004	06/19/2026	GF032741	summer school food supplies	01 1300 610 001 0 000	64.37	
20260624	06/24/2026	GF031922	2025/26 supplies	06 3100 630 000 0 000	15.47	
20260624-0001	06/24/2026	GF032741	summer school food supplies	01 1300 610 001 0 000	120.90	
20260626	06/26/2026	GF032741	summer school food supplies	01 1300 610 001 0 000	15.87	
20260629	06/29/2026	GF032937	coffee	01 1100 610 002 0 000	135.50	

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Check Number: 60518	Check Type: Check	Check Date: 06/30/2026	Vendor: POWERSYSTE	Power Systems	Check Total:	1,506.43
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
psi00080710	06/29/2026	GF032412	Pro Maxima PLR-505A 3 Tier Dumbell Rack	01 1100 605 001 0 000	1,407.88	
psi00080710	06/29/2026	GF032412	shipping	01 1100 605 001 0 000	98.55	
Check Number: 60519	Check Type: Check	Check Date: 06/30/2026	Vendor: PYRAMID	Pyramid Educational Consultants, INC.	Check Total:	11.16
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
S1502046.001	06/19/2026	GF032606	supplies	01 1100 605 005 0 000	11.16	
V*S1502046.001	06/30/2026	GF032606	supplies	01 1100 605 005 0 000	(11.16)	
Check Number: 60520	Check Type: Check	Check Date: 06/30/2026	Vendor: PYRAMIDSCH	Pyramid School Products	Check Total:	4,872.88
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
S1501914.001	06/19/2026	GF032558	supplies	01 1100 610 004 0 000	679.72	
S1501916.001	06/19/2026	GF032540	supplies	01 1100 610 006 0 000	2,333.55	
S1501967.001	06/29/2026	GF032618	Reading/Eng. Lang. Arts/Speech Supply HS	01 1100 602 001 0 000	61.40	
S1501967.001	06/29/2026	GF032618	Science Supply MS	01 1100 603 002 0 000	47.95	
S1501967.001	06/29/2026	GF032618	Science Supply MS	01 1100 603 002 0 000	25.90	
S1501967.001	06/29/2026	GF032618	Social Science Supply MS	01 1100 604 002 0 000	50.19	
S1501967.001	06/29/2026	GF032618	paper	01 1100 610 000 0 000	24.40	
S1501967.001	06/29/2026	GF032618	supplies AB	01 2510 610 000 0 000	262.14	
S1501967.001	06/29/2026	GF032618	maintenance	01 2620 610 000 0 000	1,147.35	
S1502000.001	06/19/2026	GF032499	Art Supply ELA	01 1190 606 009 0 000	71.23	
S1502000.001	06/19/2026	GF032499	Early Childhood Supply ELA	01 1190 610 009 0 000	169.05	
Check Number: 60521	Check Type: Check	Check Date: 06/30/2026	Vendor: SSWORLDWI	S&S Worldwide	Check Total:	10.96
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
IN101756669	06/19/2026	GF032498	supplies	01 1190 606 009 0 000	10.96	
Check Number: 60522	Check Type: Check	Check Date: 06/30/2026	Vendor: SWAUTOPART	S&W AUTO PARTS	Check Total:	275.56
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
287-215018	06/29/2026	GF031916	2025/26 supplies	01 2620 610 000 0 000	104.99	
287-215420	06/29/2026	GF032866	belts for bus 14	01 2650 430 000 0 000	159.08	
287-215523	06/29/2026	GF031912	classroom supplies	01 1100 613 001 0 000	11.49	
Check Number: 60523	Check Type: Check	Check Date: 06/30/2026	Vendor: SCHOOLSPEC	SCHOOL SPECIALTY INC.	Check Total:	4,935.04
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
208137062783	06/29/2026	GF032434	Art Supply MS	01 1100 606 002 0 000	46.80	
208137062783	06/29/2026	GF032434	supplies	01 1100 610 002 0 000	29.80	
308104878451	06/29/2026	GF032614	Reading/Eng. Lang. Arts/Speech Supply HS	01 1100 602 001 0 000	40.79	
308104878451	06/29/2026	GF032614	Science Supply MS	01 1100 603 002 0 000	116.54	
308104878451	06/29/2026	GF032614	paper	01 1100 610 000 0 000	4,169.26	
308104878451	06/29/2026	GF032614	LEP Supply DW	01 1150 610 000 0 000	23.96	
308104878451	06/29/2026	GF032614	Social Work Supply DW	01 2110 610 000 0 000	23.96	

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308104878451	06/29/2026	GF032614	supplies AB	01 2510 610 000 0 000	143.07	
308104878451	06/29/2026	GF032614	maintenance	01 2620 610 000 0 000	9.70	
308104878451	06/29/2026	GF032614	American Flags	01 2620 610 000 0 000	331.16	
Check Number: 60524	Check Type: Check		Check Date: 06/30/2026	Vendor: SCHOOLMINT	SchoolMint Inc	Check Total: 3,412.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
INV-16624	06/30/2026	GF032823	Hero Ready subscription	01 1100 650 001 0 000	3,412.00	
Check Number: 60525	Check Type: Check		Check Date: 06/30/2026	Vendor: SECURECONT	Secure Content Technologies Ltd	Check Total: 12,518.33
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
15039	06/30/2026	GF031691	3 year agreement	01 2230 350 000 0 000	12,518.33	
Check Number: 60526	Check Type: Check		Check Date: 06/30/2026	Vendor: SEESAW	Seesaw	Check Total: 13,646.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
2026-92493	06/29/2026	GF032925	renewal	01 2230 350 000 0 000	13,646.00	
Check Number: 60527	Check Type: Check		Check Date: 06/30/2026	Vendor: STAPLES	Staples Business Advantage	Check Total: 61.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
6065494461	06/19/2026	GF032543	supplies	01 1100 610 006 0 000	61.00	
Check Number: 60528	Check Type: Check		Check Date: 06/30/2026	Vendor: STATESTEEL	State Steel Supply Company of Nebraska	Check Total: 1,215.86
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
GI530012	06/19/2026	GF031924	supplies	01 1100 613 001 0 000	1,215.86	
Check Number: 60529	Check Type: Check		Check Date: 06/30/2026	Vendor: SYSCOLINCO	Sysco Lincoln	Check Total: 7,941.78
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
161A3516Z	06/24/2026		School Lunch NON-FOOD Supply	06 3100 610 000 0 000	93.13	
161A3516Z	06/24/2026		School Lunch Supply FOOD	06 3100 630 000 0 000	0.00	
161A3526Z	06/24/2026		School Lunch NON-FOOD Supply	06 3100 610 000 0 000	42.09	
161A3526Z	06/24/2026		School Lunch Supply FOOD	06 3100 630 000 0 000	0.00	
161A4227Z	06/24/2026		School Lunch NON-FOOD Supply	06 3100 610 000 0 000	79.69	
161A4227Z	06/24/2026		School Lunch Supply FOOD	06 3100 630 000 0 000	0.00	
161A4492Z	06/24/2026		School Lunch NON-FOOD Supply	06 3100 610 000 0 000	58.45	
161A4492Z	06/24/2026		School Lunch Supply FOOD	06 3100 630 000 0 000	0.00	
161A4495Z	06/24/2026		School Lunch NON-FOOD Supply	06 3100 610 000 0 000	42.33	
161A4495Z	06/24/2026		School Lunch Supply FOOD	06 3100 630 000 0 000	0.00	
161A4626Z	06/24/2026		School Lunch NON-FOOD Supply	06 3100 610 000 0 000	109.24	
161A4626Z	06/24/2026		School Lunch Supply FOOD	06 3100 630 000 0 000	0.00	
161A4691Z	06/24/2026		School Lunch NON-FOOD Supply	06 3100 610 000 0 000	39.11	
161A4691Z	06/24/2026		School Lunch Supply FOOD	06 3100 630 000 0 000	0.00	
161A4718Z	06/24/2026		School Lunch NON-FOOD Supply	06 3100 610 000 0 000	44.83	
161A4718Z	06/24/2026		School Lunch Supply FOOD	06 3100 630 000 0 000	0.00	
161A4831Z	06/24/2026		School Lunch NON-FOOD Supply	06 3100 610 000 0 000	396.67	
161A4831Z	06/24/2026		School Lunch Supply FOOD	06 3100 630 000 0 000	0.00	

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161A6016Z	06/24/2026	School Lunch NON-FOOD Supply	06 3100 610 000 0 000	128.15	
161A6016Z	06/24/2026	School Lunch Supply FOOD	06 3100 630 000 0 000	0.00	
161A6892Z	06/24/2026	School Lunch NON-FOOD Supply	06 3100 610 000 0 000	1,439.50	
161A6892Z	06/24/2026	School Lunch Supply FOOD	06 3100 630 000 0 000	0.00	
161A6945Z	06/24/2026	School Lunch NON-FOOD Supply	06 3100 610 000 0 000	226.41	
161A6945Z	06/24/2026	School Lunch Supply FOOD	06 3100 630 000 0 000	0.00	
161A6947Z	06/24/2026	School Lunch NON-FOOD Supply	06 3100 610 000 0 000	352.59	
161A6947Z	06/24/2026	School Lunch Supply FOOD	06 3100 630 000 0 000	0.00	
161A7683Z	06/24/2026	School Lunch NON-FOOD Supply	06 3100 610 000 0 000	168.25	
161A7683Z	06/24/2026	School Lunch Supply FOOD	06 3100 630 000 0 000	0.00	
661502722	06/24/2026	School Lunch NON-FOOD Supply	06 3100 610 000 0 000	31.74	
661502722	06/24/2026	School Lunch Supply FOOD	06 3100 630 000 0 000	0.00	
661531933	06/24/2026	School Lunch NON-FOOD Supply	06 3100 610 000 0 000	231.64	
661531933	06/24/2026	School Lunch Supply FOOD	06 3100 630 000 0 000	0.00	
661564689	06/24/2026	School Lunch NON-FOOD Supply	06 3100 610 000 0 000	0.00	
661564689	06/24/2026	School Lunch Supply FOOD	06 3100 630 000 0 000	269.79	
661612201	06/24/2026	School Lunch NON-FOOD Supply	06 3100 610 000 0 000	90.88	
661612201	06/24/2026	School Lunch Supply FOOD	06 3100 630 000 0 000	0.00	
661626031	06/24/2026	School Lunch NON-FOOD Supply	06 3100 610 000 0 000	90.88	
661626031	06/24/2026	School Lunch Supply FOOD	06 3100 630 000 0 000	0.00	
661698754	06/24/2026	School Lunch NON-FOOD Supply	06 3100 610 000 0 000	181.76	
661698754	06/24/2026	School Lunch Supply FOOD	06 3100 630 000 0 000	0.00	
661747177	06/24/2026	School Lunch NON-FOOD Supply	06 3100 610 000 0 000	0.00	
661747177	06/24/2026	School Lunch Supply FOOD	06 3100 630 000 0 000	(819.28)	
661760954	06/24/2026	School Lunch NON-FOOD Supply	06 3100 610 000 0 000	82.08	
661760954	06/24/2026	School Lunch Supply FOOD	06 3100 630 000 0 000	0.00	
661868920	06/24/2026	School Lunch NON-FOOD Supply	06 3100 610 000 0 000	90.88	
661868920	06/24/2026	School Lunch Supply FOOD	06 3100 630 000 0 000	0.00	
661868926	06/24/2026	School Lunch NON-FOOD Supply	06 3100 610 000 0 000	0.00	
661868926	06/24/2026	School Lunch Supply FOOD	06 3100 630 000 0 000	99.81	
661892279	06/24/2026	School Lunch NON-FOOD Supply	06 3100 610 000 0 000	0.00	
661892279	06/24/2026	School Lunch Supply FOOD	06 3100 630 000 0 000	(18.28)	
661905057	06/24/2026	School Lunch NON-FOOD Supply	06 3100 610 000 0 000	0.00	
661905057	06/24/2026	School Lunch Supply FOOD	06 3100 630 000 0 000	(88.04)	
661961320	06/24/2026	School Lunch NON-FOOD Supply	06 3100 610 000 0 000	0.00	
661961320	06/24/2026	School Lunch Supply FOOD	06 3100 630 000 0 000	(52.54)	
761002828	06/24/2026	School Lunch NON-FOOD Supply	06 3100 610 000 0 000	412.89	
761002828	06/24/2026	School Lunch Supply FOOD	06 3100 630 000 0 000	1,963.33	
761013807	06/24/2026	School Lunch NON-FOOD Supply	06 3100 610 000 0 000	490.30	
761013807	06/24/2026	School Lunch Supply FOOD	06 3100 630 000 0 000	1,663.50	
Check Number: 60530	Check Type: Check	Check Date: 06/30/2026 Vendor: TITAN	Titan Machinery	Check Total:	2,330.08

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<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
SO0353019-1	06/24/2026		bobcat	01 2640 610 000 0 000	2,330.08	
Check Number: 60531	Check Type: Check	Check Date: 06/30/2026	Vendor: TRANEHVACP	Trane HVAC Parts & Supplies	Check Total:	1,591.52
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
21926722	06/19/2026	GF032906	RTU 8 for the HS	01 2620 437 001 0 000	1,182.86	
21936236	06/19/2026	GF032906	RTU 8 for the HS	01 2620 437 001 0 000	408.66	
Check Number: 60532	Check Type: Check	Check Date: 06/30/2026	Vendor: WALMART1	TreviPay-Walmart	Check Total:	1,648.93
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
269a2bde	06/24/2026		Summer School Supply-Elementary	01 1300 610 004 0 000	146.85	
4365ac1f	06/19/2026		Summer School Supply-Elementary	01 1300 610 004 0 000	202.20	
557607a3	06/24/2026		Summer School Supply-Elementary	01 1300 610 004 0 000	195.36	
59c68905	06/19/2026		Summer School Supply-Elementary	01 1300 610 004 0 000	311.24	
5b5297ee	06/19/2026		Summer School Supply-Elementary	01 1300 610 004 0 000	41.86	
82c58a0f	06/19/2026		Summer School Supply-Elementary	01 1300 610 004 0 000	123.65	
8e538595	06/24/2026		Maintenance Supply District-Wide	01 2620 610 000 0 000	54.19	
9b88662e	06/24/2026		Summer School Supply-Elementary	01 1300 610 004 0 000	269.14	
dba2c1f6	06/19/2026		Summer School Supply-Elementary	01 1300 610 004 0 000	21.92	
e261d3eb	06/19/2026		Summer School Supply-Elementary	01 1300 610 004 0 000	282.52	
Check Number: 60533	Check Type: Check	Check Date: 06/30/2026	Vendor: VESTIS	Vestis	Check Total:	1,205.55
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
6280719637	06/19/2026		Op. of Bldg. Laundry Svcs. Morton	01 2620 424 004 0 000	193.87	
6280719640	06/19/2026		Op. of Bldg. Laundry Svcs. Sandoz	01 2620 424 006 0 000	109.25	
6280719644	06/19/2026		Op. of Bldg. Laundry Svcs. Pershing	01 2620 424 005 0 000	177.95	
6280720377	06/19/2026		Op. of Bldg. Laundry Svcs. ELA	01 2620 424 009 0 000	98.90	
6280723091	06/24/2026		Op. of Bldg. Laundry Svcs. Sandoz	01 2620 424 006 0 000	36.10	
6280723095	06/24/2026		Op. of Bldg. Laundry Svcs. MS	01 2620 424 002 0 000	110.93	
6280723096	06/24/2026		Op. of Bldg. Laundry Svcs. Bryan	01 2620 424 003 0 000	152.71	
6280723097	06/24/2026		Op. of Bldg. Laundry Svcs. HS	01 2620 424 001 0 000	231.55	
6280723098	06/24/2026		Op. of Bldg. Contracted Laundry Svcs.	01 2620 424 000 0 000	94.29	
Check Number: 60534	Check Type: Check	Check Date: 06/30/2026	Vendor: VVSINC	VVS, Inc	Check Total:	8.72
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
I36941	06/24/2026		Fiscal Svcs. Rent of Equipt. & Vehicles	01 2510 442 000 0 000	8.72	
Check Number: 60535	Check Type: Check	Check Date: 06/30/2026	Vendor: WEATHERCRA	WEATHERCRAFT COMPANIES	Check Total:	352.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
27629	06/24/2026		Op. of Bldg. Cont. Roof Repair HS	01 2620 431 001 0 000	352.00	
Check Number: 60536	Check Type: Check	Check Date: 06/30/2026	Vendor: YMCAOFLEXI	YMCA of Lexington	Check Total:	1,020.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20260619	06/19/2026		youth programs	01 6915 610 000 0 000	1,020.00	

Posted; Batch Description GF Checks 7/8/26 KJF

Checking Account ID: 1

Total without Voids: 1,322,209.08

Detail Check Register

Posted; Batch Description ACT Checks 6/26/26 KJF, ACT Checks 6/8/26 KJF; Processing
Month 06/2026

Checking Account: 5

5

Check Number: 72211 Check Type: Automatic Payment Check Date: 06/26/2026 Vendor: VISA ACT1 Visa Check Total: 2,127.97

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20260619	06/19/2026		High School Girls Wrestling Fundraising	05 2900 000 001 0 081	206.00
20260619	06/19/2026		High School Girls Wrestling Fundraising	05 2900 000 001 0 081	206.00
20260619	06/19/2026		High School Girls Wrestling Fundraising	05 2900 000 001 0 081	1,648.00
20260619	06/19/2026		High School Team Travel	05 2900 000 001 0 136	67.97

Check Number: 72212 Check Type: Automatic Payment Check Date: 06/26/2026 Vendor: VISA ACT2 Visa Check Total: 762.77

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20260619	06/19/2026		High School Team Travel	05 2900 000 001 0 136	222.56
20260619	06/19/2026		High School Team Travel	05 2900 000 001 0 136	100.88
20260619	06/19/2026		High School Team Travel	05 2900 000 001 0 136	10.99
20260619	06/19/2026		High School Team Travel	05 2900 000 001 0 136	132.35
20260619	06/19/2026		High School Team Travel	05 2900 000 001 0 136	146.94
20260619	06/19/2026		High School Team Travel	05 2900 000 001 0 136	36.59
20260619	06/19/2026		High School Gate Receipts	05 2900 000 001 0 137	112.46

Check Number: 72213 Check Type: Automatic Payment Check Date: 06/26/2026 Vendor: VISA ACT3 Visa Check Total: 630.61

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20260619	06/19/2026		High School Track Fundraising	05 2900 000 001 0 071	350.00
20260619	06/19/2026		GIRLS TENNIS	05 2900 000 001 0 126	41.85
20260619	06/19/2026		High School Team Travel	05 2900 000 001 0 136	146.84
20260619	06/19/2026		High School Team Travel	05 2900 000 001 0 136	91.92

Check Number: 72214 Check Type: Automatic Payment Check Date: 06/26/2026 Vendor: VISA ACT4 VISA Check Total: 817.10

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20260619	06/19/2026		HONOR SOCIETY	05 2900 000 001 0 033	385.00
20260619	06/19/2026		BOYS GOLF	05 2900 000 001 0 125	69.56
20260619	06/19/2026		High School Team Travel	05 2900 000 001 0 136	70.00
20260619	06/19/2026		High School Team Travel	05 2900 000 001 0 136	103.61
20260619	06/19/2026		High School Team Travel	05 2900 000 001 0 136	66.00
20260619	06/19/2026		High School Team Travel	05 2900 000 001 0 136	122.93

Check Number: 72215 Check Type: Automatic Payment Check Date: 06/26/2026 Vendor: VISA ACT5 VISA Check Total: 2,580.75

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20260619	06/19/2026		Booster Club (flow-through)	05 2900 000 001 0 021	234.00
20260619	06/19/2026		HS Boys Soccer Fundraising	05 2900 000 001 0 069	370.00
20260619	06/19/2026		E-SPORTS	05 2900 000 001 0 099	85.12
20260619	06/19/2026		High School Team Travel	05 2900 000 001 0 136	335.24
20260619	06/19/2026		High School Team Travel	05 2900 000 001 0 136	19.00
20260619	06/19/2026		High School Team Travel	05 2900 000 001 0 136	289.00
20260619	06/19/2026		High School Team Travel	05 2900 000 001 0 136	379.39

Detail Check Register

Posted; Batch Description ACT Checks 6/26/26 KJF, ACT Checks 6/8/26 KJF; Processing
Month 06/2026

Checking Account:	5	5				
20260619	06/19/2026		High School Team Travel	05 2900 000 001 0 136	869.00	
Check Number: 72216	Check Type: Automatic Payment	Check Date: 06/26/2026	Vendor: VISA	ACT6	VISA	Check Total: 2,866.23
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20260619	06/19/2026		High School Drill Team Fundraising	05 2900 000 001 0 072	462.24	
20260619	06/19/2026		High School Drill Team Fundraising	05 2900 000 001 0 072	992.96	
20260619	06/19/2026		High School Girls Tennis Fundraising	05 2900 000 001 0 076	59.16	
20260619	06/19/2026		GIRLS TENNIS	05 2900 000 001 0 126	300.00	
20260619	06/19/2026		High School Team Travel	05 2900 000 001 0 136	135.14	
20260619	06/19/2026		High School Team Travel	05 2900 000 001 0 136	298.72	
20260619	06/19/2026		High School Team Travel	05 2900 000 001 0 136	135.14	
20260619	06/19/2026		High School Team Travel	05 2900 000 001 0 136	116.74	
20260619	06/19/2026		High School Team Travel	05 2900 000 001 0 136	48.73	
20260619	06/19/2026		High School Team Travel	05 2900 000 001 0 136	181.70	
20260619	06/19/2026		High School Team Travel	05 2900 000 001 0 136	62.93	
20260619	06/19/2026		High School Team Travel	05 2900 000 001 0 136	72.77	
Check Number: 72217	Check Type: Automatic Payment	Check Date: 06/26/2026	Vendor: VISA	ACT7	VISA	Check Total: 355.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20260619	06/19/2026		HS Auto Resale	05 2900 000 001 0 023	60.00	
20260619	06/19/2026		HS FINES	05 2900 000 001 0 029	295.00	
Check Number: 17258	Check Type: Check	Check Date: 06/08/2026	Vendor: ALLSTAR	CUS	ALL STAR CUSTOM AWARDS	Check Total: 1,622.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
7274	06/08/2026	ACT04995	Brackets for Girls and Boys Higgins	05 2900 000 001 0 100	811.00	
7274	06/08/2026	ACT04995	Brackets for Girls and Boys Higgins	05 2900 000 001 0 121	811.00	
Check Number: 17259	Check Type: Check	Check Date: 06/08/2026	Vendor: ANDERSONS		ANDERSON'S	Check Total: 1,159.64
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
4701208	06/08/2026	ACT05074	Stone path, Tulle, Gossamar	05 2900 000 001 0 019	1,159.64	
Check Number: 17260	Check Type: Check	Check Date: 06/08/2026	Vendor: ANSELMOME		Anselmo-Merna Public School	Check Total: 400.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20260608	06/08/2026		girls basketball summer league	05 2900 000 001 0 062	400.00	
Check Number: 17261	Check Type: Check	Check Date: 06/08/2026	Vendor: AWARDSUNLI		AWARDS UNLIMITED, INC.	Check Total: 161.59
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
332975	06/08/2026	ACT05112	Awards Mingus/Ramsey/State runner up	05 2900 000 001 0 130	119.82	
333832	06/08/2026	ACT05112	Awards Mingus/Ramsey/State runner up	05 2900 000 001 0 130	41.77	
Check Number: 17262	Check Type: Check	Check Date: 06/08/2026	Vendor: BSNSPORTS		BSN Sports	Check Total: 4,767.96
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
934182757	06/08/2026	ACT05099	Football Bags for players to carry gear	05 2900 000 001 0 066	1,000.00	

Detail Check Register

Posted; Batch Description ACT Checks 6/26/26 KJF, ACT Checks 6/8/26 KJF; Processing
Month 06/2026

Checking Account:	5	5				
934182757	06/08/2026	ACT05099	Football Bags for players to carry gear	05 2900 000 001 0 114	2,079.60	
934195268	06/08/2026	ACT05117	Pink VB Jerseys for VB Booster Club Wish	05 2900 000 001 0 021	302.40	
934270423	06/08/2026	ACT05116	Portable Soccer Goals Booster Club Wishl	05 2900 000 001 0 021	769.98	
934270438	06/08/2026	ACT05122	Deluxe Wheeled Equip. Bag - BC Wishlist	05 2900 000 001 0 021	175.99	
934293353	06/08/2026	ACT05118	Softball BC Wishlist Bat and Game Change	05 2900 000 001 0 021	439.99	
Check Number: 17263	Check Type: Check	Check Date: 06/08/2026	Vendor: CASHWA	CASH-WA DISTRIBUTING CO.	Check Total:	199.20
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
15090668	06/08/2026		CONCESSIONS	05 2900 000 001 0 032	199.20	
Check Number: 17264	Check Type: Check	Check Date: 06/08/2026	Vendor: CHANGECLOT	Change Clothing	Check Total:	544.50
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20260608	06/08/2026		e-sports shirts	05 2900 000 001 0 099	46.50	
20260608-0001	06/08/2026	ACT05114	staff shirts	05 2900 000 003 0 300	498.00	
Check Number: 17265	Check Type: Check	Check Date: 06/08/2026	Vendor: EARTHDAYS	Earth Day Shirts	Check Total:	169.90
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
IN1749530	06/08/2026	ACT05070	shirts	05 2900 000 004 0 402	169.90	
Check Number: 17266	Check Type: Check	Check Date: 06/08/2026	Vendor: FAIRFIELD3	Fairfield by Marriott	Check Total:	3,490.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20260608	06/08/2026		girls tennis rooms	05 2900 000 001 0 136	700.00	
20260608-0001	06/08/2026		TRACK ROOMS	05 2900 000 001 0 136	2,790.00	
Check Number: 17267	Check Type: Check	Check Date: 06/08/2026	Vendor: HAMPTONIN2	Hampton Inn- Norfolk	Check Total:	139.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20260608	06/08/2026		State Journalism rooms	05 2900 000 001 0 136	139.00	
Check Number: 17268	Check Type: Check	Check Date: 06/08/2026	Vendor: HAMPTONI10	Hampton Inn- Sidney, NE	Check Total:	126.33
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20260608	06/08/2026		boys golf room	05 2900 000 001 0 136	126.33	
Check Number: 17269	Check Type: Check	Check Date: 06/08/2026	Vendor: HOWIESATHL	Howies Athletic Tape	Check Total:	1,311.46
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
INV000408695	06/08/2026	ACT05126	Yearly supply of Athletic Tape for Train	05 2900 000 001 0 109	1,311.46	
Check Number: 17270	Check Type: Check	Check Date: 06/08/2026	Vendor: JOHNNYONTH	JOHNNY ON THE SPOT	Check Total:	160.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
I2287	06/08/2026	ACT05060	Porta Potties for Spring Events	05 2900 000 001 0 123	54.00	
I2287	06/08/2026	ACT05060	Porta Potties for Spring Events	05 2900 000 001 0 128	54.00	
I2287	06/08/2026	ACT05060	Porta Potties for Spring Events	05 2900 000 001 0 133	52.00	
Check Number: 17271	Check Type: Check	Check Date: 06/08/2026	Vendor: LAKESIDECO	LAKESIDE COUNTRY CLUB	Check Total:	10,747.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	

Detail Check Register

Posted; Batch Description ACT Checks 6/26/26 KJF, ACT Checks 6/8/26 KJF; Processing
Month 06/2026

Checking Account:	5	5				
20260608	06/08/2026		boys golf	05 2900 000 001 0 125	1,865.00	
20260608-0001	06/08/2026		BOYS GOLF	05 2900 000 001 0 125	712.00	
20260608-0002	06/08/2026		BOYS GOLF	05 2900 000 001 0 125	195.00	
20260608-0003	06/08/2026		orange & black	05 2900 000 001 0 063	7,975.00	
Check Number: 17272	Check Type: Check	Check Date: 06/08/2026	Vendor: LEXPSGF2	LEXINGTON PUBLIC SCHOOLS- GENERAL FUND	Check Total:	1,171.13
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
5/21/26	06/08/2026	ACT05097	Food for Orange and Black Golf Tourney	05 2900 000 001 0 063	381.34	
5/5/26	06/08/2026	ACT05103	Food for Two Track Meets	05 2900 000 001 0 137	789.79	
Check Number: 17273	Check Type: Check	Check Date: 06/08/2026	Vendor: MAXWELLPUB	Maxwell Public Schools	Check Total:	175.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20260608	06/08/2026		girls basketball summer camp	05 2900 000 001 0 062	175.00	
Check Number: 17274	Check Type: Check	Check Date: 06/08/2026	Vendor: MEADLUMBER	MEAD LUMBER	Check Total:	228.84
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
13463313	06/08/2026	ACT04883	project supplies	05 2900 000 001 0 025	45.87	
13512190	06/08/2026	ACT05111	Burson project	05 2900 000 001 0 025	182.97	
Check Number: 17275	Check Type: Check	Check Date: 06/08/2026	Vendor: NEBRASKAA1	Nebraska Academic Decathlon	Check Total:	300.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20260608	06/08/2026		enrollment fee	05 2900 000 000 0 958	300.00	
Check Number: 17276	Check Type: Check	Check Date: 06/08/2026	Vendor: SOCCERCOME	Sports Endeavors, LLC	Check Total:	2,317.96
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
9408498905	06/08/2026	ACT05108	supplies	05 2900 000 001 0 069	161.74	
9408500629	06/08/2026	ACT05108	supplies	05 2900 000 001 0 069	2,156.22	
Check Number: 17277	Check Type: Check	Check Date: 06/08/2026	Vendor: STATESTEEL	State Steel Supply Company of Nebraska	Check Total:	3,360.01
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20260608	06/08/2026		HS Welding	05 2900 000 001 0 024	3,360.01	
Check Number: 17278	Check Type: Check	Check Date: 06/08/2026	Vendor: WALMART1	TreviPay-Walmart	Check Total:	1,759.25
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
01fe1dfe	06/08/2026	ACT05109	supplies	05 2900 000 001 0 063	96.28	
1cd0f5c5	06/08/2026		High School Unified Track	05 2900 000 001 0 098	48.52	
31b91ee2	06/08/2026		BRYAN BOBCAT	05 2900 000 003 0 300	80.16	
484db250	06/08/2026	ACT05109	supplies	05 2900 000 001 0 063	198.63	
7f6c4238	06/08/2026		HS MISCELLANEOUS	05 2900 000 001 0 030	110.46	
8e9cf236	06/08/2026		Drill Team Speaker	05 2900 000 001 0 021	149.00	
9136382b	06/08/2026		BRYAN BOBCAT	05 2900 000 003 0 300	491.87	
9211ea33	06/08/2026		HS Boys Soccer Fundraising	05 2900 000 001 0 069	133.14	
c7901464	06/08/2026		BRYAN BOBCAT	05 2900 000 003 0 300	302.44	

Detail Check Register

Posted; Batch Description ACT Checks 6/26/26 KJF, ACT Checks 6/8/26 KJF; Processing
Month 06/2026

Checking Account: 5	5					
d449efc7	06/08/2026	ACT05109	supplies	05 2900 000 001 0 063	148.75	
Check Number: 17279	Check Type: Check	Check Date: 06/08/2026	Vendor: UNIVERSALC	Universal Cheerleaders Association	Check Total:	13,982.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20260608	06/08/2026		High School Cheerleading Fundraising	05 2900 000 001 0 065	13,982.00	
Check Number: 17280	Check Type: Check	Check Date: 06/08/2026	Vendor: UNIVERSALD	Universal Dance Association	Check Total:	7,888.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
REG-0011597340	06/08/2026		High School Drill Team Fundraising	05 2900 000 001 0 072	7,888.00	
Check Number: 17281	Check Type: Check	Check Date: 06/08/2026	Vendor: VARSITY	Varsity Spirit Fashions	Check Total:	20,965.05
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
68900856	06/08/2026	ACT05101	Cheer Apparel. All costs paid by the ch	05 2900 000 001 0 106	20,965.05	
Check Number: 17282	Check Type: Check	Check Date: 06/26/2026	Vendor: AMAZONCAPI	Amazon Capital Services	Check Total:	1,436.28
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
11CD-YRVC-9RVP	06/19/2026	ACT05127	supplies	05 2900 000 000 0 951	983.59	
13YF-4F3C-LX1T	06/19/2026	ACT05131	books	05 2900 000 001 0 021	149.40	
1L49-9W9Q-17GR	06/19/2026	ACT05080	prom supplies	05 2900 000 001 0 019	(52.52)	
1MRD-6M6Y-RHXQ	06/19/2026	ACT05130	supplies	05 2900 000 001 0 021	388.76	
1NVD-RTM1-CCDK	06/19/2026	ACT05080	prom supplies	05 2900 000 001 0 019	(219.88)	
1wtw-d9cp-yghk	06/26/2026	ACT05134	golf supplies	05 2900 000 001 0 118	186.93	
Check Number: 17283	Check Type: Check	Check Date: 06/26/2026	Vendor: BOUND	ASPI Solutions, inc	Check Total:	2,094.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20260619	06/19/2026		card readers	05 2900 000 001 0 032	1,047.00	
20260619	06/19/2026		card readers	05 2900 000 001 0 137	1,047.00	
Check Number: 17284	Check Type: Check	Check Date: 06/26/2026	Vendor: AWARDSUNLI	AWARDS UNLIMITED, INC.	Check Total:	2,380.37
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
317769	06/26/2026	ACT05137	Spring Awards (Boys Golf, Bader, UT). Me	05 2900 000 001 0 032	1,190.00	
317769	06/26/2026	ACT05137	Spring Awards (Boys Golf, Bader, UT). Me	05 2900 000 001 0 137	1,190.37	
Check Number: 17285	Check Type: Check	Check Date: 06/26/2026	Vendor: BSNSPORTS	BSN Sports	Check Total:	1,066.80
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
934340635	06/19/2026	ACT05123	Padded Blocking Guards - BC Wishlist GBB	05 2900 000 001 0 021	76.99	
934348373	06/19/2026	ACT05115	Football Practice pads/equipment	05 2900 000 001 0 021	989.81	
Check Number: 17286	Check Type: Check	Check Date: 06/26/2026	Vendor: CENTRALCO4	Central Conference	Check Total:	300.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20260619	06/19/2026		membership dues	05 2900 000 001 0 130	300.00	
Check Number: 17287	Check Type: Check	Check Date: 06/26/2026	Vendor: CHANGECLOT	Change Clothing	Check Total:	2,400.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	

Detail Check Register

Posted; Batch Description ACT Checks 6/26/26 KJF, ACT Checks 6/8/26 KJF; Processing
Month 06/2026

Checking Account:	5	5				
20260626-0001	06/26/2026	ACT05139	PE shirts	05 2900 000 002 0 219	2,400.00	
Check Number: 17288	Check Type: Check	Check Date: 06/26/2026	Vendor: HAMPTONI10	Hampton Inn- Sidney, NE	Check Total:	203.67
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20260619	06/19/2026		GOLF ROOMS	05 2900 000 001 0 136	203.67	
Check Number: 17289	Check Type: Check	Check Date: 06/26/2026	Vendor: INTERNATI4	International E-Z Up, Inc	Check Total:	3,035.22
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
inv0781406	06/19/2026	ACT05128	canopy	05 2900 000 001 0 021	3,035.22	
Check Number: 17290	Check Type: Check	Check Date: 06/26/2026	Vendor: LEXPSGF2	LEXINGTON PUBLIC SCHOOLS- GENERAL FUND	Check Total:	671.90
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20260626	06/26/2026	ACT04894	Food for Volleyball Invite	05 2900 000 001 0 116	261.63	
20260626-0001	06/26/2026	ACT05016	popcorn supplies	05 2900 000 001 0 049	410.27	
Check Number: 17291	Check Type: Check	Check Date: 06/26/2026	Vendor: MEADLUMBER	MEAD LUMBER	Check Total:	10,099.04
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
13649959	06/26/2026	ACT05111	Burson project	05 2900 000 001 0 025	10,099.04	
Check Number: 17292	Check Type: Check	Check Date: 06/26/2026	Vendor: MEDCOSUPPL	MEDCO SUPPLY COMPANY	Check Total:	5,217.25
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
IN100099142	06/19/2026	ACT05125	2026-27 schoolyear supply for Train Rm	05 2900 000 001 0 109	2,669.90	
IN100099201	06/19/2026	ACT05124	Training Room BC Wishlist: Normatech &	05 2900 000 001 0 021	1,705.32	
IN100105205	06/19/2026	ACT05125	2026-27 schoolyear supply for Train Rm	05 2900 000 001 0 109	596.80	
IN100111722	06/19/2026	ACT05125	2026-27 schoolyear supply for Train Rm	05 2900 000 001 0 109	171.41	
IN100122162	06/19/2026	ACT05125	2026-27 schoolyear supply for Train Rm	05 2900 000 001 0 109	73.82	
Check Number: 17293	Check Type: Check	Check Date: 06/26/2026	Vendor: NSAA	NEBRASKA SCHOOL ACTIVITIES ASSOCIATION	Check Total:	2,375.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20260619	06/19/2026		membership and fees	05 2900 000 001 0 032	1,187.50	
20260619	06/19/2026		membership and fees	05 2900 000 001 0 137	1,187.50	
Check Number: 17294	Check Type: Check	Check Date: 06/26/2026	Vendor: NIETKRIS	Kristen Nieto	Check Total:	150.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20260619	06/19/2026		track uniform repairs	05 2900 000 001 0 123	150.00	
Check Number: 17295	Check Type: Check	Check Date: 06/26/2026	Vendor: PAXTONHARD	Paxton Hardwoods LLC	Check Total:	1,772.22
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
0013306411-001	06/19/2026	ACT05113	supplies	05 2900 000 001 0 025	1,772.22	
Check Number: 17296	Check Type: Check	Check Date: 06/26/2026	Vendor: SAYLERSCRE	Sayler Screenprinting	Check Total:	615.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
28771	06/26/2026	ACT05138	Summer Camp T-shirts	05 2900 000 001 0 065	615.00	

Detail Check Register

Posted; Batch Description ACT Checks 6/26/26 KJF, ACT Checks 6/8/26 KJF; Processing
Month 06/2026

Checking Account: 5

5

Check Number: 17297	Check Type: Check	Check Date: 06/26/2026	Vendor: TIBKE	Madi Tibke	Check Total:	300.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20260619	06/19/2026		project paneled-UDA	05 2900 000 001 0 021	300.00	
Check Number: 17298	Check Type: Check	Check Date: 06/26/2026	Vendor: TRAINPLAYC	Train, Play, & Compete	Check Total:	783.60
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20260626	06/26/2026		registration	05 2900 000 001 0 067	783.60	
Check Number: 17299	Check Type: Check	Check Date: 06/26/2026	Vendor: WALMART1	TreviPay-Walmart	Check Total:	149.47
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
12e7ca11	06/26/2026		HS GENERAL ACTIVITIES	05 2900 000 001 0 130	149.47	
Check Number: 17300	Check Type: Check	Check Date: 06/26/2026	Vendor: USAVE	U Save	Check Total:	90.38
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
666762	06/19/2026	ACT05133	return shipping	05 2900 000 001 0 109	90.38	
Check Number: 17301	Check Type: Check	Check Date: 06/26/2026	Vendor: WALSWORTH P	WALSWORTH PUBLISHING COMPANY	Check Total:	7,110.70
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20260619	06/19/2026		MS ANNUAL	05 2900 000 002 0 202	7,110.70	
Check Number: 17302	Check Type: Check	Check Date: 06/26/2026	Vendor: ZERR	Steve Zerr	Check Total:	250.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20260619	06/19/2026		pictures	05 2900 000 001 0 113	200.00	
20260619	06/19/2026		pictures	05 2900 000 001 0 130	50.00	

*Denotes Expensed Invoice Item

Checking Account ID: 5

Total without Voids: 129,787.15

Fund: 05 ACTIVITY FUND

Chart of Account Number			Chart of Account Description			Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
05 704 0948			Social Work Fundraising			*Previous Balance						363.61
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	363.61
05 704 0949			Student Fee Waivers			*Previous Balance						(1,596.16)
05 2900 000 000 0 949			Student Fee Waivers									
10/27/2025	PO	ACT04948			Ulises Vasquez-Donis sports physical	PLUM CREEK MEDICAL GROUP, P.C.	0.00	0.00	0.00	95.00		
05 704 0949			Student Fee Waivers			*Previous Balance						(95.00)
						*Ending Balance:	0.00	0.00	0.00	95.00	0.00	(1,691.16)
05 704 0951			Supplemental Assistance			*Previous Balance						175.00
05 704 0951			Supplemental Assistance									
05 1710 0951			Supplemental Assistance									
06/11/2026	CR				Supplemental Assistance		0.00	300.00	0.00	0.00		
05 2900 000 000 0 951			Supplemental Assistance									
06/26/2026	CD	ACT05127 11CD-YRVC-9RVP	5	17282	supplies	Amazon Capital Services	983.59	0.00	0.00	0.00		
05 704 0951			Supplemental Assistance			*Current Activity						(683.59)
						*Ending Balance:	983.59	300.00	0.00	0.00	0.00	(508.59)
05 704 0953			Early Learning Academy			*Previous Balance						1,773.32
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	1,773.32
05 704 0956			ELEMENTARY RECORDERS			*Previous Balance						5,921.59
05 704 0956			ELEMENTARY RECORDERS									
05 1710 0956			ELEMENTARY RECORDERS									
06/05/2026	CR	0005670			Elementary Recorders - Sandoz	Sandoz	0.00	646.50	0.00	0.00		
05 704 0956			ELEMENTARY RECORDERS			*Current Activity						646.50
						*Ending Balance:	0.00	646.50	0.00	0.00	0.00	6,568.09
05 704 0957			NE SPECIAL OLYMPICS			*Previous Balance						2,199.73
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	2,199.73
05 704 0958			GIFTED PROGRAMS									
05 2900 000 000 0 958			GIFTED PROGRAMS									
06/08/2026	CD	20260608	5	17275	enrollment fee	Nebraska Academic Decathlon	300.00	0.00	0.00	0.00		
05 704 0958			GIFTED PROGRAMS			*Current Activity						(300.00)
						*Ending Balance:	300.00	0.00	0.00	0.00	0.00	(300.00)
05 704 0959			AUTISM Programs			*Previous Balance						396.96
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	396.96
05 704 0960			ADULT ACTIVITY TICKETS			*Previous Balance						9,797.50
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	9,797.50
05 704 0961			INSUFFICIENT CHECKS			*Previous Balance						103.30
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	103.30
05 704 0966			Alumni Funds			*Previous Balance						841.00

Fund: 05 ACTIVITY FUND

Chart of Account Number Chart of Account Description

Entry Date JR Reference # Check Acct Check # Description

Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
*Ending Balance:	0.00	0.00	0.00	0.00	0.00	841.00
*Previous Balance						(53,662.19)
*Ending Balance:	0.00	0.00	0.00	0.00	0.00	(53,662.19)
*Previous Balance						230.22
*Ending Balance:	0.00	0.00	0.00	0.00	0.00	230.22
*Previous Balance						68,838.75
*Ending Balance:	0.00	0.00	0.00	0.00	0.00	68,838.75
*Previous Balance						6,645.00
*Ending Balance:	0.00	0.00	0.00	0.00	0.00	6,645.00
*Previous Balance						834.07
*Ending Balance:	0.00	0.00	0.00	0.00	0.00	834.07
*Previous Balance						19.46
TRANSPORTATION						
TRANSPORTATION						
TRANSPORTATION						
Transportation - Smart Tag ID Card						
PINNACLE BANK	0.00	4.82	0.00	0.00		
*Current Activity						4.82
*Ending Balance:	0.00	4.82	0.00	0.00	0.00	24.28
*Previous Balance						1,395.64
HS Graduating Class						
HS Graduating Class						
Academic Distinction medals						
AWARDS UNLIMITED, INC.	0.00	0.00	0.00	183.75		
*Previous Balance						(183.75)
*Ending Balance:	0.00	0.00	0.00	183.75	0.00	1,211.89
*Previous Balance						0.00
*Ending Balance:	0.00	0.00	0.00	0.00	0.00	0.00
*Previous Balance						2,957.28
*Ending Balance:	0.00	0.00	0.00	0.00	0.00	2,957.28
*Previous Balance						1,939.61
*Ending Balance:	0.00	0.00	0.00	0.00	0.00	1,939.61
*Previous Balance						2,827.17
*Ending Balance:	0.00	0.00	0.00	0.00	0.00	2,827.17
*Previous Balance						184.57
*Ending Balance:	0.00	0.00	0.00	0.00	0.00	184.57
*Previous Balance						4,710.56

05 704 1019 High School Prom Fundraising

05 2900 000 001 0 019 High School Prom Fundraising

Fund: 05 ACTIVITY FUND

Chart of Account Number			Chart of Account Description			Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
06/08/2026	CD	ACT05074 4701208	5	17259	Stone path, Tulle, Gossamar	ANDERSON'S	1,159.64	0.00	0.00	0.00		
06/26/2026	CD	ACT05080 1NVD-RTM1- CCDK	5	17282	prom supplies	Amazon Capital Services	(219.88)	0.00	0.00	0.00		
06/26/2026	CD	ACT05080 1L49-9W9Q- 17GR	5	17282	prom supplies	Amazon Capital Services	(52.52)	0.00	0.00	0.00		
05 704 1019			High School Prom Fundraising			*Current Activity						(887.24)
						*Ending Balance:	887.24	0.00	0.00	0.00	0.00	3,823.32
05 704 1021			Booster Club (flow-through)			*Previous Balance						16,660.57
05 704 1021			Booster Club (flow-through)									
05 2900 000 001 0 021			Booster Club (flow-through)									
06/01/2026	PO	ACT05121			Chocolate Milk for summer weights BC Wishlist Item	LEXINGTON FOOD SERVICE	0.00	0.00	0.00	1,500.00		
06/01/2026	PO	ACT05119			Titan Track Sensors BC Wishlist Item	Hudl	0.00	0.00	0.00	1,890.00		
06/01/2026	PO	ACT05120			Weight Belts BC Wishlist Item Powerlifting	Rogue Fitness	0.00	0.00	0.00	865.00		
06/01/2026	PO	ACT05117			Pink VB Jerseys for VB Booster Club Wishlist	BSN Sports	0.00	0.00	0.00	1,810.85		
06/05/2026	PO	ACT05129			jackets	Sports Endeavors, LLC	0.00	0.00	0.00	1,570.51		
06/08/2026	CD	ACT05122 934270438	5	17262	Deluxe Wheeled Equip. Bag - BC Wishlist	BSN Sports	175.99	0.00	0.00	0.00		
06/08/2026	CD	ACT05116 934270423	5	17262	Portable Soccer Goals Booster Club Wishl	BSN Sports	769.98	0.00	0.00	0.00		
06/08/2026	CD	ACT05118 934293353	5	17262	Softball BC Wishlist Bat and Game Change	BSN Sports	439.99	0.00	0.00	0.00		
06/08/2026	CD	ACT05117 934195268	5	17262	Pink VB Jerseys for VB Booster Club Wish	BSN Sports	302.40	0.00	0.00	0.00		
06/08/2026	CD	8e9cf236	5	17278	Drill Team Speaker	TreviPay-Walmart	149.00	0.00	0.00	0.00		
06/26/2026	CD	20260619	5	17297	project paneled-UDA	Tibke, Madi	300.00	0.00	0.00	0.00		
06/26/2026	CD	ACT05128 inv0781406	5	17289	canopy	International E-Z Up, Inc	3,035.22	0.00	0.00	0.00		
06/26/2026	CD	ACT05115 934348373	5	17285	Football Practice pads/equipment	BSN Sports	989.81	0.00	0.00	0.00		
06/26/2026	CD	ACT05123 934340635	5	17285	Padded Blocking Guards - BC Wishlist GBB	BSN Sports	76.99	0.00	0.00	0.00		
06/26/2026	CD	ACT05131 13YF-4F3C- LX1T	5	17282	books	Amazon Capital Services	149.40	0.00	0.00	0.00		
06/26/2026	CD	ACT05130 1MRD-6M6Y- RHXQ	5	17282	supplies	Amazon Capital Services	388.76	0.00	0.00	0.00		
06/26/2026	CD	20260619	5	72215	Booster Club (flow-through)	VISA	234.00	0.00	0.00	0.00		
06/26/2026	CD	ACT05124 IN100099201	5	17292	Training Room BC Wishlist: Normatech &	MEDCO SUPPLY COMPANY	1,705.32	0.00	0.00	0.00		
05 704 1021			Booster Club (flow-through)			*Current Activity						(16,353.22)
						*Ending Balance:	8,716.86	0.00	0.00	7,636.36	0.00	307.35
05 704 1022			HS SkillsUSA			*Previous Balance						441.24
05 704 1022			HS SkillsUSA									
05 1710 1022			HS SkillsUSA									

Fund: 05 ACTIVITY FUND

Chart of Account Number			Chart of Account Description									
Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
06/24/2026	CR	547938			HS SkillsUSA - donation		0.00	100.00	0.00	0.00		
05 2900 000 001 0 022					HS SkillsUSA							
10/29/2025	PO	ACT04952			Candy For Fundraiser	Bakers Candies	0.00	0.00	0.00	1,224.00		
05 704 1022					HS SkillsUSA	*Previous Balance						(1,124.00)
						*Ending Balance:	0.00	100.00	0.00	1,224.00	0.00	(682.76)
05 704 1023					HS Auto Resale	*Previous Balance						1,894.39
05 704 1023					HS Auto Resale							
05 1710 1023					HS Auto Resale							
06/24/2026	CR				HS Automotive		0.00	300.00	0.00	0.00		
05 2900 000 001 0 023					HS Auto Resale							
06/26/2026	CD	20260619	5	72217	HS Auto Resale	VISA	60.00	0.00	0.00	0.00		
05 704 1023					HS Auto Resale	*Current Activity						240.00
						*Ending Balance:	60.00	300.00	0.00	0.00	0.00	2,134.39
05 704 1024					HS Welding	*Previous Balance						3,282.89
05 704 1024					HS Welding							
05 2900 000 001 0 024					HS Welding							
06/08/2026	CD	20260608	5	17277	HS Welding	State Steel Supply Company of Nebraska	3,360.01	0.00	0.00	0.00		
06/29/2026	PO	ACT05141			Steel for Jason Seim Project	State Steel Supply Company of Nebraska	0.00	0.00	0.00	1,215.86		
05 704 1024					HS Welding	*Previous Balance						(4,575.87)
						*Ending Balance:	3,360.01	0.00	0.00	1,215.86	0.00	(1,292.98)
05 704 1025					HS WOODSHOP RESALE	*Previous Balance						(1,074.19)
05 704 1025					HS WOODSHOP RESALE							
05 2900 000 001 0 025					HS WOODSHOP RESALE							
06/08/2026	CD	ACT04883 13463313	5	17274	project supplies	MEAD LUMBER	45.87	0.00	0.00	0.00		
06/08/2026	CD	ACT05111 13512190	5	17274	Burson project	MEAD LUMBER	182.97	0.00	0.00	0.00		
06/26/2026	CD	ACT05111 13649959	5	17291	Burson project	MEAD LUMBER	10,099.04	0.00	0.00	0.00		
06/26/2026	CD	ACT05113 0013306411-001	5	17295	supplies	Paxton Hardwoods LLC	1,772.22	0.00	0.00	0.00		
05 704 1025					HS WOODSHOP RESALE	*Current Activity						(12,100.10)
						*Ending Balance:	12,100.10	0.00	0.00	0.00	0.00	(13,174.29)
05 704 1026					FFA	*Previous Balance						870.99
05 704 1026					FFA							
05 1710 1026					FFA							
06/02/2026	CR	547936			HS FFA - Greenhouse	High School	0.00	433.00	0.00	0.00		
06/09/2026	CR	547937			HS FFA - Greenhouse	Lexington Public Schools	0.00	190.00	0.00	0.00		
05 704 1026					FFA	*Current Activity						623.00
						*Ending Balance:	0.00	623.00	0.00	0.00	0.00	1,493.99
05 704 1027					ATHLETIC LETTER CLUB	*Previous Balance						1,188.22
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	1,188.22

Fund: 05 ACTIVITY FUND

Chart of Account Number			Chart of Account Description									
Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1028			HS STUDENT COUNCIL			*Previous Balance						5,625.84
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	5,625.84
05 704 1029			HS FINES			*Previous Balance						16,464.09
05 704 1029			HS FINES									
05 2900 000 001 0 029			HS FINES									
04/17/2025	PO	ACT04778			bowling	STRIKE & SPARE BOWL	0.00	0.00	0.00	750.00		
05/18/2026	PO	ACT05110			Supplies for End of the Year Teacher Meeting	STRIKE & SPARE BOWL	0.00	0.00	0.00	750.00		
06/26/2026	CD	20260619	5	72217	HS FINES	VISA	295.00	0.00	0.00	0.00		
05 704 1029			HS FINES			*Current Activity						(1,795.00)
						*Ending Balance:	295.00	0.00	0.00	1,500.00	0.00	14,669.09
05 704 1030			HS MISCELLANEOUS			*Previous Balance						1,278.99
05 704 1030			HS MISCELLANEOUS									
05 2900 000 001 0 030			HS MISCELLANEOUS									
06/08/2026	CD	7f6c4238	5	17278	HS MISCELLANEOUS	TreviPay-Walmart	110.46	0.00	0.00	0.00		
05 704 1030			HS MISCELLANEOUS			*Current Activity						(110.46)
						*Ending Balance:	110.46	0.00	0.00	0.00	0.00	1,168.53
05 704 1031			High School Recycling			*Previous Balance						2,844.66
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	2,844.66
05 704 1032			CONCESSIONS			*Previous Balance						28,900.32
05 704 1032			CONCESSIONS									
05 2900 000 001 0 032			CONCESSIONS									
06/08/2026	CD	15090668	5	17263	CONCESSIONS	CASH-WA DISTRIBUTING CO.	199.20	0.00	0.00	0.00		
06/18/2026	PO	ACT05136			3 Door Freezer for Concessions Items	CASH-WA DISTRIBUTING CO.	0.00	0.00	0.00	8,000.00		
06/26/2026	CD	20260619	5	17293	membership and fees	NEBRASKA SCHOOL ACTIVITIES ASSOCIATION	1,187.50	0.00	0.00	0.00		
06/26/2026	CD	20260619	5	17283	card readers	ASPI Solutions, inc	1,047.00	0.00	0.00	0.00		
06/26/2026	CD	ACT05137 317769	5	17284	Spring Awards (Boys Golf, Bader, UT). Me	AWARDS UNLIMITED, INC.	1,190.00	0.00	0.00	0.00		
05 704 1032			CONCESSIONS			*Current Activity						(11,623.70)
						*Ending Balance:	3,623.70	0.00	0.00	8,000.00	0.00	17,276.62
05 704 1033			HONOR SOCIETY			*Previous Balance						94.22
05 704 1033			HONOR SOCIETY									
05 2900 000 001 0 033			HONOR SOCIETY									
06/26/2026	CD	20260619	5	72214	HONOR SOCIETY	VISA	385.00	0.00	0.00	0.00		
05 704 1033			HONOR SOCIETY			*Current Activity						(385.00)
						*Ending Balance:	385.00	0.00	0.00	0.00	0.00	(290.78)
05 704 1034			High School Cap & Gown			*Previous Balance						5,320.26
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	5,320.26
05 704 1035			AMBASSADORS OF MUSIC			*Previous Balance						3,697.91
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	3,697.91

Fund: 05 ACTIVITY FUND

Chart of Account Number			Chart of Account Description			Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
05 704 1036			ART LAB FEE			*Previous Balance						318.52
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	318.52
05 704 1037			FBLA			*Previous Balance						3,026.84
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	3,026.84
05 704 1038			High School Robotics Club			*Previous Balance						293.00
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	293.00
05 704 1039			HS Yo Yo Club			*Previous Balance						613.43
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	613.43
05 704 1040			FCCLA			*Previous Balance						(8,920.42)
05 704 1040			FCCLA									
05 1710 1040			FCCLA									
06/09/2026	CR	0009210			HS FCCLA - Fundraising	High School	0.00	558.05	0.00	0.00		
06/09/2026	CR	0009211			HS FCCLA	High School	0.00	307.00	0.00	0.00		
06/22/2026	CR	0009216			HS FCCLA - NLC	High School	0.00	1,346.00	0.00	0.00		
06/22/2026	CR	0009218			HS FCCLA - Fundraising	High School	0.00	588.00	0.00	0.00		
06/30/2026	GJ				Transfer from 1130 for FCCLA project		0.00	400.00	0.00	0.00		
05 2900 000 001 0 040			FCCLA									
06/05/2026	CD	20260504 Void Check	5	17208	registration	Family, Career and Community Leaders of America	(1,805.00)	0.00	0.00	0.00		
05 704 1040			FCCLA			*Current Activity						5,004.05
						*Ending Balance:	(1,805.00)	3,199.05	0.00	0.00	0.00	(3,916.37)
05 704 1041			HS Animation/Comic Book Club			*Previous Balance						149.00
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	149.00
05 704 1044			DC SENIOR TRIP			*Previous Balance						9,174.17
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	9,174.17
05 704 1045			RONALD C. MURDOCK			*Previous Balance						424.53
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	424.53
05 704 1046			High School ELL Club			*Previous Balance						885.16
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	885.16
05 704 1047			High School Powerlifting			*Previous Balance						4,348.05
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	4,348.05
05 704 1048			High School Circle of Friends			*Previous Balance						130.43
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	130.43
05 704 1049			High School SpEd Activity			*Previous Balance						6,597.63
05 704 1049			High School SpEd Activity									
05 2900 000 001 0 049			High School SpEd Activity									
06/26/2026	CD	ACT05016 20260626-0001	5	17290	popcorn supplies	LEXINGTON PUBLIC SCHOOLS-GENERAL FUND	410.27	0.00	0.00	0.00		

Fund: 05 ACTIVITY FUND

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
05 704 1049					High School SpEd Activity	*Current Activity						(410.27)
						*Ending Balance:	410.27	0.00	0.00	0.00	0.00	6,187.36
05 704 1050					MATH CLUB	*Previous Balance						1,883.10
05 704 1050					MATH CLUB							
05 1710 1050					MATH CLUB							
06/10/2026	CR				HS Math Club - Math Contest	State of Nebraska	0.00	930.23	0.00	0.00		
05 704 1050					MATH CLUB	*Current Activity						930.23
						*Ending Balance:	0.00	930.23	0.00	0.00	0.00	2,813.33
05 704 1051					HS Social Committee - SENIOR TRIBUTE	*Previous Balance						1,462.30
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	1,462.30
05 704 1052					MISC. MEMORIAL FUNDS	*Previous Balance						307.00
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	307.00
05 704 1054					HS LIBRARY	*Previous Balance						2,726.85
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	2,726.85
05 704 1055					OCTAGON CLUB	*Previous Balance						676.41
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	676.41
05 704 1056					AROUND THE MUNDO	*Previous Balance						149.48
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	149.48
05 704 1057					DON BADER SCHOLARSHIPS	*Previous Balance						49.50
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	49.50
05 704 1058					HS PEP CLUB	*Previous Balance						353.50
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	353.50
05 704 1059					HS Student Advisory Committee	*Previous Balance						1,079.11
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	1,079.11
05 704 1060					High School Speech Fundraising	*Previous Balance						1,432.36
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	1,432.36
05 704 1061					GIRLS SOCCER FUNDRAISING	*Previous Balance						402.78
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	402.78
05 704 1062					GIRLS BASKETBALL FUNDRAISING	*Previous Balance						833.75
05 704 1062					GIRLS BASKETBALL FUNDRAISING							
05 2900 000 001 0 062					GIRLS BASKETBALL FUNDRAISING							
06/08/2026	CD	20260608	5	17260	girls basketball summer league	Anselmo-Merna Public School	400.00	0.00	0.00	0.00		
06/08/2026	CD	20260608	5	17273	girls basketball summer camp	Maxwell Public Schools	175.00	0.00	0.00	0.00		
05 704 1062					GIRLS BASKETBALL FUNDRAISING	*Current Activity						(575.00)
						*Ending Balance:	575.00	0.00	0.00	0.00	0.00	258.75
05 704 1063					High School Orange & Black Fundraising	*Previous Balance						16,143.64

Fund: 05 ACTIVITY FUND

Chart of Account Number			Chart of Account Description			Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
05 704 1063					High School Orange & Black Fundraising							
05 1710 1063					High School Orange & Black Fundraising							
06/03/2026	CR	0009206			HS Orange & Black Fundraising	High School	0.00	340.00	0.00	0.00		
06/09/2026	CR	0009207			HS Orange & Black Fundraising	High School	0.00	440.00	0.00	0.00		
05 2900 000 001 0 063					High School Orange & Black Fundraising							
05/19/2025	PO	ACT04810			Sign Updates for Wt. Room	SIGN PRO	0.00	0.00	0.00	200.00		
05/05/2026	PO	ACT05102			breakfast supplies	TreviPay-Walmart	0.00	0.00	0.00	110.79		
06/01/2026	PO	ACT05121			Chocolate Milk for summer weights	LEXINGTON FOOD SERVICE	0.00	0.00	0.00	1,500.00		
06/08/2026	CD	ACT05097 5/21/26	5	17272	Food for Orange and Black Golf Tourney	LEXINGTON PUBLIC SCHOOLS-GENERAL FUND	381.34	0.00	0.00	0.00		
06/08/2026	CD	20260608-0003	5	17271	orange & black	LAKE SIDE COUNTRY CLUB	7,975.00	0.00	0.00	0.00		
06/08/2026	CD	ACT05109 484db250	5	17278	supplies	TreviPay-Walmart	198.63	0.00	0.00	0.00		
06/08/2026	CD	ACT05109 01fe1dfe	5	17278	supplies	TreviPay-Walmart	96.28	0.00	0.00	0.00		
06/08/2026	CD	ACT05109 d449efc7	5	17278	supplies	TreviPay-Walmart	148.75	0.00	0.00	0.00		
05 704 1063					High School Orange & Black Fundraising	*Current Activity						(9,830.79)
						*Ending Balance:	8,800.00	780.00	0.00	1,810.79	0.00	6,312.85
05 704 1064					High School Softball Fundraising	*Previous Balance						4,011.22
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	4,011.22
05 704 1065					High School Cheerleading Fundraising	*Previous Balance						13,075.25
05 704 1065					High School Cheerleading Fundraising							
05 1710 1065					High School Cheerleading Fundraising							
06/17/2026	CR	0009213			HS Cheer Fundraising - Track Conc.	High School	0.00	384.25	0.00	0.00		
06/17/2026	CR	0009214			HS Cheerleading Fundraising	High School	0.00	4,112.50	0.00	0.00		
05 2900 000 001 0 065					High School Cheerleading Fundraising							
06/08/2026	CD	20260608	5	17279	High School Cheerleading Fundraising	Universal Cheerleaders Association	13,982.00	0.00	0.00	0.00		
06/26/2026	CD	ACT05138 28771	5	17296	Summer Camp T-shirts	Sayler Screenprinting	615.00	0.00	0.00	0.00		
05 704 1065					High School Cheerleading Fundraising	*Current Activity						(10,100.25)
						*Ending Balance:	14,597.00	4,496.75	0.00	0.00	0.00	2,975.00
05 704 1066					FOOTBALL FUNDRAISING	*Previous Balance						21,263.47
05 704 1066					FOOTBALL FUNDRAISING							
05 1710 1066					FOOTBALL FUNDRAISING							
06/17/2026	CR	0009215			HS Football Fundraising	High School	0.00	300.00	0.00	0.00		
05 2900 000 001 0 066					FOOTBALL FUNDRAISING							
06/08/2026	CD	ACT05099 934182757	5	17262	Football Bags for players to carry gear	BSN Sports	1,000.00	0.00	0.00	0.00		
05 704 1066					FOOTBALL FUNDRAISING	*Current Activity						(700.00)
						*Ending Balance:	1,000.00	300.00	0.00	0.00	0.00	20,563.47
05 704 1067					VOLLEYBALL FUNDRAISING	*Previous Balance						5,531.82
05 704 1067					VOLLEYBALL FUNDRAISING							
05 2900 000 001 0 067					VOLLEYBALL FUNDRAISING							

