

Board of Education Regular Meeting

School District of Seward

410 South Street

Seward, NE 68434

Monday, July 11, 2022 5:30 PM

Attendance Taken at 5:41 PM.

Paul Duer: Present

Jill Hochstein: Present

Jana Hughes: Present

Ryne Seaman: Absent

Danielle Shipley: Present

Shawn Svoboda: Absent

1. Preliminary Procedures

1.1. Call meeting to order & announce Open Meetings Act is Posted

1.2. Public Notice as publicized per board policy

The public notice was publicized in the Seward County Independent and posted at city hall, library and courthouse. The public notice was dated July 6, 2022.

1.3. Roll Call

1.3.1. Action to excuse board members if necessary

Motion to excuse Ryne Seaman and Shawn Svoboda from tonights meeting Passed with a motion by Jill Hochstein and a second by Danielle Shipley.

Paul Duer: Yea, Jill Hochstein: Yea, Jana Hughes: Yea, Danielle Shipley: Yea

1.4. Pledge of Allegiance

1.5. 1.5 Mission The school district of Seward--where every student, every day is a success--affirms that all students will have the skills to become productive and contributing members of a global community. In cooperation with family and community members, the district is committed to the development of each student academically, emotionally, socially, and physically.

1.6. Approval of Agenda

Motion to approve the agenda as presented Passed with a motion by Danielle Shipley and a second by Jill Hochstein.

Paul Duer: Yea, Jill Hochstein: Yea, Jana Hughes: Yea, Danielle Shipley: Yea

2. Public Forum: (The Board President reserves the right to place time limits on individuals and topics.)

2.1. Public Forum on Agenda Items: This is your opportunity to speak to items on the agenda. If you are not a part of the presentation of the agenda item you need to speak now. Thank you for your participation.

There was none.

2.2. Public Forum on Any Topic: This is your opportunity to speak to any topic concerning the school district. Since it is not an agenda item the board cannot discuss or take action at this time on the matter. Future discussion can be requested as an agenda item. Thank you for your participation.

There was none.

3. Reports

3.1. Superintendent's Report

Dr. Fields discussed the hail damage to our vehicles and buildings from the storm on June 14, 2022. The painting in the high school gym is complete, and the new gym floor is almost done. The carpeting project and painting is complete at the Elementary. The electrical at the high school is complete, and the HVAC is on hold because they are waiting on parts. The Seward County Public Hearing is scheduled for September 26th at 6:30 Civic Center. We need to discuss possible projects in the future, so we can set the special building fund. Dr. Fields updated the board on the food service program. The alternative high school will move to the high school. Dr. Fields discussed bus bids with the board because it

is taking so long with getting a new bus at this time. Wet Globes will be used for outdoor activities in all schools across Nebraska.

4. Discussion Items

5. Action Items

5.1. First Reading of 2022-2023 Policies

Motion to approve the first reading of policies presented with any changes/revisions to policies that were discussed. Passed with a motion by Jill Hochstein and a second by Paul Duer.

Paul Duer: Yea, Jill Hochstein: Yea, Jana Hughes: Yea, Danielle Shipley: Yea

5.2. 2022-2023 Staff Handbook

Motion to approve the 2022-2023 Staff Handbook Passed with a motion by Danielle Shipley and a second by Paul Duer.

Paul Duer: Yea, Jill Hochstein: Yea, Jana Hughes: Yea, Danielle Shipley: Yea

5.3. Interlocal Contract for Enrichment Activities Southeast Nebraska Regional Program

Motion to approve the Interlocal Contract for Enrichment Activities Southeast Nebraska Regional Program and ESU 18 Passed with a motion by Jill Hochstein and a second by Paul Duer.

Paul Duer: Yea, Jill Hochstein: Yea, Jana Hughes: Yea, Danielle Shipley: Yea

5.4. Personnel: Middle School Band Teacher

Motion to approve the teaching contract for Jessica Schreiner for the 2022-2023 school year. Passed with a motion by Jill Hochstein and a second by Danielle Shipley.

Paul Duer: Yea, Jill Hochstein: Yea, Jana Hughes: Yea, Danielle Shipley: Yea

6. Future Agenda Items

Projects for Special Building Fund
Summer Projects
Final Reading of Policies
Upcoming Budget Meetings

7. Consent Agenda

7.1. Approval of Minutes

7.2. Approval of Financial Reports

7.2.1. Treasurer

7.2.2. Budget

7.2.3. Activities

7.2.4. Athletic

7.3. Approval of Claims

7.3.1. General Fund

7.3.2. Special Building Fund

7.3.3. Depreciation Fund

7.4. Approval of Consent Agenda

Motion to approve the consent agenda as presented Passed with a motion by Jill Hochstein and a second by Danielle Shipley.

Paul Duer: Yea, Jill Hochstein: Yea, Jana Hughes: Yea, Danielle Shipley: Yea

8. Adjournment

Motion to adjourn the meeting at 7:01 PM with the next study session and regular board meeting scheduled for August 8th at 5:30 and 7:00 PM Passed with a motion by Danielle Shipley and a second by Jill Hochstein.

Paul Duer: Yea, Jill Hochstein: Yea, Jana Hughes: Yea, Danielle Shipley: Yea

Please publish the following legal notice in the July 6, 2022 edition of the Seward County Independent. Thank you.

NOTICE OF SCHOOL BOARD MEETING

The board of education of the School District of Seward will meet in regular session on Monday, July 11, 2022 at 5:30 p.m. for a regular business meeting. The meeting will be held at the Administrative Offices located at 410 South St., Seward, Nebraska. An agenda for the meeting which shall be kept continually current is readily available for public inspection at the Superintendent's Office during normal business hours.

To view the agenda go to <http://SewardPublicSchools.org/> and find the eMeeting link.