Fund: 05 ACTIVITY FUND

Chart of Account Number			Chart of Account Description			Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
06/26/2026	CD	20260626	5	17298	registration	Train, Play, & Compete	783.60	0.00	0.00	0.00		
05 704 1067					VOLLEYBALL FUNDRAISING	*Current Activity						(783.60)
						*Ending Balance:	783.60	0.00	0.00	0.00	0.00	4,748.22
05 704 1068					Boys Basketball Fundraising	*Previous Balance						762.52
05 704 1068					Boys Basketball Fundraising							
05 2900 000 001 0 068					Boys Basketball Fundraising							
06/08/2026	CD	20260608	5	17257	boys basketball camp	Adams Central High School	150.00	0.00	0.00	0.00		
06/08/2026	CD	20260608	5	17256	boys basketball camp	HASTINGS HIGH SCHOOL	260.00	0.00	0.00	0.00		
06/08/2026	CD	20260608	5	17255	boys basketball camp	KEARNEY CATHOLIC HIGH SCHOOL	300.00	0.00	0.00	0.00		
05 704 1068					Boys Basketball Fundraising	*Current Activity						(710.00)
						*Ending Balance:	710.00	0.00	0.00	0.00	0.00	52.52
05 704 1069					HS Boys Soccer Fundraising	*Previous Balance						4,803.49
05 704 1069					HS Boys Soccer Fundraising							
05 2900 000 001 0 069					HS Boys Soccer Fundraising							
06/05/2026	PO	ACT05129			jackets	Sports Endeavors, LLC	0.00	0.00	0.00	2,198.71		
06/08/2026	CD	ACT05108 9408500629	5	17276	supplies	Sports Endeavors, LLC	2,156.22	0.00	0.00	0.00		
06/08/2026	CD	ACT05108 9408498905	5	17276	supplies	Sports Endeavors, LLC	161.74	0.00	0.00	0.00		
06/08/2026	CD	9211ea33	5	17278	HS Boys Soccer Fundraising	TreviPay-Walmart	133.14	0.00	0.00	0.00		
06/26/2026	CD	20260619	5	72215	HS Boys Soccer Fundraising	VISA	370.00	0.00	0.00	0.00		
05 704 1069					HS Boys Soccer Fundraising	*Current Activity						(5,019.81)
						*Ending Balance:	2,821.10	0.00	0.00	2,198.71	0.00	(216.32)
05 704 1070					High School Cross Country Fundraising	*Previous Balance						1,382.76
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	1,382.76
05 704 1071					High School Track Fundraising	*Previous Balance						676.09
05 704 1071					High School Track Fundraising							
05 2900 000 001 0 071					High School Track Fundraising							
06/26/2026	CD	20260619	5	72213	High School Track Fundraising	Visa	350.00	0.00	0.00	0.00		
05 704 1071					High School Track Fundraising	*Current Activity						(350.00)
						*Ending Balance:	350.00	0.00	0.00	0.00	0.00	326.09
05 704 1072					High School Drill Team Fundraising	*Previous Balance						3,791.98
05 704 1072					High School Drill Team Fundraising							
05 1710 1072					High School Drill Team Fundraising							
06/22/2026	CR	0009217			HS Drill Team Fundraising	High School	0.00	1,636.00	0.00	0.00		
05 2900 000 001 0 072					High School Drill Team Fundraising							
06/08/2026	CD	REG- 0011597340	5	17280	High School Drill Team Fundraising	Universal Dance Association	7,888.00	0.00	0.00	0.00		
06/09/2026	PO	ACT05132			Drill Team Apparel paid for by the girls	Varsity Spirit Fashions	0.00	0.00	0.00	4,204.80		
06/26/2026	CD	20260619	5	72216	High School Drill Team Fundraising	VISA	462.24	0.00	0.00	0.00		
06/26/2026	CD	20260619	5	72216	High School Drill Team Fundraising	VISA	992.96	0.00	0.00	0.00		

Fund: 05 ACTIVITY FUND

Chart of Account Number			Chart of Account Description			Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
05 704 1072					High School Drill Team Fundraising	*Current Activity						(11,912.00)
						*Ending Balance:	9,343.20	1,636.00	0.00	4,204.80	0.00	(8,120.02)
05 704 1076					High School Girls Tennis Fundraising	*Previous Balance						60.00
05 704 1076					High School Girls Tennis Fundraising							
05 2900 000 001 0 076					High School Girls Tennis Fundraising							
06/26/2026	CD	20260619	5	72216	High School Girls Tennis Fundraising	VISA	59.16	0.00	0.00	0.00		
05 704 1076					High School Girls Tennis Fundraising	*Current Activity						(59.16)
						*Ending Balance:	59.16	0.00	0.00	0.00	0.00	0.84
05 704 1077					High School Powerlifting Fundraising	*Previous Balance						8,644.31
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	8,644.31
05 704 1078					High School Wrestling Fundraising	*Previous Balance						922.76
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	922.76
05 704 1079					High School Bowling Fundraising	*Previous Balance						2,478.25
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	2,478.25
05 704 1080					High School Yearbook Fundraising	*Previous Balance						2,024.89
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	2,024.89
05 704 1081					High School Girls Wrestling Fundraising	*Previous Balance						6,734.02
05 704 1081					High School Girls Wrestling Fundraising							
05 1710 1081					High School Girls Wrestling Fundraising							
06/01/2026	CR	0009204			HS Girls Wrestling Fundraising	High School	0.00	90.00	0.00	0.00		
05 2900 000 001 0 081					High School Girls Wrestling Fundraising							
06/26/2026	CD	20260619	5	72211	High School Girls Wrestling Fundraising	Visa	206.00	0.00	0.00	0.00		
06/26/2026	CD	20260619	5	72211	High School Girls Wrestling Fundraising	Visa	206.00	0.00	0.00	0.00		
06/26/2026	CD	20260619	5	72211	High School Girls Wrestling Fundraising	Visa	1,648.00	0.00	0.00	0.00		
05 704 1081					High School Girls Wrestling Fundraising	*Current Activity						(1,970.00)
						*Ending Balance:	2,060.00	90.00	0.00	0.00	0.00	4,764.02
05 704 1082					E-SPORTS Fundraising	*Previous Balance						(163.80)
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	(163.80)
05 704 1098					High School Unified Track	*Previous Balance						250.00
05 704 1098					High School Unified Track							
05 2900 000 001 0 098					High School Unified Track							
06/08/2026	CD	1cd0f5c5	5	17278	High School Unified Track	TreviPay-Walmart	48.52	0.00	0.00	0.00		
05 704 1098					High School Unified Track	*Current Activity						(48.52)
						*Ending Balance:	48.52	0.00	0.00	0.00	0.00	201.48
05 704 1099					E-SPORTS	*Previous Balance						1,516.71
05 704 1099					E-SPORTS							

Fund: 05 ACTIVITY FUND

Chart of Account Number			Chart of Account Description			Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
05 2900 000 001 0 099					E-SPORTS							
06/08/2026	CD	20260608	5	17264	e-sports shirts	Change Clothing	46.50	0.00	0.00	0.00		
06/26/2026	CD	20260619	5	72215	E-SPORTS	VISA	85.12	0.00	0.00	0.00		
05 704 1099					E-SPORTS	*Current Activity						(131.62)
						*Ending Balance:	131.62	0.00	0.00	0.00	0.00	1,385.09
05 704 1100					HS GIRLS WRESTLING	*Previous Balance						(496.71)
05 704 1100					HS GIRLS WRESTLING							
05 2900 000 001 0 100					HS GIRLS WRESTLING							
06/08/2026	CD	ACT04995 7274	5	17258	Brackets for Girls and Boys Higgins	ALL STAR CUSTOM AWARDS	811.00	0.00	0.00	0.00		
05 704 1100					HS GIRLS WRESTLING	*Current Activity						(811.00)
						*Ending Balance:	811.00	0.00	0.00	0.00	0.00	(1,307.71)
05 704 1101					DRILL TEAM	*Previous Balance						2,472.21
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	2,472.21
05 704 1103					MUSICAL PRODUCTIONS	*Previous Balance						0.00
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	0.00
05 704 1104					Mock Trial	*Previous Balance						(300.00)
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	(300.00)
05 704 1105					SPEECH	*Previous Balance						(1,888.10)
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	(1,888.10)
05 704 1106					HS CHEERLEADERS	*Previous Balance						13,634.59
05 704 1106					HS CHEERLEADERS							
05 1710 1106					HS CHEERLEADERS							
06/17/2026	CR	0009212			HS Cheerleaders	High School	0.00	4,010.00	0.00	0.00		
05 2900 000 001 0 106					HS CHEERLEADERS							
06/08/2026	CD	ACT05101 68900856	5	17281	Cheer Apparel. All costs paid by the ch	Varsity Spirit Fashions	20,965.05	0.00	0.00	0.00		
05 704 1106					HS CHEERLEADERS	*Current Activity						(16,955.05)
						*Ending Balance:	20,965.05	4,010.00	0.00	0.00	0.00	(3,320.46)
05 704 1107					BAND/CHORUS TRIP	*Previous Balance						(4,909.11)
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	(4,909.11)
05 704 1108					WEIGHT ROOM	*Previous Balance						145.05
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	145.05
05 704 1109					TRAINING ROOM	*Previous Balance						(855.47)
05 704 1109					TRAINING ROOM							
05 2900 000 001 0 109					TRAINING ROOM							
06/02/2026	PO	ACT05125			2026-27 schoolyear supply for Train Rm	MEDCO SUPPLY COMPANY	0.00	0.00	0.00	724.12		
06/08/2026	CD	ACT05126 INV000408695	5	17269	Yearly supply of Athletic Tape for Train	Howies Athletic Tape	1,311.46	0.00	0.00	0.00		

Fund: 05 ACTIVITY FUND

Chart of Account Number			Chart of Account Description										
Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance	
06/26/2026	CD	ACT05125 IN100111722	5	17292	2026-27 schoolyear supply for Train Rm	MEDCO SUPPLY COMPANY	171.41	0.00	0.00	0.00			
06/26/2026	CD	ACT05133 666762	5	17300	return shipping	U Save	90.38	0.00	0.00	0.00			
06/26/2026	CD	ACT05125 IN100099142	5	17292	2026-27 schoolyear supply for Train Rm	MEDCO SUPPLY COMPANY	2,669.90	0.00	0.00	0.00			
06/26/2026	CD	ACT05125 IN100105205	5	17292	2026-27 schoolyear supply for Train Rm	MEDCO SUPPLY COMPANY	596.80	0.00	0.00	0.00			
06/26/2026	CD	ACT05125 IN100122162	5	17292	2026-27 schoolyear supply for Train Rm	MEDCO SUPPLY COMPANY	73.82	0.00	0.00	0.00			
05 704 1109					TRAINING ROOM	*Current Activity							(5,637.89)
						*Ending Balance:	4,913.77	0.00	0.00	724.12	0.00		(6,493.36)
05 704 1110					HS BAND	*Previous Balance							(2,116.88)
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00		(2,116.88)
05 704 1112					HS ONE ACT PLAY	*Previous Balance							1,755.62
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00		1,755.62
05 704 1113					ANNUAL	*Previous Balance							3,563.10
05 704 1113					ANNUAL								
05 1710 1113					ANNUAL								
06/01/2026	CR	0009205			HS Annual - Senior Wall Pictures	High School	0.00	200.00	0.00	0.00			
05 2900 000 001 0 113					ANNUAL								
06/26/2026	CD	20260619	5	17302	pictures	Zerr, Steve	200.00	0.00	0.00	0.00			
05 704 1113					ANNUAL	*Current Activity							0.00
						*Ending Balance:	200.00	200.00	0.00	0.00	0.00		3,563.10
05 704 1114					HS FOOTBALL	*Previous Balance							(8,621.16)
05 704 1114					HS FOOTBALL								
05 2900 000 001 0 114					HS FOOTBALL								
03/03/2026	PO	ACT05038			girdles, wrist coaches, footballs, helmets, shoulder pads, paint	BSN Sports	0.00	0.00	0.00	5,562.00			
06/08/2026	CD	ACT05099 934182757	5	17262	Football Bags for players to carry gear	BSN Sports	2,079.60	0.00	0.00	0.00			
05 704 1114					HS FOOTBALL	*Current Activity							(7,641.60)
						*Ending Balance:	2,079.60	0.00	0.00	5,562.00	0.00		(16,262.76)
05 704 1115					CROSS COUNTRY	*Previous Balance							(3,299.93)
05 2900 000 001 0 115					CROSS COUNTRY								
04/28/2026	PO	ACT05095			2023 State Runner Up Placard XC	AWARDS UNLIMITED, INC.	0.00	0.00	0.00	50.00			
05 704 1115					CROSS COUNTRY	*Previous Balance							(50.00)
						*Ending Balance:	0.00	0.00	0.00	50.00	0.00		(3,349.93)
05 704 1116					HS VOLLEYBALL	*Previous Balance							(1,852.68)
05 704 1116					HS VOLLEYBALL								
05 2900 000 001 0 116					HS VOLLEYBALL								
06/26/2026	CD	ACT04894 20260626	5	17290	Food for Volleyball Invite	LEXINGTON PUBLIC SCHOOLS-GENERAL FUND	261.63	0.00	0.00	0.00			
05 704 1116					HS VOLLEYBALL	*Current Activity							(261.63)

Fund: 05 ACTIVITY FUND

Chart of Account Number

Chart of Account Description

Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance	
							*Ending Balance:	261.63	0.00	0.00	0.00	0.00	(2,114.31)
05 704 1117			HS BOWLING			*Previous Balance						1,597.51	
							*Ending Balance:	0.00	0.00	0.00	0.00	0.00	1,597.51
05 704 1118			GIRLS GOLF			*Previous Balance						(3,485.90)	
05 704 1118			GIRLS GOLF										
05 2900 000 001 0 118			GIRLS GOLF										
06/26/2026	CD	ACT05134 1wtw-d9cp-yghk	5	17282	golf supplies	Amazon Capital Services	186.93	0.00	0.00	0.00			
05 704 1118			GIRLS GOLF			*Current Activity						(186.93)	
							*Ending Balance:	186.93	0.00	0.00	0.00	0.00	(3,672.83)
05 704 1119			BOYS TENNIS			*Previous Balance						242.29	
							*Ending Balance:	0.00	0.00	0.00	0.00	0.00	242.29
05 704 1120			HS BOYS BASKETBALL			*Previous Balance						1,475.01	
							*Ending Balance:	0.00	0.00	0.00	0.00	0.00	1,475.01
05 704 1121			HS WRESTLING			*Previous Balance						(2,031.82)	
05 704 1121			HS WRESTLING										
05 2900 000 001 0 121			HS WRESTLING										
06/08/2026	CD	ACT04995 7274	5	17258	Brackets for Girls and Boys Higgins	ALL STAR CUSTOM AWARDS	811.00	0.00	0.00	0.00			
05 704 1121			HS WRESTLING			*Current Activity						(811.00)	
							*Ending Balance:	811.00	0.00	0.00	0.00	0.00	(2,842.82)
05 704 1122			HS GIRLS BASKETBALL			*Previous Balance						3,979.55	
							*Ending Balance:	0.00	0.00	0.00	0.00	0.00	3,979.55
05 704 1123			High School Track			*Previous Balance						(2,904.38)	
05 704 1123			High School Track										
05 1710 1123			High School Track										
06/01/2026	CR	0009203			HS Track	High School	0.00	30.00	0.00	0.00			
06/09/2026	CR	0009208			HS Track - Entry Fee	High School	0.00	100.00	0.00	0.00			
05 2900 000 001 0 123			High School Track										
06/08/2026	CD	ACT05060 I2287	5	17270	Porta Potties for Spring Events	JOHNNY ON THE SPOT	54.00	0.00	0.00	0.00			
06/26/2026	CD	20260619	5	17294	track uniform repairs	Nieto, Kristen M	150.00	0.00	0.00	0.00			
05 704 1123			High School Track			*Current Activity						(74.00)	
							*Ending Balance:	204.00	130.00	0.00	0.00	0.00	(2,978.38)
05 704 1124			High School Unified Bowling			*Previous Balance						37.85	
							*Ending Balance:	0.00	0.00	0.00	0.00	0.00	37.85
05 704 1125			BOYS GOLF			*Previous Balance						(5,665.26)	
05 704 1125			BOYS GOLF										
05 2900 000 001 0 125			BOYS GOLF										
06/08/2026	CD	20260608	5	17271	boys golf	LAKESIDE COUNTRY CLUB	1,865.00	0.00	0.00	0.00			

Fund: 05 ACTIVITY FUND

Chart of Account Number

Chart of Account Description

Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
06/08/2026	CD	20260608-0001	5	17271	BOYS GOLF	LAKESIDE COUNTRY CLUB	712.00	0.00	0.00	0.00		
06/08/2026	CD	20260608-0002	5	17271	BOYS GOLF	LAKESIDE COUNTRY CLUB	195.00	0.00	0.00	0.00		
06/26/2026	CD	20260619	5	72214	BOYS GOLF	VISA	69.56	0.00	0.00	0.00		
05 704 1125					BOYS GOLF	*Current Activity						(2,841.56)
						*Ending Balance:	2,841.56	0.00	0.00	0.00	0.00	(8,506.82)
05 704 1126					GIRLS TENNIS	*Previous Balance						(23.00)
05 704 1126					GIRLS TENNIS							
05 2900 000 001 0 126					GIRLS TENNIS							
06/26/2026	CD	20260619	5	72216	GIRLS TENNIS	VISA	300.00	0.00	0.00	0.00		
06/26/2026	CD	20260619	5	72213	GIRLS TENNIS	Visa	41.85	0.00	0.00	0.00		
05 704 1126					GIRLS TENNIS	*Current Activity						(341.85)
						*Ending Balance:	341.85	0.00	0.00	0.00	0.00	(364.85)
05 704 1127					HS ATHLETICS/RESALE	*Previous Balance						949.29
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	949.29
05 704 1128					BOYS SOCCER	*Previous Balance						(68.12)
05 704 1128					BOYS SOCCER							
05 2900 000 001 0 128					BOYS SOCCER							
06/08/2026	CD	ACT05060 I2287	5	17270	Porta Potties for Spring Events	JOHNNY ON THE SPOT	54.00	0.00	0.00	0.00		
05 704 1128					BOYS SOCCER	*Current Activity						(54.00)
						*Ending Balance:	54.00	0.00	0.00	0.00	0.00	(122.12)
05 704 1129					HS ATHLETIC PHYSICALS	*Previous Balance						830.71
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	830.71
05 704 1130					HS GENERAL ACTIVITIES	*Previous Balance						20,461.82
05 704 1130					HS GENERAL ACTIVITIES							
05 1710 1130					HS GENERAL ACTIVITIES							
06/01/2026	CR	0009205			HS General Activities - Senior Wall Pict	High School	0.00	250.00	0.00	0.00		
05 2900 000 001 0 130					HS GENERAL ACTIVITIES							
06/08/2026	CD	ACT05112 333832	5	17261	Awards Mingus/Ramsey/State runner up	AWARDS UNLIMITED, INC.	41.77	0.00	0.00	0.00		
06/08/2026	CD	ACT05112 332975	5	17261	Awards Mingus/Ramsey/State runner up	AWARDS UNLIMITED, INC.	119.82	0.00	0.00	0.00		
06/16/2026	PO	ACT05135			Detergent supplies for Laundry Washing Machine (Activities)	JH Stuckey Distributing, Inc	0.00	0.00	0.00	800.00		
06/26/2026	CD	20260619	5	17286	membership dues	Central Conference	300.00	0.00	0.00	0.00		
06/26/2026	CD	12e7ca11	5	17299	HS GENERAL ACTIVITIES	TreviPay-Walmart	149.47	0.00	0.00	0.00		
06/26/2026	CD	20260619	5	17302	pictures	Zerr, Steve	50.00	0.00	0.00	0.00		
06/30/2026	GJ				Transfer to FCCLA for Project-from1130		400.00	0.00	0.00	0.00		
05 704 1130					HS GENERAL ACTIVITIES	*Current Activity						(1,611.06)
						*Ending Balance:	1,061.06	250.00	0.00	800.00	0.00	18,850.76
05 704 1131					HS PRINTING/ADVERTISING	*Previous Balance						424.75
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	424.75

Fund: 05 ACTIVITY FUND

Chart of Account Number Chart of Account Description

Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1132			HS GIRLS SOFTBALL			*Previous Balance						4,612.36
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	4,612.36
05 704 1133			GIRLS SOCCER			*Previous Balance						6,739.07
05 704 1133			GIRLS SOCCER									
05 2900 000 001 0 133			GIRLS SOCCER									
06/08/2026	CD	ACT05060 12287	5	17270	Porta Potties for Spring Events	JOHNNY ON THE SPOT	52.00	0.00	0.00	0.00		
05 704 1133			GIRLS SOCCER			*Current Activity						(52.00)
						*Ending Balance:	52.00	0.00	0.00	0.00	0.00	6,687.07
05 704 1135			High School Officials			*Previous Balance						(44,980.00)
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	(44,980.00)
05 704 1136			High School Team Travel			*Previous Balance						(57,194.73)
05 704 1136			High School Team Travel									
05 2900 000 001 0 136			High School Team Travel									
06/08/2026	CD	20260608	5	17268	boys golf room	Hampton Inn- Sidney, NE	126.33	0.00	0.00	0.00		
06/08/2026	CD	20260608	5	17267	State Journalism rooms	Hampton Inn- Norfolk	139.00	0.00	0.00	0.00		
06/08/2026	CD	20260608	5	17266	girls tennis rooms	Fairfield by Marriott	700.00	0.00	0.00	0.00		
06/08/2026	CD	20260608-0001	5	17266	TRACK ROOMS	Fairfield by Marriott	2,790.00	0.00	0.00	0.00		
06/26/2026	CD	20260619	5	17288	GOLF ROOMS	Hampton Inn- Sidney, NE	203.67	0.00	0.00	0.00		
06/26/2026	CD	20260619	5	72211	High School Team Travel	Visa	67.97	0.00	0.00	0.00		
06/26/2026	CD	20260619	5	72212	High School Team Travel	Visa	222.56	0.00	0.00	0.00		
06/26/2026	CD	20260619	5	72212	High School Team Travel	Visa	100.88	0.00	0.00	0.00		
06/26/2026	CD	20260619	5	72212	High School Team Travel	Visa	10.99	0.00	0.00	0.00		
06/26/2026	CD	20260619	5	72212	High School Team Travel	Visa	132.35	0.00	0.00	0.00		
06/26/2026	CD	20260619	5	72212	High School Team Travel	Visa	146.94	0.00	0.00	0.00		
06/26/2026	CD	20260619	5	72212	High School Team Travel	Visa	36.59	0.00	0.00	0.00		
06/26/2026	CD	20260619	5	72216	High School Team Travel	VISA	48.73	0.00	0.00	0.00		
06/26/2026	CD	20260619	5	72216	High School Team Travel	VISA	181.70	0.00	0.00	0.00		
06/26/2026	CD	20260619	5	72216	High School Team Travel	VISA	62.93	0.00	0.00	0.00		
06/26/2026	CD	20260619	5	72216	High School Team Travel	VISA	72.77	0.00	0.00	0.00		
06/26/2026	CD	20260619	5	72215	High School Team Travel	VISA	335.24	0.00	0.00	0.00		
06/26/2026	CD	20260619	5	72215	High School Team Travel	VISA	19.00	0.00	0.00	0.00		
06/26/2026	CD	20260619	5	72215	High School Team Travel	VISA	289.00	0.00	0.00	0.00		
06/26/2026	CD	20260619	5	72215	High School Team Travel	VISA	379.39	0.00	0.00	0.00		
06/26/2026	CD	20260619	5	72215	High School Team Travel	VISA	869.00	0.00	0.00	0.00		
06/26/2026	CD	20260619	5	72213	High School Team Travel	Visa	146.84	0.00	0.00	0.00		
06/26/2026	CD	20260619	5	72213	High School Team Travel	Visa	91.92	0.00	0.00	0.00		
06/26/2026	CD	20260619	5	72214	High School Team Travel	VISA	70.00	0.00	0.00	0.00		
06/26/2026	CD	20260619	5	72214	High School Team Travel	VISA	103.61	0.00	0.00	0.00		
06/26/2026	CD	20260619	5	72214	High School Team Travel	VISA	66.00	0.00	0.00	0.00		
06/26/2026	CD	20260619	5	72214	High School Team Travel	VISA	122.93	0.00	0.00	0.00		
06/26/2026	CD	20260619	5	72216	High School Team Travel	VISA	135.14	0.00	0.00	0.00		
06/26/2026	CD	20260619	5	72216	High School Team Travel	VISA	298.72	0.00	0.00	0.00		
06/26/2026	CD	20260619	5	72216	High School Team Travel	VISA	135.14	0.00	0.00	0.00		
06/26/2026	CD	20260619	5	72216	High School Team Travel	VISA	116.74	0.00	0.00	0.00		
05 704 1136			High School Team Travel			*Current Activity						(8,222.08)
						*Ending Balance:	8,222.08	0.00	0.00	0.00	0.00	(65,416.81)

Fund: 05 ACTIVITY FUND

Chart of Account Number			Chart of Account Description			Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
05 704 1137			High School Gate Receipts			*Previous Balance						98,001.64
05 704 1137			High School Gate Receipts									
05 2900 000 001 0 137			High School Gate Receipts									
06/08/2026	CD	ACT05103 5/5/26	5	17272	Food for Two Track Meets	LEXINGTON PUBLIC SCHOOLS- GENERAL FUND	789.79	0.00	0.00	0.00		
06/26/2026	CD	ACT05137 317769	5	17284	Spring Awards (Boys Golf, Bader, UT). Me	AWARDS UNLIMITED, INC.	1,190.37	0.00	0.00	0.00		
06/26/2026	CD	20260619	5	17293	membership and fees	NEBRASKA SCHOOL ACTIVITIES ASSOCIATION	1,187.50	0.00	0.00	0.00		
06/26/2026	CD	20260619	5	17283	card readers	ASPI Solutions, inc	1,047.00	0.00	0.00	0.00		
06/26/2026	CD	20260619	5	72212	High School Gate Receipts	Visa	112.46	0.00	0.00	0.00		
05 704 1137			High School Gate Receipts			*Current Activity					(4,327.12)	
						*Ending Balance:	4,327.12	0.00	0.00	0.00	0.00	93,674.52
05 704 2200			MS FINES			*Previous Balance						3,876.73
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	3,876.73
05 704 2201			MS MISCELLANEOUS			*Previous Balance						1,505.77
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	1,505.77
05 704 2202			MS ANNUAL			*Previous Balance						31,006.32
05 704 2202			MS ANNUAL									
05 2900 000 002 0 202			MS ANNUAL									
06/26/2026	CD	20260619	5	17301	MS ANNUAL	WALSWORTH PUBLISHING COMPANY	7,110.70	0.00	0.00	0.00		
05 704 2202			MS ANNUAL			*Current Activity					(7,110.70)	
						*Ending Balance:	7,110.70	0.00	0.00	0.00	0.00	23,895.62
05 704 2203			MS POP CONCESSIONS			*Previous Balance					(2,861.10)	
05 704 2203			MS POP CONCESSIONS									
05 1710 2203			MS POP CONCESSIONS									
06/11/2026	GJ				MS Concessions from 2259 MS Gen Athletic		0.00	877.80	0.00	0.00		
05 704 2203			MS POP CONCESSIONS			*Current Activity						877.80
						*Ending Balance:	0.00	877.80	0.00	0.00	0.00	(1,983.30)
05 704 2204			MS STUDENT COUNCIL			*Previous Balance						5,321.07
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	5,321.07
05 704 2205			MS LMS FFA			*Previous Balance						2,189.11
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	2,189.11
05 704 2206			MS Summer School			*Previous Balance						2,010.36
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	2,010.36
05 704 2208			MS Circle of Friends			*Previous Balance						1,027.97
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	1,027.97
05 704 2209			SCIENCE FAIR			*Previous Balance						2,284.11

Fund: 05 ACTIVITY FUND

Chart of Account Number Chart of Account Description

Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	2,284.11
05 704 2210					MS LIBRARY FEES/FINES	*Previous Balance						3,266.51
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	3,266.51
05 704 2211					MS MUSIC RESALE	*Previous Balance						3,426.68
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	3,426.68
05 704 2213					MINUTEMAN MUSIC FESTIVAL	*Previous Balance						67.08
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	67.08
05 704 2215					MS BAND LAB FEES	*Previous Balance						54.95
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	54.95
05 704 2216					MS AGENDA FUND	*Previous Balance						1,966.50
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	1,966.50
05 704 2219					PE SHIRTS	*Previous Balance						3,901.11
05 704 2219					PE SHIRTS							
05 2900 000 002 0 219					PE SHIRTS							
06/26/2026	CD	ACT05139 20260626-0001	5	17287	PE shirts	Change Clothing	2,400.00	0.00	0.00	0.00		
05 704 2219					PE SHIRTS	*Current Activity						(2,400.00)
						*Ending Balance:	2,400.00	0.00	0.00	0.00	0.00	1,501.11
05 704 2220					P.E. Shorts	*Previous Balance						976.80
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	976.80
05 704 2221					LMS Tech	*Previous Balance						4,612.05
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	4,612.05
05 704 2222					MS PADLOCK FEES	*Previous Balance						420.00
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	420.00
05 704 2223					MS Patriots	*Previous Balance						227.08
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	227.08
05 704 2248					MS Soccer	*Previous Balance						(739.08)
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	(739.08)
05 704 2249					MS Cross Country	*Previous Balance						884.56
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	884.56
05 704 2250					MS FOOTBALL	*Previous Balance						(7,745.33)
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	(7,745.33)
05 704 2251					MS VOLLEYBALL	*Previous Balance						(4,366.65)
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	(4,366.65)
05 704 2252					MS BOYS BASKETBALL	*Previous Balance						(761.04)
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	(761.04)

Fund: 05 ACTIVITY FUND

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
05 704 2253			MS WRESTLING			*Previous Balance						(216.15)
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	(216.15)
05 704 2254			MS GIRLS BASKETBALL			*Previous Balance						(955.64)
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	(955.64)
05 704 2255			MS TRACK			*Previous Balance						(374.11)
05 2900 000 002 0 255			MS TRACK									
06/29/2026	PO	ACT05140			Starter Blanks .22 CAL	BSN Sports	0.00	0.00	0.00	128.00		
06/29/2026	PO	ACT05140			50' Measuring Tape	BSN Sports	0.00	0.00	0.00	22.99		
06/29/2026	PO	ACT05140			GOLD LO-SPIN DISCUS 1K	BSN Sports	0.00	0.00	0.00	79.98		
06/29/2026	PO	ACT05140			100' Measuring Tape	BSN Sports	0.00	0.00	0.00	28.99		
06/29/2026	PO	ACT05140			200' Measuring Tape	BSN Sports	0.00	0.00	0.00	46.99		
06/29/2026	PO	ACT05140			4KG SHOT PUT	BSN Sports	0.00	0.00	0.00	179.98		
06/29/2026	PO	ACT05140			S58 DISCUS 1K - PINK	BSN Sports	0.00	0.00	0.00	87.99		
06/29/2026	PO	ACT05140			S75 DISCUS 1K - AQUA	BSN Sports	0.00	0.00	0.00	99.99		
06/29/2026	PO	ACT05140			CHALLENGER DISCUS 1K	BSN Sports	0.00	0.00	0.00	129.98		
05 704 2255			MS TRACK			*Previous Balance						(804.89)
						*Ending Balance:	0.00	0.00	0.00	804.89	0.00	(1,179.00)
05 704 2257			MS ATHLETICS/RESALE			*Previous Balance						135.56
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	135.56
05 704 2258			MS BOOSTER DONATION			*Previous Balance						365.61
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	365.61
05 704 2259			MS GENERAL ATHLETICS			*Previous Balance						(95.50)
05 704 2259			MS GENERAL ATHLETICS									
05 2900 000 002 0 259			MS GENERAL ATHLETICS									
06/11/2026	GJ				Transfer Funds to 2203 MS Officials Conc		877.80	0.00	0.00	0.00		
06/29/2026	PO	ACT05140			MAC YOUTH GOALIE GLOVE SIZE 5 & 6	BSN Sports	0.00	0.00	0.00	59.98		
06/29/2026	PO	ACT05140			34 PROTECTION V24 GOALIE GLOVE SIZES 7,8,9,& 10	BSN Sports	0.00	0.00	0.00	155.96		
06/29/2026	PO	ACT05140			LOW PROFILE CONES	BSN Sports	0.00	0.00	0.00	27.98		
06/29/2026	PO	ACT05140			FREIGHT	BSN Sports	0.00	0.00	0.00	89.25		
06/29/2026	PO	ACT05140			Select Soccer Balls	BSN Sports	0.00	0.00	0.00	479.99		
05 704 2259			MS GENERAL ATHLETICS			*Previous Balance						(1,690.96)
						*Ending Balance:	877.80	0.00	0.00	813.16	0.00	(1,786.46)
05 704 2260			MS Officials			*Previous Balance						(12,150.00)
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	(12,150.00)
05 704 2262			MS Gate Receipts			*Previous Balance						11,380.73
05 2900 000 002 0 262			MS Gate Receipts									
03/03/2026	PO	ACT05036			Port-a-potty	JOHNNY ON THE SPOT	0.00	0.00	0.00	150.00		
05 704 2262			MS Gate Receipts			*Previous Balance						(150.00)
						*Ending Balance:	0.00	0.00	0.00	150.00	0.00	11,230.73

Fund: 05 ACTIVITY FUND

Chart of Account Number			Chart of Account Description			Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
05 704 3300			BRYAN Bobcat			*Previous Balance						7,669.41
05 704 3300			BRYAN Bobcat									
05 2900 000 003 0 300			BRYAN BOBCAT									
07/02/2025	PO	ACT04837			name sign changes	SIGN PRO	0.00	0.00	0.00	150.00		
06/08/2026	CD	ACT05114 20260608-0001	5	17264	staff shirts	Change Clothing	498.00	0.00	0.00	0.00		
06/08/2026	CD	9136382b	5	17278	BRYAN BOBCAT	TreviPay-Walmart	491.87	0.00	0.00	0.00		
06/08/2026	CD	c7901464	5	17278	BRYAN BOBCAT	TreviPay-Walmart	302.44	0.00	0.00	0.00		
06/08/2026	CD	31b91ee2	5	17278	BRYAN BOBCAT	TreviPay-Walmart	80.16	0.00	0.00	0.00		
05 704 3300			BRYAN Bobcat			*Current Activity					(1,522.47)	
						*Ending Balance:	1,372.47	0.00	0.00	150.00	0.00	6,146.94
05 704 3301			S. C. HEALTH PARTNERS			*Previous Balance						339.29
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	339.29
05 704 3302			BRYAN LIBRARY			*Previous Balance						221.91
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	221.91
05 704 3303			BRYAN POP			*Previous Balance						1,202.98
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	1,202.98
05 704 3304			BRYAN Popcorn			*Previous Balance						223.55
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	223.55
05 704 3305			BRYAN PE			*Previous Balance						175.33
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	175.33
05 704 3307			BRYAN Music			*Previous Balance						18.86
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	18.86
05 704 3308			WALK FOR LIFE			*Previous Balance						1,404.90
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	1,404.90
05 704 3309			CORPORATE			*Previous Balance						6,251.81
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	6,251.81
05 704 4401			MORTON Memorial (Sue Barnes)			*Previous Balance						726.16
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	726.16
05 704 4402			MORTON ACTIVITY			*Previous Balance						35.26
05 704 4402			MORTON ACTIVITY									
05 2900 000 004 0 402			MORTON ACTIVITY									
06/08/2026	CD	ACT05070 IN1749530	5	17265	shirts	Earth Day Shirts	169.90	0.00	0.00	0.00		
05 704 4402			MORTON ACTIVITY			*Current Activity					(169.90)	
						*Ending Balance:	169.90	0.00	0.00	0.00	0.00	(134.64)
05 704 4403			MORTON PE			*Previous Balance						144.07
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	144.07

Fund: 05 ACTIVITY FUND

Chart of Account Number Chart of Account Description

Entry Date JR Reference # Check Acct Check # Description

Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 4404						
MORTON LIBRARY						
*Previous Balance						317.18
*Ending Balance:	0.00	0.00	0.00	0.00	0.00	317.18
05 704 4405						
MORTON POP						
*Previous Balance						105.84
*Ending Balance:	0.00	0.00	0.00	0.00	0.00	105.84
05 704 4406						
Flower Garden						
*Previous Balance						1,515.55
*Ending Balance:	0.00	0.00	0.00	0.00	0.00	1,515.55
05 704 4407						
Morton Popcorn						
*Previous Balance						2,321.52
05 2900 000 004 0 407						
10/21/2024 PO ACT04604 Morton Popcorn oil						
Mac's Creek	0.00	0.00	0.00	129.84		
*Previous Balance						(129.84)
*Ending Balance:	0.00	0.00	0.00	129.84	0.00	2,191.68
05 704 4411						
MORTON Recycling						
*Previous Balance						228.58
*Ending Balance:	0.00	0.00	0.00	0.00	0.00	228.58
05 704 4413						
MORTON Pencils						
*Previous Balance						150.67
*Ending Balance:	0.00	0.00	0.00	0.00	0.00	150.67
05 704 5500						
PERSHING LIBRARY						
*Previous Balance						1,405.79
*Ending Balance:	0.00	0.00	0.00	0.00	0.00	1,405.79
05 704 5501						
PERSHING Music						
*Previous Balance						149.23
*Ending Balance:	0.00	0.00	0.00	0.00	0.00	149.23
05 704 5502						
PERSHING ACTIVITY						
*Previous Balance						10,122.38
*Ending Balance:	0.00	0.00	0.00	0.00	0.00	10,122.38
05 704 5504						
STUDENT LEADERSHIP						
*Previous Balance						19.30
*Ending Balance:	0.00	0.00	0.00	0.00	0.00	19.30
05 704 5507						
PERSHING KITCHEN						
*Previous Balance						111.03
*Ending Balance:	0.00	0.00	0.00	0.00	0.00	111.03
05 704 5509						
PERSHING PE						
*Previous Balance						(134.44)
*Ending Balance:	0.00	0.00	0.00	0.00	0.00	(134.44)
05 704 5510						
PERSHING PLAYGROUND						
*Previous Balance						500.00
*Ending Balance:	0.00	0.00	0.00	0.00	0.00	500.00
05 704 5511						
PERSHING REFRESHMENTS						
*Previous Balance						1,941.46
05 704 5511						
05 1710 5511						
06/04/2026 CR Pershing Refreshments						
Pershing Refreshments	0.00	83.06	0.00	0.00		
*Current Activity						83.06
*Ending Balance:	0.00	83.06	0.00	0.00	0.00	2,024.52
05 704 6600						
SANDOZ ACTIVITY & POP						
*Previous Balance						695.75

Fund: 05 ACTIVITY FUND

Chart of Account Number			Chart of Account Description			Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
05 704 6600					SANDOZ ACTIVITY & POP							
05 1710 6600					SANDOZ ACTIVITY & POP							
06/05/2026	CR	0005669			Sandoz Activity - STARS T-shirts	Sandoz	0.00	127.50	0.00	0.00		
06/05/2026	CR	0005671			Sandoz Activity - Students-Popcorn	Sandoz	0.00	181.00	0.00	0.00		
05 704 6600					SANDOZ ACTIVITY & POP	*Current Activity						308.50
						*Ending Balance:	0.00	308.50	0.00	0.00	0.00	1,004.25
05 704 6601					SANDOZ LIBRARY	*Previous Balance						280.73
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	280.73
05 704 6610					SANDOZ HONOR CHOIR	*Previous Balance						0.00
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	0.00
05 704 9902					INTEREST	*Previous Balance						2,263.96
05 704 9902					INTEREST							
05 1710 9902					INTEREST							
06/30/2026	CR				Interest Annual Yield 0.75%	PINNACLE BANK	0.00	41.23	0.00	0.00		
05 704 9902					INTEREST	*Current Activity						41.23
						*Ending Balance:	0.00	41.23	0.00	0.00	0.00	2,305.19
05 704 9903					Elementary Summer School	*Previous Balance						7,423.80
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	7,423.80
05 704 9906					Central Office Coke Machine	*Previous Balance						2,000.30
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	2,000.30
05 704 9908					Autism Awareness	*Previous Balance						368.88
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	368.88
05 704 9909					Staff Resale	*Previous Balance						28.00
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	28.00
					Fund Total: 05		129,969.95	19,306.94	0.00	37,253.28	0.00	239,876.23

Lexington Public Schools
General Fund Summary Report

General Fund	General Fund Expenditures	25/26 Budget	Expended During Month	Spent YTD 25/26	Spent YTD 24/25	Percent of previous year	Balance remaining	Percent Remaining	YTD Percent (Over)/Under Budget
1100	Regular Instruction	\$21,751,314	\$1,764,691	\$18,095,230	\$17,140,083	105.57%	\$3,656,084	16.81%	0.14%
1200	Special Education Programs	\$5,349,765	\$424,940	\$4,849,499	\$4,868,621	99.61%	\$500,266	9.35%	-7.32%
2230	Instruction-Related Technology	\$1,329,194	\$197,280	\$1,088,343	\$1,073,683	101.37%	\$240,851	18.12%	1.45%
1300	Summer School	\$675,978	\$227,187	\$242,281	\$221,507	109.38%	\$433,697	64.16%	47.49%
1101	Activities	\$1,362,285	\$110,689	\$1,229,729	\$1,106,744	111.11%	\$132,556	9.73%	-6.94%
2120	Attendance & Guidance Services	\$1,295,577	\$83,802	\$987,252	\$900,925	109.58%	\$308,325	23.80%	7.13%
2130	Health Services	\$475,295	\$40,146	\$401,815	\$390,968	102.77%	\$73,480	15.46%	-1.21%
2200	Staff Support	\$1,268,847	\$141,312	\$1,124,325	\$1,099,222	102.28%	\$144,522	11.39%	-5.28%
2300	General Administration	\$495,131	\$37,850	\$400,009	\$396,315	100.93%	\$95,122	19.21%	2.54%
2400	Office of the Principal	\$1,836,766	\$164,168	\$1,568,720	\$1,479,566	106.03%	\$268,046	14.59%	-2.07%
2500	Fiscal & Personnel Services	\$763,981	\$61,802	\$632,028	\$613,694	102.99%	\$131,953	17.27%	0.61%
2600	Buildings, Grounds & Equipment	\$4,972,854	\$303,979	\$3,274,860	\$3,458,311	94.70%	\$1,697,994	34.15%	17.48%
2700	Pupil Transportation	\$886,949	\$53,035	\$858,444	\$714,022	120.23%	\$28,505	3.21%	-13.45%
3000	State & Other Categorical Programs	\$396,568	\$37,017	\$246,616	\$273,684	90.11%	\$149,952	37.81%	21.15%
6000	Federal Programs	\$3,370,329	\$244,669	\$2,683,483	\$3,278,865	81.84%	\$686,846	20.38%	3.71%
8000	Transfers to Other Funds	\$2,500,000	\$0	\$0	\$0	N/A	\$2,500,000	100.00%	83.33%
9000	Miscellaneous	\$0	\$334	\$6,154	(\$1,765)	-348.65%	(\$6,154)	N/A	N/A
	Total Expenditures	\$48,730,833	\$3,892,902	\$37,688,787	\$37,014,446	101.82%	\$11,042,046	22.66%	5.99%

\$674,342

General Fund	General Fund Revenues	25/26 Budget	Revenue During Month	Received YTD 25/26	Received YTD 24/25	Percent of previous year	Balance remaining	Percent Remaining	YTD Percent (Over)/Under Budget
1000	Local Receipts	\$12,253,519	\$564,008	\$7,182,840	\$7,222,735	99.45%	\$5,070,679	41.38%	24.71%
2000	County and ESU Receipts	\$296,780	\$21,011	\$170,476	\$246,263	69.22%	\$126,304	42.56%	25.89%
3000	State Receipts	\$31,798,932	\$3,208,684	\$35,850,758	\$34,679,901	103.38%	-\$4,051,826	-12.74%	-29.41%
	Subtotal State & Local Receipts	\$44,349,231	\$3,793,702	\$43,204,073	\$42,148,900	102.50%	\$1,145,158	2.58%	-14.08%
4000	Federal Receipts	\$4,370,321	\$95,381	\$3,873,808	\$6,901,268	56.13%	\$496,513	11.36%	-5.31%
5000-9000	Non-Revenue Receipts	\$11,281	\$180,631	\$183,758	\$11,829	1553.48%	-\$172,477	-1528.92%	
	Total Revenue	\$48,730,833	\$4,069,715	\$47,261,640	\$49,061,997	96.33%	\$1,469,193	3.01%	-13.65%

NET Revenues/Expenditures	\$0	\$176,813	\$9,572,852	\$12,047,551		19.64%

Lexington Public Schools

Cash Flow Report

Regular; Processing Month 6/2026

Fund	Cash Flow Beginning Cash	Cash Flow Revenues	Cash Flow Expenses	Cash Flow Ending Cash
GENERAL FUND	19,869,792.28	4,069,714.78	(3,892,901.86)	20,046,605.20
DEPRECIATION	3,381,057.10	66.00	(23,199.83)	3,357,923.27
EMPLOYEE BENEFIT	18,739.87	0.00	0.00	18,739.87
ACTIVITY FUND	387,792.52	19,306.94	(129,969.95)	277,129.51
SCHOOL LUNCH	539,244.90	172,688.42	(205,049.74)	506,883.58
SPECIAL BUILDING	2,238,233.06	29,840.30	(1,134,000.00)	1,134,073.36
COOPERATIVE FUND	624,285.34	5,000.00	(12,269.10)	617,016.24
GENERAL FUND-Restricted	6,087,409.00	0.00	0.00	6,087,409.00
Grand Total:	33,146,554.07	4,296,616.44	(5,397,390.48)	32,045,780.03

General Fund Cash Balances

Month-Year	Receipts	Expenditures	Cash Balance	Cash Balance/Avg. Monthly Expenditure
September-25	\$2,747,863.95	(\$3,812,913.03)	\$13,512,357.60	3.5
October-25	\$3,443,673.01	(\$3,672,479.30)	\$15,267,306.53	4.1
November-25	\$1,266,956.34	(\$3,775,423.31)	\$12,758,839.56	3.4
December-25	\$8,062,312.76	(\$3,789,645.03)	\$17,031,430.77	4.5
January-26	\$5,784,680.98	(\$3,690,325.42)	\$19,126,191.85	5.1
February-26	\$3,960,574.75	(\$3,806,813.18)	\$19,279,953.42	5.1
March-26	\$5,823,005.46	(\$3,601,320.56)	\$21,501,638.32	5.8
April-26	\$3,632,584.80	(\$3,712,609.58)	\$21,421,045.36	5.7
May-26	\$8,470,272.93	(\$3,934,685.19)	\$25,957,201.28	6.9
June-26	\$4,069,714.78	(\$3,892,901.86)	\$26,134,014.20	6.9
July-26				
August-26				
Monthly Average:	\$4,726,163.98	(\$3,768,911.65)	\$19,198,997.89	5.1

TEACHER'S CONTRACT

THIS CONTRACT is made by and between the Board of Education of Dawson County School District No. 24-0001, commonly known as Lexington Public Schools and referred to herein as the "Board" and "District" respectively, and **Georgia Crandall**, a legally qualified teacher, referred to herein as the "Teacher".

WITNESSETH: The Board agrees to employ Teacher above named in the schools of the District for a school year, which shall begin on or about August 10, 2026, and conclude on or about May 26, 2027. Teacher accepts such employment at a salary based upon placement on step 1 of column BA of the salary schedule.

FIRST: Teacher's salary shall be payable in 12 equal installments. The first installment shall be payable on the 20th day of September, 2026, and the remaining installments shall be payable on the 20th day of each month thereafter.

SECOND: Teacher will abide by the District's and Administration's policies, rules, regulations and directives and all state and federal statutes, rules, and regulations. Teacher's duties are subject to assignment by the Administration. Teacher agrees to devote full time during days of school to his/her position in all respects and to perform the assigned duties diligently and faithfully to the best of his/her professional ability.

THIRD: In addition to the teaching duties set forth herein, Teacher may be assigned such "extra duty" assignments which shall be for such compensation as may be agreed upon by the District and Teacher or by Teacher's duly authorized bargaining agent.

FOURTH: A majority of the Board members may cancel or amend this contract during its term members for any of the following reasons: (a) cancellation, termination, revocation or suspension of Teacher's certificate by the State Board of Education; (b) a breach of any material provision of this contract; (c) any reason set forth in this contract; (d) incompetence; (e) neglect of duty; (f) unprofessional conduct; (g) insubordination; (h) immorality; (i) physical or mental incapacity; (j) any conduct that interferes substantially with the teacher's continued performance of duties; (k) any arrest, criminal charge, or criminal conviction of Teacher or the failure to report the same; (l) any filing against the Teacher under Neb. Rev. Stat. Section 43-247 or any other provision of the Nebraska Juvenile Code for child abuse and/or neglect or the failure to report the same; (m) knowingly falsifying school district records or documents; (n) misrepresentation of fact to the district and its personnel in the conduct of the district's official business; (o) the use or possession of illegal drugs or controlled substances except as prescribed by a physician; or (p) being under the influence of illegal drugs, controlled substances, or alcohol while on school grounds, at school events, or in a vehicle owned, leased or contracted by the district except as prescribed by a physician. Cancellation or amendment under this contract shall be governed by applicable provisions of Nebraska statute.

FIFTH: Upon termination of this contract for just cause, or upon Teacher's release from this contract, the compensation paid or to be paid hereunder shall be an amount that bears the same ratio to the yearly salary herein specified as the number of days of service to the date of such termination bears to the number of days of service in the contract year. Teacher shall refund any unearned fractional portion of an installment paid but not earned prior to termination of the contract.

SIXTH: Upon termination of this contract for any reason, Teacher shall immediately return all District property to the District.

SEVENTH: There shall be no penalty for release or resignation by the Teacher from this contract, provided no resignation shall become effective until the close of the school year unless it is accepted by the Board, which shall fix the time that the resignation is to take effect.

EIGHTH: This contract shall conform to the regulations governing deductions from the above-stated compensation with reference to withholding tax, social security and Teacher's retirement. Teacher authorizes the District to deduct or withhold from each and every period of pay any amounts necessary to offset any damages caused by Teacher or the value of property or money entrusted to Teacher or owed by Teacher to the District during the course of or as a result of Teacher's employment, if such property or money have not properly been returned to the District. Other deductions may be withheld as agreed to by the parties to this contract.

NINTH: Teacher affirms that he/she is not under contract with another school board or board of education within this state covering a part or all of the same time of performance as is contemplated by this agreement. Teacher affirms that he/she holds or will hold a valid Nebraska Teaching Certificate at the beginning of the term of this contract. This contract is not valid until said certificate is registered in the office of the Superintendent of Schools, and Teacher shall not be compensated for any services performed prior to the date of the registration.

TENTH: Teacher shall report to the District within 24 hours any arrest, criminal charge, or criminal conviction of Teacher. Teacher shall report to the District within 24 hours any filing against the Teacher under section 43-247 of the Nebraska statutes or any other provision of the Nebraska Juvenile Code for child abuse and/or neglect.

ELEVENTH: The compensation set forth in this agreement shall be subject to such adjustments as the Board and Teacher or Teacher's duly authorized bargaining agent may agree upon from time to time. Teacher authorizes the District to deduct or withhold from each and every period of pay any amounts necessary to offset any damages caused by the Teacher or the value of property or money entrusted to the Teacher or owed by the Teacher to the District during the course of the Teacher's employment, if such property or money has not properly been returned to the District.

TWELFTH: Teacher's failure to return a signed copy of the contract or renewal agreement to the Superintendent of Schools or Secretary of the Board of Education of the District on or before July 1, 2026, shall constitute a rejection of this offer of employment.

THIRTEENTH: Other Contract Terms:

Executed 6/22/2026.

Signed by:

Teacher ID: 009EACBEB5A4A2...

Executed _____.

Board President

Attest:

Board Secretary

REAL ESTATE PURCHASE AGREEMENT

This Real Estate Purchase Agreement (this “**Agreement**”) is made and entered into as of the date of the last signature below, by and between Jose Luis Chavez Merlos, a/k/a Jose Chavez, a single person (“**Seller**”), and Dawson County School District No. 001, a/k/a Lexington Public Schools, a Public Corporation (“**Buyer**”).

RECITALS

A. Seller owns that certain real estate (as defined in Neb. Rev. Stat. § 76-201) legally described as follows: Part “B”, Lot 2 in Tract L, in the Subdivision of Section 5, in Township 9 North, Range 21, West of the 6th P.M., in the City of Lexington, Dawson County, Nebraska, more commonly known as 501 S. Washington St., Lexington, NE, 68850 hereafter referred to as “Property” or “Premises”.

B. Seller has agreed to sell the Property to Buyer, together with all improvements located thereon, and Buyer has agreed to purchase the same from Seller, upon the terms and conditions hereafter set forth.

AGREEMENT

1. **Property.** Seller agrees to sell to Buyer and Buyer agrees to purchase from Seller, the Seller’s interest in the Property, free and clear of all liens and encumbrances, subject, however, to easements of record, apparent easements, public highways and all governmental rules and regulations.

2. **Price and Payment.** Buyer agrees to pay Seller the sum of Sixty-Four Thousand Nine Hundred Dollars and 00/100ths (\$65,300) for Seller’s interest in the Property (the “**Purchase Price**”) on the Closing Date. Buyer shall pay the Purchase Price as follows:

a. **Closing Payment.** On the Closing Date, Buyer shall pay to Seller the sum of \$65,300.00 upon delivery of the Deed, in a simultaneous transaction. Such payment shall be made in cash, by wire transfer of immediately available funds, by certified funds, or other “good funds” as defined in Neb. Rev. Stat. § 76-2,121.

3. **Inclusions.** This Agreement shall include all permanent improvements situated on the premises, and no personal property.

4. **Closing.** The Closing shall be held as soon as is reasonably practicable (the “**Closing Date**”), at a time and place mutually agreed upon by the parties, but in no case shall the Closing Date be later than July 16, 2026, or as otherwise mutually agreed by the Parties. Time is to be construed as the essence of this Agreement.

5. **Taxes.** Seller shall pay the 2025 and all prior real estate taxes. The 2026 and future real estate taxes shall be paid by Buyer.

6. **Deed.** Seller shall execute a Warranty Deed of conveyance to Buyer, free and clear of all encumbrances, subject, however, to easements of record, apparent easements and all governmental rules and regulations, and deliver the same to the Buyer on Closing Date upon payment of the purchase price.

7. **Title Insurance.** Buyer shall obtain a title insurance commitment on the Property from Heldt, McKeone & Copley. The title insurance commitment will show marketable title to the Property in Seller in accordance with the terms and conditions of this Agreement, and shall agree to insure title in Buyer and for the benefit of Buyer’s lender, if any, in the amount of the Purchase Price following closing in conformity herewith. Title standards approved by the Nebraska State Bar Association as of the date of

the title insurance commitment shall serve as a guide to marketability of title. Seller agrees to execute, upon request of the Title agent, a Nebraska Marketable Title Affidavit.

8. **Possession**. The Parties agree and acknowledge that Seller shall be allowed to remain in the property until October 16, 2026. After that date, Seller shall give Buyer quiet and peaceable possession of the real estate.

9. **Insurance and Risk of Loss**. Seller shall maintain hazard insurance on the Property through closing. In the event the Property is materially damaged by fire, exposition, or any other cause prior to Closing Date, ("Material damage" to be damage in excess of 30% and not repairable in 30 days), Buyer shall have the right to rescind this Agreement.

10. **Division of Expenses**. Seller and Buyer agree that the closing expenses in connection with the sale and purchase of the Property shall be divided as follows:

- a. **Attorney Fees**: Buyer, payable to Heldt, McKeone & Copley.
- b. **Closing Fees**: Buyer, payable to Heldt, McKeone & Copley.
- c. **Documentary Stamp Tax**: Buyer.
- d. **Deed and Deed of Trust**: Buyer.
- e. **Owner's Title Insurance premium and Closing Protection Letter**: Buyer, payable to Heldt, McKeone & Copley.

11. **Condition of Property Disclosure Statement**. Buyer acknowledges that Buyer has examined and inspected the premises, and that Buyer is purchasing the same in an "as is" condition, subject to Buyer's own inspection and not by reason of any representation or warranty of Seller, express or implied, other than those specifically set forth in this Agreement. **Buyer acknowledges that the property is subject to a Condemnation Order issued by the City of Lexington, Nebraska.**

12. **Real Estate Commissions**. Buyer and Seller represent that neither party has executed any listing agreement or other document with a real estate broker or agent. In the event that any real estate broker or agent claims a commission, finder's fee, or other compensation as a result of this transaction, the party alleged to have entered into an agreement with such a broker or agent shall indemnify and hold the other party harmless from and against any such commission, finder's fee, or other compensation and all costs or expenses, including court costs and reasonable attorney's fees which may be associated therewith.

13. **Utilities**. All utility usage, including electricity, prior to closing shall be paid by Seller, or such other arrangement as Seller has with the current tenants. **All utility usage after closing shall be the responsibility of Seller until Seller relinquishes possession to Buyer on or before October 16, 2016.** All accounts for utility usage shall be transferred to Buyer at closing, if not already transferred before.

14. **Representations of Seller**. Seller hereby makes the following warranties and representations, which shall survive closing:

- a. Seller is not a party to any contract, written or oral, which will give rise to a lien (including but not limited to, construction lien, mechanic's lien, storage and repair lien, threshing, and agister's lien) or other encumbrance on the Property or improvements;
- b. Seller has no knowledge of any fence disputes, boundary disputes, water disputes, or drainage disputes, existing, actual or threatened, special assessments, taxes, or condemnation proceedings concerning the Property;
- c. No hazardous or toxic material, substance, pollutant, contaminant, waste, asbestos, or petroleum has been released into the environment, discharged, placed or disposed at, near, or on the Property. Seller has not been advised of any action by the Nebraska Department of Environmental Quality or the Environmental Protection Agency, or any other administrative agency;
- d. Seller has full legal authority to enter into this Agreement, and the consent or acquiescence of no other Party is required to bind Seller to the terms of this Agreement;

15. **Representations of Buyer.** Buyer hereby makes the following warranties and representations, which shall survive closing:

- a. Except as expressly set forth in this Agreement Buyer has not entered into this Agreement based on any representations of the Seller;
- b. Buyer has full legal authority to enter into this Agreement, and the consent or acquiescence of no other party is required to bind Buyer to the terms of this Agreement.

16. **Default.** In the event either Party should default under the terms and conditions to be performed by that Party pursuant to this Agreement, the other Party shall have such rights and remedies as are allowed by law, including specific performance. The election or forfeiture of any one remedy shall not bar the election or cause the forfeiture of any other remedy.

17. **Tax Identifying Numbers.** Seller and Buyer agree to provide to closing agent any tax identifying numbers needed to prepare an IRS 1099-S tax form prior to Closing.

18. **Assignment.** This Agreement may not be transferred or assigned by either party without the written consent of the other party. Such consent shall not be unreasonably withheld and shall not release the assignor from performance hereunder.

19. **Severability.** Except to the extent the same would operate to deprive either party of the economic benefit of its bargain hereunder, if any term or provision of this Agreement or the application thereof to any person or circumstances shall to any extent be invalid or unenforceable, the remainder of this Agreement or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable shall not be affected thereby, and each term and provision of this Agreement shall be valid and enforced to the fullest extent permitted by law.

20. **Further Assurances.** Each undersigned party will, whenever it shall be reasonably requested to do so by the other, promptly execute, acknowledge, and deliver, or cause to be executed, acknowledged, or delivered, any and all such further conveyances, confirmations, instruments, or further assurances and consents as may be necessary or proper, in order to effectuate the covenants and agreements herein provided. Each of the undersigned parties shall cooperate in good faith with the other and shall do any and all other acts and execute, acknowledge and deliver any and all documents so

requested in order to satisfy the conditions set forth herein and carry out the intent and purposes of this Agreement.

21. **Interpretations.** Any uncertainty or ambiguity existing herein shall not be interpreted against either party because such party prepared any portion of this Agreement, but shall be interpreted according to the application of rules of interpretation of contracts generally.

22. **Entire Agreement.** This Agreement contains the entire agreement of the parties relating to this matter. It supersedes any prior agreements or understandings among them and shall not be modified or altered or amended in any manner except in writing and signed by both parties.

23. **Governing Law.** All aspects of this Agreement shall be governed by the laws of the State of Nebraska.

24. **Successors and Assigns.** This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective heirs, legatees, devisees, personal representatives, successors and permitted assigns.

25. **Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument. This Agreement may be executed by facsimile signature which shall be valid for all purposes.

26. **Waiver.** One or more waivers of any covenants, conditions, rules or regulations by Buyer or Seller shall not be construed as a waiver of a further breach of the same or different kind at any other time.

BUYER:

Dawson County School District No. 001, a/k/a/
Lexington Public Schools, a Public Corporation

Date: _____

By _____,
_____, President

SELLER:

Date: 6-22-26

Jose Luis Chavez Merlos
Jose Luis Chavez Merlos, a/k/a Jose Chavez

ELA Handbook Supplement

This Handbook provides information unique to the Early Learning Academy and is supplemental to the District Student/Parent/Activities Handbook.

Attendance

Regular attendance is expected of all students on days school is in session. If a child will be absent from school on a given day, parents are asked to call the school office at 324-1841. Morning session, please call by 7:40 a.m.; afternoon session, please call by 12:00 p.m. If a student is absent without previously notifying the school, parents should expect a phone call from the principal's office. Regular attendance is essential for your child to receive maximum benefit from the preschool program.

Absences Due to Illness

The school will contact parents if a student becomes ill at school.

Planned Absences

Parents who know in advance that a student will be absent must call the school or send a written note at the earliest possible date. Parents should make every attempt to schedule medical and other appointments after school hours when possible.

Enrollment

Enrollment at the Early Learning Academy is for children living within the boundaries of Lexington Public Schools. In the event that ELA's enrollment is not at capacity as established under Nebraska Department of Education's Rule 11, children living outside of the district will be allowed to attend. At any time if ELA's capacity exceeds enrollment limits required for compliance with Rule 11, non-resident students may be removed from ELA's roster and the child will not be able to continue attending ELA. Children living outside of the district must be enrolled at the ELA before the end of the 3rd quarter in order to qualify for option enrollment consideration for kindergarten.

Backpacks

It is requested that parents send a backpack with their child for notes and papers to bring home from school. If your child does not have a backpack, please check your child's cubicle each day for papers and notes.

Dress Code (Policy 5031)

Students must come to school dressed in clean, neat and appropriate clothing to conform with educational standards. Children must be toilet trained in order to attend preschool and, therefore, should be dressed in clothing that enables them to use the restroom independently and without assistance. Dress, grooming and personal conduct can have a strong influence on how others react to an individual. If a style demonstrates that it is disruptive to the educational process, constitutes a threat to the health, safety or welfare of the child or others, or is in violation of a statute, it will not be permitted in school. Clothing that advertises alcohol, drugs, shows disrespect, or promotes violence, i.e., gang membership or is not acceptable school attire.

Students may be directed by the principal to wear a face covering to help prevent the spread of COVID-19 in school. If so directed, students are expected to wear their face covering each day. Exceptions may be granted based on a student's IEP or 504 plan or other relevant factors as determined by the principal.

Early Dismissal

Early dismissal times are listed on the calendar and in the school newsletter. All early dismissals are at 1:30 p.m. unless otherwise decided by the superintendent. On days of early dismissal for schools within the district, there will be no preschool classes for children in the afternoon.

Entrance Age

Children accepted for enrollment into the Early Learning Academy must be at least three years old by July 31. Children who are four years old by July 31 are enrolled first. Children three years old by July 31 are enrolled based on space available.

Food Service Program (Policy 3012)

The school district provides a food service program that is designed to provide adequate nutrition and an educational experience for students. Children who attend preschool classes in the morning receive breakfast at no cost to the family. Children who attend preschool classes in the afternoon receive lunch at no cost to the family.

Notice of Non-discrimination

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20230-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Parking

There are sufficient parking spaces near the Early Learning Academy at the Opportunity Center for parents to park their vehicles when bringing children to school and picking them up after school. Please park only in designated areas and avoid parking in areas reserved for handicapped, school bus loading/unloading and emergency vehicles.

Playground Rules

1. Contact games that may cause injury will not be permitted.
2. Play is permitted only in designated areas.
3. Misconduct on the playground may result in disciplinary action.
4. If an object travels outside the play area, students must obtain permission from the supervisor on duty before the object may be retrieved.
5. Students should be properly dressed with snow boots, caps and gloves during inclement weather.
6. Students are not allowed to exchange boots, gloves, coats, hats or any other garments without permission from parents or school officials.

7. When the playground area is muddy or wet, students should keep out of those areas. Students may be required to stay on the hard surface areas of the playground.
8. Personal property (footballs, softballs, basketballs, etc.) will not be allowed at school.
9. Students will form a line and enter the building in an orderly manner.

School Day Schedule

Morning Classes: 7:40-11:10 a.m.

Afternoon Classes: 12:00-3:30 p.m.

Children are expected to arrive on time for the start of school each day and must be picked up within five minutes after the session ends. Upon arrival at school, please keep your child with you in the parking area and inside the building until the child is checked in and under the supervision of school staff. At the end of the session, a child will only be released to a parent or a person authorized by parents. It is important that children are closely supervised. Upon arrival and departure, please keep your child with you at all times.

In case of an emergency that a child cannot be picked up at the designated time, please contact the teacher or school office to inform them of the situation. If a child is consistently not picked up promptly at the end of the day and contact cannot be made with a parent, guardian or other authorized individual, Child Protective Services or law enforcement will be called to assist in reuniting the child with their parent or guardian.

Transportation Services

The district operates school buses as a convenience for students and parents. They represent a substantial investment, and students are expected to care for and respect them.

Transportation to School

Except for those who qualify for certain programs under state and federal law, transportation is not provided to children who attend preschool classes.

Visitors

Parents are encouraged to participate in the early childhood program. You are welcome to visit school and become involved in your child's education. Please feel free to talk with staff members and learn how you can help your child have a successful school experience. If you plan to visit school, please contact your child's teacher.

Mission and Goals for Preschool

The mission of Lexington Early Learning Academy is to help children acquire the knowledge, skills and behaviors necessary for them to enter kindergarten ready to learn and enable them to have a successful school experience.

Curriculum Objectives

The preschool program is child-centered and designed to enhance a child's social,

emotional, intellectual, language, physical and aesthetic development in a play-oriented environment. The curriculum holds high expectations for all children and is developmentally appropriate. Although play-oriented in nature, learning activities are designed to meet academic objectives described in the curriculum. Health, nutrition and safety are an integral part of the program.

Discipline Policy

The Early Learning Academy uses a positive and proactive approach to helping all children develop social/emotional skills. We use the Pyramid Model to ensure that all teachers and staff use effective and culturally responsive teaching practices. The Pyramid Model (Positive Behavior Support - PBS) is guided by a leadership team that uses data for decision making, builds partnerships with families, and identifies challenging behaviors.

In our program, we have established the following program-wide expectations for all children and adults:

Be Safe—Be Respectful—Be Responsible—Be a Friend

All staff members teach children about these expectations. These expectations can also be taught at home. Children are more capable of understanding and meeting these expectations when we all work together.

The Pyramid Model Framework involves “best practices” to teach children how to get along and use skills to solve their own problems. The Pyramid Model uses three main stages of learning:

1. Show and tell (explain expectations to children)
2. Practice makes perfect (planned activities or teachable moments that implements the skill)
3. You Got It! (children use the skill without prompting)

The model provides a plan for identifying challenging behaviors, an understanding of their purpose and function, and developing a support plan to help change the behavior and teach new skills, if needed. If a child has behavior challenges that are a concern:

- We will work with the family to develop and implement a plan to teach the child social/emotional skills.
- If dangerous or harmful behaviors occur, we will continue to work with the family and district specialists.

We encourage families to ask questions if they have concerns about their child’s development.

Elementary Handbook Supplement

Bryan • Morton • Pershing • Sandoz

This Handbook provides information unique to Lexington Elementary Schools and is supplemental to the District Student/Parent/Activities Handbook.

School Day

The school day begins at 8:00 a.m. and ends at 3:25 p.m. Students are to leave the school grounds after dismissal. School staff will provide supervision for students on school grounds 30 minutes before the school day begins and 35 minutes after the school day ends. There will be no supervision provided by the school before or after these times. Law enforcement will be notified for any student not picked up by 4:00 p.m.

Absences/Tardies

Elementary: Students must not acquire more than the equivalent of 20 school day absences, excluding absences identified below, in a school year. Mandatory attendance at summer school (considered a part of the preceding regular school year term) is required for students who have acquired more than the equivalent of 20 school day absences in a school year. Students who acquire more than the equivalent of 3 school day absences in mandatory summer school may be referred to the county attorney. Students may appeal assignment to mandatory summer school to his/her building principal.

*Absences caused by the following circumstances shall not be counted against a student: a) Physical or Mental Illness - Absences shall be excused by a parent, guardian, or educational decision maker, as defined in section 79-530, of the child for physical or mental illness and as documented by a credentialed health professional, provided the documentation supports such absence. In the instance of chronic illness, documentation shall be reviewed each semester. Time necessarily missed due to medical appointments or procedures confirmed in writing from a credentialed health professional shall also not count against a student. The documentation from the professional must be turned in within seven (7) calendar days of the last day of absence, otherwise the absence will count toward the 20 days of absenteeism resulting in contact with the county attorney as described in Lexington Schools district policy.

Parents are encouraged to get their children to school on time so that they do not miss out on instruction and cause a disruption to the learning of others. For purposes of calculating absenteeism, a student who comes to school after 10:00 a.m. shall be counted as a half day absent (morning). A student who leaves school before 2:00 p.m. shall be counted as a half day absent (afternoon). Tardies may be excused for specific situations that are explained in board policy.

Cell Phones and Other Electronic Devices (Policy 6025)

No electronic devices, text watches (any device capable of texting), earbuds, headphones, cell phones, MP3, laser lights, personal computers, etc. are allowed for student use during the school day.

Telephone calls to the elementary building should be limited. Teachers or students should not be called to the telephone during class periods except when an emergency occurs. The telephone is for business and emergency use only. Cell phones are not permitted in the classroom. Any cell phone misused will be taken by the principal and must be picked up by a parent or guardian. We encourage families to have a daily plan of action prior to children coming to school. By bringing cell phones and other electronic devices to school, the student and parent(s) consent to the search of the device when school officials have a reasonable suspicion that such a search will reveal a violation of school rules.

Students are prohibited from sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or other form on a computer, cell phone, or other electronic device. The principal has authority to adjust discipline actions on an individual basis.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The school district is not responsible for theft, loss or damage of a cell phone or any calls made on a cell phone.

Students who violate this policy will have their cell phones or other electronic devices confiscated immediately. The administration will return confiscated devices to the offending student's parent or guardian after meeting with the parent or guardian to discuss the violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

Additional information about cell phones is provided in board policy.

Field Trips

Each grade level will attend at least one field trip per school year. To ensure student safety and accountability, students will ride to the field trip and home on the field trip using school-provided transportation. The only exception to this rule is if a written note is provided to the school giving permission for the student to ride home with a designated adult. Parents/guardians may be asked to assist with these field trips, provided they pass a background check through the central office.

Electronic Devices: The school's Cell Phone Policy remains in effect during field trips. Students are generally prohibited from using cell phones or electronic devices at school-sponsored events unless specific permission is granted by the principal.

Items That Are Not Allowed at School

- Toys that have not been approved through child's IEP
- Caps, hats, bandanas, hoods, and other head coverings are not permitted inside the school building during the school day unless worn for approved religious, cultural, or medical reasons.
- Candy, gum, and any food items unless they have prior permission from their classroom teacher.
- Additional playground equipment (soccer balls, volleyball balls, equipment, etc.)
- Weapons or look alike weapons as defined in Policy 5035
- Electronics (see additional guidelines above)

Cafeteria Rules

- All food is to be eaten by the student or left on the tray when returned to the dishwasher. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray into the correct container.
- Students are not allowed to share food in the cafeteria.
- Forks and spoons should be placed in the pan with water.
- Students are to use proper manners.
- There will be no throwing of food or other items.
- Students should remain at their tables until they are dismissed. Students are expected to eat lunch at school.
- Students must treat lunch personnel with respect.
- Students who violate the above rules will be disciplined.
- Outside food may be delivered for students to eat in the cafeteria. No soda or outside drinks will be allowed.

Parents are welcome to eat with their child during their lunch period. To ensure a safe and organized environment, we limit visitors to two people per child and allow visits only 2 days per week. Visitors who wish to purchase a school lunch must communicate with the office 24 hours in advance of the visit. Please remember that all cafeteria rules apply to visitors as well, including maintaining proper manners and treating lunch personnel with respect.

Payment for Meals

Students are encouraged to pay for meals several weeks in advance. We encourage payments to be made online at www.lexschools.org or through the office.

Grades

Kindergarten. Kindergarten students will be evaluated using a checklist that incorporates standardized test score data, basic numeration and phonemic skill levels, and behavioral and attendance information.

Grades 1-5. Students will be evaluated using the following categories for their academic core classes.

Advanced	95%-100%

Proficient	80%-94%
Progressing	70%-79%
Beginning	0%-69%

Skills and Behaviors That Support Learning

These are effort grades that demonstrate behaviors the student can do in the classroom.

The student: Listens attentively, follows directions, uses time appropriately, completes work on time, demonstrates consistent effort, produces neat and legible work, works independently, works cooperatively with others, participates in large group activities, follows rules, shows self-control, accepts responsibility, respects self and others, and respects authority.

4 = Consistently shows effort

3 = Usually shows effort

2 = Sometimes shows effort

1 = Rarely shows effort

Physical Education (PE): The following categories are utilized for evaluation of performance in Physical Education: Advanced, Proficient, Progressing, or Beginning.

Illness

Students with severe coughs and sore throats should remain at home. Those with temperatures that exceed 100.0°F will be excluded from school and should not return until the temperature is 100.0 degrees or less for 24 hours without the aid of medication. If a child has a fever in the evening, please keep him/her home the next day. If a student must be absent, please contact the school as soon as possible on the morning of the absence. If a student becomes ill during the school day, the school nurse or office staff may determine that the student should be sent home.

Musical Performances

Each class has one required musical performance per school year. Each student is expected to participate in all rehearsals up to the performance date and learn all the music, musical terms, and choreography the performance requires. Students who cannot perform due to religious beliefs are expected to complete work as determined by the music teacher and/or building administrator. This will allow the student to receive full credit on their final evaluation of music class for the grading period in which the performance occurs.

Parents who do not want their child(ren) to participate in a musical performance for religious reasons must write a letter to the principal.

Playground Rules

Students must follow these rules to keep the playground safe:

1. Students must obey the playground supervisor at all times.
2. Students may not enter the street/highway to retrieve a ball unless given permission by the playground supervisor.

3. Students must play away from the school windows.
4. Students may throw balls and other authorized play equipment. They may not throw rocks, gravel, snowballs, and clothing.
5. Students must use the playground equipment properly and in a safe manner.
6. Students may not leave the playground after they have arrived at school for the day.

Students who violate these rules will be disciplined with the loss of recess or other privileges, detention and/or other consequences.

School staff supervise the playground during school hours. However, it is not supervised after school, and students should not play on the equipment without adult supervision.

Recess and PE Participation

Recess and PE many times will be held outside and parents/guardians need to make sure students are prepared (e.g. possess boots, hats, gloves, and coats) for cold days. Parents/guardians can expect that their children may go outside any time the windchill factor is above 10° F. Requests by parents to keep children indoors due to cold weather will not be honored unless the principal receives documentation from a medical provider or personally observes that the child is ill, or receives sufficient documentation that the child has extenuating medical conditions that necessitate s/he be kept inside.

Coats and Boots

Elementary students must wear coats outdoors when the weather makes it advisable. The staff will decide when coats are required for recess.

Elementary students may choose to wear overshoes or boots when the playground is wet or muddy. Waterproof boots worn to school should be taken off and regular shoes worn during the day. Boots and coats worn to school must be marked with the student's name.

Transportation Between Buildings

Students in grades K-5 may ride district buses between elementary buildings in both the morning and after school. Please contact Keri Fagot in the business office at 308.324.1203 to make arrangements and be issued a bus badge. Parents are expected to pick up their children promptly after school.

Middle School Handbook Supplement

This Handbook provides information unique to Lexington Middle School and is supplemental to the District Student/Parent/Activities Handbook.

Absences and Homework

Upon return from every absence or partial-day absence, students shall confer with their teachers about missed classwork:

(a) students who are pre-excused from school should have all of their schoolwork completed and turned in to the teacher before leaving school unless special arrangements have been made by the teacher and/or administrator;

(b) students who miss school due to an illness or other unforeseen circumstance will be allowed two (2) days for each day absent – up to five days total – to turn in missed homework given during the absence; additional days may be allowed by the teacher and/or administrator for special circumstances;

(c) suspended students must have all homework completed upon returning to school and shall be assigned in-school suspension if otherwise.

Eligibility List

1. An “Eligibility List” will be published every Monday morning by roughly 8:30 AM.
2. “Failing” are those whose present QUARTER grade average is below 70%.
3. A student on the failing list for two or more consecutive weeks in one or more subjects is considered ineligible.
4. A student is ineligible - starting Monday after the list is published - until the following Monday. If the student is passing the subject(s) that caused the ineligibility, s/he shall be eligible that following Monday.
5. Students will not be allowed to participate in contests while they are ineligible.
6. Each student has the right to have his/her eligibility reviewed.
7. Eligibility will cover all extra-curricular activities under the jurisdiction of the school.

Behavioral Expectations

Please see chart contained in this document for typical disciplinary responses to various rule infractions.

Cafeteria Rules

1. All food is to be eaten by the student or left on the tray when returned to the dishwasher. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray on to the correct container.
2. Forks and spoons should be placed in the pan with water, not thrown away.
3. Students are to use proper manners including eating quietly.
4. There will be no throwing of food or other items.
5. Students should remain at their tables until they are dismissed. Students are expected to eat lunch at school. For a student to eat at home, parents must provide written authorization and transportation.

6. Students must treat lunch personnel with respect.
7. Students who violate the above rules will be disciplined.

Payment for Meals

Students are encouraged to pay for meals several weeks in advance. Payment should be made to the bookkeeper in the office.

Cell Phones and Other Electronic Devices (Policy 6025)

Students may not use cellular (cell) phones or other electronic devices (e.g. beepers, ear buds, cellular telephones, MP3/CD players, radio headphones, laser lights, personal computers, etc.) while at school, except as permitted in this handbook.

Students may use cell phones or other electronic devices outside the building before and after school. Students may not have cell phones or other electronic devices while they are in locker rooms, classrooms or restrooms. During school hours students must keep their cell phones or other electronic devices in lockers or a personal vehicle.

Students may not use cell phones or other electronic devices while riding in a school vehicle unless they have express permission to do so from the vehicle's driver.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The school district is not responsible for theft, loss or damage of a cell phone or any calls made on a cell phone.

Students who violate this policy will have their cell phones or other electronic devices confiscated immediately. The administration will return confiscated devices to the offending student's parent or guardian after meeting with the parent or guardian to discuss the violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

Additional information about cell phones is provided in board policy.

Coats and Boots

Middle School students must wear coats outdoors when the weather makes it advisable. The staff will decide when coats are required for recess.

Middle School students may choose to wear overshoes or boots when the playground is wet or muddy. Waterproof boots worn to school should be taken off and regular shoes worn during the day. Boots worn to school must be marked with the student's name.

Face Coverings

Students may be directed by the administration to wear cloth or multi-layer disposable face masks, or another approved face covering, to help prevent the spread of COVID-19 in school. Students are expected to wear their masks each day as

directed. If they do not have a mask, one will be provided for them. An appropriate fitting mask must fully cover the students' nose, mouth and chin. Mask fabric must be appropriate and bandanas may not be used as a mask. Exceptions may be granted based on a student's IEP or 504 plan or other relevant factors as determined by the principal. Failure to wear a face mask will result in disciplinary consequences as follows: 1st offense: warning and directive to wear the masks at all times-- 2nd offense: In-school suspension or other appropriate discipline -- 3rd and succeeding offenses: up to and including emergency exclusion or out of school suspension or expulsion.

Grades

Students will receive letter grades for their academic classes.

The middle school grading system is as follows:

<u>Letter Grade</u>	<u>Percentage Grade</u>	<u>Computer Grade</u>
A+	98-100	4.33
A	93-97	4.0
B+	90-92	3.33
B	85-89	3.0
C+	82-84	2.33
C	77-81	2.0
D+	74-76	1.33
D	70-73	1.0
F	Below 70	0.0

Homework

Classroom teachers will often assign homework. Parents who have questions about homework or concerns about class work should contact the teacher. Questions not resolved by the teacher should be referred to the administration.

Each student is expected to spend some time preparing for studies outside of school hours. The amount of time that is needed will depend upon each student.

Students who struggle to complete assignments or who must spend an inordinate amount of time completing an assignment should seek the help and advice of their teachers and consult with the principal and/or the guidance counselor.

Honor Roll

To qualify for the honor roll, students must be enrolled in a minimum of seven (7) classes, four of which must be from the core curriculum of English, mathematics, science, social studies, business education, foreign language and computer science. Students who earn a quarter academic average of 3.5 or higher will qualify for the honor roll, **assuming they have no D's or F's on their report card.**

Playground Rules

Students must follow these rules to keep the playground safe:

1. Students must obey the playground supervisor at all times.

2. Students may not enter the street/highway to retrieve a ball unless given permission by the playground supervisor.
3. Students must play away from the school windows.
4. Touch and flag football are permitted, but tackle football is prohibited. Students may only play football on grassy areas.
5. Students may throw balls and other authorized play equipment. They may not throw rocks, gravel, snowballs, and clothing.
6. Students must use the playground equipment properly and in a safe manner.
7. Students may not leave the playground after they have arrived at school for the day.

Students who violate these rules will be disciplined with the loss of recess or other privileges, detention and/or other consequences.

School staff supervise the playground during school hours. However, it is not supervised after school, and students should not play on the equipment without adult supervision.

School Day

The school day typically begins at 8:00 a.m. and ends at 3:25 p.m. Students are to leave the school grounds after dismissal. School staff will provide supervision for students on school grounds 15 minutes before the school day begins and 20 minutes after the school day ends. There will be no supervision provided by the school before or after these times. Parents must make arrangements for their children to leave school promptly at the end of the day.

Student Government (Policy 5041)

Students are encouraged to formulate and participate in elective and representative student government activities. The organization, operation and scope of the student government shall be administered by the superintendent or designee.

Visitors (Policy 5500)

We welcome and urge visitation by parents. However, in order to ensure the safety and well-being of our school community, all visitors must check into the office upon arrival in the building.

Weapons

In addition to the regulations outlined in the District Student/Parent/Activities Handbook, please comply with the terms contained in the following notice.

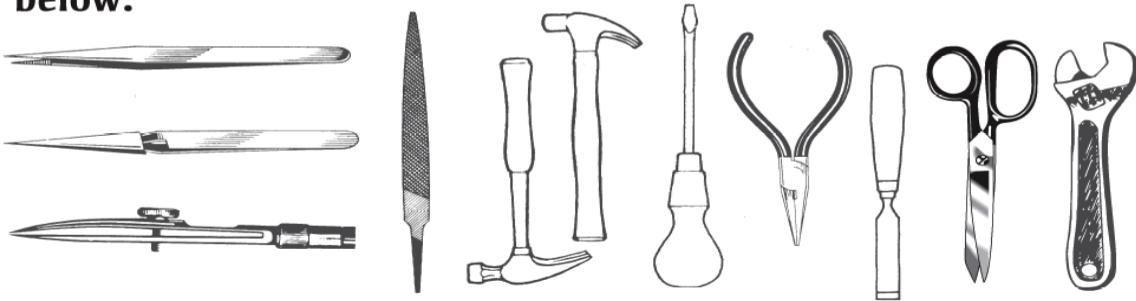
Notice To All Students

**The items below are used as tools
in some of your classes:**

exacto knives, art knives, any item having a blade, blades of any kind, scissors, kitchen knives, awls, screwdrivers, punches, hammers, vise grips, and any other tool that may be used in a class.

Take the tools out of class or bring them from home and they become weapons. Possession of these items may result in expulsion for two semesters for knives and one semester for unauthorized tools.

Examples of some, but not all, unauthorized tools are shown below:



Examples of some, but not all, knives are shown below:



STOP!

Leave Them In Class! Don't Bring Them!

CONSEQUENCES FOR DISRUPTIVE ACTS

The below-listed consequences are guidelines to be used for dealing with disruptive acts. The consequences may change depending on circumstances. Other consequences may be utilized at the discretion of the LMS administration. In some situations, the Extracurricular Policy may also be in force.

DISRUPTIVE ACT	1 st OFFENSE	2 nd OFFENSE	3 rd OFFENSE
Academic Misconduct (cheating, plagiarism, etc.)	Detention, "0" credit for assignment (student may redo for 69% max), parent contact	ISS, "0" credit for assignment (student may redo for 69% max), parent contact	OSS, "0" credit for assignment (student may redo for 69% max), parent contact
*Alcohol use and/or possession (Extracurricular Policy consequence as well)	Minimum 5 days OSS or *** (see below) depending on circumstances	*** (see below)	*** (see below)
***Arson	*** (see below)	*** (see below)	*** (see below)
Assault:			
*Against a student	Minimum 5 days OSS and * (see below)	*** (see below)	*** (see below)
*Against school staff	Expulsion		
*Mutual Consent	Minimum 5 days OSS and * (see below)	*** (see below)	Expulsion
*Bullying, Harassment	ISS or OSS	Minimum 5 days OSS and * (see below)	*** (see below)
*Bomb Incident (including threats)	*** (see below)	*** (see below)	*** (see below)
Bus/School Vehicle Insubordination	Warning, ISS, OSS, and/or suspension from bus route; parent contact	Warning, ISS, OSS, and/or suspension from bus route; parent contact	Suspension from bus services; parent contact
Dress Code Violations	Warning and change attire	ISS, change attire, and parent contact	ISS or OSS, change attire, and parent contact
Disrespect/Insubordination	Warning or ISS or OSS or reassignment (depending on circumstances)	Minimum 5 days OSS and/or reassignment	*** (see below)
*Drug Offenses (includes actual and imitations of controlled substances and paraphernalia)			
-Possession/Use	Minimum 5 days OSS or *** (see below)	*** (see below)	*** (see below)
-Sale/Distribution	*** (see below)	*** (see below)	*** (see below)
*Fire Alarms/Extinguishers	5 days OSS and * (see below)	5 days OSS and * (see below)	5 days OSS and * (see below)
*Fire Paraphernalia (lighters, matches, fireworks, etc.)			
-Possession	Confiscate and ISS	Confiscate and 3-5 days OSS	Confiscate and *** (see below)
-Unauthorized Use	OSS and possible restitution	OSS and possible restitution	*** (see below)
*Gang-Related (graffiti, notes, symbols, hand signs, colors, speech, etc.)	1-5 OSS	Minimum 5 days OSS	*** (see below)
*Theft.			
-Less than \$50	1-5 days OSS and restitution	*** (see below)	*** (see below)
-Greater than \$50	5 days OSS or *** (see below), restitution	*** (see below)	*** (see below)
Parking Violations	Vehicles parked illegally will be ticketed, and/or towed at owner's expense.		
Public Displays of Affection (PDA)	Warning to both students	Parent contact	ISS and parent contact
***Sexting*/Explicit Photo or Video Offenses (includes possession and/or distribution of sex-related material via electronic devices)	ISS or OSS or Reassignment	ISS or OSS or Reassignment	ISS or OSS or Reassignment
*Tobacco Possession and/or Use (including vape/electronic devices)	Confiscate and 3 days OSS	Confiscate and 4 days OSS	Confiscate and 5 days OSS

DISRUPTIVE ACT	1 st OFFENSE	2 nd OFFENSE	3 rd OFFENSE
*Trespassing (includes non-students)	Warning and/or police notification	Police notification, charges requested	Police notification, charges requested
Vandalism (includes property loss or damage, abuse of property, graffiti, etc.) -Less than \$50	1-5 days OSS and restitution	* (see below)	*** (see below)
-Greater than \$50	5 days OSS or *** (see below) and restitution	5 days OSS or *** (see below) and restitution	5 days OSS or *** (see below) and restitution
*Weapons (possession and/or use)	See "Weapons/Firearms" section of Nebraska Student Discipline Act		
Any Other Felony Violation	OSS and or *** (see below)		

CLARIFICATIONS:

- Students recommended for expulsion will be OSS pending the expulsion decision.
- A parent conference may be necessary prior to a suspended student's return to school.
- Students suspended OSS will be allowed to complete missed assignments and tests.
- Administration will deal with each infraction individually, and determine the best, most appropriate action (may deviate from stated policy in special situations).

DEFINITIONS:

"ISS"- In-School Suspension

"OSS"- Out-of-School Suspension (**Short term**=1 to 5 days, **Long term**=6-19 days)

"Expulsion"- OSS for more than 19 days (either through the end of the semester or up to one year)

INDICATORS:

* **LAW ENFORCEMENT NOTIFICATION**

*** **LONG TERM SUSPENSION or MANDATORY REASSIGNMENT or EXPULSION**

-In accordance with state statutes

-Could also include law enforcement notification and/or restitution

LHS STUDENT HANDBOOK (Abbreviated*)

***For a more thorough listing of District wide policies and procedures, please see the District Student, Parent, & Activities Handbook**

“One of America’s greatest strengths is its diversity. People come here from all over the world, bringing new energy and new dreams. Each person has a story to tell, and every story enriches and invigorates us.”

– Mission of Lexington Public Schools –

At LPS, our mission is to develop capable and responsible lifelong learners...with the cooperation of family, school, and community, students will be prepared for the global challenges of the future. In order to develop capable, responsible, lifelong learners, we realize the importance of all aspects of our school: academic and co-curricular programs, as well as school climate and student services. In order to develop capable, responsible, lifelong learners who are prepared for global changes, all of our school community members must be welcomed as well as comfortable and resilient when things change. In order to develop the full potential of capable, responsible, lifelong learners, we students, staff, families, and community — law enforcement, social services, medical services and private business — need to cooperate fully.

Academics (Evaluating and Communicating Student Progress)

Students will be evaluated weekly in all classes and their progress recorded. Parents are welcome to meet with teachers to review student progress at any time. This includes students who may be having difficulty with their schoolwork, as well as those who have shown to be doing excellent work in relationship to their ability. Parents of students who are in need of extra help should make appointments to meet with their child’s teachers. Parent/Teacher Conferences will be held at least twice per school year. At this time, parents will be given a chance to visit with their son or daughter’s teachers to discuss their academic progress. However, parents are urged to meet with their child’s teachers anytime the need arises. Parents are welcome to ask for weekly communication if needed.

Academic Distinction

Recognition for academic distinction requires a student to successfully complete all requirements for graduation, attain a minimum 3.70 grade point average at the end of seven (7) semesters of coursework, and earn the following credits. Students who receive an “F” in any class are ineligible for academic distinction.

- **English:** 40 (must include intensive reading and writing experiences)
- **Mathematics:** 40 (must include Algebra I and II, Geometry and an Algebra-based course)
- **Science:** 40 (must include 20 credits selected from Biology, Chemistry, Physics and Physical Sciences)
- **Social Studies:** 30 (must include 5 hours of American Government)
- **Foreign Language:** 20 (in one language)

Accountability List

1. An "Accountability List" will be published every Friday, before 1:30 p.m. Teachers are required to update all grades before 8:00 a.m. Friday.
2. "Failing" are those whose present SEMESTER grade average is below 70%.
3. A student failing two or more subjects for two or more consecutive weeks is considered ineligible.
4. Starting Monday after the list is published, a student is ineligible until failing less than two classes.
5. Students will not be allowed to participate in contests while they are ineligible.
6. Each student has the right to have his eligibility reviewed.
7. Eligibility will cover all extracurricular activities under the jurisdiction of Lexington High School.
8. Failure to make up assignments because of a school event shall result in the teacher calling the parent to inform them that their student shall be in after school to make up the work. Make-up time can be served the next day. It is the student's responsibility to acquire and complete all course work prior to participating in the school activity.
9. As soon as the student is no longer failing two classes, he/she will immediately become eligible.
10. Teachers should inform parents when they feel a student is either not working up to his/her ability, as well as when the student is exhibiting academic, activity, social, and behavioral progress. This action should always be documented in the teacher's Parent-Teacher Communication Log.

Attendance Policy (Policy 5001 – Compulsory Attendance and Excessive Absenteeism)

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

Discontinuing Enrollment – 16- and 17-Year-Old Students

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

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

Prohibition on Discontinuing Enrollment – Abuse or Neglect Investigation

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

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

Absences*

- 1) Students are expected to attend every class, every day.
- 2) High School: Students must not acquire more than 10 absences, excluding absences identified in item 6 below, from any course in any given semester in order to earn academic credit for that course for that semester. Mandatory attendance at summer school (considered a part of the preceding regular school year term) is required for students who have acquired more than 10 absences in a semester in any

course. Students who acquire more than 1 day of absence of mandatory summer school may lose credit for the class and may be referred to the county attorney.

- 3) Elementary and Middle School: Students must not acquire more than the equivalent of 20 school day absences, excluding absences identified in item 6 below, in a school year. Mandatory attendance at summer school (considered a part of the preceding regular school year term) is required for students who have acquired more than the equivalent of 20 school day absences in a school year. Students who acquire more than the equivalent of 3 school day absences in mandatory summer school may be referred to the county attorney. Students may appeal assignment to mandatory summer school to his/her building principal.
- 4) Students in grades preK-12 whose residence ceases or who miss more than 10 consecutive days of school for any reason will be dropped from enrollment. The administration will consider requirements for residence, domicile, and attendance under state statute and Department of Education rules when making this determination. If they should subsequently return, they will be required to re-enroll once disenrolled. Unless a student provides evidence s/he had been enrolled in another school district during the period of absence or was otherwise excused from attendance at LPS, her/his absences up to the time of re-enrollment will be counted in the determination of loss of academic credit (if applicable), assignment to mandatory summer school, and compliance with compulsory attendance laws.
- 5) Interventions to Reduce Absenteeism
 - a) 1st-4th absences: The parent/guardian will be contacted.
 - b) 5th absence: The parent/guardian will be contacted and the student will meet with his/her counselor and/or a member of the administration to discuss the reasons behind the student's absence(s) and possible solutions.
 - c) An attendance hearing may be required at the discretion of the principal at any time. At a hearing, the parent, student, and school official and/or designated hearing officer will develop a collaborative plan to reduce barriers to regular attendance.
 - d) The county attorney will be contacted by an administrator or hearing officer after the 20th cumulative day-equivalent absence (i.e. partial day absences will be added together in calculating cumulative days of absence) in a school year for possible violation of compulsory attendance laws.
- 6) *Absences caused by the following circumstances shall not be counted against a student:
 - a) Physical or Mental Illness - Absences shall be excused by a parent, guardian, or educational decision maker, as defined in section 79-530, of the child for physical or mental illness and as documented by a credentialed health professional, provided the documentation supports such absence. In the instance of chronic illness, documentation shall be reviewed each semester. Time ***necessarily missed*** due to medical appointments or procedures confirmed in writing from a credentialed health care professional shall also not count against a student. The documentation from the professional must be turned in within seven (7) calendar days of the last day of absence; otherwise, the absence will count toward the 20 days of absenteeism resulting in contact with the county attorney as described in item 5 above.
 - b) due to weather conditions that have made the roads impassable so that the student's attendance is impracticable or impossible;
 - c) student participation in a school-sponsored activity;
 - d) student has been suspended or expelled from school by the school district;
 - e) an absence caused by and required of law enforcement, child protective services or a court of competent jurisdiction, confirmed in writing to the school district; and
 - f) up to two college, military recruitment, or other valid post-secondary visits (one day each) as approved by the principal; additional visits may be allowed at the discretion of the principal. (Applicable only to the visiting student, not accompanying siblings.)
 - g) Earned time off for achieving performance goals in a district alternative education program.
 - h) Absences related to district-approved work-study, job shadowing arrangements, college coursework, or other post-secondary programs.
 - i) All other absences will be recorded simply as "absent". They include, but are not limited to, absences due to: physical or mental illness, injury, or disability not confirmed in writing by a licensed health care

provider by the deadline established in 6a); religious holidays; funerals; incapacitated or sick parents or other family members; vehicle unavailability or breakdowns; travel delays; or family vacations, situations, or events.

- 7) Upon return from every absence or partial-day absence, students shall confer with their teachers about missed classwork. Please refer to the individual teacher's class syllabus for late/makeup work procedure. See student/parent handbooks for additional information on making up assignments.

Student Use of AI Tools (Policy 6038)

Artificial intelligence tools ("AI Tools") mean machine-based resources that use computer science, algorithms, large language models, and/or machine learning to perform tasks, answer questions, collect information, and respond to human-directed tasks, queries, and objectives. AI Tools include, but are not necessarily limited to, commercially available resources like ChatGPT, Gemini, Claude and other similar programs.

AI Tools may be useful to student learning. However, students and staff must ensure that student use of AI Tools should focus on using such tools as a resource and for background material, rather than using the AI Tools to complete the assignment. Therefore, AI Tools may only be used by students in accordance with the following requirements:

1. Students may not use AI tools on any assignment, test, or project unless the staff member has given express permission for the student to do so. Staff Member permission to use an AI tool on one assignment does not carry over to other assignments. Individual staff members will decide for each individual assignment the extent to which students may use AI Tools.
2. If a student uses any AI Tools in connection with a school assignment, the student must:
 - a. Give proper attribution to the specific AI Tool(s) used to the same extent that students are expected to give proper attribution to other sources of information such as books, texts, encyclopedias, secondary sources, and other traditional media. Such attribution may include, but is not necessarily limited to, accurate quotations, citations, footnotes, endnotes, and/or bibliography entries.
 - b. Never copy and paste the output from the AI Tool into the student's work as if the student wrote such section himself or herself.
3. Students may never use AI Tools to:
 - a. Cheat on any assignment, test, or quiz;
 - b. Help answer questions on a test or quiz without staff member permission;
 - c. Make or share deepfakes or fake images, audio, or video of any real person;
 - d. Make or share sexual, nude, or intimate images of any real person—even if the image is fake or AI-made;
 - e. Bully, harass, threaten, intimidate or impersonate any person;
 - f. Place another student or staff member name, photo, voice, or personal information into an AI Tool without staff member authorization;
 - g. Use AI Tools to bypass accommodations, content filters, or school security.
4. A student may use AI Tools as an accommodation if his/her IEP team or Section 504 committee has approved use of the tool. The student must disclose the use of AI Tools to the staff member grading the assignment.
5. A student's failure to meet the requirements stated in this policy will constitute a violation of the district's prohibitions against cheating/plagiarism and/or academic dishonesty, including but not necessarily limited to such prohibitions stated in the Student Handbook, which violation will subject the student to discipline up to and including expulsion.
6. The student requirements stated above are the minimum requirements for any student assignment. An individual teacher may impose more stringent requirements for any specific academic assignment or coursework.

Bell Schedule – 3 Lunches

Period 0	7:10 - 7:56am
Period 1	8:00 - 8:45am
“Grab & Go” Breakfast	8:45 – 8:51 am
Period 2 (FOL/FOCUS)	8:52- 9:39 am
Period 3	9:43 - 10:28 am
Period 4	10:32 - 11:17 am
Period 5 (Lunch A Group)	11:21 - 11:51am (Lunch) 11:55-12:58 (Class)
Period 5 (Lunch B Group)	11:21am–11:51am (Class) / 11:55-12:25pm (Lunch) 12:29-12:58 (Class)
Period 5 (Lunch C Group)	11:21-12:24 (Class) 12:28 – 12:58 pm (Lunch)
Period 6	1:02 – 1:47 pm
Period 7	1:51 - 2:36 pm
Period 8	2:40 - 3:25pm
COURSE CREDITS –Semester BLOCK classes = 10 credits. Yearlong BLOCK classes = 20 credits.	
STAFF DUTY DAILY EXPECTATIONS – “Regular Schedule” Teachers are on duty from 7:45am - 3:45pm (no change from last year). CTE “0 Period BLOCK” Teachers (Skills Armory) will be on duty from 7:00am - 3:45pm (this includes duty-free 2 nd Period - Focus Period). All other “0 PERIOD” Teachers in the high school building will be on duty from 7:00am - 3:00pm.	

Bullying (Policy 5054)

Students are prohibited from engaging in any form of bullying. The Centers for Disease Control and Prevention defines bullying as “any unwanted aggressive behavior(s) by another youth or group of youths, who are not siblings or current dating partners. It involves an observed or perceived power imbalance, and is repeated multiple times or is highly likely to be repeated.” The District’s administrators will consider these definitions when determining whether any specific situation constitutes bullying. Both of these definitions include in-person and cyberbullying behaviors.

The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal.

Reporting Bullying

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students can use the district’s anonymous online “Submit a Tip” platform to make this report. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

Bullying Investigations

School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

Cafeteria Rules

1. All food is to be eaten by the student or left on the tray when returned to the dishwasher. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray on to the correct container.
 2. Forks and spoons should be placed in the pan with water, NOT THROWN AWAY!
 3. Students are to use proper manners.
 4. There will be no throwing of food or other items.
 5. Students should treat lunch personnel with respect.
 6. No electronic devices (iPads, gaming devices, etc.) should be used at tables while eating/drinking during lunch.
 7. Students who violate the above rules will be disciplined.
 8. Only 6 chairs to the round tables and 4 chairs to the high top tables. Chairs need to be pushed in.
- Payment for Meals - Students are encouraged to pay for meals several weeks in advance.

Campus School Building Climate

The Lexington High School community includes students, staff, parents, and the greater community outside our building. It is an inviting place, founded on the following building blocks:

Security: Everyone feels safe.

Respect: People value themselves and each other.

Belonging: Everyone is accepted and feels connected to the school and its mission.

Mission: Everyone has goals and believes they are achievable.

Success: Everyone is successful every day.

Responsibility: Everyone is expected to learn and to support others in learning.

Note: Students, staff, parents, and citizens will develop the climate of our school community. As part of this climate, community members and parents are encouraged to observe and to participate in our school programs. The following tools are important to creating a school climate that is open and inviting:

1. Open Communication is encouraged between staff and parents in a spirit of cooperation and partnership. This includes home visits, letters, telephone calls and/or other forms of contact with the parents and/or guardians by the Focus Period and Foundations of Leadership (FOL) teachers. This communication will also include home/school dialogue about attendance, academic performance and school planning.
2. Focus and FOL classes are guided by teachers who advocate for and assist students in assuming responsibility for their educational goals, including transcripts, college applications and career interests.

Cell Phone and Other Electronic Devices (Policy 6025)

No electronic devices, smartwatches, smart glasses, earbuds, headphones, cell phones, MP3, laser lights, personal computers, etc. are allowed for student use during the school day. Such devices may be used if they are necessary for a class assignment and should only be used in the classroom in these rare, special cases. LHS is not responsible for lost/stolen personal electronic devices brought onto school property. Students are prohibited from using cellular phones or other electronic devices while at school, except as defined in this policy. An "electronic device" includes cell phones, smart watches, earbuds, headphones, laser lights, personal computers, iPods, and any other device capable of texting and/or storing and communicating data by electronic means. Students may use cell phones and/or other electronic devices on the school sidewalks and in the school common areas before and after school as long as they do not create a distraction or a disruption. By bringing cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when determined that such a search is reasonable or necessary. Students may not have cell phones or electronic devices while they are in locker rooms, classrooms or restrooms. Students may use specific electronic devices in classrooms with the express permission of a school administrator. Students are strictly prohibited from sending, sharing, viewing, or possessing pictures, text messages, e-mails or other material of a sexual nature or anything else that is prohibited by the student handbook in electronic or any other form on a computer, cell phone or other electronic device while at school. Students who possess prohibited material on their cell phone or other electronic device while at school shall be subject to disciplinary consequences as noted in the student handbook. Students may not use cell phones or electronic communication devices while riding in school vehicles unless they have express permission to do so from the driver of the vehicle. Students may listen to

iPods and other MP3 players with the permission of the driver or other adult sponsor. Students shall be personally and solely responsible for the security of their cell phones and other electronic devices. The district is not responsible for theft, loss or damage of a cell phone or any calls made on a cell phone. Students who violate this policy will have their cells or electronic devices confiscated immediately. The administration will return confiscated devices to the parent/guardian of the offending student after meeting with the parent/guardian to discuss the rule violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion. Students will turn off their cell phones before 8:00 a.m. and adhere to the "no use" policy until the end of the school day. Students whose cell phones or earbud/headphones are seen or heard by teachers, support staff, or principals during school time (8:00am–3:25pm) will be in violation of the LHS' Cell Phone and Earbud/Headphone Policies. Students whose cell phones or earbuds/headphones are confiscated may lose their right to privacy. When a cell phone or earbud/headphone infraction has occurred, the teacher will complete an online LHS Cell Phone Violation Form and forward to Administration after the 3rd offense. Phones will also be forwarded to Administration after the 3rd offense.

Cell Phone Accountability:

- ✓ 1st - 3rd Offenses – Detention with Teacher (Teacher confiscates phone – phone returned after detention has been served). Teachers should also log each offense on the "Cell Phone Violation" Google Sheet
- ✓ 4th and Succeeding Offenses - Detention in the Administration Office (Phone will be turned over to the PARENT after the detention has been served)
- ✓ Failure to give the item to a staff member, when asked, will result in further disciplinary action such as ISS or OSS.
- ✓ Additional information about cell phones is provided in board policy

Earbud/Headphone Accountability:

- ✓ 1st - 3rd Offenses – Detention with Teacher (Teacher confiscates items – items returned after detention has been served). Teachers should also log each offense on the "Earbud/Headphone Violation" Google Sheet
- ✓ 4th and Succeeding Offenses - Detention in the Administration Office (Earbuds/Headphones will be turned over to the PARENT after the detention has been served)
- ✓ Failure to give the item to a staff member, when asked, will result in further disciplinary action such as ISS or OSS.
- ✓ Additional information about earbuds/headphones is provided in board policy

The use of a personal electronic device during class time requires permission from a staff member. Students will not be allowed to use personal computers/laptops during the school day. In case of an emergency, please contact the LHS office at (308) 324-4691 and information will be passed to the student.

Parents are asked not to contact students using cell phones during school hours. Students being interviewed by administration related to possible misconduct or inappropriate behavior may be asked to give their cell phone or other like electronic device to administration until the investigation is complete.

Change of Status (Residence, Telephone Number, Withdrawal, or Drop Out)

Students who change their address or telephone number should report this fact to the office immediately. Those who choose to move to another city or transfer to another school must obtain a withdrawal form from the office. The form must be signed by each of the student's teachers, counselor, librarian and an office designee. All textbooks, computer and other materials belonging to the school must be checked in before a student will be given a transfer slip for admission to the new school. Student records will be sent to the student's new school upon request of the principal at the school the student will be attending. If a student leaves the school without officially dropping, it will be more difficult to reenter either Lexington High School or another school, as requests for transcripts from other schools may be denied until the student has officially dropped.

Class Rank

Class rank will be determined by the order of academic grade point averages for students in each class. The "percentage grades" received in courses will be averaged by points each semester to determine the

cumulative grade point average of each student. The cumulative grade point averages in each class will be ranked, and the student with the highest grade point average will be ranked number one. Grade Point Average (GPA) is determined by four years of high school academic work. All courses will be included in the grade point average. Students who transfer into the school district will have their grades evaluated on the district's grading system.

Closed Campus (Policy 5032)

Once students have entered school grounds, they must remain on school grounds. Our lunch break is closed. Students are not allowed to leave the school building during the school day unless permission is granted through the office. Exceptions to the rule: special classroom assignments and use of the front (west) patio and yard (grass area) immediately west of the front entry to the building for recreation and leisure during lunch period. The patio area is defined as the concrete area directly in front of, and north, of the west doors). Students may not go around the corner out of view of the high school office – this includes the parking lot. **If a student wishes to leave campus for lunch, he/she must be personally checked out of school by a parent/guardian at the main office.** The parking lot (including any/all cars parked therein, as well as all cars parked in the off-street parking areas are off limits to all students. The “permit to leave the building or the aforementioned campus” can be obtained at the main office.

College Credit and High School GPA Calculations

Books and materials will be paid for by the Lexington School District for Dual Credit classes offered regularly through Lexington High School. Tuition and fees for these classes are the responsibility of the high school student. The grades for these dual credit classes appear on the student's high school transcript and are calculated into the student's GPA.

Students may also enroll in college courses outside of the dual credit classes offered through LHS. The student is responsible for the tuition, fees, materials, and books for these classes. Because colleges vary in their grading scales and instructor teaching credentials, these non-dual college classes will not appear on the student's transcript and their grade will not be calculated in their GPA. Administration approval is needed if a class is needed for graduation purposes.

College, Military, and Other Post-Secondary Visits

The counseling office will schedule formal group college visitations for various grade levels and classes. Students are allowed two (2) excused individual visits (see attendance policy). Students are also encouraged to take advantage of visitation opportunities during the summer.

Counseling and Guidance

The school employs personnel who have been specially trained to work with students as they make academic and personal decisions. Counselors will devote time to students who ask for help. Space is provided for private and confidential discussion about any subject the student wishes to address. Before making an appointment with a counselor during class time, it is the responsibility of the student to receive permission (in writing) from both the counselor and the classroom teacher at least 24 hours prior to the appointment in order to make a plan for making up missed assignments. It is recommended that Focus Period be used whenever possible in these cases. Emergencies will take precedence over other regulations.

Curricular and Co-Curricular Activities

The teacher, coach, or advisor will publish a list of students who will miss school for school-sponsored activities. The list will be distributed to teachers, administrators and the school secretary at least two (2) school days in advance of the activity. The administration office will communicate with activities' coaches and sponsors by posting daily absences in the teachers' email or PowerSchool program. Coaches will be expected to enforce the policy regarding practice and performance. If a teacher requests, students will be responsible for securing the teacher's approval for the absence. A student not following this procedure will be regarded as truant.

Dating Violence

Please see **District Student, Parent, and Activities Handbook**.

Detentions

Teachers are required by law to maintain a suitable learning environment and students are responsible to respect the rights of their fellow classmates. Positive discipline will be used to correct inappropriate behavior in school and during school activities. Violation of school rules (i.e. disruptive behavior, failure to cooperate with school personnel, etc.) could result in detention time — to be served either before (7:15-7:45 a.m.) or after school (3:30-4:00 p.m.). Detentions issued by classroom teachers should not exceed 30 minutes per occurrence. Faculty members who assign a student detention are responsible for supervising the detention. If a student does not serve an assigned detention, additional detention time may be added by the faculty member. If a student goes three school days (Day 1 being the day the detention is assigned) without serving an assigned detention, the student will be referred to the office and assigned In-School Suspension (ISS). Continued noncompliance or repeated rule violations may result in further disciplinary action, including ISS, out-of-school suspension (OSS), or expulsion.

Discrimination and Harassment

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Amy Pepplitsch at 308.324.1231, by email at amy.pepplitsch@lexschools.org or in person at the District Administrative Office Building. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Angie Kovarik at 308.324.1209, by email at angie.kovarik@lexschools.org, by mail at Lexington Public Schools, PO Box 890, Lexington, NE 68850 or in person at the District Administrative Office Building. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Student Services Director, Angie Kovarik at 308.324.1209, angie.kovarik@lexschools.org or in person at the District Administrative Office Building. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Dress Code (Policy 5031)

General Regulations. The District prohibits student attire or appearance that:

- Causes or is likely to cause a material and substantial disruption to the District's programs and activities.
- Promotes, depicts, or refers to violence, drugs, alcohol, vulgarity, obscenity, illegal activity, hate speech, bullying speech, or harassing speech.
- Includes words, gestures, or images that contain or imply sexual content or innuendo.
- Otherwise undermines the District's mission to inculcate the habits, manners, and values fundamental to civility, community, and the educational environment.

Examples of prohibited attire or appearance:

- Caps, hats, bandannas, and hoods worn over the head during the school day
- Bare feet and footwear determined to be inappropriate by the building principal
- Short-shorts and biker shorts
- Hairstyles which distract from the learning process or the health and safety for either the student or others
- Any clothing that could cause damage to others or school property
- Shirts, blouses, or other clothing worn unbuttoned, unzipped, or otherwise inappropriately unfastened, as determined by the principal
- "Grubby clothes," those which are purposely torn or bedraggled or threadbare, dirty or disheveled
- Costumes and/or those clothes intended only for leisure (including pajamas), entertaining or special occasions
- Bare "midriff" (belly button) styles, see-through and low cut blouses, halters, tank tops or thin-strapped tops (spaghetti straps)
- Pants and shorts worn below the waist so as to expose undergarments
- Pants that drag on the floor
- Chains hanging or attached to pants or shorts
- Coats during school hours, unless the student has permission from the principal

- Clothing with tears or holes that expose flesh above the thighs or underclothes

Face coverings. District administrators may require the wearing of face coverings to limit the spread of contagious disease.

The District reserves the right to request immediate attire changes from students. The District will require students to adhere to uniform standards and/or wear district approved or issued uniforms in order to participate in activities.

Additional guidance may be found in policy 5031.

Driving and Parking Personal Vehicles (Policy 5033)

Students who drive privately owned motor vehicles to school must obey the following rules:

1. Students may not move their vehicles during the school day without the permission of the building principal or superintendent. Students will not be allowed to sit in or be around their vehicles during the school day, without administrative permission.
2. Students must drive with care to ensure the safety of the pedestrians. Students may not drive carelessly or with excessive speed.
3. By driving personal vehicles to school and parking on school grounds, students consent to having that vehicle searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.

Excessive Absences and Grading - The following will be the procedure on how to give grades to students who have missed more than 10 days:

1. Any student who has a failing percentage and has exceeded the number of absences will receive an F for the class.
2. Any student who has exceeded the number of absences for the semester, but has remained in the class and has a passing grade at the end of the semester will receive NC (No Credit).
3. Any student removed from a class for excessive absences will receive a failing grade (F).
4. Students and parents are responsible for monitoring personal attendance records through PowerSchool.

Final Examinations

Since it is important for students to be at school every day, it is imperative that students also attend the two final testing days of each semester. Finals will not be given early unless that student is absent due to a school-sponsored activity. If a student is absent on one, or both, of the final testing days, the student will be given the opportunity to take their finals on the last day of the semester. Students who do not make up the finals will be given a "0" for a grade. Emergency/extraordinary circumstances will be handled on a case-by-case situation and administration has the discretion to give students the opportunity to make up the tests or to exempt them from finals.

Fire Drills

Throughout the school year, we will have several fire drills. Students will receive instructions from their respective teachers as to where he/she should proceed in the event of a fire drill. After alarm has sounded, the following general regulations apply:

1. Windows should be secured before leaving room.
2. Teacher should turn off lights/close door.
3. Everyone should move toward the nearest exit in silence and continue moving to designated areas outside the building.

Flagrant Violation of Respect and Responsibility

Limits shall be set on activities that are flagrant violations of respect and responsibility toward people and property that we expect of the members in our school community. The flagrant violations outlined below, as well as any other acts that jeopardize the health, safety, and educational progress of any/all Lexington High School students and/or staff while:

(a) on school property, (b) being transported in vehicles dispatched by the school district, or (c) while attending any school-sponsored or school-related activities (on or off school property), will be cause for the consequences outlined below. In such cases, a student may be removed from class, expelled, moved to our Alternative Education Program (AE), etc.

- (1) Students selling, giving, or exchanging alcohol, tobacco, controlled substances, or "look-alikes."
- (2) Possession or use of a weapon or possession of fireworks: Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
- (3) Physical Violence and Intimidation: Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes. Causing or attempting to cause physical injury to a school employee or to any student. (Physical 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). Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student. Sexual assault as defined in section 79-4, 180. In accordance with Nebraska School Law 79-4, 204, Section 42, all fights and physical assaults that occur at LHS will result in notification of legal authorities. This includes spontaneous as well as premeditated or planned fights.
- (4) Damaging or Stealing Property: Willfully causing or attempting to cause substantial damage to private or school property of substantial value, or repeated damage or theft involving private or school property of small value. Students should be responsible for their actions directed toward other individuals and property. Students are expected to show respect for persons and property. Students also have responsibility to neither take nor damage the property of other students, school personnel or the District. Tampering with report cards, passes, or any other school records is considered a severe offense.
- (5) Harassment based on gender, ethnicity, group membership, race, religion, or ability will not be tolerated.
- (6) Public Indecency: As defined in section 28-806, except that this sub-division shall apply only to students at least twelve years of age but less than nineteen years of age.
- (7) Engagements 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; a repeated violation of any rules and standards validly established pursuant to section 79-4.176 if such violations constitute a substantial interference with school purposes. (Laws 1976; 1983; 1988.)

Focus Period (Destination: Graduation Homeroom)

Each day, students will have a homeroom with a diverse group of students and a teacher-advisor. Under most circumstances, students will keep the same homeroom during their years at Lexington High School. This structure is provided to promote personal support, guidance and communication with individual students and their families. Discussions and activities in homeroom will focus on the building blocks of the invitational foundation of our school.

Fundraising Activities

Students will be permitted to solicit funds for and to contribute to school-approved projects that are consistent with educational programs offered by the school or within the community. The Activities Director has the authority to approve any/all drives or campaigns for funds. There shall be no solicitation of funds from students on school premises except when the solicitation is an approved activity. There shall be no solicitation of students on school premises by sales persons or agents while school is in session.

Gang Wear

Display of anything that suggests, implies, or is associated with gangs will not be tolerated. This includes hand signs, words, graphics, headgear, tattoos, clothing, graffiti notebooks, lockers, books, or any other item suggestive of gangs, including the "gang", and names/symbols of specific gangs.

General Building Care

Each student will pay for any unnecessary and/or deliberate or defacing damage to school equipment or property caused by the student. Tables and desktops are not chairs. No one is to sit or stand on the desks or tables. Violators will be subject to disciplinary action and/or compensation for damages.

Gifts

Due to disruptions of office procedure, educational process and equity, gifts shall not be delivered to the office for students. This includes, but is not limited to, flowers, balloons, cakes and candy.

Grades

The following letter grades and numerical calculations will be used at Lexington High School.

<u>Letter Grade</u>	<u>Percentage Grade</u>	<u>Computer Grade</u>	<u>Honors Grade</u>
A+	98-100	4.33	5.33
A	93-97	4.0	5.0
B+	90-92	3.33	4.33
B	85-89	3.0	4.0
C+	82-84	2.33	2.33
C	77-81	2.0	2.0
D+	74-76	1.33	1.33
D	70-73	1.0	1.0
F	Below 70	0	0

Grading Procedures - Grades for classes will be maintained on PowerGrade. Prior principal approval must be obtained for "Incompletes" and "NC" (no credit) grades. No student can "fail" a class without prior parental contact by the teacher of that class, informing the parent of the student's status. Students who miss school for any reason will be required to make-up tests, quizzes, assignments or activities for the classes they miss. Students who miss class for school-related activities will not be required to make up "missed time" unless the missed time is an integral part of the assignment. They will, however, be required to make up course work and it is the student's responsibility to acquire and complete all course work missed while participating in the school activity.

Incomplete and Failing Grades - ALL INCOMPLETE grades must be completed within two weeks of the end of each quarter unless circumstances necessitate a longer period of time. The teachers and the individual student, with approval of the principal, will arrange this extended time. If the incomplete is not made up by the specified time, the teacher will finalize the student's grades.

Graduation - Commencement Ceremony and Early Graduation (Policy 6006)

Commencement Ceremony

The district shall conduct a commencement ceremony for students who have met all graduation requirements at the end of the school year, including students graduating as juniors or mid-term seniors. Participation in the ceremony is a privilege, not a right, and the superintendent or his/her designee may prohibit students who have violated conduct rules from participating in the ceremony as a consequence for the misconduct. Only those students who have completed all graduation requirements (i.e., completed the required coursework or achieved the goals set in the student's individual education plan) by 3:25 p.m. on the last school day for seniors will be allowed to participate in the commencement ceremony. Students are additionally required to adhere to the district attendance policy their final semester. Students who have exceeded 10 "unexcused" absences (i.e. ones counted toward excessive absenteeism) in any class enrolled their final semester or alter the graduation cap or gown worn at graduation, notwithstanding the provisions of policy 5031, will not participate in the commencement ceremony. Only school-issued accessories or those otherwise authorized by statute, board policy, and approved by the administration shall be allowed to be worn at the commencement ceremony. Black caps and gowns shall be worn by all graduates.

Early Graduation

Students are generally required to attend four years of high school (eight semesters of coursework) to be eligible to receive a diploma from the school district. The following sections address rare and extraordinary circumstances that may necessitate a student graduating early.

Early Graduation - Junior Year (after six semesters of coursework)

To be considered for "Early Graduation" from high school at the conclusion of the junior year, the student and his/her parents or guardian are required to complete and submit to the principal a "Request to Graduate Early"

form by December 1 of the junior year. To be eligible for consideration, students must meet all district graduation course requirements. If course requirements have been met, reasons for graduating early are restricted to the following rare and extraordinary circumstances:

1. A serious illness or medical condition exists that makes attending school the senior year impossible or impracticable. Written verification of the illness or condition and a written recommendation from a physician are required.
2. The student will “age out” meaning he or she will turn age 22 before his/her senior year. Verification of the student’s age via birth certificate or other valid identification is required.
3. Other extraordinary circumstances, as approved by the principal, that make attending the senior year impossible or impracticable. These situations are expected to be rare and extraordinary. The student and his/her parent/guardian are required to submit a written explanation of the extraordinary circumstance to the principal.

The principal, in consultation with the superintendent, shall approve or deny all requests. The decision of the principal will be final, and no appeal will be allowed. Subsequent applications for early graduation submitted on behalf of the same student will only be considered if they present additional facts or circumstances and otherwise meet the criteria of this policy.

Early Graduation – Mid-Term Senior Year (after seven semesters of coursework)

To be considered for “Early Graduation” from high school after the first semester of the senior year (mid-term; minimum of 7 semesters completed), the student and his/her parents or guardian are required to complete and submit to the principal a “Request to Graduate Early” form by December 1 of the senior year. To be eligible for consideration, students must meet all district graduation course requirements. If course requirements have been met, reasons for graduating early are restricted to the following circumstances:

1. A serious illness or medical condition exists that makes attending school the second semester of the senior year impossible or impracticable. Written verification of the illness or condition and a written recommendation from a physician are required.
2. Other extraordinary circumstances, as approved by the principal, that make attending the second semester of the senior year impossible or impracticable. The student and his/her parent/guardian are required to submit a written explanation of the extraordinary circumstances to the principal.
3. If a mid-term senior has not met either of the prior two criteria but has satisfied all graduation course requirements, he or she may graduate early by showing evidence of reading and writing competency via the successful completion of a senior-level English course or other evidence of literary mastery (including, but not limited to, college readiness standards through ACT, MAP, or other approved assessments). Mid-term seniors who do not meet this standard will be required to enroll in at least one English, Reading, Speech, or other literacy competency course in their final (8th) semester of coursework. Mid-term seniors who have completed the course requirements for graduation, but have not met the literacy competency standard may choose to complete an approved school-to-community work-study course in conjunction with their required literacy coursework until either the *Lexington High School Literacy Standard* has been met or the student’s 8th semester has been successfully completed.

The principal, in consultation with the superintendent, shall approve or deny all requests. The decision of the principal will be final, and no appeal will be allowed. Subsequent applications for early graduation submitted on behalf of the same student will only be considered if they present additional facts or circumstances and otherwise meet the criteria of this policy.

“Early Graduation” Activity/Event Inclusions - All students who meet the aforementioned “Early Graduation” eligibility requirements will be allowed to participate in the current year’s spring commencement exercises and apply for scholarships for which they are eligible.

“Early Graduation” Activity/Event Exclusions - “Early Graduates” are not eligible to compete in senior class rankings, be considered for academic distinction, graduate with honors, speak at commencement, take part in the Senior Walk, be eligible for the Destination: Graduation Academic Team senior laptop competition, or participate in any other activity or honor considered exclusive to seniors. Only seniors who are in their 4th year of coursework (have completed at least seven semesters of coursework) may attend the Senior Tribute and Senior Honors Night events.

Graduation Requirements (Policy 6005)

Graduation Requirements - Beginning with the Class of 2024 – 225 Total Credits Required

English - 40 credits

Mathematics - 30 credits

Science - 30 credits

Social Studies - 35 credits including 5 American Government and 5 Economics/Financial Literacy credits

Health/ Physical Education - 10 credits

Foundations of Leadership* - 10 credits

Electives - 70 credits**

* Foundations of Leadership is required for 9th graders. Students who transfer to LHS after 9th Grade are not required to take FOL. ** The elective course requirement of 70 credits increases to 80 credits for students who do not complete FOL course.

Graduation Requirements - Beginning with the Class of 2028 – 230 Total Credits Required

English - 40 credits

Mathematics - 30 credits

Science - 30 credits

Social Studies - 35 credits including 5 American Government and 5 Economics/Financial Literacy credits

Health/ Physical Education - 10 credits

Foundations of Leadership* - 10 credits

Computer Science & Technology – 5 credits

Electives - 70 credits**

* Foundations of Leadership is required for 9th graders. Students who transfer to LHS after 9th Grade are not required to take FOL. ** The elective course requirement of 70 credits increases to 80 credits for students who do not complete FOL course.

Homeless Children and Youth

Please see **District Student, Parent, and Activities Handbook**.

Honors Course Content

Students will be placed using the previous year's teacher recommendation and MAP scores. The course content of Honors courses will be broader in scope, greater in depth and more intellectually rigorous than that typically found in other classes. Honors courses will stress analytical skills and higher order thinking in addition to the mastery of basic skills, and will typically take five hours in out-of-class preparation per week. It is recommended that students maintain an 85 (B) percent average or above. Students with a grade of 84% (C) or below will not receive honors points and may be reassigned to another class.

Honors Placement

Students may enroll in any Honors Class for which they have met the prerequisites and in which there is space. Students must also meet two of the following requirements for acceptance in an Honors Class:

1. Previous year teacher recommendation
2. MAP Assessment

Honor Roll Requirements

1. Minimum semester 3.5 GPA
2. A's and B's only
3. Must be in regular education classes, regardless of the level or cohort
4. Students must have been enrolled at LHS a full semester
5. Students can be enrolled in Co-taught classes and Pre-Algebra and Applied Science
6. Students in these classes will not be included:
 - Life Skills classes
 - Students enrolled in one or more DLP classes
 - Students enrolled in ELL and ECT classes

Inappropriate Display of Affection

At LHS, we are a community of learners. Everyone respects and values the members of the school community as individuals with unique qualities and gifts. We are preparing to enter the world of higher education and work. The following parameters should guide us in our behavior at school, on school grounds (including parking lots and outside areas) and at school activities:

1. Kissing, groping, molesting, lap sitting, or touching private parts is inappropriate.
2. Touching (excluding private parts)—for example, a pat on the back, linked hands (with both hands visible), nonromantic hugs, or an occasional arm around the shoulder while conversing, encouraging, showing solidarity or support is appropriate.
3. Dances are social events. Partners can hold each other in romantic, non-provocative embraces.
4. Visible, open handholding is permissible.
5. No act should take away any portion of a person's dignity, but rather add to it.

Interfering With the Education of Others

Interfering with the education of others is defined as students who engage in disruptive, disrespectful, or insubordinate behavior. Any school employee may send or bring a student to the principal's office in order to maintain effective discipline in the classroom, halls, at a school activity, or on school grounds.

Insubordination (Repeated Refusal To Follow Class Rules)

A teacher may send a student to the office that has been documented by the teacher to repeatedly interfere with the teacher's ability to communicate effectively with other students in the class. No later than the third class day after the day in which the student is removed from the class, the principal shall attempt to schedule a conference that includes the principal or the principal's designee, a parent/guardian of the student, the teacher and the student. Following the conference, the principal shall exercise - but not be limited to - any of the following actions:

1. Suspension (via in-school or out-of-school suspension) of the student for a period consistent with local policy, not to exceed five school days;
2. Place the student in an out-of-class program, (alternative education);
3. Place the student back in class with restrictions and/or consequences.

Note: Non-compliance by student or parent to attend the meeting – after attempts have been made to require student and parent attendance at the aforementioned meeting, failure of a student/parent to attend the meeting will force the school to make a decision without a formal meeting.

Investigations, Arrests, and Other Student Contact by Law Enforcement and Health and Human Services

Please see **District Student, Parent, and Activities Handbook**.

Lockers and Hall Traffic

No students will be allowed in the hallways during class time. Under special circumstances, students in the halls during class time must have a pass that shows their destination and the classroom from which they came. Students must use only the lockers assigned to them. Lockers are subject to inspection at any time by school administrators. Students will be held accountable for all contents in their assigned lockers at all times.

Lunch

A hot school lunch is provided for each student. Free/reduced-price lunches are available by applying through the office. Menus are posted both daily and monthly on the school's website. Some students may wish to bring a lunch instead of buying one. No students will be allowed to bring food or drink on the school grounds unless the food or drink is for their school lunch and is brought in by 2nd period. Students will not be allowed to order fast food by delivery during the lunch break. All lunches are to be served and eaten in the cafeteria. Parents who bring food for their students must bring the food to the office to be distributed to students by office personnel. After a student has eaten his/her meal, the grass area west of Door #15 may be used for relaxation/recreation. During the lunch period, bells will ring that indicate the start of each lunch period. A bell will not sound to indicate the end of each lunch shift. Students are responsible for returning on time to their 5th hour class from lunch. The State School Food Service Staff program regulation forbids any competitive food or beverage service to be in operation ½ hour before and after school hours. Therefore, the vending

machines are inoperable during this time. The same regulation forbids the sale of food or beverage items by other school organizations during the lunch hour. Students are to remain in the assigned areas during their scheduled lunch period. The library is not a place for students to go who choose not to eat lunch.