NASB Monthly Update for Board Meeting Agenda Item

July 2022

Coming Soon: July Agenda Video Update

<http://members.nasbonline.org/index.php/news-resources/videos>

While you're there ... WATCH: Don't Ever Stop

Latest 'Board Notes' – Monthly Newsletters

(www.NASBonline.org - News & Resources - Board Notes)

- *Legislative Lunches & Coffee with Candidates*
 - *School Leaders & Law, Golf & The Arch*
 - *Communicating Expectations with Board Candidates*
 - *Leadership at the Local Level*
 - *NASB Communicating with Sen. Fischer RE: USDA*
 - *Congrats to the Class of 2022!*
 - *Your NASB Board of Directors & Staff*
 - *Your 2022 NASB Affiliates*
 - *... And Much More!*
-

“NASB Update – Annual Board Calendar Summary”

View the full detailed calendar at: <http://members.nasbonline.org/index.php/resources>

(www.NASBonline.org – Board Leadership – Resources)

As a board, some items you should doing, or have on the monthly agenda include:

MISSION, VISION & GOALS

- Strategic Plan Update; District Goals Update

POLICY GOVERNANCE

- Student Fees Policy. On or before August 1, every school board is required to hold a public hearing proposing a student fee policy. In the meeting, the board shall review the amount of money collected from student fees (per policy) the prior year. They shall then propose and adopt the upcoming school year policy and publish in the student handbook. The written Meal Charge Policy and guidelines shall be in place and ready to be communicated to staff and households. § 79-2,134: Student Conduct. On or before August 1, each year, all school boards shall annually review in collaboration with the county attorney of

the county in which the principal office of the school district is located the rules and standards concerning student conduct adopted by the school board. § 79-262

ACCOUNTABILITY & STUDENT ACHIEVEMENT

- Review Summer School Program [Content of report: staff, # students served, purpose and value, etc.]: Review the Alternative Education Program [Content of report: staff, # students served, curriculum, etc.]: Review Multi-Cultural Education Program: Apply for Distance Education Incentives. On or before August 1, School districts and educational service units shall apply for Distance Education Incentives (through 2020) § 79-1337: Students receiving instruction in another district; contracts authorized. On or before August 15, if the school district is contracting with a neighboring district(s) for instruction of all or any part of pupils residing in the district, written contracts shall be filed in the office of the superintendent of the primary high school district. § 79-598

ADVOCACY

- Deadline for District Legislative Proposals to NASB is July 1, 2022

DISTRICT/ESU RESOURCES (BUDGET)

- Conduct a Public Hearing on the Proposed Budget Statement. §13-506 The hearing shall be held separately from any regularly scheduled meeting and shall not be limited by time. *Please reference the statute to review the complete text and requirements: Budget Authority and Allowable Reserve Percentage Certification §79-1023

BOARD/SUPERINTENDENT RELATIONS

- Superintendent Pay Transparency Act. On or before August 1, file with NDE a copy of approved contracts or any amendments, for superintendent/ESU administrator services. § 79-2403

REPORTS

- Board Committees; Superintendent; Administrators.

BOARD LEADERSHIP DEVELOPMENT

- Review and discuss Board Governance Standard V. Advocacy: NASB Board Member Candidate Webinar (*Election year.): NASB New Member Orientation (New Superintendents, Board President, District Administrative Assistant): NASB Legislation Committee Meeting: Review NASB Board Awards of Achievement Points (July 31st deadline for updating points earned.)

NASB's Video Resources:

<http://members.nasbonline.org/index.php/news-resources/videos>

(www.NASBonline.org – News & Resources – Videos)

Legal Resources, NASB's Live & Learn Series, Member Zoom's, Q&A's with the Governor and Commissioner Blomstedt, EHA Updates, Advocacy breakdowns, Monthly Board Agendas, and MUCH more!

Networking & Events ... Register Now

<http://members.nasbonline.org/index.php/events>

(www.NASBonline.org – Events)

All Dates & Locations Tentative & Subject to Change

2022 NASB Board Candidate Webinars

Tuesday, June 7 – 7:00 to 8:30 PM CT
Thursday, June 9 – 12:00 to 1:30 PM CT
~~Wednesday, June 15 – 12:00 to 1:30 PM CT~~
Wednesday, July 13 - 7:00 to 8:30 PM CT
Wednesday, September 14 - 7:00 to 8:30 PM CT
Wednesday, October 5 - 12:00 to 1:30 PM CT

NASB's New Superintendent Orientation

July 20 – Lincoln

Area Membership Meetings

August 23 – Nebraska City
August 24 - Fremont
August 29 - Gering
August 30 - Valentine
August 31 - Norfolk
September 1 - La Vista
September 7 - York
September 20 – North Platte
September 21 – Kearney

Annual Sparq Date Solutions Tailgate

September 17 – Lincoln

Facilities & Construction Workshop

September 22 – Kearney

NASB Member Virtuals

<http://members.nasbonline.org/index.php/nasb-member-virtuals>

(www.NASBonline.org – Events – NASB Member Virtuals)

• **Previous Member Virtuals Available to Watch Include:**

- 2022 Legislative Recap & Look Ahead
- NASB Member Virtual with UNMC
- Tough Times & Tough Meetings: The Board's Role in Navigating Hot Button Issues
- NASB Member Virtual w/ UNMC – Back to School Guidance, Decoupling, Infection Rates Among Children, Myths, & Q&A
- NASB Member Virtual w/ NDE – The Local Board's Role in ESSER Investments
- NASB Member Virtual w/ Commissioner Blomstedt & Dr. Jeffrey Gold of UNMC
- NASB Member Virtual w/ Bryce Wilson of NDE – Cares Act Funds Q&A for School Boards
- And More ...

Advocacy/2021-22 Legislative Session

<http://members.nasbonline.org/index.php/government-relations>

(www.NASBonline.org – Government Relations)

The 2022 legislative session began Wednesday, January 5 and wrapped up April 20. Keep tabs with all things pertinent to your school at NASB's Govt Relations pages and the links below!

[WATCH: Sine Die - Legislative Wrap-Up 2022](#)

[NASB Legislative Notes – 4/26/22](#)

NASB Call for Legislative Proposals – Due July 1

<http://www.nasbonline.org/registrations/ProposedResolution.aspx>

Follow NASB on twitter at www.twitter.com/NASBonline using the hashtag #liveNASB

and on Facebook at www.facebook.com/NASBonline

Watch all of the NASB videos at <http://members.nasbonline.org/index.php/news-resources/videos>

(www.NASBonline.org – News & Resources – Videos)

To see a quick glimpse at the various items the NASB is involved in, check out pages 10 & 11 each month in the ***Board Notes newsletter*** for “This Month In ...” To access the latest newsletter, click here:

<http://members.nasbonline.org/index.php/news-resources/board-notes>

(www.NASBonline.org - News & Resources - Board Notes)

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. Notice of regular and special meetings shall be published in a newspaper of general circulation within the district and, if available, on the newspaper's website. Newspapers of general circulation in the district include, but are not necessarily limited to, Seward County Independent, Lincoln Journal Star or the Omaha World-Herald. 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.

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. 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 and 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.

Adopted on: _____
Revised on: _____
Reviewed on: _____

**2010
Preparation for Board Meetings**

The superintendent will create the agenda and board packet in consultation with the board president. The materials will be sent or delivered to each board member in advance of the meeting. Members of the public have no entitlement to place an item on the board's agenda, but may address the board during the next meeting at which the board receives public comment. **The agenda shall be placed on the district's website at least 24 hours before the school board meeting and shall remain available on the website for at least six months.**

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 \$109,000, 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 200.326 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 \$250,000

- 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 (Micro-Purchases)

Micro-purchase means a purchase of supplies or services using

simplified acquisition procedures, the annual aggregate amount of which does not exceed \$10,000. 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 and \$250,000 (Small Purchase Procedures)

For construction projects subject to this policy, small purchases are purchases that, in the aggregate amount, is more than \$10,000 and less than \$250,000 annually. For small purchases, 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 \$109,000 and \$249,999 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 \$109,000 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 \$109,000 and \$250,000.

IV. Construction Projects with an Anticipated Cost Over \$250,000

A. Sealed Bids: All constructions projects subject to this policy with an anticipated cost of \$250,000 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 200.326 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, 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, compliance with public policy, record of past performance, and financial and technical resources.

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.

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. § 200.333.

- 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 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

The officers, employees, and agents 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, 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. 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 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, 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.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3004.1

Fiscal Management for Purchasing and Procurement Using Federal Funds

IX. 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.

X. 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 (Micro-Purchases)

Micro-purchase means a purchase of supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed \$10,000. 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 and \$250,000 (Small Purchase Procedures)

Small purchases are purchases that, in the aggregate amount, is more than \$10,000 and less than \$250,000 annually. For small purchases, 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

a) Sealed Bids (Formal Advertising)

For purchases over \$250,000, the district will generally follow the bidding process outlined in the board's policy on Bidding for Construction, Remodeling, Repair or Site Improvement.

b) Contract/Price Analysis

The District performs a cost or price analysis in connection with every procurement action in excess of \$250,000, 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 item is available only from a single source;
 - (2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - (3) The federal awarding agency or pass-through entity expressly authorizes 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.

Deleted:

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 to the maximum extent practical;

(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 in procurement of A/E professional services. It cannot be used to purchase other types of services though 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, compliance with public policy, record of past performance, and financial and technical resources.

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.

XI. 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

The officers, employees, and agents 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, or agents of the District.

XII. 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 which equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$5,000.

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 \$5,000, regardless of the length of its useful life. 2 C.F.R. §200.94.

3. Computing Devices means machines used to 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.

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 original or replacement 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 FMV of \$5,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency.

I. Equipment and Capital Expenditures

All equipment and capital expenditures shall comply with the rules and requirements of 2 CFR 200.439.

J. Depreciation

All depreciation shall comply with the rules and requirements of 2 CFR 200.436.

XIII. Financial Management

A. Identification

Deleted: .

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. 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

Deleted: ¶



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.

XIV. 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.

XV. 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, 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.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3057
Title IX Policy

It is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.

1. **Title IX Coordinator**

1.1. **Designation.** The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the "**Title IX Coordinator.**" The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).

2. **Definitions.** As used in this policy, the following terms are defined as follows:

2.1. **Actual knowledge** means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

2.2. **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

2.3. **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail,

by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3–5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).

2.4. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

2.5. **Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

2.6. **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

- 2.6.1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;
- 2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity;
- 2.6.3. **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:

- 2.6.3.1. **Sex Offenses, Forcible**—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.
- 2.6.3.1.1. **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
- 2.6.3.1.2. **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- 2.6.3.1.3. **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- 2.6.3.1.4. **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- 2.6.3.2. **Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.
- 2.6.3.2.1. **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

2.6.3.2.2. **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent

2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a), which means violence committed by a person—

2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and

2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:

2.6.4.2.1. The length of the relationship.

2.6.4.2.2. The type of relationship.

2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.

2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a), which includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction receiving grant funding and, in the case of victim services, includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who—

2.6.5.1. is a current or former spouse or intimate partner of the victim, or person similarly situated to a spouse of the victim;

2.6.5.2. is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;

2.6.5.3. shares a child in common with the victim; or

Commented [C1]: The 2022 Reauthorization of the Violence Against Women Act (“VAWA”) recodified the definition of **dating violence** at 12291(a)(11). This revision makes the statutory reference more general but still consistent with both the (now outdated) regulations and the new statute.

Deleted:)(10

Formatted: Indent: Left: 1.31", Hanging: 0.69", Outline numbered + Level: 4 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1.2"

Formatted: Indent: Hanging: 0.69"

Formatted: Indent: Left: 1.31", Hanging: 0.69", Outline numbered + Level: 4 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1.2"

Formatted: Left, Indent: Left: 0.5"

Formatted: Indent: Hanging: 1"

Formatted: Indent: Hanging: 1"

Commented [C2]: The 2022 VAWA recodified the definition of **domestic violence** at 12291(a)(12). This revision makes the statutory reference more general but still consistent with both the (now outdated) regulations and the new statute.

Deleted:)(8

Deleted: of violence

Deleted: , by a person with whom the

Deleted: shares a child in common

Deleted:

Deleted: with

Deleted: , by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by other person

2.6.5.4. ~~commits acts against a youth or adult victim who is~~
protected from ~~those acts under the family or~~
~~domestic violence laws of the jurisdiction.~~

2.6.6. **Stalking**, as defined in 34 U.S.C. § 12291(a), which means
engaging in a course of conduct directed at a specific person
that would cause a reasonable person to—

2.6.6.1. fear for his or her safety or the safety of others; or

2.6.6.2. suffer substantial emotional distress.

2.7. **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

3. **Discrimination Not Involving Sexual Harassment.**

3.1. **General Prohibition.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.

Deleted: an

Deleted: or youth

Formatted: Indent: Left: 1.31", Hanging: 0.69", Outline numbered + Level: 4 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1.2"

Deleted: that person's

Commented [C3]: See 2022 Updates to VAWA.

Deleted: or family

Formatted: Justified, Indent: Left: 2"

Deleted:)(30

3.2. **Specific Prohibitions.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:

- 3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;
- 3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;
- 3.2.3. Deny any person any such aid, benefit, or service;
- 3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;
- 3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;
- 3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;
- 3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

3.3. **Complaint Procedure.** All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district’s general complaint procedure, Board Policy 2006

4. **Response to Sexual Harassment**

4.1. **Reporting Sexual Harassment.** Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District’s Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has

actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

4.2. General Response to Sexual Harassment. When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For the purposes of this policy "education program or activity" includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district's response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

4.3. Emergency Removal. Nothing in this policy precludes the district from removing a respondent from the district's education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district so removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

4.4. Administrative Leave. Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 5 below. This provision may not be construed to

modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

4.5. General Response Not Conditioned on Formal Complaint. With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4.

5. Grievance Process for Formal Complaints of Sexual Harassment.

5.1. General Requirements.

- 5.1.1. **Equitable Treatment.** The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district's education program or activity. Remedies may include the same individualized services described in subsection 2.7 as "supportive measures"; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.
- 5.1.2. **Objective Evaluation.** This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.
- 5.1.3. **Absence of Conflicts of Interest or Bias.** The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.
- 5.1.4. **Training.** The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train

these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

- 5.1.4.1. **All District Employees and Board Members.** All district employees and board members will be trained on how to identify and report sexual harassment.
- 5.1.4.2. **Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators.** The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:
 - 5.1.4.2.1. The definition of sexual harassment in subsection 2.6;
 - 5.1.4.2.2. The scope of the district's education program or activity;
 - 5.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and
 - 5.1.4.2.4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.
- 5.1.4.3. **Decision-Makers.** The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.6.2.
- 5.1.4.4. **Investigators.** The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.