Masks

Mask requirement: Students may be directed by administration to wear cloth or multi-layer disposable face masks, or another approved face covering to help prevent the spread of COVID-19 in school. Students are expected to bring and wear their masks each day as directed. If they do not have a mask, one will be provided for them. An appropriate fitting mask must fully cover the students' nose, mouth and chin tightly. Mask fabric must be appropriate and bandanas may not be used as a mask. Exceptions may be granted based on a student's IEP or 504 plan or other relevant factors as determined by administration. Failure to wear a face mask will result in disciplinary consequences as follows: **1st offense: warning and directive to wear the mask at all times -- 2nd offense: In-school suspension or other appropriate discipline -- 3rd and succeeding offenses: up to and including emergency exclusion or out of school suspension or expulsion.**

Medication

When a student must take medication during school hours, the medicine should be brought to and left in the nurse's office. Students must give the medication to the school nurse in the morning upon arrival to school. A signed and dated permission form that includes information regarding the medication date, time, and amount must be provided for the school nurse before medication can be given. Purpose and dosage directions of the medicine (in the original container from the pharmacy with the directions intact) must be provided. The permission form is available in the nurse's office.

Notifying the School

If a student must be absent, the school urges parents to contact the school on the morning of an absence for an illness and before a planned absence (i.e. funeral, doctor's appointment, etc.). This not only keeps communication open between the school and parents, it also enables the school to assist the student to obtain make-up work. If a phone call is impossible, students are asked to bring a note upon returning to school, signed by a parent or guardian that states the time, date and reason for an absence. If a student is absent without previously notifying the school, parents should expect a phone call from the principal's office. If a student wishes to leave during the day, he/she will only be allowed to do so through the office and with the consent of his/her parent(s), via note or phone call. **The number the caller is calling from must match the number currently listed in PowerSchool or the student will not be allowed to leave.** If a student wishes to leave campus for lunch, parent(s) will need to personally check out the student from the office. **All notes (i.e. parent, doctor, etc.) should be forwarded to the administration office within seven (7) days after returning from the absence.**

Nurse

A school nurse is employed by the Lexington High School and is "on duty" daily at the high school to assist with illnesses, school injuries and health education. A health record card is on file for each student in the nurse's office. Students are requested to keep this card up to date by reporting to the nurse any booster shots or other pertinent health information. All students must carry their own insurance if they wish to do so. The school does not sponsor an insurance program. The Lexington public schools are not liable for injuries to pupils and will not pay the medical costs for accidents that occur in athletic contests, on school premises, or on the way to and from school.

Posters and Signs

Areas are provided in which students can display signs that are positive in supporting individuals, educational goals and school climate. Thumbtacks may be used to fasten posters to bulletin boards. An LHS administrator must approve any/all posters and signs before they can be displayed in the school building.

Pregnant or Parenting Students

Please see **District Student, Parent, and Activities Handbook.**

Reporting Child Abuse and Neglect

Please see **District Student, Parent, and Activities Handbook.**

Schedule Changes

Should a schedule or a class not meet a student's needs, he/she may be allowed to arrange for a change of schedule during the designated days set up by the counseling department each semester. To initiate this process, the student should begin by discussing his/her problems or concerns with his/her homeroom advisor who may refer the student to the guidance office. Each of the following criteria must be satisfied before a schedule change is implemented:

1. The requested change is consistent with the student's four-year educational plan.
2. The change is recommended/approved by the homeroom teacher.
3. Changes made in the schedule at the end of the semester may be made with the permission of the principal, the parent, and the counselor.

School Day

The school day typically begins at 8:00 a.m. and ends at 3:25 p.m. Students are to leave the school grounds after dismissal. School staff will provide supervision for students on school grounds 15 minutes before the school day begins and 20 minutes after the school day ends. Supervision by LPS personnel is not guaranteed either before or after these times. Parents must make arrangements for their children to leave school promptly at the end of the day.

School-Issued Lanyards

In order to maintain the safety and security of all students and staff, LHS has established a mandatory "Student I.D. Card and Lanyard Policy". All students are required to wear their I.D. card on a school-approved lanyard at ALL times while in the school building and on all school property. Lanyards will be scanned upon entry to the building. It is the student's responsibility to ensure that they have their I.D. cards visible at all times. Students who forget or lose their lanyards will be required to purchase a replacement (**Temporary Sticker - \$1.00 / ID Card - \$5.00 / Lanyard String - \$1.00 / Sleeve - \$2.00**). Attendance and an I.D./lanyard check WILL take place at the BEGINNING of 1st period each day. Students who do not have their I.D. cards/lanyards will face the following consequences:

Consequences –

- ✓ 1st and 2nd Offenses – Warning
- ✓ 3rd Offense – 30-minute after-school detention
- ✓ 4th Offense – 60-minute after-school detention
- ✓ 5th Offense – 1 day of ISS (parent notification)
- ✓ 6th Offense – 2 days of ISS
- ✓ 7th Offense – Parent meeting (ISS until Parent Meeting) (Note: Sticker from the office; Monday–RED, Tuesday–PINK, Wednesday–GREEN, Thursday–YELLOW, Friday–ORANGE)

School Library

Students must check out materials from the librarian on duty. Each borrower is responsible for all books checked out in his/her name. Each student is responsible for any fine that has accumulated on a book checked out to him/her. If a book is lost and not found by the end of the semester, the student must pay for the replacement cost of the book plus processing fees. Students must also pay for any damage they cause to library books.

School Library Collections

Please see **District Student, Parent, and Activities Handbook**.

School Meal Program Charges

Please see **District Student, Parent, and Activities Handbook**.

School Wellness Policy

Please see **District Student, Parent, and Activities Handbook**.

Security of Student Property

Students participating in physical education and/or athletics may deposit their valuables with the coaches for safekeeping. The school and its staff will not be responsible for lost, stolen, or any student's property, which has not been entrusted to school personnel.

Snacks

No open containers of drinks are to be brought into the classrooms and hallways after 8:00 a.m. other than water. Consumption of pop, candy, or snacks in classes will be at the discretion of the principal, only after receiving special permission on special occasions. No food or drink may be consumed in the hallways at any time. These items are restricted to the cafeteria before school begins each day.

Sniffer Dogs

Please see **District Student, Parent, and Activities Handbook**.

Student Conduct (Alcohol, Tobacco, and Drug Violations)

Lexington High School intends to create a safe, secure environment in which its community of learners can work successfully and develop responsible, healthy behaviors. Prevention is the primary concern of all school and community personnel. Since alcohol, tobacco and other drug use is illegal and interferes with both effective learning and a healthy development of the student, Lexington Public Schools has a fundamental legal and ethical obligation to prevent drug use and to maintain a drug-free educational environment. Because of the extensive use and abuse of alcohol, tobacco, and other drugs and their continuous promotion in society, Lexington Public Schools shall provide drug education units that are age-appropriate at all grade levels. These units are necessary to prepare students for decision-making against drug and alcohol use and the physiological, psychological and sociological aspects of drug use, misuse and abuse. Illegal drug activity on school premises or at any school-sponsored activity or event shall include engaging in the unlawful possession, selling, dispensing of look-alike drugs, controlled substances, tobacco, or alcoholic liquor. If the administration has reason to believe that a student has consumed alcohol at a school activity, or on school premises, or at a time previous to entering school premises or activity, such that there would be ascertainable blood alcohol content - and upon request from school personnel - that student shall submit to a Breathalyzer exam. Refusal of a student to submit to the Breathalyzer exam could be considered "Failure to Cooperate with School Personnel," which could lead to suspension. Any school employee who believes a student at school has a controlled substance without a prescription for it; tobacco, alcohol, a look-alike drug or other substance prohibited by school rule or state law, must report the matter immediately to the administration. The administration shall investigate the matter. If the administrator determines there is reasonable cause to believe that a student at school has a drug prohibited by school rule or state law, the administrator shall have the authority to conduct a search that shall include, but is not limited to, the student's locker, possessions, vehicle if on school property, and person. Any item discovered in the search that is unlawful or constitutes a violation of a school rule will be confiscated. Those items that are unlawful to possess shall be turned over to an appropriate law enforcement agency. As an alternative to searching the student's person, the administration may contact an appropriate law enforcement agency regarding the search.

Student Fees

Please see **District Student, Parent, and Activities Handbook**.

Student Government (Policy 5041)

Students are encouraged to formulate and participate in elective and representative student government activities. The organization, operation and scope of student government will be administered by the superintendent or designee.

Student Internet and Computer Access

Please see **District Student, Parent, and Activities Handbook**.

Student Records

Please see **District Student, Parent, and Activities Handbook**.

Tardiness

1. First Period Tardy – Everything between 8:01 and 8:10 a.m. is a “tardy”; anything after 8:10 a.m. will be considered an “absence” and will not be admitted to their 1st period class. (Exception: special circumstances deemed “unavoidable” by the administration). Students who are tardy 1st period should go directly to class after signing in at the office. Students tardy to 1st period will be assigned an office detention that same day. After 8:00 a.m., students must get a pass from the office to be admitted to class.
 - ✓ 1st Offense – Verbal Warning
 - ✓ 2nd Offense - 30-Minute Office Detention After School That Same Day (or 7a.m. the next morning)
 - ✓ 3rd - 5th Offenses – Admin Referral to Administration (office assigns detention & contacts parent)
 - ✓ 6th And Succeeding Offenses – Admin referral – student will not be admitted to class without a parental/guardian presence at the school – parent/guardian must bring student to the office and meet with an administrator/or designee before the student will be admitted to class. If the parent/guardian does not show up at the time of the tardy, an administrator/or designee will schedule a meeting with the parent/guardian. The student will not be admitted to 1st Period the following day and will be assigned to ISS until the meeting takes place.
2. Periods 2-8 – Teachers will assign/supervise detentions for students who are tardy to their classes.
 - ✓ 1st Offense – Verbal Warning By The Teacher
 - ✓ 2nd Offense – 30-Minute Detention With Teacher
 - ✓ 3rd - 5th Offenses – 30-Min. Detention With Teacher -- teacher will also contact the student’s counselor who will make contact with both the student and parent the same day of the infraction.
 - ✓ 6th and Succeeding Offenses – Admin Referral (Assistant Principal will meet with parent)

Telephone Calls

Students will not be called to the telephone during class time except in the case of an emergency. Messages will be taken and delivered to students. All phone calls will be limited to three minutes. The school telephone is primarily for school business and should not be used for personal calls. No long distance calls, regardless of its urgency, are to be made from the office telephone at any time without the specific approval of the office. Use of the free local telephone by students during class periods will be approved for emergency situations. The building principal - or his designee - will either grant/deny permission before a call is placed. No students will place or receive phone calls from classrooms unless there is an emergency. Students should be directed to the nurse’s office for non-emergency type medical issues. Students should not answer phone calls to classrooms – the classroom teacher should handle this.

Threat Assessment and Response

Please see **District Student, Parent, and Activities Handbook**.

Title IX Policy and Grievance Procedures

Please see **District Student, Parent, and Activities Handbook**.

Tornado Drills

Tornado drills will be held periodically during the year. The alarm for a tornado drill will be given by an announcement over the intercom. Students will go directly to the designated area, get down on their knees, bend down and put their hands over their heads.

Transfer Students

Students transferring from other school districts must meet the minimum hour requirement for graduation in terms of both total number and specific subject areas. Substitutions may be made for deficiencies in required courses, provided that it was not possible to include the courses on the student's schedule while enrolled at this school district. Students who receive special education services are mainstreamed into the regular education curriculum when appropriate. The curriculum content of regular education classes may be modified to accommodate the individual needs and abilities of verified special education students. Each curriculum modification will be included on the student's Individual Education Plan by the Multi-Disciplinary Team and/or school staffing teams composed of special and regular education staff. Hours in special education will be counted toward a high school diploma.

Grade Placement and Academic Credits of Transfer Students (Policy 6009)

The district will use the criteria outlined below to determine both the grade-level placement and the academic credit awarded to transfer students. The administration is the final decision-maker and decisions made pursuant to this policy may not be appealed to the board of education.

Transfer from an Accredited School District

A student, transferring from an accredited school generally will be placed at the grade level that is comparable to the placement in the school from which the student is transferring. Temporary placement may be made until a student's records are received to verify the placement.

The student's building principal may place a student into a grade level that is different from the accredited school from which the student is transferring after considering the following information:

- Student's chronological age
- Previous school experience
- Academic transcript received from the accredited school of origin
- Testing data from the accredited school of origin, including but not limited to, standardized achievement test data, criterion-referenced test data, classroom testing data, and diagnostic test data
- Testing data from any tests or assessments conducted by the school district

All credits awarded to a student by an accredited institution will be counted towards applicable graduation requirements for the transferring student.

Transfer From a Non-Accredited School

A student or a parent/guardian of a student who is transferring into the district from a non-accredited school must provide the district with copies of all materials that have been used to provide instruction to the student that the family would like the district to consider in determining the appropriate grade level at which to place the student and credits to be awarded to the student. The student's building principal will then consider those materials and the following factors in determining the grade level placement for the student:

- Student's chronological age
- Previous school experience
- Materials submitted by the student or family pursuant to this policy
- Testing data from any tests or assessments conducted by the school district

The district will only award credit toward graduation from courses while the student was in a non-accredited school if the student can demonstrate mastery of the concepts required for completion of that course. Mastery will be assessed by standard and nonstandardized testing, at the discretion of the administration.

Transportation

Transportation to and from school is the responsibility of the individual student. High School students should be aware of the following expectations:

1. Observe all traffic and safety laws related to the various modes of transportation.
2. The driveway in front (west) of the school is one way.
3. Maximum speed limit on school property is ten miles per hour. Careless or reckless driving can result in suspension and/or law enforcement intervention.
4. A parking area for student vehicles is located on the east side of the football stadium. The parking lots north of the building and east of the crosswalk include "permit parking" for LHS staff members. Other restricted areas include the islands in the student parking lot and the driveway on the south side of the building. Those who park in restricted areas will be subject to disciplinary consequences.
5. Do not loiter in the parking lot before or after school.
6. A bicycle rack is located directly in front of the building or on the south patio.
7. Everyone is reminded that a zone painted yellow means NO PARKING.

Visitors We welcome and urge visitation by parents. In order to ensure the safety and well-being of our school community, all visitors must check into the high school office upon arrival in the building. A valid driver's license must be presented in order to gain access to the interior of the building (anywhere beyond the administration offices).

Weapons Possession

Students may not be in possession of weapons of any type. If at any time a student discovers that he or she has possession of a weapon other than a firearm/gun, the student must immediately turn the weapon in to the nearest teacher, counselor, school resource officer, administrator or other school staff person. If the student immediately turns in a weapon, the student will not face consequences for weapon possession. If, however, the student continues to possess the weapon, to go on to further classes, to display the weapon to other students, or otherwise does not take the immediate action of reporting, the student will be subject to expulsion as defined in the Student Code of Conduct. In addition to the regulations outlined in the Student Code of Conduct, District Student/Parent/Activities Handbook, please also see the "Consequences For Disruptive Acts" chart included in this handbook.

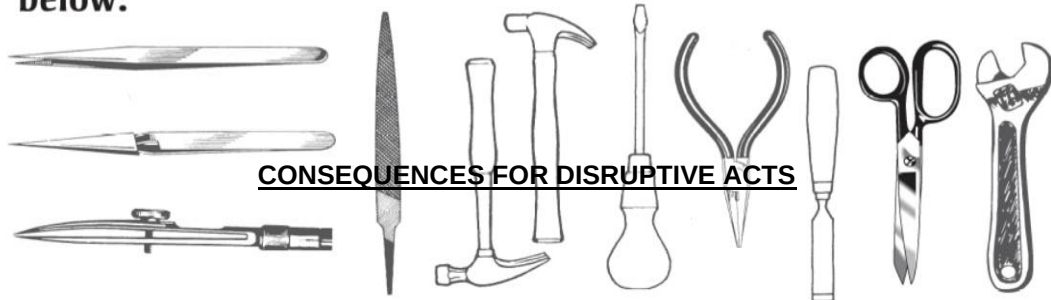
Notice To All Students

The items below are used as tools
in some of your classes:

exacto knives, art knives, any item having a blade, blades of any kind, scissors, kitchen knives, awls, screwdrivers, punches, hammers, vise grips, and any other tool that may be used in a class.

Take the tools out of class or bring them from home and they become weapons. Possession of these items may result in expulsion for two semesters for knives and one semester for unauthorized tools.

Examples of some, but not all, unauthorized tools are shown below:



Examples of some, but not all, knives are shown below:



STOP!

Leave Them In Class! Don't Bring Them!

CONSEQUENCES FOR DISRUPTIVE ACTS

The below-listed consequences are guidelines to be used for dealing with disruptive acts. The consequences may change depending on circumstances. Other consequences such as in-school suspension may be utilized at the discretion of the LHS or LMS administration. In some situations, the Extracurricular Policy may also be in force.

OFFENSE	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE
Academic Misconduct (includes cheating, plagiarism, etc.)	Detention; "0" credit for assignment (student may redo assignment for 69% credit or less); Parent Contact	ISS; "0" credit for assignment (student may redo assignment for 69% credit or less); Parent Contact	S-OSS; "0" credit for assignment (student may redo assignment for 69% credit or less); Parent Contact
Activities Misconduct (Includes Derogatory Comments to Participants; Unruly Behavior; Disrespect to Officials; Failure to Follow Rules or Requests, etc.)	Warning, Detention, ISS, or S-OSS; Possible directive to leave event and/or ban from future activities; Parent Contact	Detention, ISS or S-OSS; Directive to leave event; Ban from future activities; Parent Contact	N/A
Alcohol* (use and/or possession) [+ Extracurricular Policy Consequence]	Minimum 5 days OSS or ***See below	***See below	***See below
Arson***	***See below		
Assault			
• Against a student*	Minimum of 5 days OSS and see below (*)	Long-term suspension or expulsion	Expulsion
• Against school staff*	Expulsion	Expulsion	Expulsion
• Mutual consent/equal participation*	Expulsion	Expulsion	Expulsion
• Bullying, Threats, Harassment*	Minimum 5 days OSS	Long-term suspension or expulsion	Expulsion
	ISS or OSS	***See below	***See below
Bomb Incident* (includes threat)	***See below	***See below	N/A
Bus/School Vehicle Violation (includes horseplay, failure to follow directions, littering, throwing objects out of the windows, etc.)	Warning; Possible Detention, ISS, S-OSS and suspension from bus route; Parent Contact	Warning; Possible Detention, ISS, S-OSS and suspension from bus route; Parent Contact	Suspension from bus service; Parent Contact
Class Disturbance	Consequences to be handled by the classroom teacher. Excessive disturbances will be reported to the administration.		
Dress Code Violations	Warning and Change Attire	Detention or ISS; Change Attire; Parent Contact	Detention, ISS or S-OSS; Change Attire; Parent Contact
Disrespect/Insubordination	ISS, OSS and/or reassignment	Min. 5-Day OSS and/or reassignment	***See below
Drug Offenses* [includes actual/imitation controlled substance and paraphernalia]			
• Possession/Use	10-day OSS/***See below	***See below	***See below
• Sale/Distribution	***See below	***See below	***See below
Fire Alarms/Fire Extinguishers*	5 days OSS and **See below		
Fire Paraphernalia [Lighters, matches, etc.] Possession	Confiscate; ISS	Confiscate and OSS 3-5 Days	Confiscate & ***See below
Unauthorized Use	OSS	OSS and Restitution	***See below

OFFENSE	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE
Academic Misconduct (includes cheating, plagiarism, etc.)	Detention; "0" credit for assignment (student may redo assignment for 69% credit or less); Parent Contact	ISS; "0" credit for assignment (student may redo assignment for 69% credit or less); Parent Contact	S-OSS; "0" credit for assignment (student may redo assignment for 69% credit or less); Parent Contact
Fireworks* Possession	Minimum 5 days OSS	Confiscate and OSS 3-5 days	Confiscate & ***See below
Use	5 days OSS or ***See below	OSS and Restitution	***See below
Gang Involvement* (includes graffiti, notes, symbols, hand signs, colors, speech, etc.)	OSS for balance of the day; Minimum 5 days OSS 1-5 days OSS	Long-Term Suspension	Expulsion
Larceny/Theft**	1-5 Days OSS	***See below	***See below
Less than \$50	5 Days OSS or ***See below	***See below	***See below
Greater than \$50			
Littering on School Premises	Warning	Detention; Parent Contact	ISS; Parent Contact
Parking Violations	Vehicles parked in a teacher/visitor lot or illegally parked will be ticketed, booted, and/or towed at owner's expense.		
Public Display of Affection (P.D.A.)	Warning	Detention and Parent Contact	ISS and Parent Contact
Sex Offenses* (includes possession and/or distribution of sexually-related material (including via electronic devices "sexting," etc.)	***See below		
Tardiness, Truancy, and Unexcused Absences	*See "Attendance" section of LHS/ LMS Student Handbook		
Tobacco* (use and/or possession) – includes E-cigarettes	* Confiscate and 3 day OSS	* Confiscate and 4day OSS	* Confiscate and 5 day OSS
Trespassing* (non-students)	Warning and/or *Police notification	*Police notification; Charges requested	*Police notification; Charges requested
Vandalism** (Includes property loss/damage, graffiti, abuse of school property, etc.)			
Less than \$50	1-5 days OSS and restitution	***See below	***See below
Greater than \$50	5 days OSS and ***See below	***See below	***See below
Weapons/Firearms* Possession and/or Use	*See "Weapons/Firearms" section of Nebraska Student Discipline Act		
Any Other Felony Violations	OSS and/or ***See below		

CLARIFICATIONS:

1. Students under recommendation for expulsion will be suspended pending the expulsion decision.
 2. A parent conference may be necessary prior to a suspended student's return to school.
 3. Students suspended from school will be allowed to complete missed assignments, homework, and tests.
 4. Students suspended from school (OSS) are not allowed on any LPS property until the suspension is completed.
 5. Administration will deal with each infraction individually and determine the best, most appropriate action (this may deviate from the stated policy in special situations)
-

DEFINITIONS:

- **ISS = In-School Suspension** [**Short term** = 1 day; **Long term** = 3 days]
 - **OSS = Out-of-School Suspension** [S-OSS > **Short term**=1-5 days; L-OSS > **Long term**=6-19 days]
 - **Expulsion** = **Suspension for more than 19 days to the end of the semester or up to one year.**
-

INDICATORS:

- * LAW ENFORCEMENT NOTIFICATION
 - ** LAW ENFORCEMENT NOTIFICATION AND RESTITUTION
 - *** LONG-TERM SUSPENSION, EXPULSION OR MANDATORY REASSIGNMENT -
 - In accordance with state statutes
 - Could also include law enforcement notification and/or restitution
-

WAYS TO GET INVOLVED AT LHS

Fall Activities & Sports

Cheerleading
Cross Country
Football
Girls Golf
Softball
Boys Tennis
Unified Bowling
Volleyball

Winter Activities & Sports

Basketball
Bowling
Cheerleading
Liberty Belles
Powerlifting
Wrestling

Spring Activities & Sports

Boys Golf
Soccer
Girls Tennis
Track & Field
Unified Track

Year Round Activities

Academic Decathlon
Band
Choir
Circle of Friends
eSports
FCCLA
FFA
Flag Corps
Interact
Jazz Band
L Club
Majestic Volunteering
Math Club
Mock Trial
Musical
National Honor Society
One Act
Pep Club
Quill & Scroll
SkillsUSA
Speech
Student Advisory Committee
Student Council
Swing Choir
Teammates
Vocal Music
Yearbook



LEXINGTON PUBLIC SCHOOLS

STUDENT/PARENT/ACTIVITIES HANDBOOK

2026-2027

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WELCOME

Dear Students and Parents:

On behalf of the faculty, administration and board of education, we welcome you to another school year. We are looking forward to helping your children reach their learning potential and achieve their educational goals in the upcoming year.

Please read this handbook carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this handbook. The student handbook is an extension of school policies and has the force and effect of board policy when approved by the board of education.

There are several forms at the end of this handbook, which you must read, sign (if applicable) and return no later than September 1, or one week after receiving the handbook if you enrolled after the start of school.

This handbook contains information of value to every student and parent. It contains explanations of school regulations and procedures necessary for our school to run smoothly and efficiently. If you are ever in doubt about what is the right thing to do, ask a classroom teacher, speak with the building principal, or contact my office.

Sincerely,

John Whetzal
Superintendent

INTENT OF HANDBOOK

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

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

NOTICE OF NONDISCRIMINATION

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

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the following Section 504 Coordinator: Amy Pepplitsch at 308.324.1231, by email at amy.pepplitsch@lexschools.org or in person at the District Administration Building.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the Title IX Coordinator: Angie Kovarik at 308.324.1209, by email at angie.kovarik@lexschools.org, by mail at Lexington Public Schools, PO Box 890, Lexington, NE 68850 or in person at the District Administration Building. The School District’s specific Notice of Nondiscrimination on the Basis of Sex may be accessed at the following link: <https://www.lexschools.org/title-ix/>

Students who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the Title VI Coordinator: Angie Kovarik at 308.324.1209, by email at angie.kovarik@lexschools.org, by mail at Lexington Public Schools, PO Box 890, Lexington, NE 68850 or in person at the District Administration Building.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Student Services Director, Angie Kovarik at 308.324.1209, by email at angie.kovarik@lexschools.org or in person at the District Administration Building. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

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

SECTION ONE: BASIC SCHOOL RULES AND GENERAL PRACTICES

Asbestos Management Plan

Federal law requires districts to have an asbestos management plan for all of their buildings—owned or leased—and to update it periodically, among other requirements for inspections and training if staff work in buildings that contain or may contain asbestos. The school's plan may be found in the Office of the Superintendent.

Attendance and Excessive Absenteeism (Policy 5001)

Required Attendance

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

Mandatory Attendance Age

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

Exceptions

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

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

Discontinuing Enrollment – 5-Year-Old Students

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

Discontinuing Enrollment – 16- and 17-Year-Old Students

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

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

Prohibition on Discontinuing Enrollment – Abuse or Neglect Investigation

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

Attendance Officer

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

Absences*

- 1) Students are expected to attend every class, every day.
- 2) High School: Students must not acquire more than 10 absences, excluding absences identified in item 6 below, from any course in any given semester in order to earn academic credit for that course for that semester. Mandatory attendance at summer school (considered a part of the preceding regular school year term) is required for students who have acquired more than 10 absences in a semester in any course. Students who acquire more than 1 day of absence of mandatory summer school may lose credit for the class and may be referred to the county attorney.
- 3) Elementary and Middle School: Students must not acquire more than the equivalent of 20 school day absences, excluding absences identified in item 6 below, in a school year. Mandatory attendance at summer school (considered a part of the preceding regular school year term) is required for students who have acquired more than the equivalent of 20 school day absences in a school year. Students who acquire more than the equivalent of 3 school day absences in mandatory summer school may be referred to the county attorney. Students may appeal assignment to mandatory summer school to his/her building principal.
- 4) Students in grades preK-12 whose residence ceases or who miss more than 10 consecutive days of school for any reason will be dropped from enrollment. The administration will consider requirements for residence, domicile, and attendance under state statute and Department of Education rules when making this determination. If they should subsequently return, they will be required to re-enroll once disenrolled. Unless a student provides evidence s/he had been enrolled in another school district during the period of absence or was otherwise excused from attendance at LPS, her/his absences up to the time of re-enrollment will be counted in the determination of loss of academic credit (if applicable), assignment to mandatory summer school, and compliance with compulsory attendance laws.
- 5) Interventions to Reduce Absenteeism
 - a) 1st-4th absences: The parent/guardian will be contacted.
 - b) 5th absence: The parent/guardian will be contacted and the student will meet with his/her counselor and/or a member of the administration to discuss the reasons behind the student's absence(s) and possible solutions.
 - c) An attendance hearing may be required at the discretion of the principal at any time. At a hearing, the parent, student, and school official and/or designated hearing officer will develop a collaborative plan to reduce barriers to regular attendance (form attached to this policy).

- d) The county attorney will be contacted by an administrator or hearing officer after the 20th cumulative day-equivalent absence (i.e. partial day absences will be added together in calculating cumulative days of absence) in a school year for possible violation of compulsory attendance laws.
- 6) *Absences caused by the following circumstances shall not be counted against a student:
- a) Physical or Mental Illness - Absences shall be excused by a parent, guardian, or educational decision maker, as defined in section 79-530, of the child for physical or mental illness and as documented by a credentialed health professional, provided the documentation supports such absence. In the instance of chronic illness, documentation shall be reviewed each semester. Time ***necessarily missed*** due to medical appointments or procedures confirmed in writing from a credentialed health professional shall also not count against a student. The documentation from the professional must be turned in within seven (7) calendar days of the last day of absence, otherwise the absence will count toward the 20 days of absenteeism resulting in contact with the county attorney as described in item 5 above.
 - b) due to weather conditions that have made the roads impassable so that the student's attendance is impracticable or impossible;
 - c) student participation in a school-sponsored activity;
 - d) student has been suspended or expelled from school by the school district;
 - e) an absence caused by and required of law enforcement, child protective services or a court of competent jurisdiction, confirmed in writing to the school district; and
 - f) up to two college, military recruitment, or other valid post-secondary visits (one day each) as approved by the principal; additional visits may be allowed at the discretion of the principal. (Applicable only to the visiting student, not accompanying siblings.)
 - g) Earned time off for achieving performance goals in a district alternative education program.
 - h) Absences related to district-approved work study, job shadowing arrangements, college coursework, or other post-secondary programs.
 - i) All other absences will be recorded simply as "absent". They include, but are not limited to, absences due to: physical or mental illness, injury, or disability not confirmed in writing by a licensed health care provider by the deadline established in 6a); religious holidays; funerals; incapacitated or sick parents or other family members; vehicle unavailability or breakdowns; travel delays; or family vacations, situations, or events.
- 7) Upon return from every absence or partial-day absence, students shall confer with their teachers about missed classwork. Please refer to the individual teacher's class syllabus for late/makeup work procedure. See student/parent handbooks for additional information on making up assignments.
- 8) Pregnant and Parenting Students
- The District will not discriminate in its education program or activity against any student based on the student's current, potential, or past pregnancy. Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming in collaboration with the Title IX Coordinator.

Band (Policy 5045)

Students may participate in the elementary band and begin taking band lessons in the 5th grade. Students in grades 6-8 may participate in the middle school band; grades 9-12 may participate in the

high school band. Instruments will be provided by students or the school as provided by school policy. Fees may be charged as allowed or provided in the Public Elementary and Secondary Student Fee Authorization Act and the school's student fee policy (5045) or other applicable policy.

Bills (Policy 3025)

Students should pay bills for supplies, fines, shop materials, clothing orders, etc. in the school bookkeeper's office. Any check for these payments should be made out to Lexington Public Schools unless otherwise instructed. Pursuant to board policy, the district will assess an additional penalty of \$10 for any check returned from the bank for insufficient funds.

When students purchase items of significant value, such as class rings and letter jackets, they must make payment at the time of purchase or when the order is placed.

Birth Certificates

State law requires that a certified copy of a student's birth certificate be used when enrolling a new student in school. If your child is registering with Lexington Public Schools for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Nebraska Vital Records, PO Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, photo I.D., driver's license, baptismal certificate, affidavit specifying child's identity and age, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

Books and Supplies

Students must take care of books and other supplies provided by the district. The school will assess fines for damage to books and school property.

Students must supply their own consumable items such as pens, pencils, tablets, notebooks, erasers, and crayons. Each classroom teacher will prepare a supply list for students at the beginning of the school year.

Bulletin Boards (Policy 5042)

Bulletin boards are maintained throughout the buildings to communicate general information, material, and school announcements. Students should check the bulletin boards carefully each school day. A written copy of daily announcements will be posted on the main bulletin board by the offices.

Bulletin board or electronic publishing space may be provided for the use of students and student organizations for notices relating to matters of general interest to students. The following general limitations apply to all posting or publishing:

1. All postings must be approved by the appropriate building principal or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that would violate board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.

2. All postings must identify the student or the student organization posting or publishing the notice.
3. Material shall be removed after a reasonable time to assure full access to the bulletin boards or electronic publishing media.

Bullying (Policy 5054)

Students are prohibited from engaging in any form of bullying. The Centers for Disease Control and Prevention defines bullying as “any unwanted aggressive behavior(s) by another youth or group of youths, who are not siblings or current dating partners. It involves an observed or perceived power imbalance, and is repeated multiple times or is highly likely to be repeated.” Nebraska statute defines bullying as “an ongoing pattern of physical, verbal or electronic abuse.” The District’s administrators will consider these definitions when determining whether any specific situation constitutes bullying. Both of these definitions include in-person and cyberbullying behaviors.

The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal.

Reporting Bullying

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students can use the district’s anonymous online “Submit a Tip” platform to make this report. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

Bullying Investigations

School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

Candy and Gum

Students may not bring candy or gum to school unless they have prior permission from their classroom teacher or the administration.

Class Dismissal

Classes are in session from the ringing of the tardy bell until the teacher dismisses the class. The bell at the end of the period is not a dismissal bell, and students may not leave their classrooms until they have been excused by their classroom teacher.

Classroom Behavior

Student behavior and attitude in the classroom must be cooperative and serious. All students must:

- arrive to class on time;
- prepare for class with all necessary materials;
- be considerate of others;
- respond promptly to all directions of the teacher; and
- take care of school property and the property of others.

Teachers will establish classroom conduct rules, which students must obey.

Closed Campus (Policy 5032)

Students may not leave the building without permission from the administration. Students may leave campus to go home for lunch if parents pick up their children and provide written permission submitted to the office.

Communicable Diseases (Policy 3048)

The district strives to provide a safe environment for both students and staff while safeguarding the rights of all students and employees, including those with communicable diseases. The district complies with Neb. Rev. Stat. §§ 79-217 to 79-223 and Title 173 Nebraska Administrative Code, Chapter 3.

Definitions

Terms used in this policy have the meanings given in 173 NAC 3-002. A “reportable communicable disease” means a disease that must be reported under 173 NAC, Chapter 1.

Signs and Symptoms; Sending Students Home

Staff will watch for signs and symptoms of contagious or infectious disease. These signs and symptoms include fever, flushed face, headache, body aches, unexplained tiredness, loss of appetite, stomach ache, nausea, vomiting, diarrhea, convulsions, sore throat, nasal congestion or discharge, unexplained skin eruption, and sore or inflamed eyes. The district will notify the parent or guardian of the student’s signs or symptoms. Upon notice, the parent or guardian must immediately cooperate with the district to arrange safe transportation home or another appropriate caregiver for the student. The district will report any failure to reasonably cooperate with the district to the Department of Health and Human Services or local law enforcement as appropriate.

Notice to School Authority

When the district sends a student home for a suspected contagious or infectious disease, the principal or school nurse will notify the superintendent or designee without delay.

Reports to Public Health

The school nurse, or a person acting in the capacity of a school nurse, will report each case or suspected case of a reportable communicable disease. The report must go to the local public health department or the Nebraska DHHS Division of Public Health as provided in 173 NAC 1-007.04.

Exclusion From School

The district will exclude a student with a confirmed communicable disease for at least the minimum isolation period in Attachment 1 to 173 NAC, Chapter 3. The student must be free of acute signs and symptoms. The student must be fever-free for 24 hours without fever-reducing medication before returning to school.

School Attendance and Participation in School Sponsored Activities

The district will provide educational services to a student diagnosed with a communicable disease as required by law. The district will restrict the student as needed to prevent the spread of disease, to protect the student’s health and privacy, and to protect others. Participation in Nebraska School Activities Association (NSAA) events is subject to NSAA rules and the provisions of the district activity handbook.

Infection and Exposure Control Procedures/Universal Precautions

The district will monitor the information available through the Federal Centers for Disease Control, the Nebraska Department of Health and Human Services, and the Occupational Safety and Health Administration. This policy and any procedures, universal precautions, or exposure control plans will

be modified, if appropriate, based upon the best new medical information provided by the above sources.

Outbreaks

In an outbreak or an epidemic of a communicable disease superintendent may exclude students, reassign students, or close one or more schools. The superintendent will coordinate with the local health department and the Nebraska Department of Health and Human Services as needed.

Confidentiality

The district will keep information about a person's communicable disease confidential. The district will share information only with staff on a "need-to-know" basis. When the district must inform a person about another person's condition the district will inform that person of the duty to keep the information confidential. The district will communicate about a student's communicable disease consistent with the student's IEP or Section 504 Plan, if any.

Nebraska Health and Human Services recommends the following:

Bedbugs. See Policy 5065.

Chicken Pox. May return to school after a minimum of 5 days after onset of skin eruption or when vesicles become dry.

Diphtheria. Must have physician's written permission to return to school.

Fifth Disease. Exclude until fever and malaise are gone. May return with rash with documented physician approval. Any students or staff who are pregnant or immuno-deficient are to consult their physician.

German Measles (Rubella). May return to school in a minimum of 4 days after appearance of rash.

*Head lice. See Policy 5062. The school will contact the parents of students discovered to have live head lice, and ask them to remove the student from school. Students will not be allowed to return to school until they are free of live lice. When lice are detected on one family member, parents should check all other family members for the presence of lice and treat them if necessary. All infested clothing, bed linen, and other articles should be laundered in hot water (130 degrees Fahrenheit) or dry-cleaned. Carpets, upholstery, and mattresses should be vacuumed thoroughly. Combs and brushes should be soaked in hot water for five to ten minutes.

Hepatitis A. Exclude for no less than 7 days after onset of jaundice. May return with documented physician approval. Careful hand washing is essential.

*Impetigo. To be excluded upon recognition by teacher or nurse. May be readmitted following treatment by physician.

Influenza. Exclude for duration of illness.

Measles (Rubeola). May return to school in a minimum of 4 days after appearance of rash.

Meningitis (Bacterial & Viral). Exclude for duration of illness. Return with documented physician approval.

Mumps. May return to school after swelling has subsided.

Pertussis (Whooping Cough). Exclude, may return with documented physician approval.

*Pink eye. Exclude symptomatic cases. Need treatment by physician. May return when eye(s) appear normal, or with physician's permission that child is no longer infectious. If a written permit from the doctor indicates that it is satisfactory to return to school prior to the number of days listed, the school shall honor this request. School staff members will adhere to Infection Control Procedures regarding precautions against transmission of disease for all students and faculty.

Pinworm. Exclude until treated, as documented by a physician.

Pulmonary Tuberculosis. Exclude, physician treatment essential. May return with documented physician approval.

*Ringworm. Upon suspicion of ringworm a student will be referred to the nurse and the site will be covered. A physician referral will be made.

*Scabies. To be excluded upon recognition by teacher or nurse. May be readmitted the day after treatment is started.

Scarlet Fever, Streptococcal Infection, Scarletina, Strep Throat. Exclude until no fever and under treatment for 24 hours.

* If unable to contact a parent, or if a parent is unable to pick up the student during the school day the student will remain in the classroom, and a note will be sent home with the student at the end of the day.

Communicating with Parents (Policy 5019)

Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing, either through communication from the school or through parental access to the district's student information system. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Parents will also be notified of their student's possible failure to meet graduation requirements. Other pertinent information will be communicated to parents by mail, electronic communication, telephone calls, by personal contact or other appropriate method. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school.

By providing the school district with their telephone number(s), parents agree to receive notifications from the school district's automatic notification system.

The District shall attempt to keep parents informed of significant events involving their children at school, but some events will ordinarily NOT be communicated to parents including, but not limited to, the following examples:

1. Student visits to the counseling office, unless there is a serious issue that the counselor believes a parent should be made aware of.

2. A minor injury (bump, bruise, scrape, etc.) a child might have sustained during PE or recess, or a transient ailment that resolves while a student is at school (e.g. a stomach ache). Minor medical treatments (e.g. ice packs, band-aids, etc.) for injuries may also not be reported to parents.
3. Some forms of inappropriate or questionable student communications over school devices, applications, or platforms. The decision to report such communications to parents shall be made at the discretion of the administration based on the severity and nature of the communication.
4. Minor disciplinary incidents that may involve deprivation of recess time or an in-school suspension.

Parents are encouraged to be proactive by making their child's school aware of medical issues, adversarial relationships, or other contingencies that might affect a student's success or well-being at school. Parents are also strongly encouraged to monitor their child's activities on their personal devices and to make reports directly to police for harassment or other violations of law when they do not occur in school. The school may also not have authority to discipline students for harassment or other forms of misconduct occurring outside school.

Complaint Procedure (Policy 2006)

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the Board of Education's Title IX policy.

References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

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

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant reasonably believes speaking directly to the person would subject complainant or complainant's student to discrimination or harassment.

The second step is for the complainant to speak to the building principal, coordinator, superintendent, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the Superintendent.

- a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
- b) Complaints about the operation, decisions, or personnel relating to secondary activities programs should be submitted to the Activities Director.

- c) Complaints about the operation, decisions, or personnel relating to district technology matters should be submitted to the Technology Director.
- d) Complaints about the operation, decisions, or personnel relating to district business or financial matters should be submitted to the Finance Director.
- e) Complaints about the operation, decisions, or personnel relating to special education, migrant/EL programs, curriculum/instruction, extended learning, or other student services should be submitted to the appropriate coordinator.
- f) Complaints about coordinators should be submitted to the Student Programs Director.
- g) Complaints about the operation, decisions, or personnel relating to buildings and grounds upkeep and maintenance or transportation matters should be submitted to the Facilities and Transportation Director.
- h) Complaints about the operation, decisions, or personnel relating to food service matters should be submitted to the Food Service Director.
- i) Complaints about the operations of the school district, a building principal, or director should be submitted in writing to the Superintendent.
- j) Complaints about the Superintendent should be submitted in writing to the President of the Board of Education.
- k) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

2. When a complainant submits a complaint to an administrator, director, or coordinator; the administrator, director, or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator, director, or coordinator will promptly and thoroughly investigate the complaint, and shall:

- a) Determine whether the complainant has discussed the matter with the respondent.
 - 1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the respondent, the administrator, director, or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
- b) Strongly encourage the complainant to reduce his or her concerns to writing.

- c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:
 - 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.
 - d) Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator, director, or coordinator receives the complaint.
3. If either the complainant or the respondent is not satisfied with the decision, he or she may appeal the decision to the Superintendent. The Superintendent may assign a qualified designee to hear any appeal.
- a) The appeal must be in writing.
 - b) This appeal must be received by the Superintendent no later than three (3) calendar days from the date of the decision.
 - c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the Superintendent will investigate as he or she deems appropriate.
 - d) The Superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the Superintendent shall submit the decision within 180 calendar days after the Superintendent received complainant's written appeal. Appeals to the Superintendent from complaints involving discrimination or harassment are final once the Superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.
4. The Board of Education's (Board) role is to set policy, establish and implement a budget, and evaluate the superintendent. The Board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the Board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the Superintendent as discussed below. The Board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The Board will hear appeals only in the following circumstances:
- a) When the complaint is about a Board policy, not implementation of the policy;
 - b) When the complaint involves the budget or school expenditures that have been or must be approved by the Board; or
 - c) When the board is required by law, policy, or contract to hear a complaint or appeal.

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

- d) This appeal must be in writing.
 - e) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.
 - f) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment allegations against the Superintendent shall be promptly and thoroughly investigated by the President of the Board or a designee.
 - g) The board president will notify the complainant and any other person legally required to receive the decision in writing of its decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the President of the Board shall submit the decision within 180 calendar days after receiving the written appeal.
 - h) There is no appeal from any decision of the Board unless authorized by law.
5. Formal complaints about the Superintendent shall be filed with the President of the Board. However, complaints about the Superintendent do not include disagreement with the Superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the Superintendent. Upon receipt of a complaint, the President of the Board or his or her designee shall promptly and thoroughly investigate the complaint, and shall:
- a) Coordinate with school district staff, other than the Superintendent, to determine if another procedure in policy or law requires the complaint against the Superintendent to follow another procedure. If so, the President of the Board will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the Superintendent, the President of the Board or, at his or her discretion, the full Board will serve only to hear any appeal by a party to the complaint.
 - b) Determine whether the complainant has discussed the matter with the Superintendent.
 - 1) If the complainant has not, the President of the Board or designee will urge or require the complainant to discuss the matter directly with the Superintendent, if appropriate or required.
 - 2) If the complainant refuses to discuss the matter with the Superintendent, the President of the Board shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
 - c) Determine, in his or her sole discretion, whether to place the matter on the Board agenda for consideration at a regular or special meeting by the full Board.
 - d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the President received the complaint.

- e) Appoint or contract with other individuals qualified to assist the Board through this process or any other applicable procedure used to address allegations against the Superintendent.

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

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

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

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

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

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

Contact Information

Parents must supply the school with their student's address and telephone number as well as information about how to reach a responsible adult during the school day. Parents must promptly inform the school if this contact information changes during the school year.

Copyright Compliance (Policy 3020)

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

The “fair use” doctrine allows limited reproduction of copyrighted works for educational and research purposes. “Fair use” of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Students who are unsure whether their proposed reproduction of copyrighted material constitutes “fair use” should consult with their teacher or building principal, and review the school district’s copyright compliance policy. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office at: <https://copyright.gov/history/> and the Library of Congress at the following site: <http://www.loc.gov/teachers/usingprimarysources/copyright.html>

Damage to School Property

Students who damage school property either intentionally or unintentionally may be required to pay to replace or restore the property, at the discretion of the administration.

Dating Violence (Policy 5030)

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle or at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district’s student discipline policies.

The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law.

Discrimination and Harassment

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Amy Pepplitsch at 308.324.1231, by email at amy.pepplitsch@lexschools.org or in person at the District Administrative Office Building. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Angie Kovarik at 308.324.1209, by email at angie.kovarik@lexschools.org, by mail at Lexington Public Schools, PO Box 890, Lexington, NE 68850 or in person at the District Administrative Office Building. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Student Services Director, Angie Kovarik at 308.324.1209, angie.kovarik@lexschools.org or in person at the District Administrative Office Building. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Dress Code (Policy 5031)

The board directs the Administration to develop and maintain a dress code that governs student appearance and that shall be included within the student handbook(s). The Administration may elect to adopt different versions of the dress code for different schools, buildings, or grades (e.g., elementary dress code, high school dress code, etc.).

General Regulations. Dress codes adopted in conformance with this policy may prohibit student attire or appearance that:

- Causes or is reasonably likely to cause a material and substantial disruption to the District’s programs and activities.
- Invades the rights of others.
- Promotes, depicts, or refers to violence, drugs, alcohol, vulgarity, obscenity, illegal activity, hate speech, bullying speech, lewd speech, indecent speech, or harassing speech.
- Includes words, gestures, or images that contain or imply sexual content or innuendo.

- Otherwise undermines the District's mission to inculcate the habits, manners, and values fundamental to civility, community, and the educational environment.

Examples of prohibited attire or appearance:

- Caps, hats, bandannas, and hoods worn over the head during the school day
- Bare feet and footwear determined to be inappropriate by the building principal
- Short-shorts and biker shorts
- Hairstyles which distract from the learning process or the health and safety for either the student or others
- Any clothing that could cause damage to others or school property
- Shirts, blouses, or other clothing worn unbuttoned, unzipped, or otherwise inappropriately unfastened, as determined by the principal
- "Grubby clothes," those which are purposely torn or bedraggled or threadbare, dirty or disheveled
- Costumes and/or those clothes intended only for leisure (including pajamas), entertaining or special occasions
- Bare "midriff" (belly button) styles, see-through and low cut blouses, halters, tank tops or thin- strapped tops (spaghetti straps)
- Pants and shorts worn below the waist so as to expose undergarments
- Pants that drag on the floor
- Chains hanging or attached to pants or shorts
- Coats during school hours, unless the student has permission from the principal
- Clothing with tears or holes that expose flesh above the thighs or underclothes

Face coverings: District administrators may require the wearing of face coverings to limit the spread of contagious disease.

The District reserves the right to request immediate attire changes from students. Students may be required to adhere to uniform standards and/or wear district-approved or issued uniforms in order to participate in activities.

Students may be required to wear protective clothing or equipment or otherwise modify their attire or secure their hair to ensure the safety of themselves and others. In such cases, a good faith effort to reasonably accommodate students will be made to ensure safety without compromising religious beliefs, grooming practices, or requiring students to permanently alter their appearance. The least restrictive means appropriate to address the identified health or safety concern shall be used.

Refer to policy 5031 for additional guidance.

Drug Free Schools

The board of education has adopted policies to comply with the Federal Drug-Free Schools and Communities Act. Students are prohibited from using, possessing or selling any drug, alcohol, tobacco product, including the use of vapor products, alternative nicotine products, or any other such look-alike product, while on school grounds, at a school activity or in a school vehicle. In addition, students who participate in the school's activities program should refer to the Activities Handbook, which prohibits the use or possession of alcohol, controlled substances, tobacco, and e-cigarette at all times.

Any student who violates any school policy regarding drug, alcohol, tobacco, and e-cigarette use will be disciplined, up to and including short-term suspension, long-term suspension, or expulsion from school and/or referral to appropriate authorities for criminal prosecution.

Early Dismissal

Early dismissal times are listed on the calendar and in the school newsletter. All early dismissals are at

1:30 p.m. unless otherwise decided by the superintendent.

Emergency Contact Information

Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions.

Evacuations, Lockdowns, and Reunifications

The school district will hold routine evacuation drills throughout the school year. Whenever the fire alarm sounds, all students and faculty must evacuate the building in a quiet and orderly fashion and remain outside until told to return to the building. Classroom teachers will provide students with detailed instructions on building evacuations.

Additionally, the district uses a Standard Response Protocol (SRP) for handling school emergencies including the need for student evacuation of the building and reunification with parents. An overview of these procedures can be found in Section 7 at the back of this handbook.

Field Trips (Policy 6027)

Classes occasionally take field trips off school property for educational enrichment. A student's parent or caregiver, as that term is defined in the Nebraska Strengthening Families Act, must authorize a student to participate in a field trip by signing a permission slip and providing it to the school before the field trip. Students who have not completed classroom work on time may not be allowed to attend field trips. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones. Parents/guardians may be asked to assist with these field trips, provided they pass a background check through the central office. Parents will receive prior notification for all field trips.

First-Aid

First-aid items may only be used by school staff. Students who need first aid should ask for assistance from their classroom teacher or the nearest staff member.

Guidance Services

The Lexington Public Schools employs guidance counselor(s) for the purpose of assisting with the District's testing program and to assist with scheduling and for students to discuss problems and resolve conflicts. Guidance and counseling services are available to every student in the school. Your counselor is here to help you with support and recommended resources with any concerns or difficulties you may have in or out of school. The school counselor does not provide therapy for ongoing problems. You may make an appointment to see the counselor by receiving permission from your classroom teacher or your building principal. A school psychologist is also available in this school district.

Health Problems Limiting Activities

Parents who do not want their children to play outdoors or participate in physical education for health reasons must send an excuse from a health care provider to the building office. If a student persistently requests to be excused from these activities, the building principal or classroom teacher may require a doctor's verification.

Parents should notify principal or superintendent if their student has any special health problems such as diabetes, asthma, etc.

Health Screening

Students in the Lexington Public Schools will be given a screening exam of their vision, hearing, teeth, height, weight and blood pressure through the school health services.

Referral notes will be sent home with those students who at the time of the examination and/or re-examination appear to need further evaluation. It should be understood that these referrals are only a suggestion to a parent that a problem may exist. It is the responsibility of the parent to follow up with an evaluation by a physician or eye doctor. The school is especially concerned when a health condition has an impact on the student's work.

Health Services

A school nurse is employed by the Lexington Public Schools and is available to assist with illnesses, school injuries and health education. Students are requested to keep health information up to date by reporting to the nurse any disease, immunization, allergy, medication changes, or other pertinent health information.

Homeless Children and Youth (Policy 5014)

Homeless students generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable state and federal law.

It is the school's policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is Angie Kovarik, who may be contacted at (308) 324-1209.

Illness or Injury at School

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. The school will contact parents to pick students up from school whenever necessary. When school officials determine that a student needs immediate medical attention but the parents cannot be reached by phone, emergency services will be summoned or the student will be taken directly to the doctor and/or hospital.

Students with severe coughs and sore throats should remain at home. Those with temperatures that exceed 100.0°F will be excluded from school and should not return until the temperature is 100.0 degrees or less for 24 hours without the aid of medication. If a child has a fever in the evening, please keep him/her home the next day. If a student must be absent, please contact the school as soon as possible on the morning of the absence.

Immunizations (Policy 5010)

1) General Rule

- a) Each student wishing to enroll in the school district must be immunized as required by state law and the rules and regulations promulgated by the Nebraska Department of Health and Human Services in effect at the time of the student's enrollment.

- b) The district is not responsible for the cost of such immunizations.
- c) Any student who does not comply with this policy shall not be permitted to continue attending school.

2) Exceptions

- a) Provisional Enrollment. Students who meet the statutory requirements for provisional enrollment may be allowed to attend school for sixty days without the necessary immunizations.
- b) Immunization shall not be required if the student's parent or guardian submits one of the following to the superintendent of schools:
 - i) A statement signed by a medical professional stating that the required immunization would be injurious to the health and well-being of the student or any member of the student's household; or
 - ii) An affidavit signed by the student or a legally authorized representative of the student, stating that the immunization conflicts with the student's sincerely held religious beliefs.
- c) Students who are excepted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

Initiations and Hazing (Policy 5028)

The school does not sponsor or condone initiation or hazing of any sort. See Section Three: Student Discipline for disciplinary consequences.

Instruction Provided Outside School (Policy 6016)

The school district may provide a student with instruction in his or her home and under parental supervision, or in another non-school location and under district supervision, if the student is physically or mentally ill or injured and unable to attend regular classes for an extended period of time. Instruction outside school shall be provided when the student's physical and mental condition are such that the student can benefit from instruction and no other provision will meet the student's educational needs. The superintendent or his/her designee will determine when homebound instruction is appropriate, after conferring with the student's parents, teacher(s) and/or physician. If you believe that homebound instruction is appropriate for your child, please contact the building principal to initiate the appropriate process to determine eligibility.

Investigations, Arrests, and Other Student Contact by Law Enforcement and Health and Human Services (Policy 5022)

Police or other law enforcement officers may be called to the school at the request of school administration, or may initiate contact with the school in connection with a criminal investigation. The school district shall allow law enforcement officers access to students to conduct an investigation during school hours unless the investigation substantially disrupts the orderly operation of the school.

Leaving the District

Any student, who leaves the school District for 10 days or more for any reason other than the student's medical necessity, shall be officially dropped from District enrollment. Upon return to the District during the same school year, a student will be required to re-enroll at the District office. This may require additional immunizations.

Leaving School

Students who must leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. A sheet will be available on the office counter for this purpose. Students who leave without permission and without signing out in the proper manner will be considered truant. Parents picking up students are requested to sign their child out at the office.

Lockers and Other School Property (Policy 5036)

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

Lost and Found

All lost and found articles are to be taken to the office and then placed on the lost and found table. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Make-up Work

Following an absence, students will have the opportunity to make up work. It will be the parents'/student's responsibility to contact the teacher involved to determine make-up assignments and establish mutually agreeable times for daily and test make-up. Further information can be found in the district's Handbook Supplements.

Medication of Students (Policy 5024)

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled Methods of Competency Assessment of School Staff Who Administer Medication), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

1) Prescription medication

- a) Parents/guardians must provide a physician's written authorization for the administration of the medication.
- b) Parents/guardians must provide written permission for the administration of prescription medication.
- c) Medication must be brought to school in the prescription container and must be properly labeled with the student's name, the medical professional's name, and directions for administering the medication.

2) Non-prescription medication - From Home

- a) Parents/guardians must provide written permission for the administration of the medication.
- b) The medication must be brought to the school in the manufacturer's container.
- c) The container must be labeled with the child's name and with directions for provision or

administration of the medication.

3) Non-prescription medication – From School

- a) Parents/guardians must provide written permission on a form provided by the school for the administration of the medication.

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's medical professional regarding any medication prescribed by such medical professional.

Memorials

Memorials often create a visual reminder of a particular crisis that may reintroduce feelings of grief for students. Therefore, memorials may not be displayed anywhere on the school premises without board approval. The District encourages family and friends to sponsor scholarships through the Lexington Community Foundation to honor the memories of their loved ones. Scholarships in the deceased person's name will not be sponsored by the school. Scholarships sponsored by outside organizations or individuals will be allowed.

Opting Out of Assessments (Policy 5018)

The Board of Education has adopted a policy on approval and denial of state and federal assessment opt-out requests, which is based on requirements in law. The policy can be requested by contacting the Superintendent of Schools at 308.324.1201.

Parties

Classes may have seasonal parties during the year. Parents shall communicate with their student's classroom teacher for the teacher's rules regarding birthday and holiday parties.

Personal Items

The school provides the necessary equipment for classroom and school day activities. The school is not responsible for ruined or lost personal equipment. Students should not bring items such as athletic equipment, electronic devices, toys, or other similar personal items to school unless they have the prior permission of their classroom teacher or a school administrator.

Pets

Pupils have been asked to see that their dogs or cats do not come to the school playgrounds. Since they are a safety hazard, it will be necessary to have them removed by police officers. We ask parents to please cooperate in this matter. If a pet is to be shown in class, a parent may bring and remove it with permission of the teacher and/or administrator.

Phone Notification System

Lexington Public Schools may contact parent(s), guardian(s), and students periodically by phone to deliver important recorded messages including school closings, emergency information, or important building information.

Physical Education

The school district requires students to receive physical education to assist them in developing gross and fine motor skills. Students may be required to wear PE uniforms, and are encouraged to wear tennis shoes for P.E.

Physical Examination and Visual Evaluation of Students (Policy 5011)

The following students shall provide evidence of a physical examination by a qualified health care provider:

- all incoming students in the beginner grade;
- students in seventh grade; and
- all out-of-state transfer students.

Evidence of a physical examination must be dated no more than six months prior to entrance

I. Visual Evaluation for Students

The following students shall provide evidence of a vision evaluation by a qualified vision health care provider:

- all incoming students in the beginner grade and
- all out-of-state transfer students

The health care provider must test the student for amblyopia, strabismus and internal and external eye health, with testing sufficient to determine visual acuity. Evidence of a visual evaluation must be dated no more than six months prior to entrance.

Parents or guardians who wish to receive information regarding free or reduced-cost visual evaluations may contact Kids Connection at (877)-NEB-KIDS or the Nebraska Optometric Association at (800) 766-4466.

II. Objection to Examination

Any parent(s) or guardian(s) who object to a physical and/or vision examination and evaluation must submit a signed and dated refusal form to the school.

Pictures

The school district arranges for a photographer to be present at school in the fall to take class pictures. Parents will be notified of date. Included in the individual packet is a class composite. Parents who want pictures of their students or of their student's class composite may purchase them directly from the photographer.

Playground Supervision

The school's playgrounds, equipment and surrounding areas are generally not supervised when school is not in session. Staff will supervise students when the students are using these areas as part of the school day or as part of a school activity. At all other times and in all other circumstances, the school district does not provide supervision of its playgrounds, equipment, and surrounding areas.

Pregnant or Parenting Students (Policy 5008)

In order to accommodate lactating and breastfeeding students, the district will provide reasonable opportunities to express breast milk or breastfeed in a place, other than a bathroom, which is shielded from view and free from intrusion from district students, employees, and the public. The district will also provide a location for students to store expressed breast milk in or near the location designated for students to express milk to create the least amount of disruption to the student's participation in class or activities.

Students who wish or need to express breast milk on a regular schedule must work with school administrators to create a schedule that accommodates the student's needs while facilitating education

to the maximum extent possible. In order to prevent interference with the educational process, no student shall express breast milk within school classrooms or buses. Nothing in this policy limits the authority of the administration to impose consequences consistent with the Student Discipline Act and other state and federal law.

Protection of Student Rights (Policy 5015)

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA). The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

ACT Exam. Students taking the ACT Exam will be prompted to complete a short, optional questionnaire addressing a number of topics. If you wish to review this questionnaire prior to the administration of the exam, please submit a written request to the superintendent.

Public Displays of Affection

Students may not engage in public displays of affection that are disruptive to the school environment or distracting to others. Prohibited conduct includes hugging, kissing, touching or any other display of affection that a staff member determines to be inappropriate.

Reasonable Suspicion Testing

Students may be required to submit to drug or alcohol testing if there is a reasonable suspicion that the student is under the influence of drugs or alcohol.

Reporting Child Abuse and Neglect (Policy 4054)

School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; or (6) placed in a situation to be sexually exploited through sex trafficking of a minor as defined in state law or by allowing, encouraging, or forcing such person to engage in debauchery, public indecency, or obscene or pornographic photography, films, or depictions; or (7) placed in a situation to be a trafficking victim as defined in state law.

Rights of Custodial and Non-Custodial Parents (Policy 5020)

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term "custodial parent" refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and non-custodial parents to their students and their students' records, unless the district has been provided a copy of a court order that unambiguously prohibits access to the records or child by either parent. If the district is provided such a court order, school officials will follow the directives set forth in the order.

The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent's request unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

School Library Collections (Policy 6037)

Lexington Public Schools Mission Statement. To develop capable and responsible lifelong learners. With the cooperation of family, school and community, the district will prepare students for the global challenges and the opportunities of the future.

Lexington Public Schools Library Mission Statement. To provide an optimal learning environment that promotes reading for enjoyment and supports the development of information literate students and staff who can competently access, evaluate, and ethically use information from a variety of resources.

School Library Program Philosophy. Lexington Public Schools aims to provide quality learning experiences designed to equip students with the skills to adapt and thrive in a changing global environment in accordance with the strategic planning goals and curricular needs of the district.

The school library is to be the information center for students and staff members, providing collections that include materials in a variety of formats to meet the curricular, personal, and professional needs for the educational process. The school library will extend and enhance the classroom experience: a place where students, teachers, and librarians can explore, learn, create, and collaborate. School librarians (also known as media specialists), will foster a love of reading and learning in addition to modeling and utilizing current technologies to assist students in becoming proficient and responsible users of information. The school library will allow free access to all materials for staff and students by providing information, access to technology for information retrieval, and facilities for meetings.

District Needs. Lexington Public Schools serves approximately 3,000 students in grades Pre-K-12. These students come from the town of Lexington and the surrounding rural areas. The community is home to Tyson, a major meatpacking employer, which has had a great impact on the increased numbers and diversity of the local school district's student population. This diversity has created language barriers and communication is often a challenge for students and staff, yet provides a rich cultural experience for all students. Therefore, the native culture and languages of students in the district will be respected and considered when making collection selections.

The primary clientele of the school library will be the students located in each of the elementary buildings, the middle school, and the high school, as well as the staff members for each of these facilities.

All curriculum areas will be represented at each of the building levels -- fiction, non-fiction, biographies, and reference materials. Books, periodicals, newspapers, and databases will be available in print and/or digital format.

Selection Objectives. The primary objective of the school's library is to ensure that students and staff are effective users of ideas and information. It is the goal of the school library to provide a wide range of resources and activities that will contribute to lifelong learning.

Selection and Approval of Materials. Both print and non-print materials will be selected for the school libraries that are consistent with the mission and philosophy of Lexington Public Schools. Considerations will be curricular needs, student interests and informational needs, level of difficulty, and appropriateness of the material for its intended educational and recreational use. All accreditation requirements will also be met. School staff, students, and parents may recommend that certain materials be added to the collection. Requests may be made informally by visiting with school librarians or formally in writing. School librarians will review and recommend materials to be added to the collection subject to the approval of the building principal.

Weeding and Deselection. To maintain a collection that is relevant and has educational value, school librarians regularly review materials and may recommend removing materials for, but not limited to, the following reasons:

- Out-of-date
- Contains inaccurate information
- Lacking in educational value
- No longer of interest
- Unneeded duplicate
- Superseded edition
- Worn out, defaced, or dirty, etc.
- Obsolete
- Missing pages
- Not circulated within the past five years (exceptions might include past award winners, autographed copies, classics, etc.)
- No longer contribute to the total collection

School librarians will conduct an end-of-year inventory of materials. School librarians will recommend removal of materials subject to the approval of the building principal. Removed materials may be offered to teachers and students for educational purposes, or discarded subject to approval of the building principal and district policy on the disposal of school property.

Controversial Materials. Patrons finding certain materials objectionable to the school community may choose to have an informal conversation with the school librarian or request that they be formally reconsidered using following procedure:

1. The patron shall submit the completed "Request for Reconsideration of Library Material" form regarding the material in question to the building principal.
2. Until a final decision is made, the material in question will be moved to a back shelf and will be available for circulation with written parent/guardian consent only.
3. The building principal and the school librarian will work together to appoint a review committee whose purposes shall include, but not be limited to, the following:
 - Read, view, or listen to the material in its entirety.
 - Check general acceptance of the material by reading reviews and consulting recommended lists.
 - Determine the extent to which the material supports the curriculum.
 - Make a recommendation to the building principal as to whether to retain or remove the material in question.

4. The review committee shall inform the building principal of its recommendation.
5. The building principal will meet with the patron to review the patron's objections and the committee's recommendation.
6. The final decision concerning the material will be made by the building principal. The building principal will mail a letter notifying the patron of the final decision to remove the material from the library collection or retain the material in circulation.

School Meal Program and Meal Charges (Policy 3012)

The school district provides a food service program that is designed to provide adequate nutrition and an educational experience for students. Prices for meals can be viewed on the district website.

Breakfast

The school will serve breakfast daily from 7:15 a.m. until 7:45 a.m., or as otherwise authorized by the building principal. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast.

Lunch

Lunch prices depend on the federal funding that the program receives.

Payment for Meals

The district prohibits student lunch accounts from carrying negative balances, and it is the responsibility of parents/guardians to ensure sufficient funds are deposited in their children's accounts. When balances are drawn down to \$5.00, the district will send a low-balance notification to the parent/guardian. Students are encouraged to pay for meals several weeks in advance. Payment should be made to the lunch bookkeeper in the building.

If a student has no funds available to pay for a meal, the student will be provided and charged for a limited "courtesy meal" option, such as a plain sandwich.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

Collection of Delinquent Meal Charge Debt

The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law. Collection efforts may continue into a new school year.

Notice of Nondiscrimination

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. To file

a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD- 3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights,
1400 Independence Avenue, SW, Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the school district. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

School Wellness Policy

The school district is committed to providing a school environment that enhances learning and the development of lifelong wellness. The goals outlined in this policy were determined and selected after reviewing and considering evidence-based strategies.*

1. Goals for Nutrition Promotion and Education

- a. The district will promote healthy food and beverage choices for all students, as well as encourage participation in school meal programs by such methods as implementing evidence-based healthy food promotion techniques through the school meal programs and promoting foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards.
- b. The health curriculum will include information on good nutrition and healthy living habits.
- c. Teachers will incorporate information on nutrition and wellness into the classroom curriculum as appropriate.
- d. The district will collaborate with public and private entities to promote student wellness.
- e. Water will be made available to students throughout the school day.

2. Goals for Physical Activity

- a. The school district's curriculums shall include instruction on physical activity and habits for healthy living.
- b. Students will be encouraged to engage in physical activities throughout the school day and will be provided with opportunities to do so.
- c. The district encourages parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

3. Goals for Other School-Based Activities Designed to Promote Student Wellness

- a. The district will participate in state and federal child nutrition programs as appropriate.
- b. The district will provide professional development, support, and resources for staff about student wellness.
- c. Students will be provided sufficient time in which to eat school-provided meals.
- d. The district's lunchrooms will be attractive and well-lighted.
- e. The district will allow other health-related entities to use school facilities for activities such as health clinics and screenings so long as the activities meet the district's requirements and criteria for the use of facilities.
- f. The district may partner with other individuals or entities in the community to support the implementation of this policy.
- g. The district will strive to provide physical activity breaks for all students, recess for elementary students, and before and after school activities, as well as encourage students to use active transport (walking, biking, etc.)
- h. The district will use evidence-based strategies to develop, structure, and support student wellness.

4. Standards and Nutrition Guidelines for All Foods and Beverages Sold to Students on the School Campus and During the School Day

- a. The district will ensure that student access to foods and beverages meet federal, state and local laws and guidelines including, but not limited to:
 - i. USDA National School Lunch and School Breakfast nutrition standards
 - ii. USDA Smart Snacks in School nutrition standards.
- b. The district will offer students a variety of age-appropriate, healthy food and beverage selections with plenty of fruits, vegetables, and whole grains aimed at meeting the nutrition needs of students within their calorie requirements in order to promote student health and reduce childhood obesity.

5. Standards for All Foods and Beverages Provided, But Not Sold to Students During the School Day

The district may provide a list of healthy party ideas or food and beverage alternatives to parents, teachers, and students for classroom parties, rewards and incentives, or classroom snacks. The district discourages the use of food and beverages as a reward or incentive for performance or behavior.

6. Food and Beverage Marketing

Marketing and advertising are only allowed on school grounds or at school activities for foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards, except as follows:

- a. This requirement does not apply to marketing that occurs at events outside of school hours such as after school sporting or any other events, including school fundraising events.
- b. The district will not immediately replace menu boards, coolers, tray liners, beverage cups, and other food service equipment with depictions of noncompliant products or logos to comply with the new USDA Smart Snacks in Schools nutrition requirements. All previously purchased products will be used, and all existing contracts honored.
- c. All equipment that currently displays noncompliant marketing materials will not be removed or replaced (e.g., a score board with a Coca-Cola logo). However, as the district reviews and considers new contracts, and as scoreboards or other such durable equipment are replaced or updated over time, any products that are marketed and advertised will meet or exceed the USDA Smart Snacks in School nutrition standards

7. Public Participation

Parents, students, representatives of the school food authority, teachers, school health professionals, board members, school administrators, and members of the general public shall be allowed to provide their input to the school district during the wellness policy adoption and review process.

8. Competitive Foods (Includes Food and Beverages Sold in Vending Machines, School Stores, and Fundraisers)

- a. Definitions. “Competitive food” means all food and beverages other than meals reimbursed under programs authorized by the Richard B. Russell National School Lunch Act and the Child Nutrition Act of 1966 available for sale to students on the school campus during the school day. For the purpose of competitive food standards implementation, “school day” means the period from the midnight before to 30 minutes after the end of the official school day.
- b. Applicability. Except as otherwise allowed by the Nebraska Department of Education (NDE) or applicable law, all competitive food sold during the school day must meet the USDA Smart Snacks Standards and the nutrition standards found in 7 CFR § 210.11. The competitive food restrictions do not apply to food sold during non-school day hours, weekends, and off-campus fundraising events such as concessions during after-school sporting events, school plays or concerts; or to bulk food items that are sold for consumption at home. (Ex: frozen pizzas, cookie dough tubs, etc.)
- c. Fundraiser Exemptions. A special exemption is allowed for the sale of food and/or beverages that do not meet the competitive food standards as required in this section for the purpose of conducting an infrequent school-sponsored fundraiser. The specially exempted fundraisers must not take place more than the frequency specified by NDE during such periods that schools are in session. No specially exempted fundraiser foods or beverages may be sold in competition with school meals in the food service area during the meal service.
- d. Other Exemptions. The only other nutrition exemptions from the competitive food requirements are those found in 7 CFR § 210.11.

- e. Other Limitations. No competitive food can be sold to children anywhere on school premises beginning one half hour before breakfast and/or lunch service until one half hour after meal service unless all proceeds earned during these time periods go to the school nutrition program.

9. Triennial Assessment

The school board shall assess and review this policy at least every three years to determine:

- a. Compliance with this policy;
- b. How this policy compares to NDE model wellness policies;
- c. Progress made in attaining the goals of this policy.

The school board will update or modify this policy as appropriate.

10. Public Notice

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of this policy at least annually to the public and other stakeholders identified in this policy by one or more of the following methods: on its webpage, in its newsletter, in the student and employee handbooks, newspaper advertisements, direct mailings, electronic mail, and public postings.

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of the Triennial Assessment and progress reports towards meeting the goals in this policy using one or more of those same methods.

11. Recordkeeping

The District will retain records to document compliance with the requirements of the wellness policy at its central office.

12. Operational Responsibility

The superintendent is responsible for coordinating the implementation of this policy and for monitoring the district's progress in meeting the goals established by this policy. The superintendent will periodically report to the board on the district's progress in implementing this policy.

* These strategies include, but are not necessarily limited to, those cited in the Alliance for a Healthier Generation's Model Wellness Policy (Updated June 2020 to Reflect the USDA Final Rule) found at <https://api.healthiergeneration.org/resource/2>.

Secret Organizations (Policy 5046)

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

Self-Management of Diabetes or Asthma/Anaphylaxis (Policy 5053)

Subject to school policy, the school district will work with the parent or guardian in consultation with a physician to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis subject to school policy. Parents desiring to develop such a plan should contact the school nurse.

Smoking, Tobacco, and "E-cigarettes" (Policy 3016)

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

Sniffer Dogs (Policy 3045)

The board of education finds that the possession of illegal drugs and other contraband on school grounds is unlawful, is disruptive of the educational process, is harmful to students and staff, and is contrary to the interests of the school district. Accordingly, to minimize the presence of these items on school grounds, the administration is authorized to use sniffer dogs according to the protocol set forth in this policy.

Protocol for Use of Sniffer Dog

1. The superintendent, or the building principal with the superintendent's permission, may initiate the use of specially trained sniffer dogs to conduct an inspection.
2. The administration will contact the canine provider and/or the appropriate law enforcement agency to schedule the use of a sniffer dog or dogs. The administration shall require an assurance from the provider that any sniffer dogs to be used in the school have been properly trained, and may request evidence of the training and/or certification of the dogs. In no event will the school district authorize a sniffer dog to sniff any person.
3. The superintendent or if designated by the superintendent, the building principal, and law enforcement representatives or canine provider will confer regarding the specific plan of areas to be inspected. The plan may involve any or all school building facilities, vehicles in the school parking lot, or other areas where student and staff vehicles are parked on school property during or after school hours.
4. If the inspection is scheduled for a day when school is in session, students and staff will be informed over the public address system, and will be directed to remain in their rooms until given further directions.
5. During the inspection, administrators may assign personnel to designated areas as deemed appropriate to assist in the smooth handling of the inspection.
6. After the inspection is finished, students and staff will be notified over the public address system, and will be thanked for their cooperation.
7. If the sniffer dog alerts, the alert will constitute reasonable cause for the administration to conduct a search of the property. If the sniffer dog alerts on a vehicle on school grounds, the owner will be required to unlock the vehicle doors and trunk for further inspection of the interior of the vehicle. If the owner refuses to unlock the vehicle, the matter will be turned over to law enforcement authorities. The owner will be subject to disciplinary action as specified in board policy and/or the student or staff handbook or as otherwise allowed by law. This may include discipline for the refusal to obey an administrative directive.
8. Any illegal drugs or contraband found on school grounds, whether in a desk, locker, vehicle, or any other place on school grounds, will be confiscated and turned over to law enforcement authorities. A student's parents will be contacted. The individual will be subject to disciplinary action as specified in board policy and/or the student or staff handbook or as otherwise allowed by law.
9. At the conclusion of the inspection, school officials will confer with the canine provider and/or any law enforcement authorities who were involved in the inspection to review the results of the inspection. The administration may authorize any follow-up inspections or other action deemed appropriate.

Notice to Students and Staff

Students and staff shall be informed of the District's policy regarding the use of sniffer dogs as soon as practicable after the adoption of this policy. Thereafter, students and staff shall be informed of the policy at the beginning of the school year. By this policy and/or via the provision in the student or staff handbook, students and staff are specifically notified that:

1. Lockers may be sniffed by sniffer dogs at any time.

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

Solicitation

No collection or solicitation of money from pupils of the District for non-school purposes, except projects that are approved by the Board, shall be permitted.

Standardized Testing

The Measure of Academic Progress (MAP) is administered annually in grades K-11 to determine the students' achievement probability for individual success. Results are sent home.

Student Assistance

If your child has any learning, behavior, or emotional needs that you believe are not being addressed by the school district under existing circumstances, please contact your child's teacher. If appropriate, the teacher may convene the Student Assistance Team (SAT). The SAT can explore possibilities and strategies that will best meet the educational needs of the student.

Student Fees (Policy 5045)

The Board of Education of Lexington Public Schools adopts the following Student Fees Policy in accordance with the revised Public Elementary and Secondary Student Fees Authorization Act of the State of Nebraska.

It is the general policy of the District to provide for free instruction in school in accordance with the Nebraska constitution. The general policy of the District is to provide free instruction for courses that are required by the District, state law or regulation, and for which credits or grades apply, and to provide the staff, facilities, equipment, and materials necessary for such instruction, without charge or fee to students.

The District does make available activities, programs and services to students that extend beyond the minimum level of constitutional 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 to the extent permitted by law, such student and parent contributions to enhance the educational programs and experiences provided by the District. Under the Elementary and Secondary Student Fees Authorization Act, the District is required to set forth guidelines and policies for specific categories of student fees. The District does so by setting forth the following:

Fees Authorized: Except as provided otherwise herein, the District may collect fees or other funds from or on behalf of students, or request students to provide fees, supplies, specialized equipment, attire, or specialized materials:

1. For participation in extra-curricular activities.
2. For admission and transportation costs for spectators attending extra-curricular activities, including activity tickets for discounted admission to extra-curricular activities.
3. For post-secondary education costs.
4. For student transportation pursuant to Neb. Rev. Stat. 79-241, 79-605, 79-611.
5. For copies of student records or files pursuant to Neb. Rev. Stat. 79-2,104.
6. For reimbursement to the School District for property lost, damaged, or destroyed by student.

7. For before and after school or Pre-Kindergarten services offered pursuant to Neb. Rev. Stat. 79-1104.
8. For Summer School or Night School.
9. For Breakfast, Lunch, and Milk programs.
10. For voluntary provision by students of specialized equipment and attire for select performance groups, including musical instruments for participation in extra-curricular activities.
11. For costs related to optional (non-credit or graded) trips, excursions, or activities.

Definitions and Guidelines

Extra-curricular Activities: This means student activities or organizations that are supervised or administered by the District, but do not count toward graduation, credits, or advancement between grades, and in which participation is voluntary and not otherwise required by the School District.

Postsecondary Education Costs: This means tuition and other fees associated in obtaining credit for a postsecondary educational institution. For a course in which students receive both high school and postsecondary education credit, or a course being taken as part of the approved school curriculum or part of an approved accelerated or differentiated curriculum pursuant to Neb. Rev. Stat. 79-1106, to 79-1108.03, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition or other fees associated with obtaining credits from the postsecondary institution.

Extra fee for participation: The District may enact and charge a minimal activity participation fee to students who participate in extra-curricular activities. The fees shall be used to offset the cost of equipment and replacement of necessary attire. Should such a fee be enacted, the District fee waiver policy shall be in effect for qualifying students and parents.

Admissions to athletic events, activities, performances, etc.: Students may be charged an admission fee for attendance at athletic events, performances, dances, and similar functions sponsored by schools that are optional and voluntary and that have no impact on any class or credits.

Copies of student files or records: Students shall be responsible for a reasonable cost, as established by the Superintendent, of copies of a student's transcripts, files, and records. A parent, guardian, or student requesting copies of records shall be responsible for the cost of reproduction or copying in accordance with such a fee schedule. The imposition of a fee shall not be used to prevent parents or students from their right to inspect and review a student's files or records, and no fee shall be charged to search for or retrieve any student's records. The fee schedule shall permit one copy of requested records or files to be provided without charge to the extent required by federal or state laws or regulations.

Reimbursement for property lost or damaged, or for fines: Students may be charged a fine, or for reimbursement for overdue library or similar materials, for excessive damage to school supplied materials, or for lost books or materials.

While the District will provide students with the use of facilities, equipment, materials, and supplies including books, the students are responsible for the appropriate and careful use of such property. Students and their parents will be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

When students are given school property of a significant value that may easily be damaged, parents will be given advance notice of student responsibility for the item and parents will be afforded an opportunity to ask that the student not be given the property.

Penalties: Students who fail to pay overdue student fees or fines may be subject to administrative penalties including but not limited to exclusion from graduation and commencement ceremonies or related activities, from participation in the prom, withholding of annual, participation in extra-curricular activities, etc. Students shall not be denied a diploma, transcript, or credit for course work for failure to pay overdue student fees or fines.

Before and after school or Pre-Kindergarten services: Students and their parents may be charged and are responsible for fees required for participation in before and after school programs sanctioned by the District if and when such charges are established. The District is not responsible for programs administered by other agencies, and charges for such programs are not subject to fee waivers.

Participation in summer school or night school: Students and their parents may be charged and are responsible for fees for participation in summer school or night school if and when such charges are established. Students are also responsible for correspondence courses, except those approved by the District as adopted curriculum or as approved for high school credit as part of an approved accelerated or differentiated program.

School Stores: School stores are allowed and may be established for purchases of food, beverages, and personal items. A school store need not have a permanent, physical presence and may consist of providing order forms for students to voluntarily purchase items from the school or another vendor.

Clothing required for specified courses or activities: Students have the responsibility to furnish and wear non-specialized attire meeting general District dress and grooming requirements and guidelines, as well as grooming and attire guidelines established by the school, building, or programs attended by the student or in which students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the program, courses and activities in which the students participate where the required attire is specified by the administrator or teacher responsible for the program, course, or activity. (Gym clothing, shoes suitable to the gymnasium etc.)

The District shall 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 related classes which involve exposure to hot molten metals, milling, sawing, turning, shaping, butting, 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, 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 appropriate classes and locations, that 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.

Materials required for course projects: Students may be asked to donate or furnish materials required for course projects, where, upon completion, the project becomes the property of the student or which represent materials beyond that provided by the school for completion of requirements. Provision of such materials is not required and the District shall supply adequate and sufficient materials for completion of any project required for credit or a grade. The District is not required to provide a particular grade or standard of materials.

Musical Instruments: Students may be required to provide musical instruments for participation in optional music courses or activities that are not curricular or extra-curricular activities. Students may

have the option of using a school district musical instrument. If the student elects to use a school district instrument they will be assessed an instrument cleaning fee. The District is not required to provide a particular type of musical instrument for any student.

Elementary students at appropriate grade levels may be asked to provide or donate, but are not required to donate musical instruments (recorder or beginning band instrument, etc.) and consumable music or lesson books.

iPad Damage Protection Students will be required to purchase school provided damage protection if the student is in a school with a 1:1 iPad initiative and if the student wishes to take the iPad home. If an iPad is damaged the student will be responsible for 15% of the cost of repairing the iPad. No waiver shall apply for iPad damage protection or repair costs.

Specialized Attire and Equipment: The District will generally provide and furnish students with specialized equipment and attire (uniforms, football pads, helmets, etc.) for participation in extra-curricular activities. The District is not required to provide for a particular type of equipment or attire, or for attire or equipment beyond that designated as the standard “home and away” team uniforms. Team members, Boosters, Parents, or others may wish to offer for sale or seek to purchase and provide related attire or gear; however the School District neither sanctions or requires apparel beyond the standard uniform and shall bear no financial responsibility for these optional purchases. Students who participate in extra- curricular activities and sports are expected to provide for their own appropriate athletic shoes, undergarments, mouthpieces where required, socks, towels, golf clubs, and gloves for golf, and softball. Students are expected to provide evidence of required insurance coverage. Students may be asked to provide for their own meals on out-of-town trips.

Students or parents who qualify under provision of the District waiver policy may apply for a waiver of any participation fees for the aforementioned items expected of students. Special attire, equipment, or uniforms provided by the District may be required to be returned to the District at the conclusion of the season or when the student is no longer participating in the sport or activity.

The District is not required to provide for special attire or equipment beyond the basic standard defined by the District, and shall not be required to provide a particular brand, style, or student preference.

Vocal music and performance groups: Students may be asked to provide or purchase special attire for performance groups, and may then keep the attire. Parents or students who qualify under provisions of the District waiver policy may apply for a waiver of the cost of such attire. Special attire or uniforms provided by the District may be required to be returned at the conclusion of the event, season, school year, or when the student is no longer involved in the activity. The District is not required to provide specialized attire beyond the one uniform or attire designated as the standard for the activity. Students, Parents, Boosters, or others may wish to provide for or offer for sale additional equipment, gear, or attire, but the District neither sanctions or requires attire beyond the standard and shall bear no financial responsibility for such.

Cheerleaders, Flag Corps, Dance Teams, etc.: Students may be asked to purchase or provide special attire for optional performance groups and then keep the attire. Parents and students who qualify under provisions of the District waiver policy may apply for a waiver of such costs. Special attire provided by the District may be required to be returned at the conclusion of the event, season, school year, or when the student is no longer involved in the activity.

The District is not required to provide for specialized attire beyond the one uniform or attire designated as standard for that group or activity. Students, parents, and Boosters may wish to provide for or offer for sale additional equipment or attire, but the District neither sanctions or requires attire beyond the

standard uniform or attire and shall bear no financial responsibility for such.

Student clubs and organizations: Student clubs and organizations may expect students to pay dues, or to purchase optional shirts, etc. or participate in activities that require payment of admissions or fees. Students and parents who qualify under provisions of the District waiver policy may apply for a waiver from such participation fees, dues, or cost of required activities, shirts, etc. for school sanctioned clubs and organizations.

Drivers Education: Drivers education is an optional program offered by the District for the benefit of students and parents. A fee may be charged to offset the cost of Drivers Education during summer, or after-school night classes. No waiver shall apply to such driver's education costs.

Graduation Expenses: In order to participate in optional graduation or commencement activities or related activities, a cost may be incurred, including rental or purchase of caps and gowns that are required for participation in graduation exercises. Students and parents who qualify may apply for a waiver of the costs of graduation.

Field Trips: Approved Field Trips as per District Policy are considered extensions of classroom instruction. Parents and/or students may be asked to donate toward the cost of the trip, admissions related to the trips, etc., but are not required to do so.

Optional testing: Optional testing may be available or offered to students such as the PSAT, ACT, or similar tests related to college entrance or placement. These tests are optional and fees may be charged. No waiver shall apply to such testing costs.

Optional Events or Activities and Activities by Outside Sponsors: Students who choose to participate in optional events, activities, trips, or performances, that are sponsored by Booster Clubs, Parent groups, agencies, staff acting on their own and outside of school sanction, or people outside of the school system, may result in charges for fees, travel, admissions, meals, and other related expenses. It is the policy of the District that participation in such events or activities is optional and independent of the School District and District expectations or requirements. No school waiver of fees or charges shall apply for activities by outside sponsors. No District responsibility exists for sponsorship, funding, accounting, or liability for such activities.

Fund raising: Student members of groups or activities, parents, and boosters may be asked to participate in fund raising activities to offset the cost of special attire. If students are expected to, and volunteer to, participate in fund raising activities, any student participating shall be expected to participate equally and share equally in whatever funds are raised.

Student Fees Fund: The District shall establish a Student Fee Fund. The Student Fee Fund shall be a separate School District Fund into which all money collect from students and subject to the Elementary and Secondary Student Fee Authorization Act shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Elementary and Secondary Student Fees Authorization Act consist of money collected from students for: (1) Postsecondary education costs, (2) Summer School or Night School.

Waiver Policy: It is the policy of the Lexington Public Schools to provide fees waivers in accordance with the Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced price school lunches under the United States Department of Agriculture Child Nutrition Programs shall upon request be provided a waiver for fees or costs, or be provided with necessary materials, equipment,

or attire without charge as prescribed in adopted District policy. Participation in a free or reduced lunch program is not required to qualify for a waiver of fees. Students and their parents must request a fee waiver prior to participation in the activity for which the waiver is sought, and prior to purchase of materials, attire, or equipment.

Distribution of Policy: the Superintendent or designee shall provide access to the district's student fees policy through the district student/parent/activity handbook and on the district's website. The student/parent/activity handbook shall be provided to students electronically or in paper form, as requested by the parent, at no cost.

Annual public hearing and establishment of fees shall be conducted by the Board of Education and any changes or revisions made available as per policy provision.

Building/Grade	Program Description	General Description of Fee or Materials	Anticipated Cost
Grades PK-5	School Supplies (Suggested and requested for parent donation. Not required.)	Pencils, erasers, pens, glue, scissors, folders, notebooks, pencil box, markers, ruler, crayons, etc. Requested donation lists available from schools.	ELA - \$25
			Kindergarten - \$25
			1st Grade - \$35
			2nd Grade - \$35
			3rd Grade - \$45
			4th Grade - \$45
			5th Grade - \$50
Grades 5-8	Music Equipment	Recorders	\$7-15
	Miscellaneous Fees	Band Books	\$10
		PE athletic shoes with rubber soles	\$25
		Flash drive	\$10
		Ear buds	\$10
Grades 6-8	School Supplies (Suggested and requested for parent donation. Not required.)	Pencils, pens, erasers, glue, scissors, folders, notebooks, calculator, ruler, markers, highlighter, colored pencils, compass, paper, protractor, P.E. Shirt*, student agenda*, Requested donation lists available from school. (*may be purchased at school)	\$60
	Social Events Fees	Admission fees for school dances including homecoming and prom.	\$3-30
Grades 9-12	School Supplies (Suggested and requested for parent donation. Not required. Estimated expenses waiver applies.)	Pencils, pens, notebooks, calculator (depends on class), P.E. clothing, binders, etc. Requested donation lists available from school.	\$150
	Miscellaneous Fees	Senior Trip	\$700
		Special attire for performance groups related to classes	\$400
		Graduation and related expenses	\$200
		Field trips	\$15
		Per club dues, shirts, etc.	\$50
		Overdue library materials	\$0.05 per day with a \$5.00 maximum
			Overdue reserved materials \$0.24 per hour after 10:00 AM
		Copies for student use	\$0.25 per page color copy
			\$0.05 for black and white
		Post-secondary tuition or costs	As established by the school or college to be paid directly to the college, not normally to exceed \$1,000.00 per course.
		Students may be asked to periodically donate one or two boxes of Kleenex or similar tissues. Not required.	N/A
		Insurance co-pay for damaged computers/iPads	15% of damage
		Instrument Cleaning Fee	\$40
		Replacement of ID cards, lanyards, and/or holders	Maximum charge of \$8.00
		Temporary ID card	\$1

Building/Grade	Program Description	General Description of Fee or Materials	Anticipated Cost
		Graduation expenses related to Commencement exercises (cap, gown, tassel, etc. Does not include pictures, invitations, announcement, etc.)	\$50
		Driver's Education-Lexington Student	\$330
		Driver's Education-Non-Lexington Student	\$330
		Replacement of lost or damaged books or equipment	Actual cost depreciated proportionate to the anticipated life of the item. Damage due to vandalism or malicious destruction of property at full replacement cost.
		Summer or night school	\$150.00 per course
Districtwide	Food Service Fees	Elementary Lunch	\$1.70 daily
		Secondary Lunch	\$1.90 daily
		Elementary Breakfast	\$1.00 daily
		Secondary Breakfast	\$1.10 daily
		Reduced Lunch	\$0.40 daily
		Reduced Breakfast	\$0.30 daily
		Extra Milk	\$0.50/carton

Student Illness

Students who suffer from a significant illness which has an actual or expected duration of six months or more may be eligible for accommodations and supports under Section 504 of the Rehabilitation Act or under the Individuals with Disabilities in Education Act. The school will provide accommodations to students who are returning to school after a prolonged absence due to illness, including pediatric cancer, through a 504 plan or an IEP, as appropriate. The student's plan will include informal or formal accommodations, modifications of curriculum and monitoring by medical or academic staff as determined by the student's IEP team or 504 committee. Parents and staff will engage in ongoing communication about the needs of a student who is facing these circumstances.

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parent(s) and make arrangements for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child. If the parents cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician's statement before allowing such students to return to school.

Student Insurance (Policy 5025)

The school district is not an insurer of student safety, and parents are encouraged to secure insurance covering their students' healthcare needs, including catastrophic coverage for injuries, which may be sustained while participating in athletics or other extracurricular activities. The school district may disseminate information about insurance plans available for purchase by parents for their students from third party vendors.

Student Internet and Computer Access (Policy 5037)

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

I. Student Expectations in the Use of the Internet

Acceptable Use

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.
4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.
6. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
7. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
8. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.

Unacceptable Use

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use e-mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3/mp4 sharing systems.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
8. Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
9. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
10. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
11. Students shall not forge electronic mail messages or web pages.

II. Enforcement

Methods of Enforcement

1. The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

III. Consequences for Violation of this Policy

Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:

1. Loss of computer privileges;
2. Short-term suspension;
3. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
4. Other discipline as school administration and the school board deem appropriate.
5. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

Children's Online Privacy Protection Act (COPPA)

The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.

This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

Student Records (Policy 5016)

The Family Education Rights and Privacy Act ("FERPA") provides parents certain rights with respect to their student's education records. These rights include the right to inspect and review the student's education records within 45 days of the date the school receives a request for access; and the right to request the amendment of the student's education records that you believe to be inaccurate.

If parents believe one of their student's records is inaccurate, they should write to the school principal, clearly identify the part of the record they want changed, and specify why they believe it is inaccurate. If the school decides not to amend the record as requested, it will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment.

Directory Information (Policy 5017)

FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. The school district shall disclose the following as routine directory information pertaining to any past, present or future student who is, has been, or will be regularly enrolled in the district.

- Name and grade
- Address
- E-mail address
- Date of birth
- Dates of attendance
- The image or likeness of students in pictures, videotape, film or other medium
- Name of parent and/or guardian
- Major field of study
- Participation in activities and sports
- Degrees and awards received
- Weight and height of members of athletic teams
- Certain class work which may be published onto the Internet
- Student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records, except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user. Directory information does not include a student's social security number.

Directory information about students may also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses and telephone listings of high school students unless parents have notified the school district in writing that they do not want this information disclosed without prior written parental consent. Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

Parents who object to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district no later than one week after receiving the handbook.

Non-Directory Information

All of the other personally identifiable information (PII) about students that is contained in this school district's education records will generally not be disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with the parent's written instructions.

One FERPA exception permits disclosure to school officials with legitimate educational interests without

consent. A school official includes, but is not necessarily limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

The district will share information with the Department of Education necessary to comply with the requirement of state law that all third-year high school students take a college entrance exam. Any re-disclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Transfer of Records Upon Student Enrollment

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform parents when it makes a disclosure under this provision.

Complaints

Individuals who wish to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA may contact the Office that administers FERPA:

Family Policy Compliance Office

U.S. Department of Education, 400 Maryland Avenue, SW Washington, DC 20202-4605

Student Use of AI Tools

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

AI Tools may be useful to student learning. However, students and staff must ensure that student use of AI Tools should focus on using such tools as a resource and for background material, rather than using the AI Tools to complete the assignment. Therefore, AI Tools may only be used by students in accordance with the following requirements:

1. Students may not use AI tools on any assignment, test, or project unless the staff member has given express permission for the student to do so. Staff Member permission to use an AI tool on one assignment does not carry over to other assignments. Individual staff members will decide for each individual assignment the extent to which students may use AI Tools.

2. If a student uses any AI Tools in connection with a school assignment, the student must:
 - a. Give proper attribution to the specific AI Tool(s) used to the same extent that students are expected to give proper attribution to other sources of information such as books, texts, encyclopedias, secondary sources, and other traditional media. Such attribution may include, but is not necessarily limited to, accurate quotations, citations, footnotes, endnotes, and/or bibliography entries.
 - b. Never copy and paste the output from the AI Tool into the student's work as if the student wrote such section himself or herself.
3. Students may never use AI Tools to:
 - a. Cheat on any assignment, test, or quiz;
 - b. Help answer questions on a test or quiz without staff member permission;
 - c. Make or share deepfakes or fake images, audio, or video of any real person;
 - d. Make or share sexual, nude, or intimate images of any real person—even if the image is fake or AI-made;
 - e. Bully, harass, threaten, intimidate or impersonate any person;
 - f. Place another student or staff member name, photo, voice, or personal information into an AI Tool without staff member authorization;
 - g. Use AI Tools to bypass accommodations, content filters, or school security.
4. A student may use AI Tools as an accommodation if his/her IEP team or Section 504 committee has approved use of the tool. The student must disclose the use of AI Tools to the staff member grading the assignment.
5. A student's failure to meet the requirements stated in this policy will constitute a violation of the district's prohibitions against cheating, plagiarism and/or academic dishonesty, including but not necessarily limited to such prohibitions stated in the Student Handbook, which violation will subject the student to discipline up to and including expulsion.
6. The student requirements stated above are the minimum requirements for any student assignment. An individual teacher may impose more stringent requirements for any specific academic assignment or coursework.

Tardiness

A student who does not have a valid excuse for being tardy to any class may be required to serve detention. The student and parents may be required to meet with the principal to discuss the situation.

Telephone Calls

The school's telephone may be used only with permission of staff. Students are not permitted to use cellular telephones during school hours or on school property without the express permission of a member of the staff.

Threat Assessment and Response (Policy 3039)

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

1) Definitions

- a) A threat is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff,

students or other members of the school community.

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

2) Obligation to Report Threatening Statements or Behaviors

- a) All staff and students must report substantive threats to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

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

3) Threat Assessment Team

- a) The threat assessment team (team) shall consist of the superintendent, the building principal, guidance counselor, and local law enforcement. Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.
- b) The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

4) Threat Assessment Investigation and Response

- a) When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law

enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

- b) If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The team may, but is not required to, review the following types of information:
 - i) Review of the threatening behavior and/or communication;
 - ii) Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
 - iii) Review of school and other records for any prior history or interventions with the students involved;
 - iv) Any other investigatory methods that the team determines to be reasonable and useful.
 - c) At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team. Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.
- 5) Communication with the Public about Reported Threats
- a) The team will keep members of the school community appropriately informed about substantive threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, or communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.
- 6) Coordination with the Crisis Team After Resolution of Threat
- a) The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School Safety Plan.

Title I Parent and Family Engagement (Policy 5057)

Lexington Public Schools intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, Section 1116(a-f) ESSA, (Every Student Succeeds Act) of 2015.

In General

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

- Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.

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

Title I School Compact

The Lexington Public School District and the parents of students participating in activities, services, and programs funded by Title I have jointly developed this Compact, which outlines how the parents, 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.

School Responsibilities:

The faculty and staff of the District will:

- Provide high quality curriculum and instruction in a supportive and effective learning environment to enable children to meet the challenging State academic standards.
- Consider the promises made in the Compact at parent-teacher conferences.
- Provide parents with frequent progress reports pursuant to district policy.
- Communicate and work with families to support students' learning.

Parent Responsibilities:

The parent(s) will support their child's learning in the following ways:

- Communicate and work with teachers and school staff on an ongoing basis to be involved and support my child's learning.
- Value and support my child's attendance at school.

- Ensure that homework is completed.
- Promote positive use of my child's extracurricular time.
- Participate in parent groups that support the district's students.
- Endeavor to stay informed about my student's progress and request updates as needed.
- Under the Every Student Succeeds Act, parents of students attending a Title 1 school may request, and the district will provide in a timely manner, information regarding the professional qualifications of the student's teachers and paraprofessionals.

Student Responsibilities:

The student will share the responsibility to improve his or her academic achievement in the following ways:

- Cooperate with my teachers in school and be responsible for my behavior.
- Complete all of my homework assignments on time.
- Participate to the best of my ability in all of my classes.
- Participate in extracurricular activities, which will help me become a better student and stay active in my school and community.
- Let my teachers and family know when I need help.

Title IX

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

Tornado Warning

It is essential when these drills are held that everyone obey orders promptly. The staff in each classroom will give the students instructions. When the city of Lexington is warned of an approaching tornado, the children will be situated in safe places within the building. No child will be permitted to leave the school building until the danger is passed or unless the child's parents come to get him or her.

Transportation Services

The district operates school buses as a convenience for students and parents. They represent a substantial investment, and students are expected to care for and respect them.

Transportation to School

Students who ride the bus to school will arrive in time for them to eat breakfast at school. Parents must contact their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

Non-resident or option enrollment students may ride the buses, but they will be charged a fee to be established by the board of education. The Superintendent or designee will schedule bus routes, and questions concerning them should be directed to that office.

Bus Regulations

Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as teachers

while transporting students. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

Rules of Conduct on School Vehicles

1. Students must obey the driver promptly.
2. Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
3. Students are prohibited from fighting, engaging in bullying, harassment or horseplay.
4. Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
5. Students must remain seated and keep aisles and exits clear while the vehicle is moving.
6. Students are prohibited from throwing or passing objects on, from, or into vehicles.
7. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance on the vehicles.
8. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items or animals onto the vehicle.
9. Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
10. Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
11. Students must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident.
12. Students must respect the rights and safety of others at all times.
13. Students must help keep the vehicle clean, sanitary and orderly. Students must remove all personal items and trash upon exiting.
14. Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
15. Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

Consequences

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include a note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school suspension, short term or long term suspension from school, and/or expulsion.

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

Records

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

Requests to be dropped off at a point not on the regular route will not be accommodated, unless extenuating circumstances arise and the request is approved by the transportation director or administration.

Students who are not regular route riders may not ride the bus home with a friend, unless the parent of the non-route student presents written permission to the bus driver ahead of time. The written permission should include the date, the non-route rider's name, the signature of the non-rider's parent, and the place approved for drop off. Such requests may not be granted if they cause overcrowding of the vans or buses (Vans-10 riders only, plus driver).

Transportation to Activities (Policy 6029)

The school district provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle. Students who wish to take private transportation home from a school event must submit a release form to the sponsor, which has been signed by that student's parent. In the event a student misses the bus, alternative transportation arrangements must be approved by the building principal.

Video Surveillance, Recordings, and Photographs

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare and safety of all staff, students and visitors, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Recordings Made by Parents/Guardians and Patrons

Parents/guardians and patrons may make recordings of school activities intended to be public in a non-disruptive manner including things like athletic contests and school board meetings to the extent permitted by law unless otherwise lawfully restricted by the administration. Parents/guardians or patrons may not make recordings if they are volunteering or visiting school during the school day without permission of the administration or supervising staff member and subject to this policy, such as recording their child's classroom activities or recess. Parents may not record meetings with administrators or staff, including meetings related to a student's IEP or 504 Plan. Violation of this policy will result in immediate termination of any meeting that is being recorded and may be grounds for exclusion from school property, loss of volunteer privileges, or other restrictions deemed appropriate by the administration.

Recordings Made by Students. This policy applies to students during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event. Students may make recordings of school activities in a non-disruptive manner including things like athletic contests and other extracurricular performances to the extent permitted by law. Students generally are not permitted to record classroom instruction or members of the school community during the school day without the express consent of a staff member or as required by the student's education plan. Student use of assistive technology that has the capacity to record and/or transmit recordings (e.g. AngelSense) must be approved by the student's education team or administration. Students remain subject to all other district policies and rules. In no event shall recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

Weather-Related School Closing (Policy 3013)

The Superintendent will occasionally announce an emergency early school dismissal, late start, or

cancellation of school due to extreme heat, snow or ice. School closings will be ordinarily announced on radio station KRVN 93.1 FM, radio and TV media that utilize WeatherThreat.com including KRVN, the district's website and Twitter/Facebook accounts, and through automated phone calls. Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the district office.

If schools are closed due to severe weather conditions, all after-school activities will be canceled, unless authorized by the administration and activity participation is voluntary.

Withdrawal From School

Students who are moving from the district must notify the school office.

Work Permits

The building principal or other authorized school official shall be responsible for the issuance of work permits for children in accordance with state law.

SECTION TWO: ACADEMIC INFORMATION

Please see handbook supplement for further academic information specific to your school.

Parent Access to Student Information System

Parents and students may log on to the Student Information System (SIS) to access real-time information about grades, attendance, assignments, and more. Through a web-based management system, “PowerSchool”, parents will be issued a user identification and password to access their child’s current information.

Parents may use computers at the school to access their child’s information. Parents may call by phone to receive current homework information in either English or Spanish.

Promotion and Retention

Judgments about promotion from grade level to grade level, completion of a class or course of study, accelerated placement, or retention of a student for a grade level or course of study, are the prerogative of the professional employees of the District. The parents or guardians of pupils who are to be retained shall be notified, and if requested by the parents or guardians, conferences will be held with the parents or guardians indicating the reasons for retention.

Decisions about promotion or retention of students shall be based on consideration of the academic achievement and/or attendance of the student and be directed toward the welfare and development of the student. Pupil progress and completion of prescribed requirements, including completion of prescribed courses of study for students enrolled in special needs programs, shall be the normal basis for decisions about promotion or retention. Retention of pupils for more than one additional year for a given grade is not recommended.

Any student or the parent or guardian of any student shall have the right to review any decisions made about promotion or retention; rights of review are governed by policies of the Board relative to complaints.

Report Cards

Report cards are sent home no later than the week following the end of the nine-week reporting period. Mid-quarter reports are also sent to parents of students who are having difficulty in an academic subject.

SECTION THREE: STUDENT DISCIPLINE (Policy 5035)

General Discipline Philosophy

The school district has the authority to discipline students who behave inappropriately on the way to school, at school, during lunch, on the way home, and at all school activities (home and away or any time while on school or district property).

The school district's discipline is guided by the following principles:

1. The school district's discipline policy is intended to ensure that students take responsibility for their behavior.
2. Behavior expectations and the consequences for failing to meet those expectations will be clearly communicated to all students and their parents.
3. The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each instance of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.
4. Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
5. Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement.

Rules and regulations relating to extracurricular activities including athletics, cheerleading, band, chorus, and club activities can be found in Sections Four and Five of this Handbook. Students who are involved in extracurricular activities may face consequences related to the activity in addition to the consequences addressed in this section.

The school district reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county, or local law. The administration will cooperate with these agencies in their investigations.

Forms of School Discipline

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, 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, referral to restorative justice practices or services, 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. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

In this section, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

For purposes of this section, "Parent" means parent, guardian, or educational decisionmaker of the student. "Educational decisionmaker" means a person designated or ordered by a court to make educational decisions on behalf of a child.

Any statement, notice, recommendation, determination, or similar action specified in this policy shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her Parent.

Any student who is suspended or expelled from school pursuant to this policy may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

After School Sessions and Detentions

Teachers and administrators may require students to stay after school or to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

In-School Suspension

The building administrator may require a student to serve in-school suspension. Students may be required to attend school-sponsored suspension at a designated location. There will be zero tolerance for behavior problems from students placed in in-school suspension. Students not completing their in-school suspension will face further disciplinary action.

Emergency Exclusion

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

Short-Term Suspension

The Principal may exclude students from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Any of the conduct described in the subsections under "Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignment" below irrespective of the location at which such misconduct; or
2. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, that occur on or off school grounds, if such conduct interferes with school purposes or there is a connection between such conduct and school.

The following process applies to short-term suspension:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. After the principal has determined that a short-term suspension is necessary, but prior to commencement of the short-term suspension, the student and the Parent will be given oral and written notice of the charges against the student. They will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and an opportunity to present evidence of the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student, and the student's Parent, describing: the

student's conduct, misconduct or violation of the rule or standard; the reasons for the action taken; the actions made by the school to try to discontinue or alleviate the behavior of the student prior to considering suspension; resources the school is able to provide or recommend to assist the student; and how the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school.

An opportunity will be given to the student, and the student's Parent, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school and shall document such effort in writing. The Principal shall determine who, in addition to the Parent, is to attend the conference. If no conference has been held, a Parent may submit a written request to the suspending principal before the student returns to school.

Students who are short-term suspended will be given the opportunity to complete classwork.

Firearms

No student may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy.

Definition of Firearm

The term "firearm, as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

Exceptions Regarding Firearms

The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:

1. The issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training or;
2. Firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

Consequences - Firearm

Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one calendar year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

Long-Term Suspension

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

Pre-Kindergarten through Second Grade Students

An elementary school shall not suspend a student in pre-kindergarten through second grade unless the student:

1. Brings a deadly weapon as defined in section 28-109 on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic

event; or

2. Engages in violent behavior capable of causing physical harm to another student or school employee.

As an alternative to suspension, the school district may take any action authorized by law, including those provided in section 79-258.

Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.
3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-Expulsion Procedures.** The school shall either provide an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

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

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

- 1) Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes. The board has determined that the use of synthetic media such as deepfakes may constitute “similar conduct”;
- 2) Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
- 3) Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
- 4) Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
- 5) Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (see also board policy on weapons and firearms);
- 6) Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (note: the term “under the influence” for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);
- 7) Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
- 8) Engaging in bullying as defined in section 79-2,137 and in these policies;
- 9) Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
- 10) Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
- 11) A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes:
 - a) The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
 - b) Dressing or grooming in a manner which violates the school district’s dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
 - c) Violating school bus rules as set by the school district or district staff;
 - d) Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.;

- e) Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
- f) Possession of pornography, including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
- g) Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically), including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
- h) Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent;
- i) Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include, but are not limited to, the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;
- j) Bullying which shall include cyber-bullying, defined as the use of the internet, including, but not limited to, social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- k) Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion; and
- l) Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- m) Using any object to simulate possession of a weapon;
- n) Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and
- o) Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

Reporting Requirement to Law Enforcement

Violations of this section will result in a report to law enforcement if:

- 1) The violation includes possession of a firearm;
- 2) The violation results in child abuse;
- 3) It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed by discipline from the school district;
- 4) It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or

- students; or
- 5) It is a violation of the Nebraska Criminal Code that interferes with school purposes.

Due Process Afforded to Students Facing Long-term Suspension or Expulsion

The following procedures shall be followed regarding any long-term suspension, expulsion, or mandatory reassignment:

1. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's Parent with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
 - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
 - c. Resources the school is able to provide or recommend to assist the student;
 - d. How the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school;
 - e. A statement that, before long-term suspension, expulsion, or mandatory reassignment can be invoked, the student has a right to a hearing, upon request, and that if the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension pursuant to district guidelines which shall not require the student to attend the school district's alternative programs for expelled students in order to complete classwork or;
 - f. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - g. A statement that the principal, legal counsel for the school, the student, the student's Parent, or the student's representative has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
 - h. A form on which the student, the student's Parent may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail to the address provided on the form.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

4. Nothing in this policy shall preclude the student, student's Parent or representative(s) from discussing and settling the matter with appropriate school personnel prior to the time the long-term suspension, expulsion, or mandatory reassignment takes effect.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's Parent may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's Parent must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.
6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's Parent of the time and place for the hearing.
7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's Parent, except with the consent of all the parties.
8. The principal or legal counsel for the school, the student, and the student's Parent, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.
9. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
10. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294).

Reporting Requirement to Law Enforcement

Violations of this section will result in a report to law enforcement if:

- 1) The violation includes possession of a firearm;
- 2) The violation results in child abuse;
- 3) It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed solely by discipline from the school district;
- 4) It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students;
- 5) It is a violation of the Nebraska Criminal Code that interferes with school purposes; or
- 6) The report is required or requested by law enforcement or the county attorney.

SECTION FOUR: ACTIVITY PROGRAMS AND EVENTS

Students in “good standing” at Lexington Public Schools are invited to participate in activities. Whether students are active in leadership, clubs, arts activities, athletics, or academic endeavors, they are playing an important role in building school spirit and representing our school and state in a positive manner. LPS activities and events include, but are not limited to, attendance and participation in [1] athletic events, [2] cheerleading and dance team, [3] band, chorus, speech, and drama performances, [4] all clubs and organizations, [5] dances, [6] homecoming festivities, [7] and prom. A complete list of LPS clubs, organizations, and activities can be found on the district website.

The Senior Trip to Washington D.C. is considered a non-school activity with its own rules and requirements.

Absence from School (Policy 6014)

All students are expected to be in regular attendance throughout the school year. When school is in session, the student must be in attendance at least $\frac{1}{2}$ of the school day (four class periods on a regular school day or adjusted for abbreviated schedules) in order to be eligible to practice, rehearse, or perform on that same day. Any student who participates in an activity when not in attendance for at least $\frac{1}{2}$ the school day will not be allowed to participate in the next school activity that is of a similar nature. (Note: If the aforementioned violation involves a practice, the student cannot take part in the next practice. If the violation involves a contest, the athlete will not be allowed to participate in the next contest). The activities director or principal may waive this requirement for funerals, medical appointments, and other extenuating circumstances.

Accountability Lists

See LMS and LHS Handbook Supplements.

Activities on Wednesday Nights and Sundays (Policy 3015)

As it is important for students to have some nights free from school activities, school activities will not be scheduled on Wednesday nights or on Sundays without the approval of the superintendent. Practices on Wednesdays shall not go later than 6:30 PM.

Adding or Dropping Organizations

New organizations may be formed during the school year providing: (1) there is sufficient interest among the students; (2) a certificated staff member is available to sponsor the organization; (3) the purpose and objectives of the organization are part of the overall philosophy of the school. Organizations may also be deleted from the co-curriculum based upon the preceding three requirements. All additions/deletions for the co-curriculum activity must be approved by the school administration. New activities requiring the expenditure of district funds must also be approved by the Board of Education.

Appearance

Participants in the activities program will dress appropriately for the activity in which they are involved and will at all times maintain a neat, clean and well-groomed appearance.

Attendance at Activities

Students attending a school activity may not leave and reenter the activity. This includes school dances and all athletic events except when athletic contests are being held in multiple sites on the same date.

Concussion Awareness

The Nebraska Unicameral has found that concussions are one of the “most commonly reported injuries in children and adolescents who participate in sports and recreational activities and that the risk of

catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed.”

The School District will:

- a. Require all coaches and trainers to complete a training course approved by the Chief Medical Officer on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury:
- b. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:
 - The signs and symptoms of a concussion;
 - The risks posed by sustaining a concussion; and
 - The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

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

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

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

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

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

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

Please see Parent/Athlete Concussion Information form below concerning concussions:

PARENT/ATHLETE CONCUSSION INFORMATION FORM

What is a Concussion?

A concussion is a type of traumatic brain injury that changes the way the brain normally works. It causes a disruption of normal brain function due to either a direct or indirect blow to the head, face, neck or other body part that causes the brain to move back and forth rapidly. This rapid movement causes damage to the brain at a microscopic level.

Concussion Signs & Symptoms

SIGNS OBSERVED BY PARENTS OR COACHES	SYMPTOMS REPORTED BY ATHLETES
Appears Dazed or Stunned	Headache
Confused about what to do or forgets instructions/plays	Nausea or vomiting
Is unsure of game, score, or opponent	Dizziness/Balance Problems
Answers questions slowly	Blurred/Double Vision
Shows mood, behavior or personality changes	Difficulty Concentrating/Memory Problems
Can't recall events prior to or after the hit	Sensitivity to Light &/or Noise

Concussion Danger Signs

Be alert for symptoms that worsen over time. This can be in a matter of hours or in a matter days. Your athlete should receive immediate medical attention if he or she has:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse or does not go away
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people or places
- Increasing confusion, restlessness or agitation
- Unusual behavior
- Loss of consciousness (even a brief loss of consciousness should be taken seriously)

Why Should An Athlete Report Their Symptoms?

An athlete's brain needs time to heal following a concussion. While the athlete's brain is still healing, the athlete is much more likely to have another concussion. Repeat concussions can increase the amount of time it takes to recover. In rare cases, repeat concussions in young athletes can result in brain swelling known as "Second Impact Syndrome" which can even be fatal or cause permanent damage to the brain.

What Should You Do If You Think Your Athlete Has a Concussion?

If you suspect your athlete has a concussion, he or she should be removed immediately from play. The athlete should report any symptoms to their coaches and/or athletic trainer immediately. Continuing to participate in physical activity after a concussion can lead to worsening concussion symptoms, increased risk for further injury, and even death. The athlete should not be allowed to return to activity until a health care professional, experienced in evaluating for concussions has evaluated the athlete for a concussion.



What Can YOU Do to Help Recover from a Concussion?

Rest is key to helping an athlete recover from a concussion. There are no medications that can speed up the recovery from a concussion. Exercise and activities that require a lot of concentration appear to cause concussion symptoms to worsen and/or last longer. Examples of activities to refrain from while recovering from a concussion include: exposure to loud noises, bright lights, computers, playing video games, television & phones (including text messaging). Resting as much as possible in the days following a concussion is the best treatment. Returning to sports following a concussion must be carefully managed by a health care professional.

Interesting Facts About Concussions

- An athlete does not have to lose consciousness to suffer a concussion
- Concussion symptoms may last a few days to several months
- Concussion symptoms can interfere with school, work & social life
- Athletes who have had a previous concussion are at increased risk for another concussion
- Teens are more likely to get a concussion and take longer to recover than adults

Cutting Athletic Squads

We try to carry as large as possible athletic squads in order to give everyone a chance to play. Times a squad might be cut are: NSAA regulations, insufficient facility space and equipment, insufficient transportation, insufficient number of coaches or sponsors, misconduct by a player, and the unlikelihood of playing time.

Dances (LHS)

1. Generally, there will be a limit of 1 dance per semester.
2. Music shall be in good taste, with school-appropriate lyrics.
3. Attire is less restrictive than for the academic climate, but must be in good taste. Attire that is see-through or too revealing isn't permitted.
4. Breathalyzers may be administered to attendees.
5. No one below 9th grade and no one over age 20 is permitted to attend LHS dances.
6. All non-LHS guests must be registered in the office by 3:30 p.m. on the date of the dance.
7. All non-LHS guests must arrive and leave with their LHS date.
8. Student must register in advance their outside dates and have them approved by the principal.

Electronic Communication

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

Eligibility--NSAA Rules

Eligibility requirements are established by the NSAA in its Constitution and its Bylaws and Approved Rulings. These documents can be found online at <https://nsaahome.org/constitution-bylaws/>.

Eligibility for College

The following link provides information about NCAA college eligibility rules:
<http://www.ncaa.org/student-athletes/future/eligibility-center>.

Equipment

The school tries to furnish the student with as much of the equipment needed for activities as is feasible. All equipment will be checked out to individuals at the beginning of the season by the coach/sponsor in charge. The student will be responsible for this equipment and shall be responsible for the cost of replacement if it is not checked in at the end of the season in reasonable condition. (What an item costs when purchased for replacement may be double the original cost in many cases because of ordering a single item.) It is the responsibility of the student to check in the equipment at the end of the season or immediately should he/she quit a sport. If a student fails to check in his/her equipment at the designated time should he/she quit an activity, he/she will be expected to pay for the cost of replacement.

Intramural Activities

Intramural activities will be organized providing, (1) there is an acceptable sponsor available; (2) there is sufficient student interest; and (3) facilities are available. A student may not participate in the intramural program if he/she is participating in NSAA interscholastic athletics in the same season.

Lettering Guidelines

Students of Lexington High School may earn the right to be letter winners in certain extracurricular activities. The activities that offer lettering and their specific lettering requirements may be found on the district website: <https://www.lexschools.org/activities/lettering-requirements/>

General lettering requirements include the following:

1. LHS student managers/assistants are eligible to be awarded letters.
2. All students must finish the season in good standing in order to receive a letter.
3. Letters will be awarded by the school, not an outside organization.
4. Each time an individual letters, he or she will be awarded a letter certificate by the coach/sponsor of that activity. The first time, and only the first time, that an individual letters in any activity, he/she will be awarded the standard chenille letter by the coach/sponsor representative of that activity.

Level of Competition for Team Sports (Football, Volleyball, and Basketball)

The decision as to whether a freshman will be "moved up" to sophomore, reserve and/or varsity competition will be made by the respective coaching staff with the consent of the parents/guardians. All moves may be subject to change during the season. Athletes will be placed according to their athletic abilities/attitude at that given time.

Locker Rooms

All students will be under the direct supervision of the coach/sponsor in charge while dressing. A student must not linger in the dressing room, be rowdy or endanger the safety of others. All cases of misconduct while dressing will be dealt with by the coach/sponsor in charge. Students are to always respect all equipment and supplies in the locker room. Coach's/sponsor's offices and equipment rooms are off-limits to all students unless expressly permitted by the coach or sponsor (e.g. for a conference).

Meals

If requested by the activity coach/sponsor, the district shall provide a student meal allowance for events when the travel time from Lexington exceeds 8 hours.

Medical Treatment

Plum Creek Medical Group and Lexington Regional Health Center will provide a volunteer health care provider to come and assess athletes that have been injured at the request of Lexington Public School Athletic Trainers. The health care provider will come on Wednesdays between 4:00 to 5:00 P.M.

The treatment will include history of the injury, focused exam of the injured athlete, discussion for the need for further assessment and plan of care. There will be no monetary charge for this visit at Lexington High School. If there is further need for more testing (example: x-rays, MRI, CT scans or orthopedic consults) the provider will recommend this. The athlete will be given the option to see whomever they wish for their healthcare at this point. If further workup is needed and the athlete is seen at another facility the athlete's parents will be billed at that time.

All billing will initially go through their private insurance. Parents will be notified prior to the assessment so that they may have the opportunity to come to the healthcare provider's exam. If the parent(s) cannot be present, the health care provider will send the notes from the visit home with athlete.

Parents have the choice to take their athlete to their primary care provider for further evaluation if they so choose.

By signing this handbook, the parent gives permission for their son/daughter to be examined at Lexington High School by a voluntary health care provider for the current school year.

Open Gym and Other Off-Season Conditioning Programs

Open Gyms and other like conditioning programs for athletes that are not involved in in-season athletic programs are encouraged for all student-athletes, grades 9-12.

Overnight Stays

If the distance to an event requires a departure time earlier than 6:00 a.m., student groups shall be allowed to stay overnight at the event location. Exceptions to this rule may be made for state competitions or weather-related contingencies.

Parent Communication with Coaches/Activity Sponsors

Note: This is the model that parents are instructed to follow. This is a binding agreement between the school (and its coaches/sponsors) and parent(s).

When there is a need to contact a coach/sponsor of a sport/activity during the school year, LPS has established the following protocol:

Level 1. Each Head Coach/Sponsor will have a parent meeting during the preseason to establish guidelines and expectations for their student-athletes. Parents are invited to ask questions at this time.

Level 2. During the season, please contact your son/daughter's head coach/sponsor if you have questions or concerns. Please wait 24 hours AFTER a contest to contact your son/daughter's coach/sponsor. Teachable Moment: Have your son/daughter have an initial visit with their head coach. We are preparing student-athletes for adulthood and learning to advocate for themselves is a part of their education.

If the issue is still not resolved to your satisfaction, the decision may be appealed to the Activities Director and up the chain-of-command as described in the district's Complaint Procedure.

Participation Conflicts

In the event a student participates in more than one activity and there is a scheduling conflict between programs, students are encouraged to follow these priorities: 1. State events; 2. District events; 3. Conference events; 4. Regular Season events. When there is a conflict between two activity events having the same priority status, the student shall be allowed to choose which one to attend.

Pep Rallies

In order to support participants in school activities, as well as promote school spirit, pep rallies are occasionally held. Pep rallies must be scheduled through and approved by the building principal.

Practice Regulations

Please visit the NSAA website for the most up-to-date practice/conditioning guidelines.

Pre-Practice/Meeting Requirements

All students who participate in an activity must return the following to the Activities Office before they start practice:

1. Completed and signed physical card
2. Parental/Guardian permission – signature of approvals and agreements
3. Student signature of approvals and agreements

When completed, these are to be turned in to the Activities Office. Only one form per year per participant needs to be completed. This form must be on file in the Activities Office for student participation in all school activities. Upon completion of the before mentioned pre-practice requirements, the office will issue clearance of the student to the coach/sponsor in charge.

Senior “Giant” Photo Requirements

Requirements of inclusion in the “Giant Senior Letter Winner” photo - In order to be included in “Giant” senior photo, athletes must:

- a) Be able to fulfill all requirements for graduation upon completion of the present school year and be a letter winner.
- b) Have been active in a sport during their junior year (unless prohibited by serious injury documented by a medical doctor)

Sportsmanship

LPS abides by the sportsmanship guidelines of the NSAA which can be found at <http://www.nsaahome.org/nsaaforms/pdf/manualsp.pdf>.

Training Room Rules and Procedures

For training room rules and procedures, see guidelines at <http://lexstrength.weebly.com/>.

Traveling to Practice Field, Courts or Buildings

In some school activities including, but not limited to, soccer, softball, and golf, parents may be asked to arrange for transportation of their child to the practice/game location.

Travel To and From Activity Events (Policies 5044, 6029)

To promote team unity, LPS staff members and activity groups shall normally travel together to and from all contests/events by school bus or school vehicle. Travel by private vehicle is discouraged, but when necessary, must comply with Board Policy 6029 concerning activity travel. All members of an activity group will ordinarily return from a contest/event by the same means of transportation provided in taking them to the contest/event. The following exceptions may be granted:

1. A participant may continue on a trip with his/her parents or remain at the site when their parents are visiting friends, relatives, etc.
2. If returning to Lexington causes a hardship upon the family, such as if the participant lives between the site and Lexington.
3. If a participant must return home early because of another obligation or emergency situation.

Students shall follow all transportation rules described in Board Policy 5044 and this Handbook.

The policy of the school district is for activity buses to return from any regular season, conference, or district contest on the same day of the contest, or the last day the LHS team or other activity group competes if the contest spans more than one day, e.g. a tournament. (Length of stay for state competitions will be made on a case-by-case basis.) The activities director may make exceptions to this rule given extraordinary circumstances that threaten the safety of the driver or passengers including, but not limited to, treacherous road conditions, poor visibility, and bus breakdowns. Parents and students are advised that in some cases, buses will arrive home late at night. Students are expected to be on time to school the day following activities regardless of bus arrival times. (Parents have the prerogative to keep students home, but missed school time will still count toward total absences.)

Use of Facilities Including Weight Room

No student will work out or use school facilities unless he or she is under the supervision of a coach or sponsor. For further information, visit <http://lexstrength.weebly.com/>.

SECTION FIVE: ACTIVITIES CODE OF CONDUCT

Purpose

School activities are considered an extension of, but separate from, the regular curricular program. Participating in the extracurricular programs is a privilege, not a right, and carries certain expectations beyond those of the regular curricular program. Goals of the LPS Activities Program are to give students: [1] direction in developing healthful living habits, [2] discipline, [3] leadership, [4] teamwork, [5] respect for rules and regulations, [6] personal responsibility, and [7] provide positive opportunities for students as an incentive and alternative to destructive activities or action.

Lexington Middle and High School students involved in extracurricular activities shall abide by the rules and expectations of the Activities Code of Conduct.

Period of Enforcement

These rules and regulations shall be enforced from August 1 through June 1 of each school year. Additionally, rules shall be enforced any time school-sponsored activity events (e.g. practices, camps, clinics, performances) are conducted including during summer break.

Prohibited Conduct

- Receipt of a criminal citation by law enforcement for any reason.
- Conviction of a crime in adult court or the adjudication of a criminal charge in juvenile court.
- Any behavior that is illegal under the laws of Nebraska or the United States of America regardless of whether it results in a criminal charge or conviction.
- Any conduct that substantially interferes with the educational process or disrupts the activity or event.
- Possession, consumption, use, distribution, or being under the influence of alcohol, illicit drugs, tobacco, controlled substances, or any lookalike or imitations thereof; or being in the presence of alcohol, illicit drugs, controlled substances, or any lookalike or imitations thereof that are being possessed, consumed, used, or distributed by any person under twenty-one (21) years of age without parental supervision. "Lookalike or imitations" means substances such as K2 and products like electronic nicotine delivery systems, vapor pens, etc.

*Presence at wedding receptions, graduation parties, quinceañeras, family reunions, and other gatherings or events potentially having these substances are not included as long as the purpose of the gathering is not to consume alcohol or use tobacco, illicit drugs, or controlled substances.

**The term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the use or abuse of any substance for the purpose of inducing a condition of intoxication, stupefaction, depression, giddiness, paralysis, inebriation, excitement, or irrational behavior, or in any manner changing, distorting, or disturbing the auditory, visual, mental, or nervous processes. This includes the use or possession of any tobacco product, including the use of vapor products, alternative nicotine products, or any other such look-alike product.

- Engaging in hazing as defined by state law and district policy. See Section III of this handbook.
- Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to, social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to: continuing to send e-mail to someone who has said they want no

further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target.

- Using any Internet or social networking websites to make statements, post pictures, or take any other actions that are indecent, vulgar, lewd, slanderous, abusive, threatening, harassing or terrorizing.
- Violating any school policy or a coach's or activity sponsor's training rules or rules of conduct.
- Dressing or grooming in a manner which is (A) dangerous to the student's health and safety or a danger to the health and safety of others, (B) lewd, indecent, vulgar, or plainly offensive, (C) materially and substantially disruptive to the work and discipline of the school or an extracurricular activity, (D) interpreted to advocate the use of illegal drugs or other substances by a reasonable observer.
- Failing to report for an activity at the beginning of a season unless excused by the coach or activity sponsor.
- Failing to attend scheduled practices and meetings unless excused by the coach or activity sponsor.
- Submission of a false statement or accusation by any student that results in an activities code investigation may result in disciplinary action if such reports are determined to be malicious in intent.

Discipline Procedures

Prior to any disciplinary action under this activities code, the following procedures shall be followed:

1. The activities director shall make an investigation of alleged violation and provide an opportunity for the student to present his or her version of the facts surrounding the alleged violation.
2. The student and his/her parent or guardian shall be given oral or written notice of the information obtained as a result of the investigation and provided an opportunity to confer with the coach or sponsor and activities director regarding the incident and any resulting disciplinary action.
3. The activities director shall make a decision regarding disciplinary action after steps 1 and 2 have been followed.
4. The student or the student's parents will be given written notice of the disciplinary action taken within a reasonable amount of time by the activities director.