5.1.5. **Presumption.** It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

5.1.6. **Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

5.1.7. **Range of Possible Sanctions and Remedies.** Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.

5.1.8. **Range of Supportive Measures.** The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.

5.1.9. **Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

5.2. **Notice of Allegations.**

5.2.1. **Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:

5.2.1.1. A copy of this policy.

5.2.1.2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

5.2.2. **Supplemental Notice.** If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.

5.3. **Dismissal of Formal Complaint.**

5.3.1. The district will investigate the allegations in a formal complaint.

5.3.2. **Mandatory Dismissals.** The district **must** dismiss a formal complaint if the conduct alleged in the formal complaint:

- 5.3.2.1. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;
- 5.3.2.2. Did not occur in the district's education program or activity; or
- 5.3.2.3. Did not occur against a person in the United States.
- 5.3.3. **Discretionary Dismissals.** The district **may** dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:
 - 5.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
 - 5.3.3.2. The respondent is no longer enrolled in or employed by the district; or
 - 5.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
- 5.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.
- 5.3.5. Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

5.4. **Consolidation of Formal Complaints.** The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.

5.5. Investigation of Formal Complaint. When investigating a formal complaint and throughout the grievance process, the district will:

- 5.5.1. Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint;
- 5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);
- 5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- 5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- 5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;

- 5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
- 5.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and
- 5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

5.6. Determination Regarding Responsibility

- 5.6.1. Decision-Maker(s). The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).
- 5.6.2. **Exchange of Written Questions.** After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party.

Moved (insertion) [1]

Formatted: Indent: Left: 0.75", Hanging: 0.75", Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Indent at: 0.85"

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

5.6.3. **Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:

- 5.6.3.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;
- 5.6.3.2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- 5.6.3.3. Findings of fact supporting the determination;
- 5.6.3.4. Conclusions regarding the application of the district's code of conduct to the facts;
- 5.6.3.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and

Commented [C5]: This section was moved from a stand-alone section 5.6 (that was wedged in between the investigation and decision-making process) and placed under the decision-making umbrella. The change is intended to clarify that the decision-maker will facilitate the written exchange of questions and helps avoid situation where the decision-maker fails to facilitate such an exchange.

Moved up [1]: Determination Regarding Responsibility

Decision-Maker(s). The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).

Deleted:

- 5.6.3.6. The district's procedures and permissible bases for the complainant and respondent to appeal.
- 5.6.4. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.
- 5.6.5. The Title IX Coordinator is responsible for effective implementation of any remedies.
- 5.7. **Appeals.** The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

5.7.1. **Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within ten (10) calendar days [of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 5.7.2 below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.

5.7.2. **Grounds for Appeal.** Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:

5.7.2.1. Procedural irregularity that affected the outcome of the matter;

5.7.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or

dismissal was made, that could affect the outcome of the matter; and

5.7.2.3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

5.7.3. As to all appeals, the district will:

5.7.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;

5.7.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;

5.7.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3–5.1.4.

5.7.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

5.7.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and

5.7.3.6. Provide the written decision simultaneously to both parties.

5.8. **Informal Resolution.** The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a

determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

- 5.8.1. Provides to the parties a written notice disclosing:
 - 5.8.1.1. The allegations;
 - 5.8.1.2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;
 - 5.8.1.3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and
 - 5.8.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
- 5.8.2. Obtains the parties' voluntary, written consent to the informal resolution process; and
- 5.8.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

5.9. Recordkeeping.

- 5.9.1. The district will maintain for a period of seven years records of:
 - 5.9.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;
 - 5.9.1.2. Any appeal and the result therefrom;

- 5.9.1.3. Any informal resolution and the result therefrom;
and
 - 5.9.1.4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.
- 5.9.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

6. **Superintendent Authorized to Contract.** The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

7. **Access to Classes and Schools.**

7.1. **General Standard.** Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.

- 7.1.1. **Contact sports in physical education classes.** This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.
- 7.1.2. **Ability grouping in physical education classes.** This section does not prohibit grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.
- 7.1.3. **Human sexuality classes.** Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.
- 7.1.4. **Choruses.** The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.

7.2. **Classes and Extracurricular Activities.** The district may provide nonvocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.

8. **Athletics.** 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, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.

8.1. **Separate Teams.** Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.

8.2. **Equal opportunity.** The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.

9. Certain Different Treatment on the Basis of Sex Permitted.

Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.

10. Retaliation Prohibited. Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

10.1. Specific Circumstances.

- 10.1.1. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.
- 10.1.2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

11. Notification of Policy. The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this

policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

12. **Publication of Policy.** The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

13. **Application Outside the United States.** The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

14. **Scope of Policy.** Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.

4056 Resignation of Certificated Staff

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

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

obligations will be reported to the Professional Practices Committee of the Nebraska Department of Education.

Adopted on: _____
Revised on: _____
Reviewed on: _____

**5012
Testing and Assessment Program**

I. Basic Testing and Assessment Program

The school district will use a basic testing and assessment program to evaluate the outcome of the educational program and to provide information needed in working with individuals. The program will be supplemented by such individual and supplementary tests as the needs of the educational program and the district indicate. The superintendent and designees will coordinate the program from Kindergarten through twelfth grade to provide continuity. Teachers are prohibited from engaging in any behavior that adversely affects the validity of test scores as a measure of student achievement. Teachers should consult with relevant board policies and district protocols assessment administration and security.

II. Accountability Reporting

At the board of education's regular July meeting, or as soon after as a report can be completed, the superintendent of schools shall provide an annual written report as required by NDE Rule 10. The report shall be presented to the board and made available to the public. The report must contain the elements required by Rule 10, including but not limited to: student academic performance as reported to NDE (demographics, achievement, educational input characteristics, as defined in section 005.02 of Rule 10); school system demographics; school improvement goals and progress; and financial information about the school district. Building level results will be reported only to appropriate staff for review, goal setting, and intervention as needed.

This report shall not include any individual test scores or assessment, but individual student test scores or assessment results will be reported to the student's parents or legal guardian(s). If the school has fewer than ten

students in the grades being reported, or if reporting would allow for the identification of students because they all had comparable scores, no public reports of student performance are provided for those grades.

A comprehensive evaluation of the district shall be conducted at least once every five years using instruments and guides approved by NDE.