Consequences for Violations

Consequences are subject to the discretion of the activities director in consultation with coaches/sponsors. When determining appropriate discipline, the activities director may consider such factors as any prior or additional misconduct; whether the student self-reported the offense; the nature and seriousness of the offense; the motivation for the offense; the amount of violence involved, if applicable; the student's demeanor and attitude regarding the violation; the actual, threatened, or potential risk to the student and others due to the student's behavior; whether the student has compensated or will compensate the victim in the event of property damage or personal injury; whether

the circumstances of the violation are likely to recur; the student's willingness to participate in evaluations, counseling, or other programs; any mitigating factors; and any other relevant factors. Students who violate any provision of these Activity Participation Rules may be subject to discipline up to and including expulsion from extracurricular activities and school sponsored events, (including, but not limited to, graduation ceremony and related activities). These disciplinary consequences and this Activity Code of Conduct are in addition to and do not prejudice, diminish, impede, or reduce any discipline that is authorized by the Nebraska Student Discipline Act, Neb. Rev. Stat. §§ 79-254 to 79-294, Board Policy, or the Student Handbook.

Consequences for substance violations (possession, use, distribution, proximity):

First Violation:

Alcohol/controlled substances/illicit drugs: Suspension from 20%* of competition days

Tobacco/e-cigarettes/electronic nicotine delivery system/tobacco imitation substance or packaging:

Suspension from 10%* of competition days

Second Violation:

Alcohol/controlled substances/illicit drugs: Suspension from 40%* of competition days and required drug/alcohol counseling as assigned by the Activities Director

Tobacco/e-cigarettes/ electronic nicotine delivery system/tobacco imitation substance or packaging:

Suspension from 20%* of competition days (includes succeeding violations)

Third and Succeeding Violations:

Alcohol/controlled substances/illicit drugs: Suspension from all competition days for one calendar year and required drug/alcohol counseling as assigned by the Activities Director

*Students who self-report in a timely manner may have suspension reduced by half.

- A "competition day" is defined as a day when the student is scheduled to participate in a game, contest, or other performance. Tournaments with more than one game held on the same day are counted as one competition day. Students participating concurrently in more than one school activity (e.g. a sport and One Act) shall face suspension in both activities.
- The student will be suspended from all activities currently in season, or the next extracurricular activity if the student is not involved in an activity when the violation occurs. Any suspension can carry over to the following school year in the event a student does not participate in any other extracurricular activity in the year the suspension was assigned.
- When/if the student goes out for a sport/activity, the suspension will begin at the start of that season. However, if a student quits, is suspended, or is "cut" from participation for any reason during the aforementioned season, s/he will be required to face the same suspension in the next sport/activity in which s/he chooses to participate.
- If a student quits or is suspended from one sport/activity, s/he will not be allowed to participate in another activity during the same season.
- For middle school students, violations are cumulative over the course of a student's middle school career; for high school students, over his/her high school career.
- If suspended, the student must continue to participate in practices, rehearsals and/or conditioning during the suspension if required by the coach or activity sponsor. The failure to comply with the practice/rehearsal/conditioning requirement will make the student ineligible for reinstatement to the activity.
- Non-activity related school consequences supersede the Activities Code of Conduct when the violation carries a stiffer penalty. Students assigned out-of-school suspensions are prohibited from participating in or attending school activities including rehearsals/practices until the school

suspension has been served.

- **Misrepresentations.** Any misrepresentation of fact by a student regarding any alleged violation of these rules shall be considered a separate violation of these rules, and the student shall be subject to additional disciplinary action.

Questions. Any parent or student who has questions about board policy, this code, training rules, or rules of conduct of coaches or activity sponsors, or their interpretation or application shall consult with the activities director and/or the superintendent.

Assistance

Students are encouraged to consult with their coach, an administrator, a counselor, or a teacher to obtain access to educational, counseling, and other programs and resources that may be available to help avoid misconduct that may result in discipline under this policy.

NSAA requirements and by-laws are subject to change.

Please visit www.nsaahome.org for the most current information, or visit your Activities Director if you have questions.

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

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

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

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

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

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

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

EMERGENCY PROTOCOL:

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

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

- Administer epinephrine auto injector junior for any child less than 60 pounds or adult epinephrine auto injector for any individual over 60 pounds into the muscle towards the front and outer side of the thigh.
- Follow with nebulized albuterol while awaiting EMS.

- If symptoms persist, repeat epinephrine auto injector followed by nebulized albuterol every fifteen minutes while awaiting EMS arrival.
- Administer CPR, if indicated.

SECTION SEVEN: DISTRICT CALENDAR

Lexington Public Schools

2026-27 School Calendar | Parent-Student

2026

Approved by the LPS Board January 2026

July

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

August

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

September

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

December

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

2027

January

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

February

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

March

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

April

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

June

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

- First Day of School
- No School
- Early Dismissal
- End of Quarter
- Parent Teacher Conferences

LEXINGTON
PUBLIC SCHOOLS
300 S. Washington St.
Lexington, NE 68850
(308)324-4681



Early Learning Academy	324-1841
Bryan Elementary	324-3762
Morton Elementary	324-3764
Pershing Elementary	324-3765
Sandoz Elementary	324-5540
Lexington Middle School	324-2349
Lexington High School	324-4691



Scan QR for
LHS & LMS Activities

School Hours:	
Grades K-12	8:00am - 3:25pm
EIA	AM: 7:40am - 11:10am PM: 12:00pm - 3:30pm



August

- 12 First Day of School
Grades 1, 3, 5, 7-8, 9(am), 10-12(pm)
- 13 First Day of School
Grades K, 2, 4, 6, 9-12
- 19 First Day of PreK

September

- 7 No School
- 8 No School
- 30 1:30pm Dismissal - Parent Teacher
Conferences (4pm-8pm)

October

- 1 No School - Parent Teacher
Conferences (9am-1pm)
- 2 No School
- 12 No School
- 16 End of 1st Quarter

November

- 6 1:30pm Dismissal
- 25-27 No School

December

- 18 1:30pm Dismissal
End of 2nd Quarter
- 21-31 No School

January

- 1 No School
- 4 No School
- 22 No School

February

- 17 1:30pm Dismissal - Parent Teacher
Conferences (4pm-8pm)
- 18 No School - Parent Teacher
Conferences (9am-1pm)
- 19 No School
- 22 No School

March

- 12 1:30pm Dismissal
End of 3rd Quarter
- 25-29 No School

April

- 16 No School
- 23 11am Dismissal - High School Only
- 30 1:30pm Dismissal

May

- 2 Class of 2027 Graduation - 2:00pm
- 26 1:30pm Student Dismissal
Last Day of School

*Three extra days are built into the calendar for unanticipated cancellations. The calendar will be shortened based on any unused days.

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE!

Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults



STANDARDTM REUNIFICATION METHOD

STUDENT/PARENT REUNIFICATION

Circumstances may occur at the school that require parents to pick up their students in a formalized, controlled release. This process is called a Reunification and may be necessary due to weather, a power outage, hazmat or if a crisis occurs at the school. The Standard Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved.

Because a reunification is not a typical end of school day event, a reunification may occur at a different location than the school a student attends. If this location is another school, then those students may be subject to a controlled release as well.

NOTIFICATION

Parents may be notified in a number of ways. The school or district may use its broadcast phone or text message system. In some cases, students may be asked to send a text message to their parents. A reunification text message from a student may look something like this: *"The school has closed, please pick me up at 3:25 at the main entrance. Bring your ID."*

PARENT/GUARDIAN EXPECTATIONS

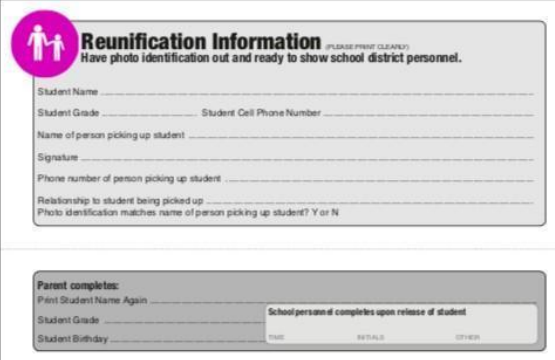
If a parent or guardian is notified that a reunification is needed, there are some expectations that parents or guardians should be aware of. First, bring identification. That will streamline things during reunification. Second, be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian.

WHAT IF A PARENT CAN'T PICK-UP THEIR STUDENT?

When a parent can't immediately go to the reunification site, students will only be released to individuals previously identified as a student's emergency contact. Otherwise, the school will hold students until parents can pick up their student.

WHAT IF THE STUDENT DROVE TO SCHOOL?

There may be instances where a student may not be allowed to remove a vehicle from the parking lot. In this case, parents are advised to recover the student. In some circumstances, high school students may be released on their own.



Reunification Information (PLEASE PRINT CLEARLY)
Have photo identification out and ready to show school district personnel.

Student Name _____
 Student Grade _____ Student Cell Phone Number _____
 Name of person picking up student _____
 Signature _____
 Phone number of person picking up student _____
 Relationship to student being picked up _____
 Photo identification matches name of person picking up student? Y or N _____

Parent completes:
 Print Student Name Again _____
 Student Grade _____
 Student Birthday _____

School personnel completes upon release of student
 TIME _____ INITIALS _____ OTHER _____

HOW IT WORKS

For students, the school asks that students be orderly and quiet while waiting. Students may be asked to text a message to their parents or guardians. Students are also asked not to send other text messages either in or out of the school or reunification area. Keeping the cellular network usage at a minimum may be important during a reunification.

REUNIFICATION CARDS

For parents, there are a couple of steps. If a parent is driving to the school, greater awareness of traffic and emergency vehicles is advised. Parents should park where indicated and not abandon vehicles. Parents are asked to go to the Reunification "Check In" area and form lines based on the first letter of their student's last name. While in line, parents are asked to fill out a reunification card. This card is perforated and will be separated during the process. Some of the same information is repeated on both the top and separated bottom of the card. Parents are asked to complete all parts of the card.

In the case of multiple students being reunified, a separate card for each student needs to be completed.

BRING ID TO CHECK IN

During check in, identification and custody rights are confirmed. The card is separated and the bottom half given back to the parent.

From the "Check In" area parents are directed to the "Reunification" area. There, a runner will take the bottom half of the card and take it to the Student Assembly Area to recover the student or students.

Parents should be aware that in some cases, they may be invited into the building for further information.

INTERVIEWS AND COUNSELING

In some cases, parents may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, parents may be pulled aside for emergency or medical information.



SECTION NINE: DISENROLLMENT AND ATTENDANCE FORMS

This section contains forms referenced under the Attendance section of this Handbook.

Collaborative Plan. This document is used to address barriers to attendance in a student attendance hearing.

Disenrollment forms. These documents are used to disenroll a student from school based on age and other criteria. Disenrollment from school is a serious decision with significant legal ramifications. Nebraska Statutes § 79-201 to 79-209 cover compulsory attendance at public school, exceptions, and the ways that a parent or a student who has reached 18 years of age may disenroll. The forms in this packet will help parents and students complete the legally required steps.

The disenrollment process is different for students of different ages. Multiple forms are contained in this packet. You only need to complete one of the disenrollment forms. When selecting the correct form for disenrollment, please note that the forms ask about your student's current age AND what age your student will be on January 1 of the current school year.

Depending on the age of your student at disenrollment, an exit interview may be required by state law.

Collaborative Plan Addressing Barriers to Attendance

Student Name: Click here to enter text. Student Grade: Click here to enter text.

Building: Click here to enter text. Classroom/Homeroom Teacher: Click here to enter text.

Date of Meeting: Click here to enter a date. Number of absences at time of meeting: Click here to enter text.

What are the primary reasons the student has been absent: Click here to enter text.

Based on that information, meeting participants considered the following issues (check all that apply):

- ☐ Illness related to physical or behavioral health of the child
- ☐ Educational Counseling
- ☐ Referral to community agencies for economic services
- ☐ Family or individual counseling
- ☐ Assisting the family in working with other community services
- ☐ Referral to student assistance team for possible Section 504 or IDEA eligibility
- ☐ Other: Click here to enter text.

Attendance Plan

Based on the above considerations, this attendance plan will be put into place: Steps to be taken by school staff: Click here to enter text.

Steps to be taken by student: Click here to enter text.

Steps to be taken by parent/guardian: Click here to enter text. Steps to be taken by third parties: Click here to enter text.

Signatures of Meeting Attendees:

Parent/Guardian: _____

Student: _____

Attendance Officer: _____

Counselor or School Administrator _____

Other (indicate title): _____

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

Notice to family: Nebraska law requires students to be in attendance at school each day that such school is open and in session, except when excused by school authorities or when illness or severe weather conditions make attendance impossible or impracticable. Nebraska law also requires school officials to investigate any possible violation of this requirement. Please note that if your student accrues more than 20 absences, the school district may refer the child to the county attorney for action under Neb. Rev. Stat. § 43-247(3)(a) and (b).

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

Parent/Guardian: _____

Student: _____

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

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

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

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

Printed Name of parent or guardian: _____

Relationship to Student: _____

Address: _____ Phone Number: (____) _____

Signature of parent or guardian: _____

Signature of student: _____

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

COUNTY OF _____)

) ss.

STATE OF NEBRASKA)

Signed in my presence and sworn to this ____ day of _____, 20____.
(month)

____ Notary Public

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

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

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

Please check one of the following:

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

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

Printed Name of parent or guardian: _____

Relationship to Student: _____

Address: _____ Phone Number: (____) _____

Signature of parent or guardian: _____

Signature of student: _____

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

COUNTY OF _____)

) ss.

STATE OF NEBRASKA)

Signed in my presence and sworn to this ____ day of _____, 20____.

_____ Notary Public

**Disenrollment of Child Between 16 and 18 Years of Age Affidavit of
Parent/Guardian and Student**

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

I certify that the child was born on (date) _____, and is 16 or 17 years old. I authorize and direct the school district to discontinue the child's enrollment pursuant to section 79-202 of the Nebraska statutes. I understand that state law requires an exit interview as part of the disenrollment process. I agree to attend an exit interview scheduled by the superintendent's office at a date to be determined. My child will attend the exit interview unless unable to do so due to illness.

Printed Name of parent or guardian: _____

Relationship to Student: _____

Address: _____ Phone Number: (____) _____

Signature of parent or guardian: _____

Signature of student: _____

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

COUNTY OF _____)

) ss.

STATE OF NEBRASKA _____)

Signed in my presence and sworn to this ____ day of _____, 20____.

_____ Notary Public

Disenrollment of Student 18 Years of Age

I, (print name) _____, certify that I am at least 18 years of age and no longer wish to attend Lexington Public Schools. I am authorized to disenroll from school because I am not of mandatory attendance age pursuant to section 79-201(1)(b) of the Nebraska statutes.

Printed Name of student: _____

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

COUNTY OF _____)

) ss.

STATE OF NEBRASKA)

Signed in my presence and sworn to this ____ day of _____, 20____.

_____ Notary Public

Superintendent Verification of Exit Interview

I, _____, am Superintendent of Lexington Public Schools. Principal _____ and I attended the exit interview with the parent and child on _____, 20____. The parent and child presented the information that is required by statute. In my opinion, the parent has legal and actual charge of the child and the child's illness makes attendance impossible or impracticable, or the child is experiencing financial hardship which necessitates employment to support the family.

Superintendent

SECTION TEN: REQUIRED DISTRICT FORMS

This section contains forms, which students and their parents must complete and return to the school office no later than September 1, or one week from the time you received the handbook.

HANDBOOK RECEIPT

This Student/Parent/Activities Handbook is distributed in accordance with Nebraska State Law, Section 79- 262, paragraph three which states in part: "Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment...". This Handbook and building-specific Handbook Supplements can be accessed on the district's website at <https://www.lexschools.org/district/handbooks/>.

Parents/Guardians and students are required to sign and return the receipt form below before September 1 or no later than one week after receiving this handbook.

Parent/Student Agreement

I acknowledge I have either been provided a copy of or have been provided access on the district's website <https://lexschools.org/district/handbooks/> to the Student/Parent/Activities Handbook and all relevant Handbook Supplement(s) including those for the Early Learning Academy (pre-K), Elementary (K-5), Middle School (6-8), and/or High School (9-12). I have read said Handbook and relevant Handbook Supplements that describe the Lexington Public School District's discipline, attendance, and activities policies; regulations; rules; and expectations to be followed by students enrolled in the Lexington Public Schools, including the Drug Free School Policy. My child and I have discussed these policies and understand that we must comply with them.

WARNING: SERIOUS CATASTROPHIC AND PERHAPS FATAL INJURY MAY RESULT FROM ATHLETIC PARTICIPATION. Many forms of athletic competition result in violent physical contact among players, the use of equipment, which may result in accidents, strenuous physical exertion and numerous other exposures to risk of injury. Students and parents must assess the risks involved in such participation and make their choice to participate in spite of those risks. No amount of instruction, precaution, or supervision will eliminate these risks. Students have suffered accidents resulting in death, paraplegia, quadriplegia, and other very serious permanent physical impairment while playing sports. By granting permission for your student to participate in athletic competition, you, the parent or guardian, acknowledge that such risk exists. Students will be instructed in proper techniques to be used in athletic competition and in the proper utilization of all equipment worn or used in practice and competition. Students must adhere to that instruction and utilization and must refrain from improper uses and techniques. I understand the statement above and I understand that by allowing my student to participate in athletic events, I assume the risk that he/she may be injured, perhaps severely.

Recognition of Potential Amendments or Supplements

The rules and information provided in this handbook may be supplemented or amended by the School District's administration at any time, consistent with applicable law and board policy. All parents shall be provided notice of any such changes by the district's regular means of contact. By signing below, you agree that you will read any such information and communications, discuss them with your child, and recognize that you must comply with all rules, procedures, and requirements as they apply at that time.

_____ Student's Signature	_____ Date	_____ Parent/Guardian's Signature	_____ Date
_____ Student's Printed Name	_____ Date	_____ Parent/Guardian's Printed Name	_____ Date

Emergency Information Form

Student's Name

Parent/Guardian's Name(s)

Mailing Address

Home Phone

Father's Employer

Business Phone

Mother's Employer

Business Phone

Other Person Who May Be Contacted in Case of Emergency

Phone

Choice of Doctor

Phone

Parental Authorization and Release Form

Administration of Non-Prescription Drugs to Students

While the administration of medications to students should be scheduled outside of school hours whenever possible, occasionally it may be necessary for school personnel to administer nonprescription drugs to a student as authorized by the student's parents, guardians, or medical professionals and state law. School personnel will only dispense those nonprescription drugs which have been approved by state and federal law for use as a drug and meet the definition of nonprescription drugs in Nebraska's Medication Aide law which states:

Nonprescription drugs means nonnarcotic medicines or drugs which may be sold without a medical order and which are prepackaged for use by the consumer and labeled in accordance with the requirements of the laws and regulations of this state and the federal government.

In order for students to be administered nonprescription medication by school personnel, a parent or guardian must:

- Complete and return this authorization form.
- Provide the district with any nonprescription drugs you wish to be administered in its original container from the manufacturer, which must include legible, unadulterated manufacturer instructions. The container must be labeled with the student's name.
- Provide the district with specific written instructions regarding the requested nonprescription drug's administration, including the date(s) the student is to be administered the drug, the dosage to be administered, the frequency of administration, and any other details or conditions relevant to administration.

School personnel will not administer nonprescription drugs in a manner inconsistent with the manufacturer instructions or state law. School personnel will not administer non-prescription drugs that are expired.

The undersigned are the parent(s), guardian(s), or person(s) in charge of

_____. (name of the student)

I authorize and request school personnel to administer nonprescription drugs to my student. I release the school district, its officials, and employees from any and all liability concerning the administration of nonprescription drugs to my student.

DATED this ____ day of _____, 20__.

_____ Parent/Guardian

Parental Authorization and Release Form Administration of Prescription Drugs to Students

The undersigned are the parent(s), guardian(s), or person(s) in charge of

_____. (name of the student)

It is necessary that the student receive (name of drug) _____,
a physician-prescribed drug, during school intervals beginning on (date) _____ and continuing
through _____ (date).

I hereby request that the School District, or its authorized representative, administer the drug named
above to my child named above, in accordance with the prescribing physician's instructions, and agree
to:

1. Submit this request to the teacher.
2. Make certain the Physician's Request for the Administration of Prescription Medication by School Personnel is submitted to the teacher.
3. Make sure personally that the drug is received by the teacher and/or county nursing service administering it, in the container in which it was dispensed by the prescribing physician or licensed pharmacist.
4. Make sure personally that the container in which the drug is dispensed is marked with the drug name, dosage, interval dosage, and date after which no administration should be given.
5. Submit a REVISED STATEMENT signed by the physician prescribing the drug to the teacher IF ANY OF THE INFORMATION PROVIDED BY THE PHYSICIAN CHANGES.
6. Release the School District and the Board of Education of the School District and all employees, agents, and the representatives of the School District from any liability concerning the giving or non-giving of the drug to the student.

DATED this _____ day of _____, 20____.

_____ Parent/Guardian

Physician's Request for Administration of Prescription Medications by School Personnel

DATE _____

CHILD'S FULL NAME _____ is under my care and must take medication, which I have prescribed during the school day.

Name of medication (as it appears on container in which the drug is stored)

Dosage and time _____

Date administration of drug is to begin _____

Possible adverse reactions to be reported to physician

Special instructions for the administration and storage of the drug

I or my designee(s) have trained school personnel or approved alternative training as adequate to administer the medication, have evaluated the situation, the general administration plan and if applicable, the self-administration plan or emergency care plan, and deemed each to be safe and appropriate, and if applicable authorize the use of hypodermic syringes and needles or similar medical terms.

Name of Physician and Designee

_____ Print or Type

_____ Primary Phone Number

_____ Secondary Phone Number

_____ Signature of Physician

Record of Self-Administered Medicine

Parent's Phone _____

Student Name _____ Grade _____

Date to Begin _____ Date to End _____

Name of Medication _____

Dosage of Medication _____ Time _____

Doctor _____ Phone #1 _____ Phone #2 _____

Possible Adverse Reaction _____

_____ gives permission for _____ our son/daughter
to self-administer specific medications at school. This medication cannot be taken at any other non-
school time.

DATED this _____ day of _____, 20 ____.

Students who are able to self-administer specific medication may do so provided:

1. The physician provides written authorization allowing self-administration of said medication.
2. The parent provides written authorization allowing self-administration of said medication.
3. Such medication is transported to the school and maintained under the student's control in the original, properly labeled package and (a) is not opened except when self-administering the medication, (b) is not self-administered during instructional time or in the presence of other students unless medically necessary, and (c) is not shown or exhibited to other students.
4. The student's physician or physicians' designee has (a) evaluated the situation and deemed it to be safe and appropriate; (b) documented this on the physician's authorization for the student's cumulative health record, and (c) approved the general administration plan.
5. The student and the student's physician or physician's designee have developed a plan for reporting and supervising self-administration.
6. The principal and appropriate teacher are informed that the student is self-administering prescribed medication.

_____ Medical Provider's Signature

Permission for Participation in Field Trips/Health Form

Student Name: _____

Class: _____

DOB: _____

PLEASE COMPLETE ALL THE FOLLOWING HEALTH RELATED INFORMATION:

Name of Parents/Guardians: _____

Home Address: _____

Home Phone: _____ Father's cellphone #: _____

Mother's cellphone#: _____

Father's Business Name & Telephone: _____

Mother's Business Name & Telephone: _____

In the event of an emergency injury or illness, I wish the following persons to be notified in case the parent cannot be contacted:

Name: _____ Phone#: _____

Name: _____ Phone#: _____

Family Physician Name: _____ Phone#: _____

Health Ins. Co. _____ Policy #: _____

My child has the following medical/health concerns: _____

Is this student allergic to any drugs? Yes___ No___

Please list if Yes _____

Does this student have a history of diabetes or epilepsy? Yes___ No___

Please list if Yes _____

Does this student wear contact lens? Yes___ No___

List any medications and dosage that the student needs to take and time of dosage.

ILLNESSES

I _____ give permission for any relevant health information of my child, necessary for educational planning and/or student safety, to be shared among appropriate school personnel who serve the student (for example: doctors, nurses, teachers, coaches, or, staff member administering medication.)

Transportation for activities may be provided by: district vehicle, walking, **private vehicle/staff or volunteers, or other means.

** I understand that if my child is being transported via private vehicle that the vehicle's owner's insurance is primary and that the district's liability, if any, would only be in excess of the limits carried by the owner of the vehicle.

** By my signature below, as parent or legal guardian, I authorize the school to obtain a qualified physician to examine the above named student in the event of injury, and to administer emergency care and to arrange for consultation by a specialist, if deemed necessary, to insure proper care of any injury, in the course of such activities or such travel or during the normal school day. Every effort will be made to contact the parent or guardian to explain the nature of the problem prior to any such treatment.

++ I understand that if my child is to be taking medications, that additional forms need to be filled out prior to a school activity, trip, or for any medication to be administered by the school. I understand that I must provide a correctly labeled pharmaceutical container for any medication.

++ I understand that the school district will make every reasonable effort to provide a safe environment. I am fully aware of risks inherent in participation in the type of proposed activities, including physical injury, or other consequences which might arise. If I have questions, I understand that I can call the school.

++Having read all of the above, I hereby give permission for the above named student to participate in "Field Trips" that are approved field trips of the school throughout the school year. I understand that any "over-night or out-of-state field trips" the school will provide a separate form for my permission for this student to participate.

Parent(s) Signature _____

Date _____



Lexington Public Schools Staff Handbook

2026-2027

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INTRODUCTION

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

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

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

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

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

NOTICE OF NONDISCRIMINATION

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

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the ADA/Title II Coordinator: Angie Kovarik at 308.324.1209, angie.kovarik@lexschools.org or in person at the District Administration Building.

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the Title IX Coordinator: Angie Kovarik at 308.324.1209, angie.kovarik@lexschools.org, PO Box 890 or in person at the District Administration Building. The School District's specific Notice of Nondiscrimination on the Basis of Sex may be accessed at the following link: <https://www.lexschools.org/title-ix/>

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the Title VI Coordinator: Angie Kovarik at 308.324.1209, angie.kovarik@lexschools.org, PO Box 890 or in person at the District Administration Building.

Individuals who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Student Services Director, Angie Kovarik at 308.324.1209, angie.kovarik@lexschools.org or in person at the District Administration Building. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

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

DRUG-FREE WORKPLACE REQUIREMENTS (Policy 4002)

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

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

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

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

POLICIES AND PROCEDURES REGARDING ALL STAFF

Accidents and Injuries (Policy 4061)

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

Activity Accounts and Fundraising

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

The superintendent or his/her designee is responsible for authorizing any fundraising on the part of student activities. No fundraising may occur without express permission of the superintendent.

New student activities requiring the expenditure of district funds must be approved by the Board of Education.

Activity Tickets

The provision of activity passes is addressed in the collective bargaining agreement. This provision applies to both certified and classified employees.

Agents, Salesmen and Other Business Representatives (Policy 4008)

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

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

Announcements and Circulars

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

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

Asbestos Management Plan

Federal law requires districts to have an asbestos management plan for all of their buildings—owned or leased—and to update it periodically, among other requirements for inspections and training if staff work in buildings that contain or may contain asbestos. The school's plan may be found in the Office of the Superintendent.

Board Policies, Rules, and Directives (Policy 1004)

The Board of Education has adopted policies that govern the operation of the school district. A complete policy manual is available on the district's website or in the central administrative office. These manuals will be updated as the board adopts new policies or modifies existing policies. In

particular, the 4000 series deals with policies that affect personnel. Board has authorized the Superintendent and his or her designee to adopt rules and directives regarding the conduct of students, staff, and other persons. Many of these rules and directives are published in the Student-Parent Handbook, respective Student-Parent Handbook Supplement(s), and Staff Handbook, respectively. Each of these handbooks are available on the district's website and in the main administrative office. By signing below, you agree that you have read and understood these policies, handbooks, rules, and directives, their application to you, and that you have had an opportunity to discuss any questions with the administration.

Chaperoning

Upon approval by the administrator in charge, a staff member may be allowed to accompany and assist in supervising a student group on a school field trip. In such cases, the district shall pay the employee his/her daily rate of pay if the field trip occurs during contract time or normal work hours. If the approved employee is ordinarily compensated on an hourly rate basis, the district shall pay for time not to exceed the employee's normal work hours; time spent chaperoning beyond this time shall be considered voluntary. Employees shall not be compensated for field trips occurring over the weekend or during other off contract or off work times.

Complaint Procedure (Policy 2006)

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the Board of Education's Title IX policy.

References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

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

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant reasonably believes speaking directly to the person would subject complainant or complainant's student to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, coordinator, superintendent, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the Superintendent.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.

- b) Complaints about the operation, decisions, or personnel relating to secondary activities programs should be submitted to the Activities Director.
 - c) Complaints about the operation, decisions, or personnel relating to district technology matters should be submitted to the Technology Director.
 - d) Complaints about the operation, decisions, or personnel relating to district business or financial matters should be submitted to the Finance Director.
 - e) Complaints about the operation, decisions, or personnel relating to special education, migrant/EL programs, curriculum/instruction, extended learning, or other student services should be submitted to the appropriate coordinator.
 - f) Complaints about coordinators should be submitted to the Student Programs Director.
 - g) Complaints about the operation, decisions, or personnel relating to buildings and grounds upkeep and maintenance or transportation matters should be submitted to the Facilities and Transportation Director.
 - h) Complaints about the operation, decisions, or personnel relating to food service matters should be submitted to the Food Service Director.
 - i) Complaints about the operations of the school district, a building principal, or director should be submitted in writing to the Superintendent.
 - j) Complaints about the Superintendent should be submitted in writing to the President of the Board of Education.
 - k) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator, director, or coordinator; the administrator, director, or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator, director, or coordinator will promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the respondent.
 - 1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the respondent, the administrator, director, or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.

- b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:
 - 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.
 - d) Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator, director, or coordinator receives the complaint.
4. If either the complainant or the respondent is not satisfied with the decision, he or she may appeal the decision to the Superintendent. The Superintendent may assign a qualified designee to hear any appeal.
- a) The appeal must be in writing.
 - b) This appeal must be received by the Superintendent no later than three (3) calendar days from the date of the decision.
 - c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the Superintendent will investigate as he or she deems appropriate.
 - d) The Superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the Superintendent shall submit the decision within 180 calendar days after the Superintendent received complainant's written appeal. Appeals to the Superintendent from complaints involving discrimination or harassment are final once the Superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.
5. The Board of Education's (Board) role is to set policy, establish and implement a budget, and evaluate the superintendent. The Board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the Board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the Superintendent as discussed below. The Board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The Board will hear appeals only in the following circumstances:
- a) When the complaint is about a Board policy, not implementation of the policy;
 - b) When the complaint involves the budget or school expenditures that have been or must be approved by the Board; or

- c) When the board is required by law, policy, or contract to hear a complaint or appeal.

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

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

- 6. Formal complaints about the Superintendent shall be filed with the President of the Board. However, complaints about the Superintendent do not include disagreement with the Superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the Superintendent. Upon receipt of a complaint, the President of the Board or his or her designee shall promptly and thoroughly investigate the complaint, and shall:

- a) Coordinate with school district staff, other than the Superintendent, to determine if another procedure in policy or law requires the complaint against the Superintendent to follow another procedure. If so, the President of the Board will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the Superintendent, the President of the Board or, at his or her discretion, the full Board will serve only to hear any appeal by a party to the complaint.
- b) Determine whether the complainant has discussed the matter with the Superintendent.
 - 1) If the complainant has not, the President of the Board or designee will urge or require the complainant to discuss the matter directly with the Superintendent, if appropriate or required.
 - 2) If the complainant refuses to discuss the matter with the Superintendent, the President of the Board shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
- c) Determine, in his or her sole discretion, whether to place the matter on the Board agenda for consideration at a regular or special meeting by the full Board.

- d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the President received the complaint.
- e) Appoint or contract with other individuals qualified to assist the Board through this process or any other applicable procedure used to address allegations against the Superintendent.

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

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

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

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

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

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

Conflict of Interest (Policy 4053)

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

Contact Information

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

Copyright and Fair Use (Policy 4020)

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

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

Corporal Punishment (Policy 4018)

Corporal punishment, defined as the infliction of bodily pain as a penalty for disapproved behavior, is prohibited. Some physical contact is inevitable, and most of it is appropriate. Therefore, physical contact, short of corporal punishment, is acceptable to promote personal interaction with students, to maintain order and control, and to protect persons and property.

Credit Card Use (Policy 3036)

Authorized users have standing authority to use the purchasing card to charge actual, necessary, and reasonable travel expenses. Otherwise, the purchasing card may only be used to purchase goods and services approved by the board or the superintendent or designee. Authorized users may check out district credit cards for approved travel expenses requiring an overnight stay. Ordinarily, the district will not issue credit cards when staff depart and return on the same day of the event.

Crisis Team Duties (Policy 3041)

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

Disability Leave

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

Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color,

national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with an employee's school performance, or (3) otherwise adversely affects an employee's employment opportunities. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their disability, sex, or any other unlawful discrimination should contact the Student Services Director Angie Kovarik at 308.324.1209, angie.kovarik@lexschools.org, or in person at the District Administration Building. Employees may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Dress Code (Policy 4041)

The attire worn by staff members projects an important image to students and the general public. Certified staff, paraeducators and office staff should generally dress in business casual attire.

Classroom staff may not wear the following types of clothing during the traditional school day from 7:45 a.m. to 3:45 p.m. when students or visitors are in attendance or when the employee is supervising, directing or coaching students when the public is in attendance:

- T-shirts or sweatshirts, except when the shirt has a logo, which identifies the school and/or the school's mascot.
- Sweat, jogging and wind suits, except when teaching a physical education activity in the gymnasium or on a playing field.
- Pajamas
- Shorts, except when teaching physical education class or at athletic or other activity practices. People may not wear leggings without a cover garment or miniskirts but may wear capris.
- Blue jeans, except on Fridays which is considered a dress casual day. Other denim colors are acceptable Monday through Friday.
- Any clothing which creates modesty difficulties for the employee or distracts other employees or students in the learning environment.

With permission from the superintendent, the building principal may temporarily suspend all or a portion of the dress code in the event other factors support a lower dress expectation for school employees.

The appearance of professional staff members shall be appropriate to their assigned duties and indicative of their professional standing in the school and community. Examples include air conditioning system failure, extremely cold outside temperatures, field trips, school track meets, and dress down fundraising events scheduled through the Central Office.

Custodial, maintenance and transportation, and nursing staff should dress in attire appropriate to the work they are performing and as approved by their supervisors.

Face coverings: Administration may require staff to wear face coverings based on health recommendations and local considerations. Face coverings will be provided for staff members who do not supply their own.

Driving (School or Personal Vehicles)

Staff members who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Staff members will be provided a Driver's Certification form to verify this information. Staff members who drive school vehicles or

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

Activity sponsors who drive a district vehicle requiring a CDL shall be paid for their drive time to and from the activity.

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

Drug and Alcohol Testing

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

Duty to Report

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

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

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

Electronic Communication While Driving

Except as provided below, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle or while using a school-issued electronic communication device while operating a private vehicle. This prohibition includes, but is not limited to, answering or making telephone calls, engaging in telephone conversations, and reading or responding to emails, instant messages, or text messages.

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

Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis) (Policy 5048)

School employees will comply with the requirements of “Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)” exhibited below. The district shall procure and maintain the equipment and medication necessary to implement the protocol.

The superintendent shall obtain the required signature(s) of one or more physicians licensed to practice medicine in Nebraska on the form entitled “Protocol: Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)” (“Protocol”). The superintendent shall publish this policy and Protocol in each employee handbook.

The superintendent shall arrange to have a qualified medical person train employees, and for training updates as necessary.

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

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

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

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

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

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

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

EMERGENCY PROTOCOL:

1. CALL 911.
2. Summon school nurse if available. If not, summon designated trained, non-medical staff to implement an emergency protocol.

3. Check airway patency, breathing, respiratory rate, and pulse.
4. Administer medications (epinephrine auto injector and nebulized albuterol) per standing order.
5. Determine cause as quickly as possible.
6. Monitor vital signs (pulse, respiration, etc.).
7. Contact parents immediately and prescribing health care practitioner as soon as possible.
8. Any individual treated for symptoms with epinephrine at a school will be transferred to a medical facility.

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

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

Employee-Related Sexual Harassment (Policies 3053, 4014)

It is the policy of the school district to provide an environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by any employees and students is unequivocally prohibited. Sexual harassment is misconduct that interferes with work productivity and wrongfully deprives employees of the opportunity to work and students of the opportunity to study and be in an environment free from unsolicited and unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment is a prohibited practice and is a violation of the law.

The U.S. Equal Employment Opportunity Commission has issued guidelines interpreting Section 703 of Title VII as prohibiting sexual harassment. Sexual harassment is defined in those guidelines as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

A person who feels harassed is encouraged to inform the person engaging in sexually harassing conduct or communication directly that the conduct or communication is offensive and must stop. If the person who feels harassed does not wish to communicate directly with the person whose conduct or communication is offensive, or if direct communication with the offending person has been ineffective, the person who feels harassed should report the conduct or communication using the district's complaint policy. Complaints involving sexual harassment may also be submitted at any

time to the district's Title IX coordinator.

Regardless of the means selected for resolving the problem, the good faith initiation of a complaint of sexual harassment will not affect the complainant's employment, compensation or work assignments as an employee, or status as a student.

Sexual harassment of students is addressed in a separate policy.

Expenses (Policy 3004)

The board of education will reimburse staff for all approved expenses incurred in attending to school business. Reimbursement for mileage, supplies, overnight travel expense and credit course reimbursement fees are processed on an expense report form that is available from each building secretary. Appropriate receipts must be attached. Staff requesting donations from vendors (e.g. DonorsChoose) must receive pre-approval for the donated items from their administrators prior to submitting their requests.

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

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

Family and Medical Leave (FMLA) (Policy 4011)

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

Family Military Leave (Policy 4011.1)

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

In-School Communication

Every staff member will be assigned a mailbox in the building where he or she works. Staff are expected to check their mailboxes daily.

A great deal of information is distributed to staff via the school's e-mail system. Each staff member must check his or her email account at least once a day. Staff members are allowed to use their school email accounts for a moderate amount of personal e-mail correspondence. However, sending or receiving personal email during class time is prohibited, regardless of whether that personal e-mail is received on the staff member's school email account or a personal account.

Mass emails and District auto-calling system: Mass emails shall only be used for school/educational purposes. The District's auto-calling system shall be utilized only for relaying messages of an urgent nature (school closings, emergencies or crises, etc.). Requests to send mass emails or utilize the district's auto-calling system shall be submitted to the superintendent for approval.

Jury Duty – Service as Witness in Court (Policy 4016)

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

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

Keys

Staff will not lend or have any duplicate keys made of any school key. Staff will make sure all doors are locked when they enter or leave the building other than regular school hours. Staff members are responsible at all times for all keys issued to them and must keep their keys in a secure location or on the employee's person. Each classroom teacher must check that the doors and windows in his or her room are closed and locked at the end of the school day. Staff must report lost or stolen keys to the building principal immediately.

Locker Room Supervision (Policy 4062)

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

Maintenance & Cleaning Requests

Staff members should communicate with their supervisor or principal about maintenance or cleaning requests.

Meal Program

Staff may take advantage of meals offered through the district's food program. Staff may purchase lunches from the school cafeteria at the district's established adult meal prices. The lunch price includes one carton of milk. Staff members must deposit funds in their lunch accounts before purchasing meals. Staff members will not be allowed to run a deficit in their lunch accounts.

Milk Expression (Policy 4045)

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

News and Press Releases

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

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

Newsletters (if applicable)

The building principal will inform staff of the relevant deadlines for each newsletter. Staff members are encouraged to submit articles for the newsletter that report recent classroom activities and that emphasize positive aspects of the district's mission.

Obligations Related to American Civics Instruction

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

Outside Employment (Policy 4008)

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

Ownership of Copyrighted Works (Policy 4020)

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

Political Activities (Policy 4044)

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

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

Pregnant or Parenting Students (Policy 5008)

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

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

Problem Resolution (Policies 3035, 4005, 4054)

Disputes or disagreements that are not otherwise governed by the grievance procedure contained in the Negotiated Agreement shall be subject to the complaint procedure contained in school district policy.

Employees should submit communications or reports regarding the district to their immediate supervisor, then the superintendent, and only then to the board. They have the same right to communicate with the board about matters of public concern as other patrons of the district, but must follow the chain of command before communicating about employment-related issues.

Professional Boundaries Between Staff and Students (Policy 4043)

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

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

Further guidance and examples of prohibited behaviors can be found in board policy.

Professional Growth (Policy 4032)

Every six years, permanent certificated employees shall give evidence of professional growth. Six semester hours of college credit shall be accepted as evidence of professional growth.

The board of education believes the goal of professional self-improvement to be inherent in the responsibilities of each certificated district employee.

Other professional growth activities which may count toward the six-year requirement include non-credit courses, lecture series, workshops, conferences, study groups, local in-service courses, committee service, supervising a student teacher, serving with professional groups, travel of significant educational value, and membership in professional organizations. The employee must receive prior approval from the building principal for any of these activities to count toward professional growth.

No professional growth units will be awarded if the applicant has been paid for a non-college activity either by released time or by an additional amount paid by the school district.

One unit of professional growth credit will generally be equivalent to ten hours of personal time spent on an educational activity.

Purchasing (Policy 3004)

All requisitions for books and school supplies must be filed with the building principal. The requisition must include the name of the article being requested, where it may be purchased, how many articles are required and their cost. Requisition forms are available on the district's website. Orders should

not be placed until the district office has issued a purchase order number. Once an order has been received, the staff member placing the order shall verify its accuracy and submit the packing slip to the business office so payment can be processed. Failure to follow the procedure for requisitions may prevent the staff member from receiving the items requisitioned. All orders or supplies must be authorized by the administration. Staff may be personally liable for any orders placed without such authorization.

When routine supplies are needed for immediate use, staff should contact the building secretary. When it is necessary to make a special or emergency requisition for supplies or equipment, staff should contact the principal.

Records and Reports (Policies 4007, 4022)

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

Reporting Child Abuse or Neglect (Policy 4054)

Because of their daily contact with school-age children, educators and other school employees are in a unique position to identify abused and/or neglected children. Nebraska law defines child abuse or neglect as 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 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.

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

Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately. Generally, the employee and principal together shall report the suspected abuse and neglect to local law enforcement and/or to the Department of Health and Human Services. In the event that (a) the principal does not believe that there is reasonable cause to believe that a child has been abused or neglected but the employee does or (b) there are exigent circumstances requiring the immediate report of child abuse and neglect and the principal or other administrator is not available for consultation, the employee shall personally report or cause a report to be made to local law enforcement or to the Department of Health and Human Services and inform the principal of the report.

When the principal makes a report of suspected child abuse or neglect at the request of or based upon information provided by an employee without the employee present, he/she shall inform the employee(s) who made the initial report.

Nothing in the paragraph above shall hinder a school employee from fulfilling his/her/their obligation to report suspected abuse or neglect if he, she or they have reasonable cause to believe that a child has been abused or neglected.

Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected

abuse or neglect. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

Contents of the Report. The report to authorities shall contain the following information to the extent it is available: (1) name and position of reporting person; (2) name, address, and age of abused or neglected person; (3) address of the person or persons having custody of the abused or neglected person; (4) the nature and extent of the abuse or neglect, or the conditions and circumstances which would reasonably result in such abuse or neglect; and (5) any other information that may be useful in establishing the identity of the persons involved and cause of the abuse or neglect.

Legal Immunity. Nebraska statutes give legal immunity from any civil or criminal liability to any person who makes a good faith report of child abuse or neglect or participates in a judicial proceeding resulting from such a report.

School Calendar

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

School Property (Policy 3014)

School property is not to be lent to individuals.

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

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

School Vehicle Use

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

Security

Each staff member is responsible for the security of his/her own classroom or work area. Staff must lock the doors and windows of their classrooms and/or other work areas each night. Staff shall also keep their classroom doors locked and closed while students are in session. They may keep their doors open during their planning periods or at other times students are not present.

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

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

Smoking, Tobacco Use, E-cigarette Use on School Premises or at School Activities (Policy 3016)

The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

Sniffer (Drug) Dogs (Policy 3045)

The board of education finds that the possession of illegal drugs and other contraband on school grounds is unlawful, is disruptive of the educational process, is harmful to students and staff, and is contrary to the interests of the school district. Accordingly, to minimize the presence of these items on school grounds, the administration is authorized to use sniffer dogs according to the protocol set forth in this policy.

Protocol for Use of Sniffer Dogs

1. The superintendent, or the building principal with the superintendent's permission, may initiate the use of specially trained sniffer dogs to conduct an inspection.
2. The administration will contact the canine provider and/or the appropriate law enforcement agency to schedule the use of a sniffer dog or dogs. The administration shall require an assurance from the provider that any sniffer dogs to be used in the school have been properly trained, and may request evidence of the training and/or certification of the dogs. In no event will the school district authorize a sniffer dog to sniff any person.
3. The superintendent or if designated by the superintendent, the building principal, and law enforcement representatives or canine provider will confer regarding the specific plan of areas to be inspected. The plan may involve any or all school building facilities, vehicles in the school parking lot, or other areas where student and staff vehicles are parked on school property during or after school hours.
4. If the inspection is scheduled for a day when school is in session, students and staff will be informed over the public address system, and will be directed to remain in their rooms until given further directions.
5. During the inspection, administrators may assign personnel to designated areas as deemed appropriate to assist in the smooth handling of the inspection.
6. After the inspection is finished, students and staff will be notified over the public address system, and will be thanked for their cooperation.
7. If the sniffer dog alerts, the alert will constitute reasonable cause for the administration to conduct a search of the property. If the sniffer dog alerts on a vehicle on school grounds, the owner will be required to unlock the vehicle doors and trunk for further inspection of the interior of the vehicle. If the owner refuses to unlock the vehicle, the matter will be turned over to law enforcement authorities. The owner will be subject to disciplinary action as specified in board policy and/or the student or staff handbook or as otherwise allowed by law. This may include discipline for the refusal to obey an administrative directive.

8. Any illegal drugs or contraband found on school grounds, whether in a desk, locker, vehicle, or any other place on school grounds, will be confiscated and turned over to law enforcement authorities. A student's parents will be contacted. The individual will be subject to disciplinary action as specified in board policy and/or the student or staff handbook or as otherwise allowed by law.
9. At the conclusion of the inspection, school officials will confer with the canine provider and/or any law enforcement authorities who were involved in the inspection to review the results of the inspection. The administration may authorize any follow-up inspections or other action deemed appropriate.

Notice to Students and Staff:

Students and staff shall be informed of the District's policy regarding the use of sniffer dogs as soon as practicable after the adoption of this policy. Thereafter, students and staff shall be informed of the policy at the beginning of the school year. By this policy and/or via the provision in the student or staff handbook, students and staff are specifically notified that:

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

Social Media Use (Policy 4051)

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. This policy is intended to ensure (1) appropriate use of social media by staff and (2) appropriate control of social media accounts belonging to or affiliated with the district. Staff should also refer to the district's Acceptable Use Policy on Staff Computer and Internet Usage.

I. **Personal Versus School-Affiliated Social Media Use**

A. **Personal Social Media Use**

1. The school district will not require staff members or applicants for employment to provide the district with their username and password to personal social media accounts.
2. The district will not require staff to add anyone to the list of contacts associated with the staff member's personal social media accounts or require a staff member to change the settings on his or her personal social media accounts so that others can or cannot view their accounts.
3. Staff members whose personal social media use interferes with the orderly

operation of the school or who use social media in ways that are not protected by the First Amendment may be subject to discipline by the district.

4. Staff members who wish to begin using or to continue using the school district name, programs, mascot, image or likeness as part of any social media profile must notify their supervising administrator of the use, and must secure the administrator's permission to do so.

B. School-Affiliated Social Media Use

1. Any social media account which purports to be "the official" account of the school district (e.g., "Minuteman Wrestling"), or any of its programs, classes or entities will be considered to be an account that is used exclusively for the school district's business purpose. Staff members may not use "official" accounts for personal use.
2. Staff may be required to provide their supervising administrator with the username and password to school-affiliated social media accounts.
3. Staff may be required to interact with specified individuals on school-affiliated social media accounts.
4. When staff use school-affiliated social media accounts to comment on school-related matters, they do not do so as private citizens and are therefore not entitled to First Amendment protections.

II. Staff Expectations in Use of Social Media – Applicable to Both Personal and School-Affiliated Use

A. General Use and Conditions

Staff must comply with all board policies, contract provisions, and applicable rules of professional conduct in their social media usage. They must comply with the board's policy on professional boundaries between staff and students at all times and in both physical and digital environments.

Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information in order to make sure that the publication does not violate the Federal Education Records Privacy Act or any other laws. Staff must also comply with all applicable state and federal record retention requirements, even with regard to personal social media usage.

Staff must comply with all applicable laws prohibiting the use or disclosure of impermissible content, such as copyright laws, accountability and disclosure laws, and any other law governing the use of resources of a political subdivision. Questions about appropriate content should be referred to the staff member's supervising administrator.

B. Acceptable Use

1. Staff may use social media for instructional purposes.

2. Staff may use social media for school-related communication with fellow educators, students, parents, and patrons.
3. Teachers should integrate the use of electronic resources, which may include social media, into the classroom. As the quality and integrity of content on social media is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter.

C. Unacceptable Use

1. Staff shall not access obscene or pornographic material while at school, on school-owned device or on school-affiliated social media accounts.
2. Staff shall not engage in any illegal activities, including the downloading and reproduction of copyrighted materials.
3. Staff shall not access social media networking sites such as Facebook, Twitter, and Instagram on school-owned devices or during school time unless such access is for an educational activity which has been preapproved by the staff member's immediate supervisor. This prohibition extends to using chat rooms, message boards, or instant messaging in social media applications and includes posting on social networking sites using personal electronic devices.

III. School-Affiliated Digital Content

A. General Use and Conditions for School-Affiliated Accounts

Staff must obtain the permission of their supervising administration prior to creating, publishing, or using any school-affiliated web pages, microblogs, social media pages or handles, or any other digital content which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any content which identifies the school district by name in the account name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated accounts and must only publish content appropriate for the school setting. Staff may not provide the username and password to school-affiliated accounts to any unauthorized individual, including students and volunteers.

B. Moderation of Third-Party Content

The purpose of school-related social media accounts is to disseminate information. No school-related or school-affiliated social media account covered by this policy shall permit comments by the public unless otherwise approved by the superintendent. All comment functions for applications such as Facebook and Instagram must be turned to "off" without this approval.

In the event the superintendent permits content created by anyone other than the administrator of the account to appear on the account's pages, such as comments made by students, parents, and patrons, the account administrator must monitor the content to ensure it complies with this policy. Posts, comments, or any other content made on the account's pages may be removed when the content meets any of the following conditions:

1. Is obscene, lewd, or appeals to prurient interests;
2. Contains information relating to a student matter or personnel matter which is protected under or prohibited by state or federal law;
3. Contains threatening, harassing, or discriminatory words or phrases;
4. Incites or is reasonably anticipated to incite violence, illegal activity, or a material and substantial disruption to school operations or activities; or
5. Contains any other threat to the safety of students and staff.

Every account administrator must keep a copy of any removed content and must provide a copy to the superintendent along with written notification for the reason the post has been removed. All questions about the appropriateness of removal must be directed to the superintendent.

Solicitation and Distribution of Merchandise (Policy 4008)

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

Staff Internet and Computer Use

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

I. Staff Expectations in Use of the Internet

A. Acceptable Use While on Duty or on School Property

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

B. Unacceptable Use While on Duty or on School Property

1. Staff shall not access obscene or pornographic material.
2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.
3. Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.
4. The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.
5. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

II. School Affiliated Websites

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

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

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

III. Enforcement

A. Methods of Enforcement

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

1. The district uses a technology protection measure that blocks access to some sites that are not in accordance with the district's policy. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
2. Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measures that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.

3. The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.
- B. Any violation of school policy and rules may result in that staff member facing:
 1. Discharge from employment or such other discipline as the administration and/or the board deem appropriate;
 2. The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;
 3. When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

IV. Off-Duty Personal Use

School employees may use the Internet, school computers, and other school technology while not on duty for personal use as long as such use is (1) consistent with other district policies, (2) consistent with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education “Rule 27”), and (3) is reported as compensation in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid. All of the provisions of Rule 27 will apply to non-certificated staff for the purposes of this policy. In addition, employees may not use the school’s internet, computers, or other technology to access obscene or pornographic material, sext, or engage in any illegal activities.

Staff Use of AI Tools

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

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

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

Staff Expectations for Use of AI Tools in Education

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

1. Drafting lesson plans, learning goals, and activities;
2. Assisting in initial review and feedback of student work;
3. Making reading passages or practice problems at different levels;

4. Drafting general messages like newsletters or announcements;
5. Finding resources or summarizing public information;
6. Drafting routine communications.

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

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

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

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

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

1. Upload FERPA-protected information about students without the express, written authorization from administrators who have assured themselves that such disclosure is lawful;
2. Relying solely on an AI Tool to grade student work that counts toward a grade or transcript or otherwise evaluate student academic progress;
3. Make or share deepfakes or fake images, audio, or video of any real person.
4. Make or share sexual or intimate images of any real person—even if the image is AI-generated;
5. Use AI to harass, bully, threaten, or impersonate any student, staff member, parent, board member, or community member;
6. Use AI to watch, track, or scan faces of students or staff outside of systems the board has approved;
7. Upload materials to AI if the copyright or license does not allow it;
8. Share district AI accounts or passwords with students or others;
9. Use district AI accounts for personal or business reasons; or
10. Use AI to bypass district network security, content filters, or device controls.

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

Staff Work Room

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

Standard Response Protocol (SRP)

In the event of the need for a lockdown, lockout, evacuation, or sheltering, please refer to the Standard Response Protocol guidance at the back of this handbook. In the event of an evacuation, please also see guidance on the reunification procedure with parents at the back of this handbook.

Student Interviews

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

Suicide Prevention Training (Policy 4059)

School nurses, teachers, counselors, school psychologists, administrators, social workers, community coaches, paraeducators, bus drivers, kitchen staff, and secretarial and clerical staff must complete the online training provided by the Nebraska Department of Education no later than October 31 of each school year or within 30 days of their initial employment. Failure to complete this training shall constitute just cause for the termination or nonrenewal of an employee's contract.

Telephones (including cell phones)

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

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

Threat Assessment and Response (Policy 3039)

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

Definitions

A threat is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.

The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.

A transient threat is an expression of anger or frustration that can be quickly or easily resolved.

A substantive threat is an expression of serious intent to harm others, which includes, but is not limited to, any threat which involves a detailed plan and means.

A threat assessment is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.

The threat assessment process is distinct from student disciplinary procedures. The mere fact that

the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related to governing those actions.

The threat assessment process is distinct from specialized instruction, which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act solely as part of a threat assessment.

Obligation to Report Threatening Statements or Behaviors

All staff and students must report substantive threats to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

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

Threat Assessment Team

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

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

Threat Assessment Investigation and Response

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence. If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior.

The team may, but is not required to, review the following types of information:

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

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

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

Communication with the Public about Reported Threats

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

Coordination with the Crisis Team After Resolution of Threat

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

Ticket Taking, Officiating, and Other Activities Duties

All staff are required to work at one extra-curricular event each year. Staff may either be compensated for the work or receive an activity pass as described in the collective bargaining agreement between the Lexington Education Association and school board.

Title IX

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

Transportation Request Forms (Policy 6027)

Staff members must complete transportation request forms as soon as they know they need school-provided transportation to allow adequate time to schedule drivers and vehicles. All out-of-state and overnight requests must be approved by the school board and require submission to the A.D. or respective principal on the proper district form at least 40 days prior to the date of departure or as soon as the sponsor anticipates the need for travel.

Visitors and Access to Students (Policies 3018, 5500)

Staff should welcome members of the public who wish to visit school, but should ensure that visitors follow the district's requirements.

All visitors must report to the building office and receive an identification badge before visiting any classroom or other areas of the building.

Visitors must comply with the following guidelines:

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

Custodial and non-custodial parents' access to their student will not be restricted unless the district has been provided a copy of a court order that limits those rights or as otherwise provided in policy.

Individuals other than parents, parent's designees, and law enforcement officers shall not be given access to students unless the person: (1) provides appropriate identification, (2) provides a clearly valid and proper reason for contacting the student, and (3) receives permission from the administrator. Third parties shall not be allowed to remove a student from school during school hours or during a supervised school activity without the permission of the student's parent or guardian except in the case of an emergency or as otherwise required by law.

Wage and Salary Payments

Staff members are paid on the 20th of each month. The district requires direct deposit of paychecks to designated financial institutions. Staff members who wish to activate or modify their direct deposits must contact the business office. Employees shall not be paid in advance under any circumstances.

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

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

Weather-Related Closings (Policy 3013, 5001)

If school is called off because of bad weather or for any other reason, it will be announced on radio station KRVN 93.1 FM, radio and TV media that utilize WeatherThreat.com including KRVN, the district's website (www.lexschools.org) and Twitter/Facebook accounts, and through automated phone calls.

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Parents may pick up their children in inclement weather (except in case of a tornado) at any time during the school day. Students will not be dismissed from school during severe weather on the basis of a telephone request. The building principal shall evaluate whether inclement weather made student attendance impossible or impracticable when determining whether the absence counts

toward compulsory attendance. (See policy 5001.)

Workplace Searches

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

POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF

Absences & Leaves

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

1. Sick Leave

Certified staff members who are too ill to perform their teaching duties or who have to take care of sick household members must contact their building principal or designee as early as possible, ideally before 6:00 a.m.

2. Personal Leave

Certified staff who wish to take personal leave must submit a leave request to their building principal at least three days in advance of the proposed leave. Per the negotiated agreement, in the event that it is anticipated that more than 5% of the classroom teaching staff will be absent on a given day, the building administrator may, but is not required to, deny personal leave requests for such days and shall prioritize requests on a first-come, first-served basis. Classroom teaching staff acting as activity sponsors missing school for less than a full day of school will not be counted as “absent” when the 5% is calculated. Other terms are described in the negotiated agreement.

3. Professional Leave

The board and administration recognize the value of continuing education and encourage certified staff to participate in seminars, workshops and other activities, which will continue their professional growth. Certified staff members who wish to take professional leave must submit a leave/travel request to their building principal, along with a description of the proposed event and any written materials about the event. Building principals may deny requests for professional leave if they are unable to secure the services of a qualified substitute or if the principal determines that the activity will not enhance the certified staff member’s effectiveness as an employee of the district. The District will not pay for hotel accommodations for workshops or conferences held in Kearney, North Platte, or other locations as close or closer to Lexington; exceptions may be made for extreme circumstances such as poor driving conditions.

Professional leave requests shall be submitted to the respective building principal and approved by both the principal and respective central office director. Staff shall be paid at their daily rates of pay for approved professional leaves that occur during contract time. If the district requests that a staff member attend professional development activities offered off contract time and the staff member is agreeable to attending, the district shall compensate the attendee at the established professional development rate of pay. The district shall not ordinarily compensate staff members for professional development activities that are off contract time and are either not requested by the district or are required as a part of a teacher’s instructional improvement plan; however, the district may pay conference fees at the discretion of the respective central office administrator. If hotel accommodations are necessary for attending an approved request, the district may require the attending staff members to share rooms based on budget, number of attendees, or other relevant factors.

One day of professional leave will be granted for staff to attend their own graduation ceremony or to complete course requirements in fulfillment of degree program.

4. Substitute Folders

Each teacher must prepare an up-to-date substitute folder and keep the completed folder in his/her desk. The folder must contain:

- a) the current seating chart for each class;
- b) the daily routine followed by each class;
- c) all schedules (fire drill procedures, lunch schedule, etc.);
- d) a copy of this handbook; and
- e) plans for the day if the teacher's absence was anticipated. (These plans are in addition to the teacher's regular lesson plans.)

Certified staff members may not make arrangements for their own substitute unless authorized by the principal. The district utilizes an automated calling program for securing substitute teachers.

Assemblies and School Functions

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

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

Assignment of Teachers

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

Certificates, Teacher Contracts, Salary Information

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

Each certified staff member must provide the business office with the following information:

- a. social security number,
- b. retirement number,
- c. withholding form W-4, and
- d. authorization to withhold for insurance benefits.

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

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

Check-out Forms

All certified staff must complete a check-out form and obtain the building principal's signature on the form prior to departing for the summer. Classrooms must be tidy to allow the custodial staff to clean classrooms and work areas.

Classroom Management and Student Discipline (Policy 5035)

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

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

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

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

Only an administrator can suspend or expel students from class or school and due process must be followed.

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

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

Classes should begin on time and end promptly. Work should continue throughout the period assigned for it. Classroom teachers may not dismiss classes early except by permission of the building principal.

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

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

Classroom Sanitation

1. Handling of Body Fluids

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

2. Communicable Diseases (Policy 3048)

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

Coaching Supplies

Coaching supplies will be distributed by the activities director or designee. Such items include tape, pre-wrap, heel pads, bandages, ankle braces, game balls, etc. Coaches should request additional supplies from the activities director only when they have run out of supplies.

Coaches must fill out and submit inventory forms to the activities director immediately after the season is complete.

Collection of Student Money

Staff members must comply with the school district's student fee policy before collecting any funds from students.

Money collected from students should be turned into the office on the day it is collected for deposit in the proper activity or school district fund. Any checks written by students or parents for various payments should be made out to Lexington Public Schools, unless otherwise instructed. Certified staff must submit a monetary records form when they turn funds into the office.

When students purchase items such as coats, rings, etc., through the school district, they must pay for these and other major items before the order is sent. The sponsor of any school organization is not to give merchandise to students; items will be distributed by the office after proper payment.

Community Involvement

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

Computer Use (Policies 4012, 5037)

Students and staff who use computers owned by the district must abide by the district's acceptable use policies. Students may use district computers during lunch and after school.

Corporal Punishment (Policy 4018)

The use of corporal punishment is unlawful and is prohibited by the school district. The Nebraska Supreme Court has defined corporal punishment as the infliction of physical pain for the purpose of punishing misconduct. Corporal punishment does not include the use of physical force that is reasonable and necessary to (1) protect school employees; (2) protect students or property; or (3) remove a student from a situation that endangers the student, persons or property. Staff members should promptly report any event that required the use of physical force to their building principal.

Curriculum and Instruction (Policy 6004)

All professional staff members are responsible for implementing the district's curriculum and instructional models.

Display of Classroom Work in the School and the Community

Classroom teachers are encouraged to display student work for public viewing. Students and parents enjoy viewing the display and may be even more supportive of their school because the display shows them many of the things the students do.

Duties of Certified Staff

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

- a. Becoming acquainted with board policies, district rules and regulations, and the state laws concerning teachers and pupils.
- b. Attending such education conferences as are required by law or administrative directives.
- c. Attending school assemblies unless excused by the principal.
- d. Instructing pupils in the proper use of equipment and instructional supplies.
- e. Reporting in writing to the principal any injury to any child while under the jurisdiction of the school, including athletic injuries.
- f. Complying with the Teachers Professional Code of Ethics which has been promulgated by the Nebraska Department of Education (92 Neb. Admin. Code § 27) and adopted by the Board of Education of the district.
- g. Discussing a student only with the child's parents and the superintendent, principal, guidance counselor or classroom teachers who may know the circumstances and have a need to know. It is unprofessional and inappropriate to discuss student or other staff members in the staff workroom.
- h. Being responsible for students whom they keep in school at times other than during regular school time. Certified staff will be responsible for any special work done by their students, including field trips, joint assemblies, school programs, etc.
- i. Refraining from joining clubs, memberships, mailing lists or other private affiliations using the school name.
- j. Turning in all monies collected to the main office by the end of the school day.
- k. Clearing all class meetings or trips through the principal's office.
- l. Participating in Student Assistance/Response to Intervention (RTI) Teams pursuant to board policy.
- m. Assisting with the administration of standardized testing as assigned by the administration.
- n. Provide homebound instruction as assigned by the administration.
- o. Performing additional duties as assigned by the administration.

Eligibility for Extracurricular Activities in Grades 6-12

Teachers are expected to contact parents of students who have failing grades on a bi-weekly basis until the grade is passing. Parents are welcome to ask for weekly communication if needed.

Teachers should apprise themselves and be sure to follow extracurricular eligibility rules. See student/parent/activity handbook for further information.

Teachers should inform parents any time they feel a student is not working up to his/her ability. Teachers should always document this contact.

Extracurricular Activities (Policies 3015, 6026, 6028)

Staff must schedule all events and other extracurricular activities at the activity director's office to avoid conflicts. Staff should finish practices, rehearsals, etc. by 6:30 PM on Wednesday evenings in order to give students sufficient time away from school for family-related activities. Inter-scholastic activities and performances shall not be scheduled on Wednesdays or Sundays unless approved by the Superintendent.

Certain activities require time be scheduled outside regular school hours. Any school-sponsored

activity involving students must have approval of the principal prior to the activity. Fund raising activities must be approved by the superintendent.

Regular classroom work in all grades will have precedence over any other activity. Students will not be dismissed from classes to participate in extracurricular activities without permission from the principal. Make up slips must be completely signed and returned to the sponsor of the activity prior to dismissal from class. Non-school sponsors must be approved by the administration. If cars are used for transportation, the drivers must be adults who have been approved by the school.

The activities director has the responsibility for all activities and for interpreting and enforcing activity-related policies. Further information may be found in the district's student/parent/activities handbook.

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

Evacuations

Early in the semester, classroom teachers should review instructions for leaving the classroom with all of their students. Classroom teachers should also periodically review with each class what to do in case of fire, tornado or other emergency. Evacuation protocols can be found in the District's crisis team manual and building safety and security plans.

Evaluations (Policies 4030, 4031)

The appropriate district administrator will evaluate tenured and probationary teachers, as well as other certificated staff as required by law and district policy. Additional evaluations, both formal and informal, may be conducted, as the district administration deems appropriate. Copies of the district's evaluation forms are contained at the end of this handbook. Evaluation schedules, assignments, and forms may be found on the district website under the Employee Portal.

Examinations

Semester examinations will be given in all classes except physical education, journalism, yearbook, and music at the senior high level. Tests and final exams will not be given ahead of time. Students are not to create tests or grade any major tests.

Faculty Meetings

Administrators and directors will call meetings as needed. Certified staff are required to be present at all faculty meetings unless excused by the administrator or director.

Field Trip Request Forms

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

Guest Lecturers

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

Hall Duty

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

Homework Policy (Policy 6017)

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

Instructional Materials

All media must be previewed for suitability by the classroom teacher before being shown to students.

Lesson Plans

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

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

Lesson plans for the upcoming week must be submitted by 8:00 a.m. on Monday.

Media Center

The media center is set up to serve the needs of certified staff and students. Certified staff who need assistance with textbooks, literature sets, magazines and other reference materials should consult with the media specialist assigned to their building.

Students may use the media center during study halls, at lunch, after school and in the evenings. Classroom teachers may send individual students to use the media center during class time, but should contact the media staff before sending a group of students during class. The media staff may send disruptive students back to class or study hall, or may exclude unruly students from the media center for a specified period of time. Classroom teachers who send their entire class to the media center must accompany and supervise the students, unless prior arrangements have been made with the media specialist.

Audiovisual materials are available to certified staff through the media center. Certified staff may obtain these materials by filling out the required requisition form and sending it to the media specialist in their building. When certified staff return media, they should complete the film report card and return it to the media specialist.

Paraeducators

Paraeducators provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraeducator must not, however, assume teaching responsibilities. The classroom teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Paraeducators may be used to assist the classroom teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculating grades and recording grades. Paraeducators are to work only on their assigned work days and within

their assigned work day. If the classroom teacher desires the paraeducator to work hours other than the assigned work hours or assigned work day, he or she must contact the administration for approval.

Parent-Teacher Communication (Policy 5019)

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

Parking

Each building shall designate parking for staff, students, and visitors.

Parties

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

Planning Time

Each classroom teacher is provided with duty-free time for planning, preparation of school-related materials, and a brief respite from the duties of the day.

The Board defines planning time as time for educational planning and other task-related functions that cannot normally be accomplished during instructional periods. Planning time is not ordinarily to be used for running personal errands, conducting personal business, or pursuing non-school hobbies and/or interests. Use of planning time for a personal reason needs to be approved by the principal.

PowerSchool and PowerGrade

All teachers/classroom aides will be required to use PowerSchool and PowerGrade. Attendance will be taken as follows: Elementary – at the beginning of the morning, and right after lunch; and Secondary – at the beginning of every period. Attendance must be taken within the first five minutes of each period / beginning session. Lunch count will also be taken with PowerGrade.

Classroom teachers will be required to synchronize the PowerGrade application weekly with the main PowerSchool server.

A "comment bank" will be developed for comments on progress reports, report cards, and discipline reports at a later date. You may use the "comment bank" or enter your own free-form comment.

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

Certified staff who have trouble/problems with PowerSchool/PowerGrade, should contact Kim Taylor.

Private Tutoring for Pay (Policy 4008)

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

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

Projection Maps

The school district will only use the Gall-Peters projection map or a similar cylindrical equal-area projection map or the AuthaGraph projection map for display or use in the classroom. Use of the Mercator projection map is prohibited unless:

1. The Mercator projection map is used in conjunction with other projection maps in a teaching exercise to demonstrate that all maps are flawed in some way and different map projections serve different functions and may affect how individuals view the world; or
2. The Mercator projection map is part of any:
 - a. book or material obtained prior to July 19, 2024; or geographic information system; or computer program that renders a three-dimensional representation of Earth based primarily on satellite imagery, such as Google Earth or similar software; and
 - b. a Gall-Peters projection map or similar cylindrical equal-area projection map or an AuthaGraph projection map is displayed in the classroom or shown to students during the lesson in which a Mercator projection map is used.

Pupils' Records

Report cards will be issued within one week following the end of the quarter unless otherwise announced.

- a) Reports should be conscientiously and accurately made because they are a serious estimate of the degree of success of the pupil.
- b) Each classroom teacher should be adequately prepared to defend all decisions given on the report card.
- c) Each classroom teacher is responsible for distribution of report cards on time.
- d) Classroom teachers must confer with the principal before recording any incomplete, failing, or conditional grades on report cards.

Rights of Certified and Probationary Teachers

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

School Day

All certified K-12 staff must be at school or on duty between the hours of 7:45 a.m. and 3:45 p.m., Monday through Friday. On Fridays and days preceding certain holidays or vacation periods, certified staff are permitted to leave after the students are dismissed. Under special circumstances, certified staff may seek permission from their building principal to vary these duty hours. In addition, certified staff may be assigned responsibilities at other hours by the principal or superintendent for supervising or directing school activities or affairs or for participation in affairs under the direct sponsorship of the school.

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

Personal work may not be done on school time.

Sponsors

Certified staff members are assigned by the superintendent or his/her designee as class and club sponsors. Sponsors must be present at all meetings and activities of the sponsored group. The procedure for activity accounts and meetings can be found in the Student Handbook. Purchasing of supplies must be approved by the activities director or finance director.

Student Activities

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

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

Student Aides

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

Student Attendance

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

Each teacher must maintain an accurate record of student attendance each day. Classroom teachers must carefully check and record attendance information at the beginning of each school day and, in upper grades, at the beginning of each period. Students and student assistants are not permitted to

check attendance. Excessive absenteeism should be reported to the building principal or guidance counselor.

Students returning from an absence must report to the office prior to going to class. A returning absentee must show the classroom teacher the admittance pass that was issued by the school office. No student should be accepted back into class after an absence without this pass.

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

Student Attire

The responsibility for proper daily grooming and dress is primarily the responsibility of students and parents/guardians. However, certified staff members must insist that students do not remain in school while wearing attire that violates the dress code set forth in the Student/Parent/Activities Handbook.

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

Student Illness (Policy 5023)

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

Student Medication (Policy 5024)

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

No untrained staff members may dispense medications (prescription or over-the-counter) to students at any time. Students may, with written parental or guardian permission, self-administer medications.

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

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

Student Searches

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

Substitute Teaching During Planning Period

Certified staff may be required to substitute during their planning period, and will be compensated per the terms of the negotiated agreement.

Teaching Controversial Issues (Policy 6013)

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

- The issues discussed must be relevant to the curriculum and be part of a planned educational program.
- Students must have free access to appropriate materials and information for analysis and evaluation of the issues.
- The teacher must encourage students to consider and discuss a variety of viewpoints.
- The topic and materials used must be within the range, knowledge, maturity, and competence of the students.
- The teacher must inform parents and the building principal before discussing sensitive or controversial issues.
- The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.
- Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda through any classroom or a school device; however, a teacher shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.

Textbooks

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

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

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

POLICIES AND PROCEDURES REGARDING CLASSIFIED STAFF

At-Will Employment (Policies 4038, 4039)

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

Hours

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

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

Overtime (Policy 4050)

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

Hourly employees who accept extra-duty assignments in addition to their primary position shall be required to clock out before the extra-duty assignment begins each day, since the employee is compensated through the extra-duty schedule.

Paid Leaves, Holidays, and Other Benefits (Policy 4040)

The amount and types of paid leave, paid holidays, and other benefits are specified in board policy and/or the employee employment agreement. In the event an employee has exhausted available and applicable paid leaves as described in Policy 4040, s/he may request unpaid leave for special circumstances that require the absence of the employee. Unpaid leave requests must be submitted to and approved by the employee’s immediate supervisor and will be considered on a case-by-case basis.

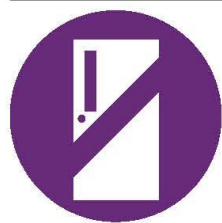
Reporting When School is Closed (Policy 4010)

Unless otherwise requested by the superintendent or you are a member of the maintenance department needed for snow removal, staff will not be required to attend work on days school has been canceled for a weather-related reason.

Sick Leave (Policy 4040)

Classified employees will receive sick leave as specified in board policy or their employment agreement. A staff member who is too ill to come to work, or who has a qualifying family member who is too ill to be left alone, must notify his or her immediate supervisor at least three hours prior to the time he/she regularly reports to work.

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in your area or room until the "All Clear" is announced
Do business as usual

INSTRUCTORS AND STAFF

Close and lock the door
Account for students, visitors and others
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

INSTRUCTORS AND STAFF

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students, visitors and others
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend

INSTRUCTORS AND STAFF

Recover people from hallway if possible
Close and lock the door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

INSTRUCTORS AND STAFF

Lead evacuation to specified location
Account for students, visitors and others
Notify if missing, extra or injured people



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

INSTRUCTORS AND STAFF

Lead safety strategy
Account for students, visitors and others
Notify if missing, extra or injured people

PARENT REUNIFICATION



STUDENT/PARENT REUNIFICATION

Circumstances may occur at the school that require parents to pick up their students in a formalized, controlled release. This process is called a Reunification and may be necessary due to weather, a power outage, hazmat or if a crisis occurs at the school. The Standard Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved.

Because a reunification is not a typical end of school day event, a reunification may occur at a different location than the school a student attends. If this location is another school, then those students may be subject to a controlled release as well.

NOTIFICATION

Parents may be notified in a number of ways. The school or district may use its broadcast phone or text message system. In some cases, students may be asked to send a text message to their parents. A reunification text message from a student may look something like this: *"The school has closed, please pick me up at 3:25 at the main entrance. Bring your ID."*

PARENT/GUARDIAN EXPECTATIONS

If a parent or guardian is notified that a reunification is needed, there are some expectations that parents or guardians should be aware of. First, bring identification. That will streamline things during reunification. Second, be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian.

WHAT IF A PARENT CAN'T PICK-UP THEIR STUDENT?

When a parent can't immediately go to the reunification site, students will only be released to individuals previously identified as a student's emergency contact. Otherwise, the school will hold students until parents can pick up their student.

WHAT IF THE STUDENT DROVE TO SCHOOL?

There may be instances where a student may not be allowed to remove a vehicle from the parking lot. In this case, parents are advised to recover the student. In some circumstances, high school students may be released on their own.

Reunification Information	
Have photo identification out and ready to show school district personnel.	
Student Name	Student Cell Phone Number
Name of person picking up student	
Signature	
Phone number of person picking up student	
Relationship to student being picked up	
Photo identification matches name of person picking up student? Y or N	

Parent completes:	
Print Student Name Again	School personnel completes upon release of student
Student Grade	
Student Birthday	

HOW IT WORKS

For students, the school asks that students be orderly and quiet while waiting. Students may be asked to text a message to their parents or guardians. Students are also asked not to send other text messages either in or out of the school or reunification area. Keeping the cellular network usage at a minimum may be important during a reunification.

REUNIFICATION CARDS

For parents, there are a couple of steps. If a parent is driving to the school, greater awareness of traffic and emergency vehicles is advised. Parents should park where indicated and not abandon vehicles. Parents are asked to go to the Reunification "Check In" area and form lines based on the first letter of their student's last name. While in line, parents are asked to fill out a reunification card. This card is perforated and will be separated during the process. Some of the same information is repeated on both the top and separated bottom of the card. Parents are asked to complete all parts of the card.

In the case of multiple students being reunified, a separate card for each student needs to be completed.

BRING ID TO CHECK IN

During check in, identification and custody rights are confirmed. The card is separated and the bottom half given back to the parent.

From the "Check In" area parents are directed to the "Reunification" area. There, a runner will take the bottom half of the card and take it to the Student Assembly Area to recover the student or students.

Parents should be aware that in some cases, they may be invited into the building for further information.

INTERVIEWS AND COUNSELING

In some cases, parents may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, parents may be pulled aside for emergency or medical information.



DISTRICT CALENDAR

Lexington Public Schools

2026-27 School Calendar | Staff

2026

Approved by the LPS Board January 2026



August

- 7 Optional Teacher Workday
- 10-11 Professional Development
- 12 First Day of School
Grades 1, 3, 5, 7-8, 9(am), 10-12(pm)
- 13 First Day of School
Grades K, 2, 4, 6, 9-12
- 19 First Day of PreK

September

- 7 No School - Labor Day Holiday
- 8 Professional Development
- 30 1:30pm Student & Staff Dismissal -
Parent Teacher Conferences (4pm-8pm)

October

- 1 No School - Parent Teacher
Conferences (9am-1pm)
- 2 No School
- 12 No School - Professional Development
- 16 End of 1st Quarter

November

- 6 1:30pm Student Dismissal - Teacher Workday
- 25-27 No School - Holiday

December

- 18 1:30pm Student & Staff Dismissal
End of 2nd Quarter
- 21-31 No School - Holiday

January

- 1 No School - Holiday
- 4 Optional Teacher Workday
- 22 No School - Professional Development

February

- 17 1:30pm Student & Staff Dismissal -
Parent Teacher Conferences (4pm-8pm)
- 18 No School - Parent Teacher
Conferences (9am-1pm)
- 19 No School - Holiday
- 22 No School - Professional Development

March

- 12 End of 3rd Quarter
1:30pm Student Dismissal - Teacher Workday
- 25-29 No School - Holiday

April

- 16 No School - Holiday
- 23 11am Student Dismissal - High School Only
- 30 1:30pm Student Dismissal - Teacher Workday

May

- 2 Class of 2027 Graduation - 2:00pm
- 26 1:30pm Student Dismissal
Last Day of School

July				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

August				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

September				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October				
M	T	W	T	F
		1	2	
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

December				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

2027

January				
M	T	W	T	F
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

February				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

March				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

April				
M	T	W	T	F
		1	2	
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

June				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

- First Day of School
- No School - Holiday
- No School - Professional Development
- Early Dismissal
- End of Quarter
- Parent Teacher Conferences
- △ Teacher Workday

Quarter	1	2	3	4	Total
Student Days	43	42	45	49	179*
Staff Days	48/49	42	48/49	49	188*

*Three extra days are built into the calendar for unanticipated cancellations. The calendar will be shortened based on any unused days.

Teachers must work 1 of 2 optional days: Aug 7th or Jan 4th

TEACHER EVALUATION SCHEDULE

TENURED TEACHERS

YEARS ONE and TWO will include a minimum of:

- 1) One Formal Observation Per Year (full-period or the equivalent of 40 minutes)
- 2) One Written Pre-Observation Document to be Filled Out By the Teacher Prior to Each Formal Observation
- 3) One Written Post-Observation Document to be Filled Out By the Teacher After Each Formal Observation
- 4) One Written "Teacher Goal" Document to be Addressed in Meeting with Evaluating Administrator
- 5) Two Walk-Through Evaluations (written walk-through evaluation notes forwarded to the teacher)

YEAR THREE will include a minimum of:

- 1) One Formal Observation (full-period or the equivalent of 40 minutes)
- 2) One Written Pre-Observation Document to be Filled Out By the Teacher Prior to Formal Observation
- 3) One Written Post-Observation Document to be Filled Out By the Teacher After Formal Observation
- 4) Two Walk-Through Evaluations (written walk-through evaluation notes forwarded to the teacher)
- 5) One Written "Teacher Goal" Document to be Addressed in Meeting with Evaluating Administrator
- 6) One Written Summative Evaluation (address strengths, weaknesses, goals, etc.) *

NON-TENURED TEACHERS

YEARS ONE, TWO and THREE will include a minimum of:

- 1) One Formal Observation Per Semester (full-period or the equivalent of 40 minutes)
- 2) One Written Pre-Observation Document to be Filled Out By the Teacher Prior to Each Formal Observation
- 3) One Written Post-Observation Document to be Filled Out By the Teacher After Each Formal Observation
- 4) Two Walk-Through Evaluations (written walk-through evaluation notes forwarded to the teacher)
- 5) One Written "Teacher Goal" Document to be Addressed in Meeting with Evaluating Administrator
- 6) One Written Summative Evaluation Per Semester (address strengths, weaknesses, goals, etc.) *

** Administrators may conduct additional formal and informal walk-throughs, observations, and/or evaluations as they determine appropriate.*

TEACHER SUMMATIVE PERFORMANCE EVALUATION

Lexington Public Schools Teacher Performance Evaluation

Teacher:

Date:

Subject:

Administrator (Observer):

☐ Probationary Teacher (Non-Tenured)

☐ Permanent Teacher (Tenured)

LPS TEACHER EVALUATION ASSESSMENT: Acceptable Needs Improvement

*This evaluation document will address the following standards:
(1) Planning & Preparation, (2) Learning Environment, (3) Instructional Strategies (4) Assessment (5) Professionalism*

Evaluation Codes: A – Acceptable N – Needs Improvement

1 - Planning & Preparation	Comments
☐ ☐ 1A. Standards are aligned <i>Uses appropriate curricula (including state and national standards) to develop lesson plans.</i>	
☐ ☐ 1B. Lesson Planning <i>Sets high expectations for student achievement that align with locally determined curriculum and instructional materials.</i>	
☐ ☐ 1C. Use of Instructional Materials <i>Implements district instructional materials to ensure learning experiences are challenging and engaging.</i>	
☐ ☐ 1D. Integration of Experiences <i>Uses students' abilities, cultural norms, and personal, family and community experiences when planning for support of differentiated instruction.</i>	
☐ ☐ 1E. Learning Communities <i>Seeks out and participates in relevant professional growth opportunities and peer collaboration.</i>	
☐ ☐ 1F. Responsive Data Use <i>Utilizes relevant data to tailor learning to support student academic achievement.</i>	
2 - Learning Environment	
☐ ☐ 2A. Student Relationships <i>Builds and sustains student relationships.</i>	
☐ ☐ 2B. Student Experiences <i>Recognizes the importance of academic growth through students' diverse personal experiences.</i>	
☐ ☐ 2C. Collaborative Learning Environment <i>Creates and maintains a collaborative learning environment to support effective classroom practices.</i>	
☐ ☐ 2D. Routines, Procedures, Conduct <i>Establishes and communicates effective routines, procedures and clear standards of conduct.</i>	
☐ ☐ 2E. Student Ownership <i>Sets and maintains high expectations where students reflect on and take ownership of their own learning behaviors.</i>	
3 - Instructional Strategies	
☐ ☐ 3A. Evidenced-Based Strategies <i>Implements district-supported strategies to ensure student learning.</i>	

☐ ☐ 3B. Resources <i>Uses evidence-based, district-supported resources.</i> ☐ ☐ 3C. Differentiation <i>Differentiates instruction by using assessment data to adjust instruction based on student needs.</i> ☐ ☐ 3D. Meaningful Learning <i>Engages students in meaningful learning through problem-solving, critical and creative thinking, purposeful discourse and inquiry aligned with district-supported curriculum.</i> 4 – Assessment ☐ ☐ 4A. Balanced Assessment and Data Use <i>Uses formative, interim, and summative assessments that align with state standards and guide instruction.</i> ☐ ☐ 4B. Data Analysis <i>Uses formative, interim, and summative assessments in collaboration with colleagues.</i> ☐ ☐ 4C. Student Feedback <i>Provides students constructive, specific, and frequent feedback.</i> ☐ ☐ 4D. Communicating Student progress <i>Documents and communicates student assessment data to relevant stakeholders.</i> 5 – Professionalism ☐ ☐ 5A. Policies, Procedures, & Regulations <i>Adheres to school policies, procedures, and regulations.</i> ☐ ☐ 5B. Relationships <i>Develops and sustains appropriate relationships with all stakeholders.</i> ☐ ☐ 5C. Professional Growth <i>Actively pursues opportunities for professional growth and leadership development.</i> ☐ ☐ 5D. Expectations <i>Reflects on professional practices and maintains high expectations for self.</i> ☐ ☐ 5E. Mission, Vision, & Continuous Improvement <i>Advocates for and contributes to the district's shared mission and vision.</i> ☐ ☐ 5F. Shared Responsibility <i>Collaborates with stakeholders to share responsibility for student achievement.</i> ☐ ☐ 5G. Rights and Confidentiality <i>Communicates with and protects the rights and confidentiality of all stakeholders.</i>	

Signature of Staff Member

Date

Signature of Evaluating Administrator

Date

Note: The signature of the staff member indicates that he/she has seen the evaluation report and has been given a copy. It does not necessarily indicate agreement with the contents thereof. Within seven days of signing this document, the staff member may, if so desired, submit a rebuttal or written comments to this evaluation to be filed along with the evaluation in the employee's personnel file.

TEACHER PRE-OBSERVATION FORM

LEXINGTON PUBLIC SCHOOLS PRE-OBSERVATION FORM

Teacher: **TYPE NAME HERE** Observer: **TYPE NAME HERE**

Grade Level(s): **Type Grade(s)** Subjects: **Type Subject(s)** Today's Date: **Type Date**

DIRECTIONS TO THE TEACHER: Please answer these questions concerning the lesson to be observed. Return this form to your principal prior to the observation. *A pre-observation conference can be requested by either party.*

1. What specific Standard/Benchmark will be focused on in today's lesson?

Highlight this gray area and begin typing....

2. What is the objective of the lesson?

Highlight this gray area and begin typing....

3. Is this a new, review, or extension lesson?

Highlight this gray area and begin typing....

4. How will you determine if the objective was achieved?

Highlight this gray area and begin typing....

5. What methods/activities will you use to achieve the objective?

Highlight this gray area and begin typing....

6. What assessment will be used to demonstrate objective achievement?

Highlight this gray area and begin typing....

7. Are there special circumstances I should be aware of? Are there specific teaching behaviors you would like me to observe?

Highlight this gray area and begin typing....

8. Are there modifications/accommodations for special learning styles/needs that will be made for the lesson?

Highlight this gray area and begin typing....

9. Is there anything I can do during this observation to make you feel as comfortable as possible?

Highlight this gray area and begin typing....

10. Other comments?

Highlight this gray area and begin typing....

TEACHER POST-OBSERVATION FORM

LEXINGTON PUBLIC SCHOOLS POST-OBSERVATION FORM

Teacher: **TYPE NAME HERE** Observer: **TYPE NAME HERE**

Grade Level(s): **Type Grade(s)** Subjects: **Type Subject(s)** Today's Date: **Type Date**

DIRECTIONS TO THE TEACHER: Please set up a time to meet with your administrative observer within one week of the formal observation. Prior to the meeting with your administrator, make sure to answer the following questions concerning the lesson that was observed. Plan to include any/all relevant artifacts (i.e., any handouts, assignments, or assessments related to the lesson).

1. In general, how successful was the lesson? Did the students appear to learn what you intended them to learn?

Highlight this gray area and begin typing....

2. To what extent were your goals and objectives appropriate for your students?

Highlight this gray area and begin typing....

3. To what extent were your assessment strategies effective? Would you make any changes in your approach to assessment? If so, what changes would you make and why?

Highlight this gray area and begin typing....

4. Please comment on your classroom procedures, your use of physical space, and the students' conduct. To what extent did the classroom environment contribute to student learning?

Highlight this gray area and begin typing....

5. Were modifications made to the plan during the lesson? If so, what were they? What motivated the changes?

Highlight this gray area and begin typing....

6. How did you provide appropriate feedback for your students?

Highlight this gray area and begin typing....

7. Please describe an instance in which your feedback positively impacted a student's learning.

Highlight this gray area and begin typing....

Signatures:

Teacher:

Principal:

Date: _____

Copies to: Teacher and Principal

TEACHER GOAL SETTING FORM

LEXINGTON PUBLIC SCHOOLS TEACHER GOAL-SETTING FORM

Teacher: **TYPE NAME HERE** Observer: **TYPE NAME HERE**

Grade Level(s): **Type Grade(s)** Subjects: **Type Subject(s)**

Mentor (if you are a first year teacher): **Type Mentor's Name** Today's Date: **Type Date**

*This form is intended to be developed by the teacher and should be shared with the principal.
Teachers are expected to set goals; the number of goals is determined by the teacher with principal input.
One goal per teacher is suggested unless directed by administration.*

3-

Highlight this gray area and begin typing....

This goal address components in:

☐ Standard 1: instructional Performance

☐ Standard 3: Personal & Professional Conduct

☐ Standard 2: Classroom Organization & Management

To be completed by the Teacher and Agreed to (signed) by the Principal:

1. Activities and/or Steps to be Taken:

Highlight this gray area and begin typing....

2. Resources Needed:

Highlight this gray area and begin typing....

3. Artifacts/Documentation to Demonstrate Goal Achievement:

Highlight this gray area and begin typing....

4. Time/Deadline:

Highlight this gray area and begin typing....

DETAILED EXPLANATION OF YOUR GROWTH PLAN

Highlight this gray area and begin typing....

Date:
Teacher

Principal

LPS ELEMENTARY WALK-THROUGH FORM

This form is used as a continual "quick check" on the climate of the learning environment and district adopted instructional practices of classrooms and classroom teachers within Lexington Public Schools.

* Indicates required question

1. Email *

2. Teacher being observed: *

Mark only one oval.

☐ Option 1

3. Date *

Example: January 7, 2019

4. Time *

Example: 8:30 AM

Subject being taught: *

Mark only one oval.

- ☐ Phonemic Awareness (Heggerty)
- ☐ 95% Phonics (Whole Group Instruction)
- ☐ 95% Intervention Groups
- ☐ Reading Core - CKLA
- ☐ Eureka2 Mathematics
- ☐ Social Studies Science
- ☐ Physical Education
- ☐ Music
- ☐ Guidance
- ☐ Art
- ☐ Library

- ☐ Small Group/Individual Instruction - SpEd
- ☐ Reading Core - CKLA (Spanish)
- ☐ Eureka2 Mathematics (Spanish)
- ☐ Alphabet
- ☐ Centers
- ☐ Content

5. What part of the lesson was being observed?

Check all that apply.

- ☐ Opening: Getting students attention, reviewing previous learning, previewing upcoming instruction
- ☐ Main Body of Instruction
- ☐ Closing: Reviewing lesson/learning, previewing next lesson, monitoring independent work

6. What type of instruction was being observed?

Check all that apply.

- ☐ "I do" - Teacher modeled learning
- ☐ "We do" - Guided instruction of students with teacher support
- ☐ "You do" - Independent work by students

7. Comments

8. The Students were: *

Check all that apply.

- ☐ Listening to the teacher (whole group)
- ☐ Receiving visual instruction
- ☐ Receiving verbal instruction

- ☐ Participating in instruction
- ☐ Working in a small group with teacher
- ☐ Working in a small group with other students
- ☐ Reading
- ☐ Aware of what they are learning and why it is important
- ☐ Using some form of technology
- ☐ On task and engaged
- ☐ Writing
- ☐ Working with manipulatives
- ☐ Transition between activities

Other: _____

9. Comments

10. The Teacher was: *

Check all that apply.

- ☐ Specifying learning outcome (objectives)
- ☐ Conferencing with student(s)
- ☐ Facilitating small groups
- ☐ Circulating about the classroom
- ☐ Sitting/standing behind desk (or podium)
- ☐ Providing direction instruction
- ☐ Modeling or demonstrating task
- ☐ Visuals were being used for language development and making connections for ELs.
- ☐ Other: _____

11. Comments:

12. Evidence of District-Wide Learning Initiatives *

Check all that apply.

- ☐ Sound Wall present in the classroom (K-3 only)
- ☐ Using Explicit Instruction: Unison Response
- ☐ Using Explicit Instruction: Partner Response
- ☐ Using Explicit Instruction: Individual Turns
- ☐ Using Explicit Instruction: Error Correction
- ☐ Assessment of Learning: Either Formative or Summative used within and/or at the end of the lesson
- ☐ Other: _____

13. Comments:

14. Evidence of Positive Climate & Teacher Strategies *

Check all that apply.

- ☐ Classroom expectations are posted and reviewed
- ☐ 5 Positives to 1 Negative Initiative used in the classroom
- ☐ Classroom positive reward system in place and used by teacher/paraprofessional(s)
- ☐ Equitable, consistent application of rules and consequences
- ☐ Zones of Regulations program tools are displayed in the classroom and referred to by staff.
- ☐ Other: _____

15. Comments:

16. Administrator Conducting Walk-Through: *

Mark only one oval.

- ☐ Cetak, Kellie (kellie.cetak@lexschools.org)
- ☐ Denker, Tiffany (tiffany.denker@lexschools.org)
- ☐ Edeal, Nikki (nikki.edeal@lexschools.org)
- ☐ McFarland, Barry (barry.mcfarland@lexschools.org)
- ☐ Naylor, Tracy (tracy.naylor@lexschools.org)

LHS AND LMS WALKTHROUGH EVALUATION FORM

LPS Walk-Through Evaluation Form

* Required Answers

Teacher: * ☐ _____ Administrator: * ☐ _____

Period: * ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8

Observation Time Frame: * ☐ First 10 Minutes ☐ Middle of Period ☐ Last 10 Minutes

Subject: *

☐ LA	☐ Physical Education	☐ Foreign Language
☐ Math	☐ Music	☐ SPED
☐ Social Sciences	☐ Art	☐ Other: _____
☐ Science	☐ Health	

Class Objective: * ☐ Observed ☐ Not Observed

Class Agenda: * ☐ Observed ☐ Not Observed

The Teacher-Parent Communication Log: ** ☐ Observed ☐ Not Observed

"10 & 10" (Teaching Bell to Bell):

- ☐ Students WERE ACTIVELY ENGAGED in an activity immediately after the bell rang (the first ten minutes) to begin the period
- ☐ Students WERE NOT ACTIVELY ENGAGED in an activity immediately after the bell rang (the first ten minutes) to begin the period
- ☐ Students WERE ACTIVELY ENGAGED in an activity until the bell rang (the last ten minutes) to end the period
- ☐ Students WERE NOT ACTIVELY ENGAGED in an activity until the bell rang (the last ten minutes) to end the period
- ☐ NO "10 & 10" Observed
- ☐ Other: _____

Sponge Activity

- ☐ Observed (Students were engaged and on task)
- ☐ Observed (Students were NOT engaged in activity)
- ☐ No Sponge Activity Observed
- ☐ Other: _____

Teacher Was: *

☐ Lecturing Only - No Student Interaction	☐ Facilitating Group(s): Small and/or Large
☐ Lecturing - Minimal Student Interaction	☐ Questioning: Knowledge or Higher Level
☐ Lecturing - High Degree of Student Interaction	☐ Demonstrating Cultural Sensitivity
☐ Sitting Behind the Desk	☐ Providing Motivation/Praise
☐ Reading to Students	☐ Other: _____
☐ Helping Individual Students	

Teacher Methodology: *

☐ Well-Designed Materials/Lesson	☐ Used Higher Order Questioning
☐ Non-Lecture Learning Activities (small group, student-led)	☐ Utilized Direct Instruction
☐ Invited Class Discussion	☐ Utilized Technological Instruction
☐ Independent Study	☐ Modeled Tasks/Behaviors for Students
☐ Teacher-Led Activity	☐ Student to Student Learning Activity
☐ Study Period - No Apparent Methodology	☐ Other: _____

Type of Student Activity: *

☐ Note Taking	☐ Presentation	☐ Prompt Writing
☐ Worksheet	☐ Silent Reading	☐ Working at Computer - Assignment Driven
☐ Project	☐ Reading Aloud	☐ Working at Computer - Free Time
☐ Daily Assignment/In-Class Assignment	☐ Listening (Teacher-Led Reading)	☐ Other: _____
☐ Paper	☐ Guided Writing	

Teacher-Student Interaction: *

☐ Minimal Degree of Student Input	☐ High Degree of Awareness of Individual Student Learning Needs
☐ High Degree of Student Input	☐ Minimal Obvious Expectations of Students
☐ Minimal Degree of Student Involvement	☐ High Expectations of Students
☐ High Degree of Student Involvement	☐ Other: _____
☐ Minimal Awareness of Individual Student Learning Needs	

Technology Utilized: *

☐ Laptop	☐ Computer (Teacher Use Only)	☐ Technology Use Not Observed
☐ Computer Lab	☐ Online Learning	☐ Other: _____
☐ SmartBoard	☐ Calculator	

Reading Commitment: ☐ Observed ☐ Not Observed

Structured Writing: ☐ Observed ☐ Not Observed

Students Speaking and Writing in Complete Sentences: * ☐ Observed ☐ Not Observed

Comments: *

Reflective Questions:

Follow-Up:

- ☐ No follow-up required.
- ☐ Please respond to my questions.
- ☐ Please schedule a post-conference with me.
- ☐ I really enjoyed your class today!

☐ Email Sent To Teacher

CLASSIFIED AND SPECIALIZED STAFF EVALUATION FORM

PERFORMANCE EVALUATION

Classified and Specialized Staff

Lexington Public Schools

Employee Name _____ Position _____ Date of Evaluation _____

A: **Acceptable** – Meets expectations

N: **Needs Improvement** – Improvement is necessary to meet expectations

I. PROFESSIONAL CONDUCT

Quality of Work

Follows through on details and exhibits general ability to handle assigned tasks	☐ A ☐ N
Comments:	

Quantity of Work

Consistently performs assigned work in time allotted	☐ A ☐ N
Comments:	

Knowledge of Job

Exhibits thoroughness in learning procedures, tasks and other details; maintains alertness to changing job requirements	☐ A ☐ N
Comments:	

Job Skills

Possesses skills required to complete tasks	☐ A ☐ N
Comments:	

Work Habits

Organizes work	☐ A ☐ N
Takes good care of equipment	☐ A ☐ N
Promotes economy with district funds and other resources	☐ A ☐ N
Follows safety regulations/rules	☐ A ☐ N
Comments:	

Dependability

Follows established work methods	☐ A ☐ N
Exhibits ability to do job without close supervision	☐ A ☐ N
Comments:	

II. PERSONAL CONDUCT

Cooperation

Exhibits willingness to adjust to schedule changes	☐ A ☐ N
Helps others	☐ A ☐ N
Comments:	

Attitude

Exhibits enthusiasm for work	☐ A ☐ N
Is willing to meet job requirements	☐ A ☐ N

CLASSIFIED AND SPECIALIZED STAFF EVALUATION FORM (PG. 2)

Readily accepts suggestions	☐ A ☐ N
Supports goals and objectives of the district	☐ A ☐ N
Comments:	
Relationships	
Exhibits positive relations with co-workers and supervisors	☐ A ☐ N
Is a good team worker	☐ A ☐ N
Interacts with students in an appropriate manner	☐ A ☐ N
Interacts with the public/parents in a professional manner	☐ A ☐ N
Uses non-sexist and culturally appropriate language	☐ A ☐ N
Comments:	
Personal Fitness	
Exhibits emotional stability required for the position	☐ A ☐ N
Possesses physical abilities necessary to complete essential job requirements	☐ A ☐ N
Dresses, grooms and maintains appearance appropriate for the position and assigned tasks	☐ A ☐ N
Comments:	
Punctuality and Attendance	
Comes to work on time	☐ A ☐ N
Uses leave appropriately	☐ A ☐ N
Works through the assigned hours	☐ A ☐ N
Follows proper reporting procedures	☐ A ☐ N
Comments:	
Initiative	
Makes good use of time	☐ A ☐ N
Conforms to rules and regulations	☐ A ☐ N
Notifies things to do and does them	☐ A ☐ N
Comments:	
Innovation	
Employee shows unusual initiative in suggesting improvement in practices, procedures or facility changes within the department. (Optional)	☐ A ☐ N
Comments:	
Summary Comments	

Supervisor signature

Date

*

Employee signature

Date

*Indicates employee has conferenced with supervisor but does not necessarily mean agreement with the evaluation.

ACKNOWLEDGEMENT OF RECEIPT

I acknowledge that I have either received a paper copy of or have website access to the Lexington School District Staff Handbook, which includes the district's drug-free workplace policy statement. I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook. Further, if I have any questions about any provision, I should confer with my supervisor or building principal.

Employee Name (Printed)

Employee Signature

Date

3061

ACH Originator

The District sends electronic payments through the ACH (Automated Clearing House) Network such as payroll direct deposits and/or vendor payments. Because of these payments, the District is classified as an ACH Originator. As an ACH Originator, the District complies with the National Automated Clearing House Association (NACHA) Operating Rules which govern the ACH Network. The District's bank requires compliance with the Rules as a condition of the District's ability to send ACH Payments.

Responsibilities. The District follows all terms of its Originating Depository Financial Institution/Originator Agreement with its bank. The District obtains a written authorization before sending any ACH payment. The District meets all processing deadlines set by the bank and NACHA. The District gives authorization records to the bank upon request within NACHA's required timeframes. The District keeps all sensitive banking information secure. When the District receives a Notification of Change, it updates the payment record before the next ACH transaction. When the District receives a return due to an error or unauthorized activity, it stops all related subsequent payments until instructions are received from the Bank. The District keeps its computer systems and network secure in line with its bank agreement. The District uses procedures to spot unauthorized payments. All employees with ACH duties will complete training, if required by the Bank or NACHA, and respond to audit requests. The District will implement internal controls and procedures to mitigate errors and risk of unauthorized ACH entries.

Fraud Monitoring. The District reviews ACH transactions for unusual patterns or amounts before submitting each file. If the District suspects an error or unauthorized ACH transaction, the District will: determine whether the problem is fraud, a scam, or an internal error; notify the bank right away; contact law enforcement if needed; and stop all related future ACH transactions.

Employee Training. All employees with ACH duties will complete any ACH origination training required by the District's designated bank(s).

Adopted on: June 15, 2026

4065

Staff Use of AI Tools

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

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

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

I. Staff Expectations for Use of AI Tools in Education

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

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

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

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

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

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

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

1. Upload FERPA-protected information about students without the express, written authorization from administrators who have assured themselves that such disclosure is lawful;
2. Relying solely on an AI Tool to grade student work that counts toward a grade or transcript or otherwise evaluate student academic progress;
3. Make or share deepfakes or fake images, audio, or video of any real person.
4. Make or share sexual or intimate images of any real person—even if the image is AI-generated;
5. Use AI to harass, bully, threaten, or impersonate any student, staff member, parent, board member, or community member;
6. Use AI to watch, track, or scan faces of students or staff outside of systems the board has approved;
7. Upload materials to AI if the copyright or license does not allow it;

8. Share district AI accounts or passwords with students or others;
9. Use district AI accounts for personal or business reasons; or
10. Use AI to bypass district network security, content filters, or device controls.

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

Adopted on: June 15, 2026

6046
Right to Access to School Library Materials

Definitions. As used in this policy,

- “Parent” means the parent, guardian, or educational decisionmaker of any student currently attending the school district; and
- “Educational decisionmaker” means a person designated or ordered by a court to make educational decisions on behalf of a child.

Catalog of Library Books. The superintendent or designee shall create and maintain a catalog of all books in the school district’s library, categorized by school building, that shall be accessible by a Parent.

Opportunity for Notification. A Parent shall have the opportunity to be notified when the Parent’s student checks out a book from the school library, which notification shall include the title of the book, the author(s) of the book, and the date the book is due to be returned to the school library. The administration may elect to allow a Parent to exercise the opportunity to receive such notifications by means of a website, application notification, or by opting into email notifications.

Nothing in this policy shall be construed to create any rights of access or rights to notification in favor of any person that does not meet the definition of Parent stated above.

Adopted on: June 15, 2026

2008 Meetings

The formation of policy is public business and will be conducted openly in accordance with the Nebraska Open Meetings Act.

1. Types of Meetings

- a. The board shall hold its regular meetings on or before the third Monday of each month.
- b. Special and emergency meetings may be called as provided by law.
- c. The board may schedule work sessions and retreats in order to provide board members and administrators with the opportunity to plan, research, and engage in discussion.

2. Notice

~~The board shall give reasonable advance publicized notice of the time and place of each of its meetings, which generally will be 48 hours or more in advance of the meeting. Such notice shall be transmitted to all members of the board and to the public.~~

Method of Publishing Notice of Meetings. The board will publish reasonable advanced notice of all meetings on its website. The notice will contain a statement that the current agenda is available for inspection at the Superintendent's office during normal business hours. The Superintendent or designee may but is not required to provide information about meetings in other ways, such as social media or posting notices in physical locations in the district.

Publication of Notice Method and Regular Meeting Schedule. Four times per year, in a newspaper of general circulation, the board will publish its regular meeting schedule, location of regular meetings, and the designated method of publishing meeting notices.

Publication Procedure if the Newspaper Will Be Finalized for Printing Prior to the Time and Date of the Meeting. Notice of regular and special meetings shall be (1) published in a newspaper of general circulation within the district that is finalized for printing prior to the time and date of the meeting, (2) posting on the newspaper's website, if available, and (3) posting on a statewide website, if available, established and maintained as a repository for such notices by a majority of Nebraska newspapers.

~~**Publication Procedure if the Newspaper Will Not Be Finalized for Printing Prior to the Time and Date of the Meeting.** Notice of regular and special meetings shall be (1) posting on the newspaper's website, if available, and (2) posting on a statewide website, if available, established and maintained as a repository for such notices by a majority of Nebraska newspapers if no edition of a newspaper of general circulation within the school district's jurisdiction is to be finalized for printing prior to the time and date of the meeting.~~

~~Newspapers of general circulation in the district include the [REDACTED]. Such notice shall contain a statement that the agenda shall be readily available for public inspection at the administration office of the school during the normal business hours. In addition, the superintendent is authorized, but not required, to publish the notice of any meeting on the school district's website, posting in three prominent places within the school district, or by any other appropriate method designated by the board.~~

~~In case of refusal, neglect, or inability of the newspaper to timely publish the notice, the school district will (1) post the notice on its website, if available, (2) request the newspaper submit a post on a statewide website, if available, established and maintained as a repository for such notices by a majority of Nebraska newspapers, and (3) post the notice in a conspicuous public place in the school district's jurisdiction. The school district will keep a written record of the posting and the written request to the newspaper.~~

When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes of the meeting, and any formal action taken in such meeting shall pertain only to the emergency. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public no later than the end of the next regular business day.

~~3. Weather Delays~~

~~In the event of inclement weather which makes it dangerous or unreasonable for board members or members of the public to attend a meeting for which notice has already been given, such meeting may be postponed by the board president. The board will communicate the delay to members of the public by posting it on the district's website and by following the same communication protocol that the district follows when student attendance at school is called off due to inclement weather. When possible, the board president and superintendent will attempt to communicate the information to local media~~

~~members and business owners to assist in notifying the public of the delay. Notice of the date, time, and location of the postponed meeting will be advertised as required in the "Notice" section above.~~

4.3. Minutes

- a. The board shall keep minutes of all meetings showing the time, place, members present and absent, the method(s) and date(s) of the meeting notice, and the substance of all matters discussed.
- b. Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the board in open session, and the record shall state how each member voted, or if the member was absent or not voting.
- c. ~~The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public record~~The and meeting minutes shall be published on the school district's website within ten working days of the last meeting or prior to the next convened meeting, whichever occurs earlier. The minutes shall be available on the website for at least six months.

The Superintendent will make a copy of the Open Meetings Act available at all meetings.

Adopted on: October 8, 2012

Revised on: July 13, 2015

Revised on: June 12, 2017

Revised on: October 12, 2020

Reviewed and reapproved on: January 10, 2022

Revised on: June 13, 2022

Revised on: January 9, 2023

Reviewed on: January 15, 2024

Revised on: June 10, 2024

Adopted on: October 8, 2012

Revised on: July 13, 2015

Revised on: June 12, 2017

Revised on: October 12, 2020

Reviewed and reapproved on: January 10, 2022

Revised on: June 13, 2022

Revised on: January 9, 2023

Reviewed on: January 15, 2024

Revised on: June 10, 2024

Revised on: December 9, 2024

Revised on: July 14, 2025

Revised on: June 15, 2026

3003

Bidding for Construction, Remodeling, Repair, or Site Improvement

I. Applicability of this policy.

Construction and contracts undertaken with federal funds, whether those funds are derived directly from the federal government (e.g. award of a federal grant) or are derived by pass-through awards from the Nebraska Department of Education (e.g. special education funds, school lunch funds, Title I funds) are subject to the policy on Construction with Federal Funds, which is found elsewhere in this section.

This policy applies to all other purchases and contracts made by the school district for construction, remodeling, repair and other site improvements.

II. Projects with an Estimated Cost of Less than \$109136,000

- A. The school district will solicit quotes and/or estimates for all projects with an estimated cost of less than \$109136,000.
- B. Prior to solicitation of the quotes and/or estimates, the superintendent will determine whether the district will accept oral submissions.
- C. Quotes and/or estimates may be solicited by the superintendent or his/her designee without board action.
- D. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.
- E. The district may use a Nebraska state-wide cooperative purchasing program in lieu of obtaining quotes or bids under this policy to the extent such a bid or quote is not otherwise independently required by law.
- F. Nothing in this subsection prohibits or requires the use of the formal bidding procedures. If the district is going to solicit formal bids for projects of less than \$109136,000 they must follow the formal procedures outlined in this policy.

III. Formal Bidding for Major Purchases and Construction

- A. Pursuant to section 73-106 of the Nebraska statutes, the board will advertise for bids when the contemplated expenditure of the project

exceeds \$~~109~~136,000 for the construction, remodeling or repair of a school-owned building or for site improvement.

- B. In projects that involve professional engineering or architecture, the board will have a registered professional engineer or architect prepare the plans, specifications, and estimates when the anticipated cost of the project exceeds \$144,000.

C. Advertising for Bids

1. The superintendent or designee will arrange to advertise for bids under this section by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date on which bids are due.
2. Nothing in this policy shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

D. Bid Documents

1. The bid documents shall identify the day upon which the bids shall be returned, received or opened and shall identify the hour at which the bids will close or be received or opened.
2. The invitation for bids will be sufficiently certain and specific, will include any specifications and pertinent attachments, and will define the items or services in order to allow the bidder to properly respond.
3. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.
4. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.
5. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.
6. Sealed bids will be opened in a place and at the specific time

stated in the bid form. Bidders shall be notified of the opening and invited to be present.

7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications.

E. Any or all bids may be rejected if there is a sound documented reason

F. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.

Adopted on: December 10, 2012

Revised on: July 13, 2015

Reviewed on: June 12, 2017

Revised on: June 12, 2021

Revised on: June 9, 2025

Revised on: June 15, 2026

Adopted on: _____

Revised on: _____

Reviewed on: _____

3003.1
Bidding for Construction, Remodeling, Repair, or Related Projects
Financed with Federal Funds

I. Applicability of the Policy

This policy applies only to construction and contracts undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

The District will also comply with the requirements of the public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106) when the contemplated expenditure for the complete project exceeds \$~~109~~136,000, the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. §§ 13-2901 through 13-2914), energy financing contracts (NEB. REV. STAT. §§ 66-1062 through 66-1066), other applicable state laws, and the board's general policy on Bidding for Construction and Related Projects. In addition, all procurement and construction shall comply with the rules and requirements of 2 CFR part 200.317 through 200.326327 and 34 CFR sections 75.601 through 75.615. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

II. All projects undertaken pursuant to this policy will be subject to the following bond requirements

- A. A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
- B. A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.
- C. A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with

a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

III. Construction Projects with an Anticipated Cost of Under ~~\$250~~350,000

A. Methods of Bidding/Soliciting Quotations or Estimates

The type of procedures required depends on the anticipated cost of the project.

1. Construction with an Anticipated Cost of up to ~~\$10,000~~15,000 (Micro-Purchases)

Micro-purchase means an individual procurement transaction for supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed ~~\$10,000~~15,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing.

2. Construction with an Anticipated Cost of between ~~\$10,000~~15,000 and ~~\$250~~350,000 (Simplified Acquisition Procedures)

For construction projects subject to this policy, simplified acquisitions are purchases that, in the aggregate amount, is more than ~~\$10,000~~15,000 and less than ~~\$250~~350,000 annually. For simplified acquisitions, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts.

- B. Construction Projects with an estimated cost of between ~~\$109~~136,000 and ~~\$23~~49,999 will be made pursuant to the District's Policy on Bid Letting and Contracts.

Pursuant to Nebraska law, construction projects which have an anticipated aggregate cost of \$~~109136~~,000 or more are subject to state public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106). The board will follow its standard policy on bid letting and contracts for construction projects financed with federal funds which have an anticipated aggregate cost of between \$~~109136~~,000 and \$~~250350~~,000.

IV. Construction Projects with an Anticipated Cost Over \$~~250350~~,000

A. Sealed Bids: All constructions projects subject to this policy with an anticipated cost of \$~~250350~~,000 or more will be publicly solicited using the sealed bid method

1. Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for state, local, and tribal governments, the invitation for bids must be publicly advertised;
2. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
3. Sealed bids will be publicly opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.
4. The contract will be awarded to the lowest responsive and responsible bidder.
 - a) Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest.
 - b) Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of.
 - c) Any or all bids may be rejected if there is a sound documented reason.
5. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the

amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

6. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

B. Advertising for Bids.

1. The superintendent or designee will arrange to advertise for bids by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date on which bids are due.

2. Nothing shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

C. Bid Documents

1. The bid documents shall identify the day upon which the bids shall be returned, received, or opened and shall identify the hour at which the bids will close or be received or opened.

2. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.

3. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.

4. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.

5. Sealed bids will be opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.

6. Bids will be reviewed by the Superintendent and/or designee and submitted to the board for approval.

7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the

lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

8. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

D. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.

V. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.322327 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards. This includes a "Buy American" provision that provides that as appropriate and to the extent consistent with law, the District and contractor should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of the Buy American provision must be included in all subawards including all contracts and purchase orders for work or products under this award.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are used when possible and consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in the U.S. or processed in the U.S. substantially using agricultural commodities produced in the U.S.

C. Full and Open Competition

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

D. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, public policy compliance, proper classification of employees (see the Fair Labor Standards Act, 29 U.S.C. 201, chapter 8), record of past performance, and financial and technical resources when conducting a procurement transaction.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by ~~revising~~reviewing the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

E. Settlements of Issues Arising Out of Contract

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

F. Record Keeping

1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an

effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding construction projects for a minimum of five (5) years after the sale or demolition of the building. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.~~333334~~.

c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Construction Records for Projects Financed with Federal Funds

a) The District must maintain records sufficient to detail the history of all construction projects financed with federal funds. These records will include, but are not necessarily limited to the following: rationale for the method of construction, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.

b) Retention of construction records shall be in accordance with applicable law and Board policy.

VI. Conflict of Interest and Code of Conduct

- A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.
- B. Contracts covered by this policy are subject to the following additional provisions.
 - 1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.
 - 2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
 - 3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

An employee, officer, agent, and board member of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, with the limited exception of unsolicited items of nominal value.

D. Enforcement

Disciplinary Actions will be applied for violations of such standards by officers, employees, board members, or agents of the District at the board's discretion.

VII. Financial Management

A. Identification.

The District will identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as applicable, the CFDA title and

number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

B. Financial Reporting

The District will make an accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

C. Accounting Records

The District maintains records which adequately identify the source and application of funds provided for federally-assisted activities. These records must contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

D. Internal Controls

The Superintendent or his/her designee must maintain effective control and accountability for all funds, real and personal property, and other assets through board review and approval of claims, an annual audit of the district's finances pursuant to the applicable Nebraska Department of Education and federal rules and regulations, and comparison of expenditures and outlays to budgeted amounts. The District adequately safeguards all such property and assures that it is used solely for authorized purposes.

E. Budget Control

Actual expenditures or outlays will be compared with budgeted amounts for each federal award at least annually and more often as required by law or deemed prudent by the board or administrative staff.

F. Payment Methods

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the Nebraska Department of Education on a reimbursement basis. 2 CFR § 200.305. However, if the District receives an advance in federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up

to \$500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for the Nebraska Department of Education to review upon request.

G. Allowability of Costs

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval.

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part [200, Subpart E](#). The Superintendent or his/her designee must consider these factors when making an allowability determination.

The Superintendent or his/her designee will consider Part 200's cost guidelines when federal grant funds are expended. The Superintendent or his/her designee will also consider whether all state - and District-level requirements and policies regarding expenditures have been followed.

H. Use of Program Income – Deduction, Addition, or Cost Sharing or Matching

The default method for the use of program income for the District is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The District may also request prior approval from the federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award. 2 C.F.R. § 200.307(e)(2). The District may also request prior approval from the federal awarding agency to use the cost sharing or matching method.

While the deduction method is the default method, the District always refers

to the grant award notice prior to determining the appropriate use of program income.

I. Cost Sharing or Matching

For all Federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the non-Federal entity's cost sharing or matching when such contributions meet all of the following criteria:

- (1) Are verifiable from the non-Federal entity's records;
- (2) Are not included as contributions for any other Federal award;
- (3) Are necessary and reasonable for accomplishment of project or program objectives;
- (4) Are allowable under [subpart E \(Cost Principles\) of this part](#);
- (5) Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
- (6) Are provided for in the approved budget when required by the Federal awarding agency; and
- (7) Conform to other provisions of this part, as applicable.

J. Documentation of Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VIII. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.~~326~~-327 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus

area firms are used when possible consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in US or processed in US substantially using agricultural commodities produced in US.

C. Record Keeping

1. Record Retention

a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Procurement Records

a) The District must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.

b) Retention of procurement records shall be in accordance with applicable law and Board policy.

D. Privacy

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the requirements of the Family Educational Rights and Privacy Act (FERPA) and State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

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Revised on: July 8, 2019

Revised on: June 12, 2021

Revised on: June 13, 2022

Revised on: June 12, 2023

Revised on: June 10, 2024

Revised on: June 15, 2026

Adopted on: _____

Revised on: _____

Reviewed on: _____

3004.1

Fiscal Management for Purchasing and Procurement Using Federal Funds

I. Applicability of Policy

This policy applies only to non-construction related purchases undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

All other non-construction purchases will be governed by the Board's general purchasing policy, which can be found earlier in this subsection. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

This procurement policy shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. The district's goal is to fully implement all required procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the Nebraska Department of Education.

II. Procurement System

The District maintains the following purchasing procedures.

A. Responsibility for Purchasing

The authority to make purchases shall be governed by the District's purchasing policy, which can be found elsewhere in this section. Except as otherwise provided in the District's purchasing policy, the acquisition of services, equipment, and supplies shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the purchasing program of the school district. Purchases or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.

B. Methods of Purchasing

The type of purchase procedures required depends on the cost of the item(s) being purchased.

1. Purchases up to ~~\$10,000~~15,000 (Micro-Purchases)

Micro-purchase means an individual procurement transaction for supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed ~~\$10,000~~15,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing, which can be found earlier in this subsection.

2. Purchases between ~~\$10,000~~15,000 and ~~\$250,000~~350,000 (Simplified Acquisition Procedures)

Simplified acquisitions are purchases that, in the aggregate amount, are more than ~~\$10,000~~15,000 and less than ~~\$250,000~~350,000 annually. For simplified acquisitions, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts, which can be found earlier in this subsection.

3. Purchases Over ~~\$250,000~~350,000

a) Sealed Bids (Formal Advertising)

For purchases over ~~\$250,000~~350,000, the district will generally follow the bidding process outlined in the board's policy on Bidding for Construction, Remodeling, Repair or Site Improvement. If sealed bids are not accepted for a purchase of over ~~\$250,000~~350,000, the district will retain an explanation for that decision.

b) Contract/Price Analysis

The District performs a cost or price analysis in connection with every procurement action in excess of ~~\$250,000~~350,000, including contract

modifications. The district will make an independent estimate of costs prior to receiving bids or proposals.

4. Noncompetitive Proposals (Sole Sourcing)

- a) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
 - 1) The procurement transaction can only be fulfilled by a single source;
 - 2) The public exigency or emergency for the requirement will not permit a delay resulting from providing public notice of a competitive solicitation;
 - 3) The federal awarding agency or pass-through entity expressly authorizes written approval of noncompetitive proposals in response to a written request from the District; or
 - 4) After solicitation of a number of sources, competition is determined inadequate.
- b) Noncompetitive proposals may only be solicited with the approval of the superintendent or the board. Sufficient and appropriate documentation that justifies the sole sourcing decision must be maintained by the superintendent or designee.
- c) A cost or price analysis will be performed for noncompetitive proposals when the price exceeds ~~\$250,000~~\$350,000.

5. Competitive Proposals.

- a) The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

- 1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered;
 - 2) Proposals must be solicited from an adequate number of qualified sources; and
 - 3) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.
- b) The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used to procure A/E professional services. The method may not be used to purchase other services provided by A/E firms are a potential source to perform the proposed effort.
- c) The District may select a proposal that offers the best value and that is based upon the proposer's responsiveness to the proposal, experience, reputation, staff qualifications, ability and capacity to carry on the work, price, honesty, integrity, skills, business judgment, financial stability, past performance, and other relevant factors. The evaluation may be conducted by the school board, a designated committee, or another designee of the school board.

C. Use of Purchase (Debit & Credit) Cards

District use of purchase cards is subject to the policy on purchase cards which can be found elsewhere in this subsection.

D. Federal Procurement System Standards

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

The District will maintain and follow general procurement standards consistent with 2 C.F.R. §200.318.

E. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, public policy compliance, proper classification of employees (see the Fair Labor Standards Act, 29 U.S.C. 201, chapter 8), record of past performance, and financial and technical resources when conducting a procurement transaction.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by revising the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

F. Settlements of Issues Arising Out of Procurements

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

III. Conflict of Interest and Code of Conduct

A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.

B. Purchases covered by this policy are subject to the following additional provisions.

1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.
2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

An employee, officer, agent, and board member of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, except that this provision does not prohibit the receipt of unsolicited items of nominal value. For purposes of this policy, "nominal value" means a fair market value of \$25 or less.

D. Enforcement

Disciplinary Actions including, but not limited to, counseling, oral reprimand, written reprimand, suspensions without pay, or termination of employment, will be applied for violations of such standards by officers, employees, board members, or agents of the District.

IV. Property Management Systems

A. Property Classifications

1. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$10,000.
2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the

capitalization level established by the District for financial statement purposes or \$10,000, regardless of the length of its useful life. 2 C.F.R. §200.94.

3. Computing Devices means machines that acquire, store, analyze, process, and publish data and other information electronically, including accessories (or “peripherals”) for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.
4. Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:
 - a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
 - b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

B. Inventory Procedure

Newly purchased property shall be received and inspected by the staff member who ordered it to ensure that that it matches the purchase order, invoice, or contract and that it is in acceptable condition.

Equipment, Computing Devices, and Capital Assets must be tagged with an identification number, manufacturer, model, name of individual who tagged the item, and date tagged).

C. Inventory Records

For equipment, computing devices, and capital assets purchased with federal funds, the following information is maintained in the property management system:

1. Serial number;
2. District identification number;
3. Manufacturer;

4. Model;
5. Date tagged and individual who tagged it;
6. Source of funding for the property;
7. Who holds title;
8. Acquisition date and cost of the property;
9. Percentage of federal participation in the project costs for the federal award under which the property was acquired;
10. Location, use and condition of the property; and
11. Any ultimate disposition data including the date of disposal and sale price of the property.

The inventory list shall be adjusted by the superintendent of schools or his/her designee for property that is sold, lost, stolen, cannot be repaired, or that cannot be located.

D. Physical Inventory

1. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
2. The Superintendent or his/her designee will ensure that the physical inventory is performed. The physical inventory will generally occur during the months of June or July, but may be conducted during other time periods with the approval of the superintendent.

E. Maintenance

In accordance with 2 C.F.R. 313(d)(4), the District maintains adequate maintenance procedures to ensure that property is kept in good condition.

F. Lost or Stolen Items

The District maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property. The District will notify the Federal agency or pass-through entity of any loss, damage, or theft of equipment that will have an impact on the program.

G. Use of Equipment

Equipment must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the federal award, and the District will not encumber the

property for any non-federal program use without prior approval of the federal awarding agency and the pass-through entity.

H. Disposal of Equipment

When it is determined that equipment acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the Superintendent or his/her designee will contact the awarding agency (or pass-through for a state-administered grant) for disposition instructions.

If the item has a current fair market value of \$10,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency or pass-through entity. The Superintendent or his/her designee will utilize sales procedures which ensure the highest possible return on the disposal of the equipment.

I. Equipment Retention

When included in the terms and conditions of the Federal award, the Federal agency may permit the recipient to retain equipment, or authorize a pass-through entity to permit the recipient to retain equipment, with no further obligation to the Federal Government unless prohibited by Federal statute or regulation.

J. Equipment and Capital Expenditures

All equipment and capital expenditures shall comply with the rules and requirements of 2 CFR 200.439.

K. Depreciation

All depreciation shall comply with the rules and requirements of 2 CFR 200.436.

L. Reporting and Recording Federal Property Interest

The district will comply with federal interest reporting and submit annual reports, if required, regarding a real property interest due to a renovation, major remodeling, construction, or real property project funded by federal grant funds.

V. Financial Management

A. Identification

The District will identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as applicable, the CFDA title and number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

B. Financial Reporting

The District will make an accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

C. Accounting Records

The District maintains records which adequately identify the source and application of funds provided for federally-assisted activities. These records must contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

D. Internal Controls

The Superintendent or his/her designee must maintain effective control and accountability for all funds, real and personal property, and other assets through board review and approval of claims, an annual audit of the district's finances pursuant to the applicable Nebraska Department of Education and federal rules and regulations, and comparison of expenditures and outlays to budgeted amounts. The District adequately safeguards all such property and assures that it is used solely for authorized purposes. The District takes reasonable cybersecurity and other measures to safeguard information including protected personally identifiable information.

E. Budget Control

Actual expenditures or outlays will be compared with budgeted amounts for each federal award at least annually and more often as required by law or deemed prudent by the board or administrative staff.

F. Payment Methods

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the Nebraska Department of Education on a reimbursement basis. 2 CFR § 200.305. However, if the District receives an advance in federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up to \$500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for the Nebraska Department of Education to review upon request.

G. Allowability of Costs

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval.

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part 200, Subpart E. The Superintendent or his/her designee must consider these factors when making an allowability determination.

The Superintendent or his/her designee will consider Part 200's cost guidelines when federal grant funds are expended. The Superintendent or his/her designee will also consider whether all state - and District-level requirements and policies regarding expenditures have been followed.

H. Use of Program Income – Deduction, Addition, or Cost Sharing or Matching

The default method for the use of program income for the District is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The District may also request prior

approval from the federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award. 2 C.F.R. § 200.307(e)(2). The District may also request prior approval from the federal awarding agency to use the cost sharing or matching method.

While the deduction method is the default method, the District always refers to the grant award notice prior to determining the appropriate use of program income.

I. Cost Sharing or Matching

For all Federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the non-Federal entity's cost sharing or matching when such contributions meet all of the following criteria:

- (1) Are verifiable from the non-Federal entity's records;
- (2) Are not included as contributions for any other Federal award;
- (3) Are necessary and reasonable for accomplishment of project or program objectives;
- (4) Are allowable under subpart E (Cost Principles) of this part;
- (5) Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
- (6) Are provided for in the approved budget when required by the Federal awarding agency; and
- (7) Conform to other provisions of this part, as applicable.

J. Documentation of Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VI. Written Compensation Policies

A. Time and Effort Standards

All employees who are paid in full or in part with federal funds must keep specific documents to demonstrate the amount of time they spent on grant activities. This includes an employee whose salary is paid with state or local

funds but is used to meet a required “match” in a federal program. These documents, known as time and effort records, are maintained in order to charge the costs of personnel compensation to federal grants. Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

- (1) Be supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- (2) Be incorporated into official records;
- (3) Reasonably reflect total activity for which the employee is compensated, not exceeding 100% of compensated activities;
- (4) Encompass both federally assisted and all other activities compensated by the District on an integrated basis;
- (5) Comply with the established accounting policies and practices of the District and
- (6) Support the distribution of the employee’s salary or wages among specific activities or costs objectives.

B. Time and Effort Procedures

Time and effort procedures will follow and comply with 2 CFR 200.430(i).