Adopted on: _____

Revised on: _____

Reviewed on: _____

**5045
Student Fees**

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

A. Definitions.

1. "Students" means students, their parents, guardians or other legal representatives.
2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

B. Listing of Fees Charged by this District.

1. Guidelines for Clothing Required for Specified Courses and Activities.

Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will generally provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

2. Safety Equipment and Attire.

The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

3. Personal or Consumable Items.

The district will provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

4. Materials Required for Course Projects.

The district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.

The maximum dollar amount charged by the district for course materials shall be:

- Industrial Technology Classes \$15.00
- Art Classes \$10.00
- Ceramics \$15.00
- High School FCS \$20.00
- Band \$10.00
- Outdoor Education – Middle School \$25.00
- Middle School Honor Choir – if selected \$25.00
- Elementary After School Program \$20.00
- Introduction to STS- Career Safe OSHA 10 certification- \$12.50

- **Welding Class** **\$20.00**

5. Extracurricular Activities.

The district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

The following list details the maximum dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities:

- Student activity card \$20.00
Covers admission to most regular season athletic events
- Student participation fee \$20.00
Required of all students who participate in athletics and/or other extracurricular activities (Pay only one fee per year)
- Middle School Builders Club \$ 1.00
- Football students must provide their own football shoes, and undergarments
- Golf students must provide their own Golf shoes, undergarments, and clubs
- Softball and Baseball students must provide their own shoes, gloves, and undergarments
- Track, Volleyball, Wrestling, Soccer, Bowling and Basketball , students must provide their own shoes and undergarments
- FFA, FCCLA, FBLA, Key Club, Skills USA Dues

student pay dues of \$20.00 per activity

- Dance and Cheerleading

Students must purchase outfits and shoes selected by the sponsor and/or student group.

6. Post-Secondary Education Costs.

Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

7. Transportation Costs.

The district will charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations.

8. Copies of Student Files or Records.

The district will charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records.

9. Participation in Before-and-After-School or Pre-Kindergarten Services.

The district will charge reasonable fees for participation in pre-kindergarten services offered by the district pursuant to statute.

The maximum dollar amount charged by the district for these services shall be \$3.00 per day.

10. Participation in Summer School or Night School.

The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses.

11. Charges for Musical Extracurricular Activities.

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

- Band Students must provide their own instruments and marching band shoes.
- Show Choir Students must purchase outfits and shoes selected by the sponsor and/or student group.

12. Contributions for Junior and Senior Class Extracurricular Activities.

Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$10.00.

C. Waiver Policy.

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

D. Distribution of Policy.

This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.

E. Voluntary Contributions to Defray Costs.

The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.

F. Student Fee Fund.

The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund that will not be funded by tax revenue, and that will serve a depository for all monies collected from students for (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night school courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.

G. Student Fee Hearing

Annually the Board of Education of The School District of Seward will hold a public hearing on the student fee policy. Such hearing will include a review of the amount of money collected from students and uses of said fees.

Adopted on: June 9, 2014

Revised on: June 13, 2016, August 13, 2018, August 12, 2019, July 11, 2022

Reviewed on: _____

6021

District Criteria for Selecting Evaluators to be Used for Special Education Evaluation and Verification and Independent Educational Evaluations

The following criteria shall be used for selecting evaluators according to 92 Nebraska Administrative Code 51-006.07B:

1. Those in-state service agencies that have approved rates for the current year established by the Nebraska Department of Education. A list of service agencies with approved rates, including state agencies, individual providers, and in-state providers may be found at <https://www.education.ne.gov/sped/service-agencies/>.
2. Those Nebraska providers located within 100 miles of the building of the district where the child attends when driving by ordinary public roadways, except
3. Evaluations must consider the educational, health, or other student records of the student provided by the district. The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records unless disclosure is already authorized by state and federal law.
4. Evaluations must be provided to the district, including all educational, health, student, or other records created as part of or relied upon to complete the evaluation. The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records unless disclosure is already authorized by state and federal law.
5. Evaluations must be conducted by a provider that is authorized, available, and willing to discuss, confer, or otherwise cooperate with the district regarding the evaluation, its results, or any other information related to the evaluation. Such cooperation may include reasonable participation in, or the submission of additional reports or information to, an IEP, MDT, or SAT team. **Evaluators must make available to the district any documents or records created in relation to the evaluation, including evaluation and assessment protocols and responses, when the district determines in its sole discretion that such documentation is necessary in order to permit meaningful parental participation.** The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records or information unless disclosure is already authorized by state and federal law.
6. Evaluations must be sufficiently comprehensive for the evaluator to submit to the district a report that specifically details whether the student should be considered eligible for special education and related services, the nature of special education and related services recommended to accommodate the student's suspected disability, and the particular facts or findings underlying the evaluator's conclusions. This report must be submitted to the district within 45 days after the conclusion of the evaluation.
7. Evaluations must meet the then-current state standards for reliability, research-based processes, and educational or professional best practices.
8. Reimbursement to any evaluator chosen in conformance with this policy shall not exceed the cost that would be charged by the school district's contracted providers for the same or substantially similar evaluation.
9. All special education evaluations, including those independently obtained at the district's expense, must be obtained in a manner consistent with the criteria set forth above, unless state or federal law requires waiver of one or more criteria in order to accommodate unique circumstances.

Adopted on: _____
Revised on: _____
Reviewed on: _____

6037
Selection and Review of Library Media

The board approves curriculum and curriculum-related materials for the district with input from administrators and staff. Those processes are covered in other board policies. Staff members seeking to procure materials for use during instruction must follow board policy, practices, and directives. Those items are not covered by this policy.

The district procures library books and other media available to students that are not part of a specific class or curriculum. For purposes of this policy, those will be called library materials. This policy addresses the selection and review of library materials, regardless of their source. This policy applies regardless of whether library materials are purchased using district funds, donated, or shared at no cost to the district.

No Right to Materials. The board supports having excellent educational opportunities for students, including availability of library materials used to enrich the educational experience. However, the board and administration are responsible for considering materials based on a variety of factors and legal obligations. There is no right to force any material to be included or excluded. Staff requesting library materials do so only within the course and scope of their employment with the district.

Selection Process. The selection and approval of new library materials must comply with the district's general requisition, donation, and budgeting requirements. To ensure materials selected are appropriate for the district's students and consistent with the district's legal obligations, the following process applies to selection of library materials.

[OPTION 1: PRINCIPAL OR SUPERINTENDENT REVIEW] The school librarian, media specialist, or any individual requesting library materials is responsible for submitting the request in writing to the building principal or to superintendent if there is no principal assigned to the building. The request must include the following

1. Name of the book, material, or resource;
2. The author, publisher, and supplier of the material;
3. The physical medium (*i.e.*, book, magazine, video, game, digital subscription, etc.);
4. The cost of the material;
5. A summary of the content of the material, including how it supports age-appropriate learning objectives, enriches the curriculum, and/or supports student development and learning;
6. The material's accolades, such as presence on best seller lists, awards won, and recommendations from professional library journals and organizations with a focus on K-12 school library materials; and

7. Whether any of the content in the material represents a perspective that may not be universal, such as a political, religious, or social perspective for which disagreement or differences of opinion exist. The summary should include a description of these items.

The building principal or superintendent will review the library material request and inform the requester whether the material will be accepted or denied. Materials which require expenditure of district funds will be processed consistently with the district's purchasing and procurement policies and practices. There is no appeal from this determination.

[OPTION 2: COMMITTEE REVIEW] The superintendent will establish a library material review committee on an as-needed basis, consisting of at least one administrator, one teacher, and the librarian or media specialist and one parent. If the district has no assigned librarian or media specialist, then the committee will include two administrators and a teacher. The superintendent may appoint any teacher he or she deems appropriate based on availability and expertise related to the requested materials.

The school librarian, media specialist, or any individual requesting inclusion of library materials is responsible for submitting the request in writing to the library material review committee. The request must include the following

1. Name of the book, material, or resource;
2. The author, publisher, and supplier of the material;
3. The physical medium (*i.e.*, book, magazine, video, game, digital subscription, etc.);
4. The cost of the material;
5. A summary of the content of the material, including how it supports age-appropriate learning objectives, enriches the curriculum, and/o supports student development and learning;
6. The material's accolades, such as presence on best seller lists, awards won, and recommendations from professional library journals and organizations with a focus on K-12 school library materials; and
7. Whether any of the content in the material represents a perspective that may not be universal, such as a political, religious, or social perspective for which disagreement or differences of opinion exist. The summary should include a description of these items.

The committee will review the requested materials within the timeframe established by the superintendent. In the event the committee does not agree on a particular request, the administrator makes the final determination. There is no appeal from this determination.

[OPTION 3: BOARD COMMITTEE REVIEW—DISCOURAGED, BUT LAWFUL]. The school librarian, media specialist, or any individual requesting library materials is responsible for submitting the request in writing to the superintendent. The superintendent will review the request(s) with the curriculum committee of the board, who will make a recommendation to the

board for approval or denial of the request.

The request must include the following:

1. Name of the book, material, or resource;
2. The author, publisher, and supplier of the material;
3. The physical medium (*i.e.*, book, magazine, video, game, digital subscription, etc.);
4. The cost of the material;
5. A summary of the content of the material, including how it supports age-appropriate learning objectives, enriches the curriculum, and/o supports student development and learning;
6. The material's accolades, such as presence on best seller lists, awards won, and recommendations from professional library journals and organizations with a focus on K-12 school library materials; and
7. Whether any of the content in the material represents a perspective that may not be universal, such as a political, religious, or social perspective for which disagreement or differences of opinion exist. The summary should include a description of these items.

There is no appeal from the determination of the board.

Requested Review of Library Materials. A concerned parent of a current student or patron living within the school district boundaries may request the review of a specific library material (*i.e.*, a specific book, magazine, etc.) or portion of a specific library material. The parent or patron must first discuss their concern with the building principal and explain their concern regarding the library material. If there is no principal assigned to that building, the parent or patron should discuss their concern with the superintendent. The board believes most concerns will be resolved in this manner.

[OPTION 1: SUPERINTENDENT REVIEW] If the parent or patron is dissatisfied after the informal review and discussion with the relevant administrator, they may request a review in writing. To request a review, the individual must complete the Library Material Review Request form and submit it to the superintendent.

The superintendent will review the request within a reasonable time after receiving it. The superintendent may consult with the school's librarian or media specialist, staff, and legal counsel at his or her discretion. The superintendent may decide to remove the material, keep the material, restrict access to the material to students based on age or grade level, or make any other determination the superintendent deems appropriate. The superintendent's decision regarding the review will be communicated to the requester in writing.

The decision of the superintendent is final, and the board will not hear any appeal regarding the review of library material.

[OPTION 2: BOARD COMMITTEE REVIEW] If the parent or patron is unsatisfied after the informal review and discussion with the relevant administrator, they may request a review in

writing. To request a review, the individual must complete the Library Material Review Request form and submit it to the superintendent.

The superintendent will review the request with the board curriculum committee within a reasonable time after receiving it. The committee may consult with or seek input from the school's librarian or media specialist, staff, and legal counsel at its discretion. The committee will make a recommendation to the board to remove the material, keep the material, restrict access to the material to students based on age or grade level, or make any other determination or recommendation the committee deems appropriate. The board will review the request, consider the committee's recommendation, and make a determination regarding the requested review. The decision regarding the review will be communicated to the requester in writing by the superintendent.

The decision of the board is final, and there is no appeal regarding the review of library material.

Additional Rules for Library Media Review. Unless the superintendent decides otherwise, the library material will remain in circulation while a review is pending. Unless otherwise required by law, no library material will be reviewed again within 4 years after a requested review is completed. Any parent or patron requesting review of multiple library materials may only request a maximum of 5 materials to be reviewed at one time, and a new request cannot be submitted until the prior review is completed and notice of the determination is provided to the requesting party. Nothing in this policy prohibits the superintendent or their designee from reviewing library material outside of the review process contained in this policy and taking any action the superintendent or their designee deems appropriate.

Adopted on: _____
Revised on: _____
Reviewed on: _____

Library Material Review Request Form

Only a patron of the district or parent of a current student may request review of a library material. Prior to submitting a request, please review the board's policy on Selection and Review of Library Materials. The policy is located on the district's website, or you can request a copy via email from the superintendent.

Name: _____ **Phone:** _____

Address: _____

Written requests to review library materials will not be considered unless the requester identifies the specific material in question and first discusses their concern with the appropriate administrator as required by board policy. Please list the date of the conversation with the administrator: _____

Title of Material: _____

Author/Publisher: _____

Type of Material (book, magazine, video, etc.): _____

Reason for Requesting Review (attach additional page if necessary):

Please list the specific portion of the material you find objectionable, including specific page references, sections, volumes, etc.:

Signature: _____

| |
|---|
| For District Use Only |
| Date Received: _____ |
| Received By: _____ |
| Reviewed on: _____ |
| Date Determination Sent to Requester: _____ |

[DISTRICT LETTERHEAD]

[DATE]

[NAME OF REQUESTER]
[ADDRESS]
[EMAIL ADDRESS (if sent electronically)]

Dear [NAME OF REQUESTER],

On [DATE], the district received your request to review [INSERT REQUESTED

MATERIAL]. After considering your concerns and reviewing the material, we have made the following determination.

[EXPLAIN DETERMINATION: Remain in circulation; removed from circulation; remain in circulation with restrictions (only accessible by students of a certain age, grade, etc.)].