C. Fringe Benefits

Except as provided otherwise by federal law, the costs of fringe benefits will be allowable provided that the benefits are reasonable and required by law, a district-employee agreement, or another policy of the District.

D. Leave

The cost of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if they are provided under established written District leave policies.

E. Unexpected or Extraordinary Circumstances

In the event of a pandemic or other unexpected or extraordinary circumstance, the District may close school or individual buildings. In such case, the District may compensate federally funded or other employees during such closure to ensure the return of staff to employment after the closure as allowed by state or federal law.

F. Documentation for Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VII. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are used when possible consistent with state law.

Buy American. The District participates in the National School Lunch Program and School Breakfast Program and is required to use the nonprofit food service funds, to the maximum extent practicable, to buy domestic commodities or products for Program meals. A “domestic commodity or product” is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. as provided in 7 CFR 210.21(d). The District may deviate from this general requirement only if:

- The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or
- Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product.

C. Record Keeping

1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show

compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.
- c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Procurement Records

- a) The District must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.

- b) Retention of procurement records shall be in accordance with applicable law and Board policy.

D. Privacy

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the requirements of the Family Educational Rights and Privacy Act (FERPA) and State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

E. Travel Costs

All travel expenses paid with federal grant funds shall meet the federal requirements such as:

- (1) All travel costs must be reasonable and necessary;
- (2) All travel costs must be consistent with District policy; and
- (3) All travel costs must be directly related to the grant award.

In addition, all travel expenses funded with federal grant funds must be preapproved by the Superintendent or designee. The state per diem rates for lodging shall be used to determine that maximum amount charged to a federal grant. For reimbursement of meals, the per diem rate and rules set by the State of Nebraska through the Nebraska Department of Administrative Service's Expense Reimbursement Document "ERD" Guidelines will apply. There will be no reimbursement for breakfast if the staff member's lodging provides continental breakfast at no cost. For reimbursement for mileage or fuel, the State of Nebraska mileage rate will apply. If a District-owned vehicle is available for travel, the District-owned vehicle must be utilized unless preapproved by the Superintendent or designee. All expenditures claimed by staff must include receipts and a completed voucher.

Adopted on: June 12, 2017

Revised on: July 8, 2019

Revised on: October 12, 2020

Revised on: June 12, 2021

Revised on: June 13, 2022

Revised on: June 12, 2023

Revised on: June 10, 2024

Revised on: December 9, 2024

Revised on: June 9, 2025Adopted on: _____

Revised on: June 15, 2026 Revised on: _____
Reviewed on: _____

3048 Communicable Disease

The ~~school~~ district strives to provide a safe environment for both students and staff while safeguarding the rights of all students and employees, including those with communicable diseases. The district complies with Neb. Rev. Stat. §§ 79-217 to 79-223 and Title 173 Nebraska Administrative Code, Chapter 3.

~~Communicable Diseases.~~ ~~Communicable diseases are defined by the Nebraska Department of Health and Human Services in Title 173 Nebraska Administrative Code Chapter 1 and include HIV/AIDS, Hepatitis (A, B, and E), Measles, Mumps, and Tuberculosis.~~

~~School Attendance and Participation in School Sponsored Activities.~~ ~~A student who has been~~**Definitions.** Terms used in this policy have the meanings given in 173 NAC 3-002. A "reportable communicable disease" means a disease that must be reported under 173 NAC, Chapter 1.

~~Signs and Symptoms; Sending Students Home.~~ Staff will watch for signs and symptoms of contagious or infectious disease. These signs and symptoms include fever, flushed face, headache, body aches, unexplained tiredness, loss of appetite, stomach ache, nausea, vomiting, diarrhea, convulsions, sore throat, nasal congestion or discharge, unexplained skin eruption, and sore or inflamed eyes. The district will notify the parent or guardian of the student's signs or symptoms. Upon notice, the parent or guardian must immediately cooperate with the district to arrange safe transportation home or another appropriate caregiver for the student. The district will report any failure to reasonably cooperate with the district to the Department of Health and Human Services or local law enforcement as appropriate.

~~Notice to School Authority.~~ When the district sends a student home for a suspected contagious or infectious disease, the principal or school nurse will notify the superintendent or designee without delay.

~~Reports to Public Health.~~ The school nurse, or a person acting in the capacity of a school nurse, will report each case or suspected case of a reportable communicable disease. The report must go to the local public health department or the Nebraska DHHS Division of Public Health as provided in 173 NAC 1-007.04.

~~Exclusion From School.~~ The district will exclude a student with a confirmed communicable disease for at least the minimum isolation period in Attachment 1 to 173 NAC, Chapter 3. The student must be free of acute signs and

symptoms. The student must be fever-free for 24 hours without fever-reducing medication before returning to school.

School Attendance and Participation in School Sponsored Activities.

The district will provide educational services to a student diagnosed with a communicable disease shall be provided with educational services in accordance with state law and board policy. Generally, individuals with a communicable disease will be restricted only to the extent necessary as required by law. The district will restrict the student as needed to prevent the transmissionspread of the disease, to protect theirthe student's health and rights of privacy, and to protect the health and safety of others. The decision regarding a student's education program and placement shall be made on an individual basis in light of current medical and educational information and recommendations. These will be determined by the superintendent, the student's Section 504 or Individualized Education Program (IEP) team, or the district's Crisis Team. In addition, participation in Nebraska School AthleticParticipation in Nebraska School Activities Association (NSAA) events will beis subject to itsNSAA rules and procedures, if anythe provisions of the district activity handbook.

Infection and Exposure Control Procedures/Universal Precautions.

The district will monitor the information available through the Federal Centers for Disease Control, the Nebraska Department of Health and Human Services, and the Occupational Safety and Health Administration. This policy and any procedures, universal precautions, or exposure control planplans will be modified, if appropriate, based upon the best new medical information provided by the above sources.

The superintendent will take appropriate measures if there is an **Outbreaks.** In an outbreak or epidemic or outbreak of a communicable disease which may include, but is not limited to, the emergency exclusion or alternative placement of superintendent may exclude students, reassign students, or close one or more schools. The superintendent will coordinate with the closure of a school building or the entire school district. local health department and the Nebraska Department of Health and Human Services as needed.

Confidentiality. The existence of an individual'sdistrict will keep information about a person's communicable disease shall be treated as confidential and will be limited to school. The district will share information only with staff on a "need-to-know" basis. If it is necessary toWhen the district must inform a person of another'sabout another person's condition (due to exposure, for instance), the person will be notified of, the confidentiality ofdistrict will inform that disclosure. In addition, any communicationperson of the duty to keep the information confidential. The district will communicate about a student's

communicable disease ~~shall be~~ consistent with ~~that~~the student's IEP or Section 504 Plan, if any.

Staff Training. Staff will receive training regarding communicable diseases and the requirements of this policy and any adopted procedures as part of the training received under the Workplace Injury Prevention and Safety Committee policy.

Reporting. ~~School staff who learn that an individual has a communicable disease will report it to the proper authority as required by Title 173 Nebraska Administrative Code Chapter 1~~

Adopted on: July 9, 2018

Revised on: June 15, 2026

Reviewed on: _____

Adopted on: _____

Revised on: _____

Reviewed on: _____

4017

Relations with Employee Collective Bargaining Associations

The board of education recognizes the right of staff members to belong to professional employee organizations for bargaining purposes pursuant to state statutes. The board will negotiate with employee associations organizations that have been established certified or recognized in accordance with public employee bargaining statutes ~~and will negotiate with local collective bargaining unit representatives at mutually agreeable times~~. The board or administration will coordinate with certified or recognized organizations for purposes of collective bargaining.

~~To facilitate an amicable relationship between the district and any local employee associations, the~~ The district will allow professional employee associations organizations to make reasonable use of district facilities for meetings outside the school's district's and the employees' work hours. With administrative approval, associations organizations may use district resources, post notices of meetings, and provide other information on bulletin boards designated for this purpose, and use district e-mail and mail boxes mailboxes for delivery of employment-related information specific to the organization. Associations Organizations must pay for all supplies used, damage caused, or the loss or theft of borrowed property.

For purposes of recruiting new members, organizations may host or attend certain meetings of certificated staff outside the district's and the employees' work hours. Attendance at any staff meetings does not include all-staff, building-level, committee, or other meetings called by the district, unless those meetings are open to other organizations or if required by law.

Unless otherwise specified in this policy or permitted law, organizations will be treated equally, and the district will not designate any day or break by reference to any specific organization.

Adopted on: July 8, 2013

Revised on: December 11, 2017

Revised on: June 15, 2026

Adopted on: _____

Revised on: _____

Reviewed on: _____

4019 Workplace Injury Prevention and Safety Committee

The school district is committed to providing and maintaining a safe work environment, and to taking reasonable precautions for the safety of the students, employees, visitors, and all others having business with this school district. Every employee should show concern for the safety of fellow employees, students, and members of the public. The district shall have a safety committee as required by Nebraska law. Members of the safety committee ~~shall~~may be established through the collective bargaining process.

The committee ~~shall~~will adopt and maintain a written injury prevention program. The committee ~~shall~~will participate in the development of safety education, training, and the establishment of safety rules, policies and procedures pursuant to this policy, the district's written injury prevention program, or as otherwise provided by law. Training for employees ~~shall~~will be conducted annually.

The workplace injury prevention and safety committee ~~shall~~will maintain minutes of all meetings and file them in the district office. The committee ~~shall~~will implement accident investigation, record keeping procedures, safety rules, safety and health training, and policies. The district ~~shall~~will maintain records for at least three years, or longer if directed by the Department of Labor.

The committee ~~shall~~will meet at least once every three months or more frequently in the event of an employee complaint or of a job-related injury or death. The workplace injury prevention and safety committee ~~shall~~will keep written minutes of all meetings, and provide a copy to the superintendent or designee who ~~shall~~will maintain the minutes in the district's administrative offices for a period of at least three years, unless otherwise instructed by the Department of Labor.

The workplace injury prevention and safety committee ~~shall~~will develop an injury prevention plan and present it to the board. The plan should be developed and presented in the spirit of employees working together in a cooperative, non-adversarial effort to promote safety at the work sites within the district.

The superintendent or designee ~~shall~~will assure that the safety training for employees is reviewed annually or more frequently, if needed. He or she ~~shall~~will provide the following, as set forth in the initial written Employer's Injury Prevention Plan:

1. Initial safety orientation on rules, policies, and job specific procedures for new employees or employees who are assuming new and different duties within the school district, if appropriate.
2. Job specific training for employees before they perform potential hazardous work.
3. Periodic refresher training and dissemination of information on an annual basis, or more frequently if so designated by the administrator, for employees regarding the injury prevention plan of the unit and safety rules, policies, and procedures pertaining to safety within the school district.

In the event of a death in the workplace, the workplace injury prevention and safety committee ~~shall~~will forward to the Department of Labor within 15 working days a copy of any review of the matter made by the workplace injury prevention and safety committee.

The superintendent or designee ~~shall~~will establish or cause to be established record-keeping procedures to control and maintain all accident and injury records pertaining to accidents and injuries within the district or activities under the control of the district. Such records ~~shall~~will be kept for at least three years, or longer if so advised by the Department of Labor.

The workplace injury prevention and safety committee will confer with the district's crisis team and ~~shall~~will review the district's All-Hazard School Safety Plan upon its adoption by the crisis team.

Adopted on: July 8, 2013
Revised on: October 10, 2016
Revised on: July 10, 2017
Revised on: June 15, 2026
Adopted on: _____
Revised on: _____
Reviewed on: _____

4056
Resignation of Certificated Staff

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

Staff members who submit their resignations to the board of education by the earlier of (a) April 15th or (b) the date designated in a written request of the school board or the administrators to accept employment for the next school year pursuant to section 79-829 (provided that such acceptance date may not be earlier than March 15th of each year) will be released from the next school year's contract. Additionally, staff members who submit their resignations to the board of education after the date above but before 4:00 PM CST on May 1st may be released from the next school year's contract so long as the board is able to obtain the services of a suitable replacement that the board believes to be a good fit for the needs of the district. Suitability determinations will be made solely by the district and will be based upon, but not limited to, experience, quality, availability of adequate candidates, effect on extracurricular programs, class offerings, and effect on students.

Certificated staff members who refuse to fulfill their contractual obligations will be reported to the ~~Professional Practices Committee of the Nebraska Department of Education~~ Commissioner of Education.

Adopted on: January 8, 2018

Revised on: March 11, 2019

Revised on: June 13, 2022

Revised on: June 12, 2023

Revised on: June 15, 2026 Adopted on: _____

Revised on: _____

Reviewed on: _____

5001
Compulsory Attendance and Excessive Absenteeism

Required Attendance

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

Mandatory Attendance Age

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

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

Discontinuing Enrollment – 5 Year Old Students

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

Discontinuing Enrollment – 16 and 17 Year Old Students

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

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

Prohibition on Discontinuing Enrollment – Abuse or Neglect Investigation

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

Attendance Officer

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

Absences*

1. Students are expected to attend every class, every day.
2. High School: Students must not acquire more than 10 absences, excluding absences identified in item 6 below, from any course in any given semester in order to earn academic credit for that course for that semester. Mandatory attendance at summer school (considered a part of the preceding regular school year term) is required for students who have acquired more than 10 absences in a semester in any course. Students who acquire more than 1 day of absence of mandatory summer school may lose credit for the class and may be referred to the county attorney. See student handbook for additional information.
3. Elementary and Middle School: Students must not acquire more than the equivalent of 20 school day absences, excluding absences identified in item 6 below, in a school year. Mandatory attendance at summer school (considered a part of the preceding regular school year term) is required for students who

have acquired more than the equivalent of 20 school day absences in a school year. Students who acquire more than the equivalent of 3 school day absences in mandatory summer school may be referred to the county attorney. Students may appeal assignment to mandatory summer school to his/her building principal.

4. Students in grades preK-12 whose residence ceases or who miss more than 10 consecutive days of school for any reason will be dropped from enrollment. The administration will consider requirements for residence, domicile, and attendance under state statute and Department of Education rules when making this determination. If they should subsequently return, they will be required to re-enroll once disenrolled. Unless a student provides evidence s/he had been enrolled in another school district during the period of absence or was otherwise excused from attendance at LPS, her/his absences up to the time of re-enrollment will be counted in the determination of loss of academic credit (if applicable), assignment to mandatory summer school, and compliance with compulsory attendance laws.

5. Interventions to Reduce Absenteeism

- 1st-4th absences: The parent/guardian will be contacted.
- 5th absence: The parent/guardian will be contacted and the student will meet with his/her counselor and/or a member of the administration to discuss the reasons behind the student's absence(s) and possible solutions.
- An attendance hearing may be required at the discretion of the principal at any time. At a hearing, the parent, student, and school official and/or designated hearing officer will develop a collaborative plan to reduce barriers to regular attendance (form attached to this policy).
- The county attorney will be contacted by an administrator or hearing officer after the 20th cumulative day-equivalent absence (i.e. partial day absences will be added together in calculating cumulative days of absence) in a school year for possible violation of compulsory attendance laws.

6. *Absences caused by the following circumstances shall not be counted against a student:

- a) Physical or Mental Illness - Absences shall be excused by a parent, guardian, or educational decision maker, as defined in section 79-530, of the child for physical or mental illness and as documented by a credentialed health professional, provided the documentation supports such absence. In the instance of chronic illness, documentation shall be reviewed each semester. Time **necessarily missed** due to medical appointments or procedures confirmed in

writing from a credentialed health professional shall also not count against a student. The documentation from the professional must be turned in within seven (7) calendar days of the last day of absence, otherwise the absence will count toward the 20 days of absenteeism resulting in contact with the county attorney as described in item 5 above.

- b) due to weather conditions that have made the roads impassable so that the student's attendance is impracticable or impossible;
- c) student participation in a school-sponsored activity;
- d) student has been suspended or expelled from school by the school district;
- e) an absence caused by and required of law enforcement, child protective services or a court of competent jurisdiction, confirmed in writing to the school district; and
- f) up to two college, military recruitment, or other valid post-secondary visits (one day each) as approved by the principal; additional visits may be allowed at the discretion of the principal. (Applicable only to the visiting student, not accompanying siblings.)
- g) Earned time off for achieving performance goals in a district alternative education program.
- h) Absences related to district-approved work study, job shadowing arrangements, college coursework, or other post-secondary programs.
- i) All other absences will be recorded simply as "absent". They include, but are not limited to, absences due to: physical or mental illness, injury, or disability not confirmed in writing by a licensed health care provider by the deadline established in 6a); religious holidays; funerals; incapacitated or sick parents or other family members; vehicle unavailability or breakdowns; travel delays; or family vacations, situations, or events.

7. Upon return from every absence or partial-day absence, students shall confer with their teachers about missed classwork. Please refer to the individual teacher's class syllabus for late/makeup work procedure. See student/parent handbooks for additional information on making up assignments.

Adopted on: July 14, 2014

Revised on: May 11, 2015

Reviewed on: September 12, 2016

Revised on: July 10, 2017

Revised on: June 11, 2018
Revised on: July 8, 2019
Re-adopted on: July 13, 2020
Re-adopted on: July 12, 2021
Revised on: December 13, 2021
Revised on: June 13, 2022
Reviewed on: July 10, 2023
Revised on: June 10, 2024
Revised on: June 9, 2025
Revised on: June 15, 2026

Disenrollment Packet

Disenrollment from school is a serious decision with significant legal ramifications. Nebraska Statutes § 79-201 to 79-209 cover compulsory attendance at public school, exceptions, and the ways that a parent or a student who has reached 18 years of age may disenroll. The forms in this packet will help parents and students complete the legally required steps.

The disenrollment process is different for students of different ages. Multiple forms are contained in this packet. You only need to complete one of the disenrollment forms. When selecting the correct form for disenrollment, please note that the forms ask about your student's current age AND what age your student will be on January 1 of the current school year.

Depending on the age of your student at disenrollment, an exit interview may be required by state law.

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

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

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

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

Page 7 of 14

Attendance Affidavit of Parent/Guardian and Student

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

I certify that the child was born on (date) _____, and is 16 or 17 years old. I authorize and direct the school district to discontinue the child's enrollment pursuant to section 79-202 of the Nebraska statutes. I understand that state law requires an exit interview as part of the disenrollment process. I agree to attend an exit interview scheduled by the superintendent's office at a date to be determined. My child will attend the exit interview unless unable to do so due to illness.

Printed Name of parent or guardian: _____

Relationship to Student: _____

Address: _____ Phone Number: (____) _____

Signature of parent or guardian: _____

Signature of student: _____

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

COUNTY OF _____)
) ss.
STATE OF NEBRASKA)

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

Notary Public

Disenrollment of Student 18 Years of Age

I, **(print name)** _____, certify that I am at least 18 years of age and no longer wish to attend _____ Schools. I am authorized to disenroll from school because I am not of mandatory attendance age pursuant to section 79-201(1)(b) of the Nebraska statutes.

Printed name of student: _____

Signature of student: _____

COUNTY OF _____)
) ss.
STATE OF NEBRASKA)

Signed in my presence and sworn to this ____ day of _____, 20__.

Notary Public

Superintendent Verification of Exit Interview

I _____, am Superintendent of Lexington Public Schools. Principal _____ and I attended the exit interview with the parent and child on _____, 20___. The parent and child presented the information that is required by statute. In my opinion, the parent has legal and actual charge of the child and the child's illness makes attendance impossible or impracticable, or the child is experiencing financial hardship which necessitates employment to support the family.

_____, Superintendent

Collaborative Plan Addressing Barriers to Attendance

Student Name: [Click here to enter text.](#) Student Grade: [Click here to enter text.](#)

Building: [Click here to enter text.](#) Classroom/Homeroom Teacher: [Click here to enter text.](#)

Date of Meeting: [Click here to enter a date.](#) Number of absences at time of meeting: [Click here to enter text.](#)

What are the primary reasons the student has been absent: [Click here to enter text.](#)

Based on that information, meeting participants considered the following issues (check all that apply):

- ☐ Illness related to physical or behavioral health of the child
- ☐ Educational Counseling
- ☐ Referral to community agencies for economic services
- ☐ Family or individual counseling
- ☐ Assisting the family in working with other community services
- ☐ Referral to student assistance team for possible Section 504 or IDEA eligibility
- ☐ Other: [Click here to enter text.](#)

Attendance Plan

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

Steps to be taken by school staff: [Click here to enter text.](#)

Steps to be taken by student: [Click here to enter text.](#)

Steps to be taken by parent/guardian: [Click here to enter text.](#)

Steps to be taken by third parties: [Click here to enter text.](#)

Signatures of Meeting Attendees:

Parent/Guardian: _____

Student: _____

Attendance Officer: _____

Counselor or School Administrator: _____

Other (indicate title): _____

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

Notice to family: Nebraska law requires students to be in attendance at school each day that such school is open and in session, except when excused by school authorities or when illness or severe weather conditions make attendance impossible or impracticable. Nebraska law also requires school officials to investigate any possible violation of this requirement. ***Please note that if your student accrues more than 20 absences, the school district may refer the child to the county attorney for action under Neb. Rev. Stat. § 43-247(3)(a) and (b).***

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

Parent/Guardian: _____

Student: _____

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

5003 Admission of Part-Time Students

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

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

1. is of appropriate age to attend school;
2. is a resident of this school district;
- ~~2.3. is or~~ a resident of another school district attending a private, denominational, parochial, or exempt school, but only . ~~For residents of another school district, the student is only eligible to part-time enroll~~ if
 - a. this school district is the closest to the student's residence that offers the extracurricular sport or activity they desire to participate in, and their resident school district does not offer that sport or activity; or
 - b. the school building the student would attend if accepted for part-time enrollment is closer than the school building the student attends or would attend at the resident district;
- 3.4. has not graduated from high school; and
- 4.5. has not received a graduate equivalency diploma.

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

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

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

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

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

Extracurricular Sports and Activities. ~~[OPTION 1: accredited private school students can't participate] Students who are enrolled in a private, denominational, or parochial school may not participate in extracurricular sports and activities sponsored by the school district.~~

~~[OPTION 2: accredited private school students can participate]~~ Students who are enrolled in a private, denominational, or parochial school may not participate in extracurricular sports and activities sponsored by the school district if they participate in extracurricular sports and activities at any other public, private, denominational, or parochial school. Any such students who desire to participate in extracurricular sports and activities at the school district must enroll in the following number of credit hours from the school district:

1. For extracurricular sports and activities regulated by an athletics or activities association in which this school district is a member: 5 credit hours.
2. For extracurricular sports and activities governed by a national or state organization other than an athletics or activities association, such as FFA: the minimum number of credit hours offered by the school district as required by that national or state organization.
3. For extracurricular sports and activities not regulated or governed by any such entity: 5 credit hours.: ~~INSERT NUMBER 0-5 credit hours.~~ must be enrolled in 5 credit hours in this school district to participate. ~~[Choice A: let them participate in non-regulated activities without enrolling in classes]~~ Students seeking to participate in extracurricular sports and activities not regulated by such an entity may participate without enrolling in any classes at the school district but must still fill out the application form. ~~[Choice B: require some number of credit hours from the district to participate in non-regulated activities]~~ Students seeking to participate in extracurricular sports and activities not regulated by such an entity may only participate if they enroll in at least ~~[insert your number here]~~ credit hours on a part-time basis.

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

1. For extracurricular sports and activities regulated by an athletics or activities association in which this school district is a member: 5 credit hours.
- ~~1.2.~~ For extracurricular sports and activities governed by a national or state organization other than an athletics or activities association, such as FFA: the minimum number of credit hours offered by the school district as required by that national or state organization.
- ~~2.3.~~ For extracurricular sports and activities not regulated or governed by any such entity: : 5 credit hours. ~~INSERT NUMBER 0-5 credit hours.~~ Any such students who desire to participate in extracurricular sports and activities regulated by an athletics or activities association in which this school district is a member must be enrolled in 5 credit

~~hours in this school district to participate. [Choice A: let them participate in non-regulated activities without enrolling in classes] Students seeking to participate in extracurricular sports and activities not regulated by such an entity may participate without enrolling in any classes at the school district but must still fill out the application form. [Choice B: require some number of credit hours from the district to participate in non-regulated activities]. Students seeking to participate in extracurricular sports and activities not regulated by such an entity may only participate if they enroll in at least [insert your number here] credit hours on a part-time basis.~~

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

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

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

Adopted on: _____

Adopted on: May 11, 2015

Revised and renumbered on: July 10, 2017

Revised on: June 12, 2023

Revised on: June 15, 2026 Revised on: _____

Reviewed on: _____

5004 Option Enrollment

The board of education supports the concept embodied in the Enrollment Option Program that parents and legal guardians have the primary responsibility for ensuring that their children receive the best education possible. Accordingly, the school district will participate in the option enrollment program and receive option students as provided herein.

1. Definitions

- a. **Option Student Defined.** Option student means a nonresident student who has chosen to attend the school district under the provisions of the option enrollment program.
- b. **Resident School District Defined.** Resident school district means the school district in which a student resides or in which the student is admitted as a resident of the school district pursuant to state law.
- c. **Option School District Defined.** Option school district means the school district that a student chooses to attend other than his or her resident school district.
- d. **Elementary School Defined.** Elementary school means grades K-~~5~~-~~_____~~.
- e. **Middle School Defined.** Middle school means grades ~~6-8~~-~~_____~~.
- f. **High School Defined.** High school means grades ~~9~~-~~_____~~ through-12.
- g. **Individual Student Defined.** Individual Student means the individual person seeking to begin attendance as an option student in the school district and who such person's parent or legal guardian has identified in a ~~written~~n application for option enrollment submitted to the school board.
- h. **Applicants Defined.** Applicants means the Individual Student together with all siblings of the Individual Student.
- i. **Siblings Defined.** Siblings means all children residing in the same household on a permanent basis who have the same mother

or father or who are stepbrother or stepsister to each other who have not received a high school diploma or its equivalent.

2. Persons Entitled to Apply for Option Enrollment of Students. Only parents and legal guardians may apply for option enrollment of students. Applications filed by foster parents and adults acting *in loco parentis* are not authorized and will be automatically denied.

3. Duties, Entitlements and Rights of Option Students. Except as otherwise provided herein, once an option student's option enrollment application has been accepted he/she shall be treated as a resident student of the school district.

4. Automatic Acceptance. The option school district must automatically accept applications of Individual Students under the following circumstances:

a. The Individual Student relocates in a different school district but wants to continue attending his or her original resident school district and the Individual Student has been enrolled in his or her original resident school district for the immediately preceding two years (in which case the time deadlines are waived);

b. The Individual Student relocates in a different school district but wants to continue attending the option school district (in which case the time deadlines are waived); or

3.c. The Individual Student is a sibling of an option student enrolled in the option school district.

4.5. Standards for Acceptance or Rejection of All Other Option Students. NFor Individual Students not entitled to automatic acceptance as described in the preceding section, no application for option enrollment may be accepted if enrollment in the school district if any of the Applicants would exceed the school district's capacity as described in this section.

a. Special Education Capacity. Capacity for special education services will be determined on a case-by-case basis. If an application for option enrollment received by the school district indicates that any of the studentApplicants has an individualized education program under the federal Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq., or has been identified as a student with a disability as defined in section 79-1118.01, the

application will be evaluated by the director of special education services or the director's designee who must determine if the school district and the appropriate class, grade level, or school building has the capacity to provide all of the applicantApplicants the appropriate services and accommodations. The Federal Educational Rights and Privacy Rights Act (FERPA) (20 U.S.C. § 1232g) permits the release of education records when a student seeks or intends to enroll in a different school district.

- b. Numeric Capacity.** The board of education may set the numeric capacity of programs, classes, grade levels, or school buildings by operation of this policy or through freestanding action by the board. Numeric Capacity will be determined based upon available staff, facilities, projected enrollment of resident students, and projected number of students with which the option school district will contract based on existing contractual arrangements. Individuals seeking information about the numeric capacity set by the board may contact the superintendent for a copy of that resolution.
- c. Programmatic Capacity.** In addition to the numeric capacity standards referred to above, the board may, by resolution, prior to October 15 of each school year, declare a program, a class, or a school unavailable for the next school year to option students due to lack of capacity. Individuals seeking information about the programs that have been declared to be unavailable due to lack of capacity may contact the superintendent for a copy of the board's resolution.
- d. Other Standards for Acceptance or Rejection of Option Enrollment Applications.** In addition to the numeric and programmatic capacity standards outlined above, the school district shall not accept anany application for option studentenrollment when acceptanceenrollment of any of the studentApplicants:

 - i. Would increase the operating costs of the school district, such as by requiring the hiring of new staff or contracting with outside entities to provide services to any of the studentApplicants;
 - ii. Would require the procurement of new equipment, technology, or furnishings;
 - iii. Would cause or require the rearrangement of caseloads for staff and contracted professionals;

- iv. Is reasonably deemed by appropriate school staff to pose a potential risk to the health or safety of students or staff;
 - v. May pose a risk of adversely affecting the quality of educational services being provided to resident students, as determined by appropriate school staff.
- e. Prohibited Standards.** The school district shall not base the decision to accept or reject ~~an option student on the student's~~the application of the Individual Student on any of the Applicants' previous academic achievement, athletic or other extracurricular ability, disabling condition(s), proficiency in the English language, or previous disciplinary proceedings.
- f. Order of Acceptance.** If there are more option student applicants for any program, class, grade level or school building than can be accepted into such program, class, grade level or school building, applicants shall be accepted ~~in the following order:~~
- ~~i. students with brothers or sisters attending the school district, either as resident students or as option students, shall be granted first priority;~~
 - ~~ii.i. thereafter, option students shall be accepted into such program, class, grade level or school building~~ in the order in which written applications were received by the school district.
- g. Maximum Capacity Report.** The school district will annually establish, publish, and report the capacity for each school building under the district's control pursuant to procedures, criteria, and deadlines established by the Nebraska Department of Education.

5.6. False or Misleading Option Applications. If, prior to the ~~student's~~Individual Student's attendance as an option student, the school district discovers that a previously accepted option application contained false or substantively misleading information about any of the Applicants, the option application will be rejected.

6.7. Academic Credits and Graduation. The school district shall accept credits toward graduation that were awarded by another school district, and shall award a diploma to an option student if the student meets the graduation requirements of the school district.

7.8. Information Regarding Schools, Programs, Policies and Procedures. The school district, its officers and employees, shall make information about the school district and its schools, programs, policies and procedures available to all interested people.

8.9. Procedure for Students Optioning Into or Out of the School District.

- a. The parent or legal guardian of any student desiring to option into or out of the school district shall submit a proper and timely application to the board of education and the other affected school district for enrollment during the following and subsequent school years. Any application requiring the approval of the school district shall be deemed submitted when the application is actually received in the school district's business office.
- b. On or before April 1st, the school district shall notify the parent or legal guardian of any ~~student~~[Individual Student](#) who has submitted an application to option into the school district and the resident school district, in writing, whether the application is accepted or rejected. If an application is rejected, the reason for such rejection shall be stated in the notification. This written notice shall be sent via certified mail to the address listed on the option application.

9.10. Late Applications and Requests for Release

- a. The board of education may refuse a request of a student seeking to option out of the school district when the option application is submitted after March 15th under the following conditions:
 - i. When the district has already entered into contracts with teaching staff for the following school year;
 - ii. When the district has already contracted for the performance of specific services for the student;
 - iii. When the release of the student would have a negative financial impact or loss of revenue for the district.
- b. The board of education will approve late applications to option into the district under the following conditions:

- i. When the resident district has released the student, or if the student is an option student at the time of such application and applying to become an option student at a subsequent option school district, a release approval from the option school district the student is attending at the time of such application;
- ii. When the student's late enrollment into the district meets the standards for acceptance or rejection of option students contained elsewhere in this policy;

OR

- b. The board of education will deny all applications to option into the district that are received by the district after March 15 of the school year prior to the student's requested enrollment.
- c. The superintendent will notify parents or guardians who have submitted properly completed option applications after March 15th no later than 60 days following submission of the application of the board's acceptance or rejection of the application.

10.11. Students Who Do Not Need a Release from the Resident District

- a. A student does not need to be released from his/her resident district or the option school district the student is attending at the time of application under the following circumstances:
 - i. When the student has relocated to a different resident school district after February 1
 - ii. When a student's option school district merges with another district effective after February 1
- b. The school district shall accept or reject an application from a student under this paragraph using the criteria set forth in this policy and will accept or reject the application within forty-five days.

11. Cancellation of Option.

Students who option either into or out of the school district shall:

- a. Attend the option school district until graduation or relocation/re-option in a different resident school district unless the student chooses to return to the resident school district, in which case the student's parent or legal guardian shall timely submit a cancellation form to the school board or board of education of the option school district and the resident school district for approval for the following year.
- b. Attend an option school district for not less than one school year unless the student relocates to a different resident school district, completes requirements for graduation prior to the end the school year, transfers to a parochial or private school, or upon mutual agreement of the resident and option school districts cancels the enrollment option and returns to the resident school district.

12. Authority of Superintendent.

The board of education authorizes the superintendent of schools to make decisions on its behalf pursuant to and to apply the criteria articulated by this policy in determining whether to grant or deny option enrollment applications.

Adopted on: February 10, 2013

Revised on: July 14, 2014

Revised on: June 13, 2016

Revised on: June 12, 2023

Revised on: June 10, 2024

Revised on: June 15, 2026Adopted on: _____

Revised on: _____

Reviewed on: _____

5024 Medication of Students

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled *Methods of Competency Assessment of School Staff Who Administer Medication*), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

1. Prescription medication

- a. Parents/guardians must provide a physician's written authorization for the administration of the medication.
- b. Parents/guardians must provide their own written permission for the administration of the medication.
- c. The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

2. Non-prescription medication – From Home

- a. Parents/guardians must provide written permission for the administration of the medication
- b. The medication must be brought to the school in the manufacturer's container.
- c. The container must be labeled with the child's name and with directions for provision or administration of the medication

3. Non-prescription medication – From School

- a. Parents/guardians must provide written permission on a form provided by the school for the administration of the medication
- ~~c.~~ b.

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5035 Student Discipline

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, 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, referral to restorative justice practices or services, 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~~Parent to such counseling or evaluation. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

Any disciplinary action taken by staff must be consistent with the requirements of other applicable laws, including but not limited to the IDEA, Section 504, and Title IX.

In this policy, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

"Parent" means parent, guardian, or educational decisionmaker of the student. "Educational decisionmaker" means a person designated or ordered by a court to make educational decisions on behalf of a child.

Any statement, notice, recommendation, determination, or similar action specified in this policy shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her ~~parent or guardian~~Parent.

Any student who is suspended or expelled from school pursuant to this policy may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

Pre-Kindergarten through Second Grade Students

Notwithstanding any other provision of this policy, an elementary school shall not suspend a student in pre-kindergarten through second grade unless the student:

1. ~~B~~brings a deadly weapon as defined in section 28-109 onto school grounds, into a vehicle owned, leased, or contracted by a school being used for a school purpose or into a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event; or
2. Engages in violent behavior capable of causing physical harm to another student or school employee.

As an alternative to suspension, the school district may take any action authorized by law, including those provided in section 79-258.

Makeup Work for Suspended Students

Any student who is suspended must be given an opportunity to complete any classwork and homework missed during the period of suspension, including, but not limited to, examinations ("makeup work"). Any makeup work must be completed and turned in within 2 school days after completion of the suspension. This makeup guideline shall be provided to the student and a ~~parent or guardian~~Parent at the time of suspension. Suspended students may not be required to attend the school's alternative program for expelled students in order to complete classwork or homework.

Short-Term Suspension

The Principal may exclude students from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

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

The following process applies to short-term suspension:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to

further school purposes, or to prevent an interference with school purposes.

2. Prior After the principal has determined that a short-term suspension is necessary, but prior to commencement of the short-term suspension, the student and the Parent will be given oral ~~or~~ and written notice of the charges against the student. They ~~student~~ will be advised of what ~~he~~ or she the student is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain and present evidence of the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, following the suspension, the Principal will send a written statement to the student, and the student's ~~parent~~ or guardianParent, describing:
 - a. ~~The student's conduct, misconduct or violation of the rule or standard and;~~
 - b. ~~The reasons for the action taken;~~
 - c. The actions made by the school to try to discontinue or alleviate the behavior of the student prior to considering suspension;
 - d. Resources the school is able to provide or recommend to assist the student; and
 - e. How the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school.
- 3.4. —An opportunity will be given to the student, and the student's parent or guardianParent, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school and shall document such effort in writing. The Principal shall determine who, in addition to the parent or guardianParent, is to attend the conference. If no conference has been held, a Parent may submit a written request to the suspending principal before the student returns to school.
- 4.5. Students who are short-term suspended must be given the opportunity to complete classwork and homework missed during the period of suspension, including but not limited to examinations, as provided herein.

Emergency Exclusion

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

Weapons and/or Firearms

Weapons. No student may possess, handle, or transmit any weapon while on school grounds, in a school vehicle, or at any school activity or event off school grounds except as permitted by this policy. **Definition of Weapon.** The term “weapon” means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.

Firearms. No student may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy. **Definition of Firearm.** The term “firearm, as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

Exceptions Regarding Firearms and Weapons. The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:

1. The issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training or
2. Firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

Consequences - Firearm. Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one calendar year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

Consequences – Weapon. State law and this policy provide that any student who violates this policy by knowingly bringing, possessing, handling or transmitting a weapon, other than a firearm, on school grounds, in a school owned vehicle, or at a school activity or event off school grounds may be suspended on a long-term basis, mandatorily reassigned, or expelled for the remainder of the school year in which the expulsion takes effect (if the misconduct occurs during the first semester) or the remainder of the second semester, summer school, and the first semester of the following school year (if the misconduct occurs during the second semester).

Confiscation of Firearms and Weapons. Administrative and teaching personnel are statutorily authorized, without a warrant, to confiscate any firearm or weapon possessed in violation of this policy. Any firearm that is

confiscated by school personnel shall be delivered to a peace officer as soon as practicable. Such firearms are subject to being destroyed by law enforcement authorities.

Report to Law Enforcement Authorities. All school personnel are required to report any violation of this policy to a principal or the superintendent of schools. Pursuant to state and federal law, school personnel are required to report to law enforcement authorities when a student brings a firearm to school.

Long-Term Suspension

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

Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's ~~parent or guardian~~Parent. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted

for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.

3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall either provide an alternative school, class or educational program for expelled students, or shall follow the pre-expulsion procedures outlined in NEB. REV. STAT. 79-266.
5. **Conclusion of Expulsion.** At the conclusion of an expulsion, the school district will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.

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

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

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes. The board has determined that the use of synthetic media such as deepfakes may constitute "similar conduct";
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;

4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes:
 - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
 - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health

- and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
- c. Violating school bus rules as set by the school district or district staff;
 - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation or electronic cigarettes, vapor pens, etc.;
 - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
 - f. Possession of pornography, including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
 - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically), including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
 - h. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/newbies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;
 - i. Bullying which shall include cyberbullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and

posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;

- j. Violations of the district's acceptable computer use policy;
- k. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- l. Using any object to simulate possession of a weapon;
- m. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation;
- n. Violation of the school's audio and video recording policy; and
- o. Any other violation of any board policy, handbook provision, or rule or regulation established by a school district staff member pursuant to authority delegated by the board.

Due Process Afforded to Students Facing Long-term Suspension or Expulsion

The following procedures shall be followed regarding any long-term suspension, expulsion, or mandatory reassignment:

1. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's ~~parents or guardian~~Parent with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;

- b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
 - c. Resources the school is able to provide or recommend to assist the student;
 - b.d. How the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school;
 - c.e. A statement that, before long-term suspension, expulsion, or mandatory reassignment can be invoked, the student has a right to a hearing, upon request, and that if the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension pursuant to district guidelines which shall not require the student to attend the school district's alternative programs for expelled students in order to complete classwork or;
 - d.f. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - e.g. A statement that the principal, legal counsel for the school, the student, the student's ~~parent~~Parent, or the student's representative ~~or guardian~~ has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
 - f.h. A form on which the student, the student's ~~parent, or the student's guardian~~Parent may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail to the address provided on the form.
- 3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
- 4. Nothing in this policy shall preclude the student, the student's ~~parents,~~Parent, or representative from discussing and settling the

matter with appropriate school personnel prior to the time the long-term suspension, expulsion, or mandatory reassignment takes effect.

5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's ~~parent or guardian~~Parent may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's ~~parent or guardian~~Parent must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.
6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's ~~parent or guardian~~Parent of the time and place for the hearing.
7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's ~~parent or guardian~~Parent, except with the consent of all the parties.
8. The principal or legal counsel for the school, the student, ~~and the student's parent, guardian, Parent,~~ or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.
9. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
10. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294).

Reporting Requirement to Law Enforcement

Violations of this section will result in a report to law enforcement if:

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed solely by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students;
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes;
6. The report is required or requested by law enforcement or the county attorney.

Adopted on: April 13, 2015

Revised on: June 13, 2016

Renumbered on: March 12, 2018

Reviewed on: June 11, 2018

Reviewed and Revised on: July 8, 2019

Revised on: June 8, 2020

Revised on: June 12, 2023

Revised on: June 10, 2024

Revised on: June 15, 2026

Adopted on: _____

Revised on: _____

Reviewed on: _____

5048
**Emergency Response to Life Threatening Asthma or
Systemic Allergic Reactions (Anaphylaxis)**

School employees will comply with the requirements of the NDE Rule 59 "Protocol: protocol entitled, "Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)" (Protocol) to address incidents of anaphylaxis involving students at school when those students do not have existing response plans. For students with individual self-management plans, Section 504 plans, or Individualized Education Programs (IEP) addressing asthma or anaphylaxis responses, school employees will comply with those plans. The district shall procure and maintain the equipment and medication necessary to implement the ~~protocol~~Protocol.

The superintendent shall obtain the required signature(s) of one or more ~~physicians~~Prescribing Health Care Practitioners ~~licensed to practice medicine in Nebraska~~ on the Protocol form ~~entitled "Protocol: Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)" ("Protocol")~~. The superintendent shall publish this policy and Protocol in each student and employee handbook.

The superintendent shall arrange to have a qualified medical ~~person~~professional train employees, and for training updates as necessary. This may be a medical doctor, qualified school nurse, or other person qualified to train staff on the medication of students.

Adopted on: September 8, 2014

Revised on: June 15, 2026

Adopted on: _____

Revised on: _____

Reviewed on: _____

6009

Grade Placement and Academic Credits of Transfer Students

~~Subject to a determination on grade placement based on the criteria set forth below, a~~The district will use the criteria outlined below to determine both the grade-level placement and the academic credit awarded to transfer students. The administration is the final decision-maker and decisions made pursuant to this policy may not be appealed to the board of education.

Transfer from an Accredited School District.

A student transferring from an accredited school generally will be placed at the grade level that is comparable to the placement in the school from which the student is transferring. Temporary placement may be made until a student's records are received to verify the placement.

Elementary Level Students

~~The appropriate level of placement for elementary level students may be determined by, but not limited to, consideration of student's building principal may place a student into a grade level that is different from the accredited school from which the student is transferring after considering~~ the following information:

~~Chronological~~

- ~~Student's chronological~~ age
- ~~Previous public school or private~~ school experience
- ~~Diagnostic test data~~
- ~~Achievement test data~~
- ~~Criterion-referenced test data~~

Secondary Level Students

~~The appropriate level of placement for secondary students may be determined by, but not limited to, consideration of the following information:~~

- ~~Chronological age~~
 - ~~Previous public school or private school experience and Academic transcript received from the accredited school of origin~~
- ~~Standardized Testing data from the accredited school of origin, including but not limited to, standardized achievement test data~~
 - ~~Criterion, criterion-referenced test data, classroom testing data, and diagnostic test data~~
- ~~Final examination test Testing data~~
- ~~Diagnostic test data~~
- ~~The district will accept credits toward graduation that were awarded by an accredited school district and which, in the professional judgment of the administrative team, are sufficiently rigorous and comparable to the district's offered courses of study. A student transferring into from any tests or assessments conducted by the school district in grades 9-12 will be responsible for meeting all graduation requirement in order to be awarded a diploma from the district.~~

~~Students who transfer from All credits awarded to a student by an exempt (home) school and/or a non-accredited school may be awarded credits to institution will be counted toward high school towards applicable graduation requirements at for the transferring student.~~

Transfer From a Non-Accredited School.

~~A student or a parent/guardian of a student who is transferring into the discretion of the building principal in consultation district from a non-accredited school must provide the district with copies of all materials that have been used to provide instruction to the superintendent of schools. The student that the family would like the district to consider in determining the appropriate grade level at which to place the student and credits to be awarded to the student. The student's building principal will consider all of the factors listed above and will also then consider the student's performance on the district's internal benchmark tests. those materials and the following factors in determining the grade level placement for the student:~~

Commented [1]: Do we need to define what we mean by accredited? I could see (and I think we have had) a parent say, "No, really. This online program has been accredited by the national associate of fake virtual schools. You HAVE to recognize these credits!!"

- Student's chronological age
- Previous school experience
- Materials submitted by the student or family pursuant to this policy
- Testing data from any tests or assessments conducted by the school district

The district will only award credit toward graduation from courses while the student was in a non-accredited school if the student can demonstrate mastery of the concepts required for completion of that course. Mastery will be assessed by standard and nonstandardized testing, at the discretion of the administration.

Multiple Enrollments and Re-enrollments In the Same Semester

Students from non-accredited schools who disenroll and then re-enroll in the district multiple times during the same semester will be permitted to resume the grade placement that the student was in at the time of the prior enrollment. However, students who fail to attend the total number of days per semester required of enrolled students will not be eligible to receive credit for the partial semester of enrollment.

The district will not retroactively award credit for time spent in exempt or non-accredited status.

A student's eligibility to participate in extracurricular activities upon re-entry is subject to all eligibility rules and the district's policies governing extracurricular eligibility.

Placement of International Students.

The district administration, in conjunction with the building principal, will determine the appropriate grade level/credit status of a student transferring from a ~~foreign~~ country, other than the US.

Graduation Requirements

Regardless of the school(s) previously attended, a student transferring into the school district in grades 9-12 will be responsible for meeting all graduation requirements to be awarded a diploma from the district.

Adopted on: February 9, 2015

Revised on: June 13, 2016

Revised on: April 9, 2018

Revised on: June 15, 2026

Use of Artificial Intelligence by Students ~~Student Use of AI Tools~~

As used in this policy, artificial intelligence tools ("AI Tools") mean machine-based resources that use computer science, algorithms, large language models, and/or machine learning to perform tasks, answer questions, collect information, and respond to human-directed tasks, queries, and objectives. AI Tools include, but are not necessarily limited to, commercially-available resources like ChatGPT, Gemini, Claude Google Bard, and similar programsother chatbots.

~~The board recognizes that among other resources, when properly used, AI Tools may be useful to student learning. However, students and staff must ensure that provide valuable source information to students and teachers in relation to the district's academic curriculum and assignments. S~~student use of AI Tools should focus on using such tools as a resource and for background material, rather than using the AI Tools to complete the assignment. Therefore, AI Tools may only be used by students in accordance with the following requirements:

1. ~~Students may not use AI tools on any assignment, test, or project unless the staff member has given express permission for the student to do so. Staff Member permission to use an AI tool on one assignment does not carry over to other assignments. Unless an individual teacher affirmatively communicates to students that AI Tools may be used for a specific assignment, then AI Tools may not be used. Individual teachers staff members will decide for each individual assignment the extent to which students may use AI Tools for such assignment. Teachers are encouraged to make such a decision in advance of students being given the individual assignment in question.~~
2. ~~Teachers will communicate to all students responsible for completing an assignment the extent to which such students may use AI Tools in connection with such assignment. Teachers will endeavor to include in such communications examples of permissible and impermissible uses of AI Tools.~~
3. ~~2.~~ If a student uses any AI Tools in connection with a school assignment, the student must ~~comply with the following:~~
 - a. ~~Tell the teacher The student must explicitly disclose to the teacher in writing that the student used an AI Tool and identify the specific AI Tool used.~~

~~b.a. Give In any student work (whether hard copy, electronic, digital, or otherwise), the student shall give~~ proper attribution to the specific AI Tool(s) used to the same extent that students are expected to give proper attribution to other sources of information such as books, texts, encyclopedias, secondary sources, and other traditional media. Such attribution may include, but is not necessarily limited to, accurate quotations, citations, footnotes, endnotes, and/or bibliography entries.

~~c.b. Never copy and paste In no instance may~~ the output from ~~one the or more~~ AI Tool_s be copied and placed within into the a student's work as if the student wrote such section himself or herself. ~~For example and not limitation, students may not outsource the organization or the writing of any written work to any AI Tool.~~

3. Students may never use AI Tools to:

- a. Cheat on any assignment, test, or quiz;
- b. Help answer questions on a test or quiz without staff member permission;
- c. Make or share deepfakes or fake images, audio, or video of any real person;
- d. Make or share sexual, nude, or intimate images of any real person—even if the image is fake or AI-made;
- e. Bully, harass, threaten, intimidate or impersonate any person;
- f. Place another student or staff member name, photo, voice, or personal information into an AI Tool without staff member authorization;
- g. Use AI Tools to bypass accommodations, content filters, or school security.

4. A student may use AI Tools as an accommodation if his/her IEP team or Section 504 committee has approved use of the tool. The student must disclose the use of AI Tools to the staff member grading the assignment.

4.5. A student's failure to meet the requirements stated in this policy will constitute a violation of the district's prohibitions against cheating plagiarism and/or academic dishonesty, including but not necessarily limited to such prohibitions stated in the Student Handbook, which violation will subject the student to discipline up to and including expulsion.

5.6. The student requirements stated above are the minimum requirements for any student assignment. An individual teacher may

impose more stringent requirements for any specific academic assignment or coursework.

Adopted on: June 12, 2023

Revised on: June 15, 2026

Lexington Public Schools
Curriculum and Instruction Year-End-Report

July 2026



Prepared by Annette Fitzgerald

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Multiculturalism

Nebraska Department of Education Rule 10 Requirement

- 004.01F The instructional program in public schools incorporates multicultural education in all curriculum areas at all grades. Multicultural education includes, but is not limited to, studies relative to the culture, history, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans with special emphasis on human relations and sensitivity toward all races. The regulation is based on statute and cannot be waived through Section 013.01 of 92 NAC 10.
- 004.01F1 The district has a statement of philosophy or mission for the multicultural education program. Local program goals address multicultural education.
- 004.01F2 The district curriculum guides, frameworks, or standards incorporate multicultural education.
- 004.01F3 The district multicultural education program includes a process for selecting appropriate instructional materials.
- 004.01F4 The district has a process for provision of staff development in multicultural education including professional development for administrators, teachers, and support staff which is congruent with local district and program goals.
- 004.01F5 The district has a process for periodic assessment of the multicultural education program. An annual status report is provided to the local board of education.

Lexington Public Schools
Board of Education Policy on Multicultural Education

Policy 6020 Multi-Cultural Education

In every curriculum area and at all grades, the school district will provide programs which foster and develop an appreciation and understanding of the racial, ethnic, and cultural heritage of all students. These programs will allow students to explore the history and contributions made by various ethnic groups and will emphasize human relations, sensitivity toward all races, and the rich diversity of the population of the United States. The programs shall be implemented within the guidelines of the State Department of Education and in accordance with any other applicable laws and/or regulations.

Philosophy, Mission, and Program Goals. The district respects and appreciates cultural diversity and seeks to promote the understanding of unique cultural and ethnic heritage. The district will promote the development of a culturally responsible and responsive curriculum. The district's program will explore the attitudes, skills, and knowledge necessary to function in various cultures.

District Guides, Frameworks, or Standards. Appropriate district staff and/or committee(s) will review the district curriculum guides, frameworks, or standards to determine that they appropriately incorporate multicultural education.

Selecting Appropriate Instructional Materials. Appropriate district staff and/or committee(s) will review instructional materials and make a recommendation regarding those that are appropriate for the district's multicultural education program.

Providing Staff Development. Appropriate district staff and/or committee(s) will review the staff development provided for administrators, teachers, and support staff to determine that it includes appropriate multicultural education that is consistent with district and program goals.

Periodic Assessment. Appropriate district staff and/or committee(s) will periodically review the district's multicultural education program by reviewing the criteria in this policy to assess whether the district is adequately and appropriately incorporating multicultural education in all curriculum areas in all grades.

Annual Status Report. The superintendent will provide the board with a report on the status of the district's multicultural education program annually.

Adopted 3.9.2015

Revised 8.14.2017

Revised on 6.7.2020

Lexington Public Schools - Multicultural Education

Multicultural Experiences provided by the building principals during the 2025-26 School year:

Early Learning Academy:

Throughout the year, students explored multicultural topics, holidays, communities, families, and friendships through stories, discussions, and hands-on activities. Classes learned about Christmas around the world and different holidays celebrated in December by reading books such as *Let's Celebrate Special Days Around the World* and *The Kindest Red*. Students also participated in activities about Native Americans and Thanksgiving, including classroom Thanksgiving feasts.

Students learned about Martin Luther King Jr. and Presidents Day through books, discussions, hand activities, brown and white egg lessons, and the Scholastic *My Big World with Clifford* series. Additional learning focused on presidents, communities, "All About Me," and families, helping children better understand themselves and others. Family photos were displayed in classrooms to strengthen connections between home and school.

Teachers also used multicultural stories, friendship activities, Pyramid Model lessons, and school expectations of being respectful, responsible, safe, and a friend to support social-emotional learning and positive relationships among students.

Bryan Elementary:

Third Grade (January): Focused on recognizing differences by studying Martin Luther King Jr. Day, the history and celebration of Cinco de Mayo, and Mexico's Independence Day.

- Fourth Grade (January/September/November): Recognized differences through Martin Luther King Jr. Day, read *Sadako* in September, and engaged in activities for Native American Heritage Day in November.
- Fifth Grade: Conducted a novel study that included researching South Africa, reading Social Studies magazines about Native Americans, and reading the books *Esperanza Rising* and *Bud, Not Buddy*.
- Counseling: Celebrated Constitution Day (discussions on the Constitution and Bill of Rights), Veteran's Day (making cards for veterans), and Native American Heritage Day (exploring folktales on mindfulness). They also focused on diversity, self-appreciation, and awareness within the school and families during February and March.
- Library: Maintained a continuous collection of multicultural books for student checkout, featuring rotating displays (such as books on Martin Luther King Jr. during January) and dedicating storytime during media classes to these themes.

Morton Elementary:

Curriculum Integration: Teachers utilize the Core Knowledge Language Arts (CKLA) curriculum alongside Weekly Readers and literature books to deliver multicultural instruction across Kindergarten and First Grade.
Cultural & Historical Studies:

- November: Students focused on Native Americans, Columbus, and the Pilgrims through dedicated CKLA domains and Thanksgiving activities.
- December: Classes explored "Christmas around the World," researching, reading, and writing about various holiday traditions alongside matching crafts.

- January & February: Students honored national history by celebrating Martin Luther King Jr. Day and Presidents' Day, studying the accomplishments and historical contributions

Sandoz Elementary:

- Second Grade: Focused on Native American history and culture through Social Studies, and explored world religions and cultures (Buddhism, Hinduism, Diwali, and India) as part of a Core Knowledge Language Arts (CKLA) pilot program.
- Third Grade: Celebrated Mexico's Independence Day and "El Grito" in September, explored "Christmas around the World" traditions and crafts in December, studied Martin Luther King Jr. Day in January, and learned about past U.S. presidents in February. They also studied the history and celebrations of Cinco de Mayo.

School-Wide Heritage & Cultural Events:

- Native American Heritage Day (November): Second and third-grade students participated in comprehensive activities, which included reading non-fiction texts, discussing the importance of the day via presentations, and attending a live Native American Dance presentation hosted at Sandoz.
- Mexican Independence Day (September): Classes watched educational videos, read articles, and held discussions, while the school cafeteria was fully decorated to celebrate the event.

Ongoing Inclusivity & Social-Emotional Learning: From August through May, students engaged in sharing their own family traditions, history, and backgrounds during Social Studies to practice understanding cultural differences. These lessons were paired with school-wide Positive Behavioral Interventions and Supports (PBIS) to foster citizenship, self-appreciation, and respect for diverse backgrounds.

Lexington High School:

Social Studies Curriculum Integration: Multicultural perspectives are heavily woven into American History, Geography, Civics, and Government courses to celebrate diversity and analyze society through multiple cultural lenses.

Historical Case Studies & Content:

- Geography (Grade 10): Students examine how people from different cultures live, work, and worship, while discussing social class, ethnomethodology, and how stereotyping leads to prejudice, discrimination, and racism. Students also create personal family trees to examine their own backgrounds.
- US History (Grade 10): Highlights key cultural movements including the Civil Rights Movement and the Harlem Renaissance. Students also examine the pre-Civil Rights Era infringement of rights via Jim Crow laws.
- Current Events & Perspectives (Grade 10): Students explore the Cold War Red Scare through the lens of multiple different people and cultures by studying *Subversives: Stories from the Red Scare*.

State Americanism Requirements: The curriculum addresses national holidays by highlighting significant contributions, such as discussing Martin Luther King Jr. Day and completing a comparison/contrast activity between Native Heritage Day and Columbus Day.

Civic Responsibility (Grade 12): Government units focus on the explicit duties and responsibilities of a citizen within a pluralistic nation.

School Events: The school hosts a Multicultural Fair (scheduled for March 2026) to reinforce diverse cultural experiences and individuals within the community.

Financial Literacy

LB 452 Requirements

LB 452, signed by the Governor on May 26, 2021, and went into effect August 28, 2021. Nebraska Statue, 79-3004, known as the *Financial Literacy Act*, outlines the requirements for instruction in financial literacy. The law stipulates the following:

- A high school graduation requirement is required for all public schools in financial literacy.
- The class of 2024 must complete a course in personal finance or financial literacy.
- Each public school shall include financial literacy in their K-8 instructional programs as appropriate.
- Each school district must provide an annual financial literacy status report to its school board, including, but not limited to, student progress in financial literacy courses and other district-determined measures of financial literacy progress from the previous year.

Policy 6005 Academic Credits and Graduation

Students must earn a minimum number of total credits and content-specific credits to graduate from Lexington High School as described below. Five (5) credits are granted for successful completion of a single semester class. Ten (10) credits are granted for successful completion of a year-long class.

Beginning with the Class of 2024: Students must earn at least 225 credits to graduate including the following content area credits:

English - 40 credits

Mathematics - 30 credits

Science - 30 credits

Social Studies – 35 credits including 5 American Government and 5 Economics/Financial Literacy

Foundations of Leadership (FOL)* – 10 credits

Health/Physical Education – 10 credits

Electives** - 70 credits

*Foundations of Leadership (FOL) is required for 9 th graders. Students who transfer to LHS after 9th grade are not required to take FOL.

**The elective course requirement of 70 credits increases to 80 credits for students who do not complete FOL.

Adopted on: June 14, 2021

Revised on: June 13, 2022

Curriculum

At the Elementary level, financial literacy standards and concepts are taught both through CKLA units and through the social studies curriculum.

Kindergarten		
ECONOMICS		
SS K.2.2	Recognize money is used to purchase goods and services to satisfy economic wants and needs.	
SS K.2.2.a	Explain the purposes of money.	CKLA Knowledge: Domain 6: Native Americans Domain 10: Colonial Towns and Townspeople
1st Grade		
ECONOMICS		
SS 1.2.2	Compare spending and saving opportunities.	
SS 1.2.2.a	Give examples of situations where students and families could choose to save for future purchases.	CKLA Knowledge: Domain 1: Fables & Stories
2nd Grade		
ECONOMICS		
SS 2.2.2	Demonstrate knowledge of currency, its denominations, and use.	
SS 2.2.2.a	Make transactions using currency emphasizing its use as a medium of exchange.	HMH Into SS: Magazine 8: A World of Culture Magazine 9: Why People Work
3rd Grade		
ECONOMICS		
SS 3.2.2	Evaluate choices and consequences for spending and saving.	

SS 3.2.2.a	Given a budget, make choices as to what to purchase, what to give up, and what to save.	HMH Into SS: Magazine 15: Producers & Consumers Magazine 16: Saving & Spending
4th Grade		
ECONOMICS		
SS 4.2.2	Investigate various financial institutions in Nebraska and the reasons for people's spending and saving choices.	
SS 4.2.2.a	Identify financial institutions in the community and their purposes.	Nebraska Adventure! Chapter 9: Making a Living in Nebraska
5th Grade		
ECONOMICS		
SS 5.2.2	not addressed at this level	

At the middle school level, Financial Literacy standards are only included at the 8th grade level.

6th Grade		
ECONOMICS		
SS 6.2.2	not addressed at this level	
7th Grade		
ECONOMICS		
SS 7.2.2	not addressed at this level	
8th Grade		
ECONOMICS		
SS 8.2.2	Understand personal and business financial management.	
	SS 8.2.2.a Identify skills for future financial success.	Ever Fi and teacher created unit on working, payroll, taxes and budgeting.
	SS 8.2.2.b Understand tools, strategies, and systems used to maintain, monitor, control, and plan the use of financial resources.	

At the high school, a semester class titled Economics and Financial Literacy was added for the 2022-2023 school year. This class will typically be taken during the sophomore year. However, all students beginning with the class of 2024 were required to take this class or Personal Finance through the Business department.

The curriculum materials used in the Economics and Financial Literacy class includes *Economics (2022)* from McGraw Hill and *Foundations in Personal Finance* from Ramsey Education.

Number of Students enrolled 2025-2026

Course	# of Sections	9th	10th	11th	12th
Economics and Financial Literacy	9	1	140	20	5
Economics and Financial Literacy H (Honors)	1		23		
Economics and Financial Literacy S (Supported)	2		31	5	4
Personal Finance (Alt Ed)	2		2	8	2
EL Personal Finance	2		8	13	1

Course Completion Rate 2025-2026

Course	Completion Rate
Economics and Financial Literacy	95.8%
Personal Finance	100%

Computer Science

Requirements of the Computer Science and Technology Act

Legislative findings and declarations.

The Legislature finds and declares that it is the policy of this state to promote computer science and technology education in each school district in order to (1) provide students the skills and competencies to compete in a twenty-first-century workforce, (2) develop skills that translate to high-skill, high-wage jobs, and (3) encourage the creation and retention of new, high-paying jobs in Nebraska.

For purposes of the Computer Science and Technology Education Act, computer science and technology education includes, but is not limited to, knowledge and skills regarding computer literacy, educational technology, digital citizenship, information technology, and computer science.

Computer science and technology education; required; high school graduation; requirements.

Beginning with school year 2025-26, each school district shall include computer science and technology education aligned to the academic content standards adopted pursuant to section 79-760.02 in the instructional program of its elementary, middle, and high schools. Beginning in school year 2027-28, each school district shall require each student to complete at least five high school credit hours in computer science and technology education prior to graduation. Such requirement may be completed through a single course or combination of high school courses that cover the computer science and technology academic content standards, and such courses may be made available in a traditional classroom setting, a blended-learning environment, or an online-based or other technology-based format.

Annual computer science and technology education status report.

On or before December 1, 2026, and on or before December 1 of each year thereafter, in order to promote and support computer science and technology education, each school district shall provide an annual computer science and technology education status report to its school board and the State Department of Education, including, but not limited to, student progress on the computer science and technology courses and other district-determined measures of computer science and technology education progress from the previous school year

Computer Science at Lexington Public Schools

*2024-2025 LHS began offering additional sections of Intro to Computer Science and Technology in order to ensure that all students (graduating class of 2028 and beyond) can meet the graduation requirements.

Elementary	Middle School	High School
Collaboration between classroom teacher & media specialist: Lessons on: • Computer Science • Digital Citizenship • Use of Apps	Classroom teachers provide lessons on: • Digital Citizenship • Technology & Awareness • Digital Footprint & Identity • Relationships & Communication • Use of Apps Computer Science Courses offered • Information Technology 6 • Information Technology 7 • Information Technology 8	Classroom teachers provide lessons on: • Digital Citizenship • Technology & Awareness • Digital Footprint & Identity • Relationships & Communication • Use of Apps Computer Science Courses offered • Intro to Computer Science and Technology • Computer Science Principles I (Python) • Computer Science Principles II (Python) • Cybersecurity • Robotics and Engineering

Number of Students enrolled 2025-2026

Course	# of Sections	9th	10th	11th	12th
Intro To Computer Science and Technology	8	110	59	7	1
Computer Science Principals I (Python)	2		5	10	6
Computer Science Principals II (Python)					
Cybersecurity	2	1	9	11	11

Robotics and Engineering	2	6	13	4	6

Course Completion Rate 2025-2026

Course	Completion Rate
Intro To Computer Science and Technology	91.5%
Computer Science Principals I (Python)	85%
Computer Science Principals II (Python)	
Cybersecurity	96.9%
Robotics and Engineering	93.5%