[OPTIONAL: INCLUDE RATIONALE. For requests based on sensitive topics like religion, sex, gender, etc., we recommend receiving legal advice.]

There is no appeal from this review. The district does not place restrictions on students who can access library materials on an individual basis. Some materials are limited generally based on age, grade level, and expected student ability. If you do not want your student to access any particular material, please discuss that with your student and set that expectation as the parent or guardian. If your student has checked out a book or material you do not approve, I am happy to work with you and your student's teacher to return that material and check out something else.

Sincerely,

[NAME],
Superintendent

SCHOOL DISTRICT OF SEWARD



STAFF HANDBOOK

2022-2023

THE SCHOOL DISTRICT OF SEWARD STAFF HANDBOOK

This handbook is intended to provide information to **staff** related to the duties as a teacher and **classified staff** in the Seward Public School District. Please familiarize yourself with the information in it and refer to this handbook to answer any questions before contacting any office or administrative personnel. However, the information in the handbook is not intended to cover every possible condition, but is a guide to many of the district procedures and expectations for certificated staff. References in the handbook to “teachers” are intended to apply to all certificated staff. This includes administrators to the extent the handbook deals with professional expectations and conduct.

The guidelines in this book are in effect for the year on the cover of this document. However, these are administrative guidelines, and may therefore be changed at will by the administration if deemed appropriate and necessary for the benefit of staff, students, or the school district, with the change being in effect immediately. The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decisions based upon available district policies, state and federal statutes and regulations, and the best interests of the district. Also, teachers may be asked to insert additional information as the year progresses.

Each **staff** member is responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information in the handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with your employment, including your employment contract. Staff should also be familiar with district-wide board policies not included in this manual, as well as the negotiated agreement between the School District of Seward and the Seward Education Association. In reading this handbook, please understand that where a direct conflict exists, state or federal law, the negotiated agreement, and Board policies and regulations will control.

This Staff Handbook and forms are on the district website for access. Staff may also receive updates during the school year.

School District of Seward

Dr. Josh Fields, Superintendent
410 South St.
Seward, Nebraska 68434
402-643-2941
Fax: 402-643-4986

Seward High School

Mr. Scott Axt, Principal
Mr. Rich Eber, Assistant Principal
Mr. John Moody, Activities Director
532 Northern Heights
402-643-2988
Fax: 402-643-2599

Seward Middle School

Mr. Kirk Gottschalk, Principal
2401 Karol Kay Blvd
402-643-2986
Fax: 402-643-6686

Seward Elementary School

Mrs. Jessica Dominy, Principal
200 East Pinewood
402-643-2968
Fax: 402-643-4906

NOTICE OF NON-DISCRIMINATION

Seward Public School does not discriminate on the basis of race, color, national origin, sex, marital status, disability, or age or in admission or access to, or treatment of employment or educational programs and activities. The following person has been designated to handle inquiries regarding the School District's non-discrimination policies: Superintendent, Josh Fields, who may be contacted in writing at 410 South St., Seward, Nebraska, at josh.fields@sewardschools.org by e-mail or by telephone at (402) 643-2941. Any person may also contact 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, regarding compliance with the regulations implementing Title VI, Title IX, Section 504, or any other applicable laws.

BOARD OF EDUCATION

MR. RYNE SEAMAN, PRESIDENT
MRS. JANA HUGHES, VICE PRESIDENT
MR. PAUL DUER, SECRETARY
MRS. JILL HOCHSTEIN
DR. SHAWN SVOBODA
MRS. DANIELLE SHIPLEY

ADMINISTRATION

Dr. Josh Fields, Superintendent
Dr. Shannon Hall-Schmeckpeper Special Services Director
Dr. Matt Dominy, Curriculum and Staff Development Director
Mrs. Jessica Dominy, Elementary Principal
Mr. Kirk Gottschalk, Middle School Principal
Mr. Scott Axt, High School Principal
Mr. Rich Eber, High School Assistant Principal

OTHER DISTRICT STAFF

Mrs. Heidi Covert, Business Manager
Ms. Christine Towle, Central Office Secretary
Mr. Marty Telecky, Transportation Coordinator
Mr. Tom Vajgrt, Maintenance Director
Mr. Craig Williams, Technology Coordinator
Ms. Christine Towle, NSSRS

INDEX

A. General Information

| | | |
|------|--|----|
| A1. | Seward Public Schools | 7 |
| A2. | District Mission & Goals | 7 |
| A3. | Weapons | 7 |
| A4. | Smoking | 7 |
| A5. | Activity Calendar | 7 |
| A6. | Mail and Bulletins | 8 |
| A7. | Newspaper Coverage & Media Contact | 8 |
| A8. | Daily Record Books | 8 |
| A9. | Reporting of Child Abuse | 8 |
| A10. | Activity Pass & ID Badge | 9 |
| A11. | Lesson Plans | 9 |
| A12. | Fund Raising | 9 |
| A13. | Inclement Weather/Emergency Conditions | 10 |
| A14. | Library and Computer Lab Use | 10 |
| A15. | Room Appearance & Care | 10 |
| A16. | School Assemblies | 11 |
| A17. | Salespersons | 11 |
| A18. | Church Night & Sunday | 11 |
| A19. | Textbooks | 11 |
| A20. | Testing | 11 |
| A21. | Health Services/Injuries | 11 |
| A22. | Paraprofessionals | 12 |
| A23. | Student Aides | 13 |
| A24. | Managing Student Conduct | 13 |
| A25. | Copyright | 13 |
| A26. | Safety & Crisis Plans | 13 |
| A27. | Transportation | 14 |
| A28. | Lines of Communication/Grievance | 14 |
| A29. | Faculty Meetings | 14 |
| A30. | Field Trips | 14 |
| A31. | Selling at Games | 14 |
| A32. | Seward Foundation | 14 |
| A33. | Teacher Requests to Civic Groups | 15 |
| A34. | Grants | 15 |
| A35. | Student Teachers & Assistants | 15 |
| A36. | Board Meeting Agenda | 15 |

| | | |
|------|---------------------------------|----|
| A37. | School Security | 15 |
| A38. | Videos | 15 |
| A39. | Covering Class During Prep Time | 15 |
| A40. | Classroom Displays | 16 |

B. Teacher Guidelines

| | | |
|------|--|----|
| B1. | Professionalism | 16 |
| B2. | Public Relations | 16 |
| B3. | Responsibilities of School Employees | 17 |
| B4. | Use of School Property & Equip | 18 |
| B5. | Supervision of Students | 18 |
| B6. | Teaching Certificate | 20 |
| B7. | Payroll | 20 |
| B8. | Assignment & Transfers | 20 |
| B9. | Communication | 20 |
| B10. | Committee Appointments | 20 |
| B11. | Duty Hours | 21 |
| B12. | Absence from Work | 21 |
| B13. | Payroll Deductions Absence in Excess of Paid Leave | 22 |
| B14. | Family and Medical Leave Act | 22 |
| B15. | Requisitions, Purchases & Central Supply | 22 |
| B16. | Inventory | 22 |
| B17. | Parent/Guardian Communication | 22 |
| B18. | On the Job Accidents | 22 |
| B19. | Personnel File | 23 |
| B20. | Professional Growth | 23 |
| B21. | Outside Employment | 23 |
| B22. | Salary Schedule Advancement | 23 |
| B23. | Employment | 23 |
| B24. | Jury Duty | 24 |
| B25. | Contract Days | 24 |
| B26. | Activity Accounts | 24 |
| B27. | Professional Development | 24 |
| B28. | Safety Plan | 24 |

| | | |
|-----|--|--|
| C. | Significant Policy & Other Helpful Information | |
| C1. | Internet Use Policy | 25 |
| C2. | Sexual Harassment Policy | 28 |
| C3. | Drug-Free Schools | 29 |
| C4. | Effective Parent-Teacher Conferences & Communication | 30 |
| C5. | Confidentiality & Coop with Law Enforcement | 32 |
| C6. | News Media Information | 34 |
| C7. | Teacher Evaluation | 34 |
| C8. | Title IX | 34 |
| D. | Handbook Information for Seward High School | |
| | An index precedes this section of the handbook | 35 |
| E. | Handbook Information for Seward Middle School | |
| | An index precedes this section of the handbook | 41 |
| F. | Handbook Information for Seward Elementary School | |
| | An index precedes this section of the handbook | 48 |
| G. | Appendices | |
| | Appendix I | School Calendar |
| | Appendix II | Lines of Communication |
| | Appendix III | Employment Rights |
| | Appendix IV | District Forms |
| | Appendix V | Forms for Professional Development |
| | Appendix VI | Coaching & Activity Accounts and Fund Raising Information |
| | Appendix VII | Teacher Evaluation Handbook |

A. GENERAL INFORMATION

A1. School District of Seward

Welcome to the Seward Public School District. We hope your **staff** experience in our district is an enjoyable and professional one. We appreciate your efforts to help in the education and growth of our students -- and on behalf of the children, district patrons, administration, and school board, we thank you.

Should a question or a complaint regarding work arise, please present them to the administration. We want to work with our staff to best meet the needs of our students and school. All complaints and concerns should be addressed with the appropriate administrator, as this is the only place where any change can be made. Please do not practice sharing complaints or concerns with other faculty members, students, parents, or citizens of the community.

A2. Motto and Mission Statement of the District

Our Motto: "Every Student, Every Day, a Success."

Our Mission:

The school district of Seward--where every student, every day is a success--affirms that all students will have the skills to become productive and contributing members of a global community. In cooperation with family and community members, the district is committed to the development of each student academically, emotionally, socially, and physically.

A3. Weapons

The District prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school sponsored function. Any teacher found to be in violation of this policy shall be subject to disciplinary action, up to and including termination. State law makes it a crime to carry a handgun in schools and a staff member who violates this will be reported to law enforcement.

A teacher may possess an item which may be considered a weapon where such item is used for instructional purposes and the teacher has received the approval of the administration, provided it is used in the manner approved and is maintained in such a manner as the administration has directed. The phrase "possession of a weapon" includes, without limitation, a weapon in a teacher's personal possession, as well as in a teacher's motor vehicle, desk, locker, briefcase, backpack, or purse.

A4. Smoking

Smoking and the use of tobacco products, including the use of vapor products, alternative nicotine products, or any other such look-alike product are prohibited in Seward Public School District buildings, grounds and property, and in school transportation. There shall be no designated smoking areas within any of the Seward Public School District buildings. Smoking and the use of tobacco products shall also be prohibited in the stands and bleachers at the football field and near the entry of school buildings. All staff members in the school building share the responsibility of adhering to and enforcing the non-smoking policy.

A5. Activity Calendar

The school master calendar is located in the high school assistant principal's office. All faculty in any building and activity sponsors must schedule events on this calendar. Schedule any and all activities through his/her office far enough in advance that adequate planning can be done. Please check with your building principal about the event and the principal will approve and direct that the event be placed on the calendar. No faculty members are to directly place, or request that a secretary place, any events on the master calendar. All activity requests involving students must be made through the assistant principal.

A6. Mail & Bulletins

Each teacher will have a mailbox. Please check your mail on arrival and departure from school. Mailboxes should be cleared daily. Mail is picked up at approximately 1:00 p.m. each day and delivered at approximately 2:30 p.m. to the other buildings. The common practice in school procedure of informing teachers of school routine and information will be done through memos via email, bulletins from the principal's office, or via the intercom. Please make it a daily practice to check your email. 'Checking' e-mail messages should be done at appropriate times of the day so as not to take away from valuable instructional time.

A7. Newspaper Coverage/Media Contact

Teachers in charge of organizations and activities will be responsible for getting the news to the editor of the Seward Independent. The school district administration shall provide information or contact the news media in cases of crisis, emergency, or other issues of interest other than activities, social, and special programs or events. All news media should be directed to the Superintendent's Office. The superintendent or his/her designee shall issue press releases and arrange interviews. All staff members are expected to be helpful and courteous at all times to the news media, but must refer all questions to the superintendent or his/her designee.

A8. Daily Record Books/PowerSchool

Grade reports are to be turned in at the close of the school year. Each teacher must keep daily attendance, tardiness, grades, and achievement of every student in a grade book/PowerSchool as directed by their building administrator. Teachers are expected to maintain the information required for Power School in a timely manner. These records must be kept current and include the minimum information in a readily understandable format:

- Names and assigned student numbers for all students enrolled in class at the beginning of the semester. The name and date of entry for each student who enrolls after the semester opens. The date of withdrawal for each student who withdraws prior to the close of the semester.
- A complete record of the attendance of each student enrolled showing: days on which the student was tardy, days on which the student was absent, with a differentiation between excused and unexcused absences.
- A complete report of all grades for each student.

Information relating to students should not be allowed to be seen by other students, parents, or others not authorized to have access.

A9. Reporting of Child Abuse

Refer to Board Policy 4050--Reporting Child Abuse or Neglect

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.

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

A10. Activity Passes and ID Badges

ID badges will be provided. Faculty are required to have their ID badges visible around their neck on a lanyard or clipped to their shirts and employees are to show their card at all events they attend.

Teachers' spouses may earn an activity pass if they sign up, and take tickets (admission) at one home athletic event. This ID badge admits the bearer only to admission for home athletic events – not other family members. As per conference rule, this ID badge serves as the conference pass but will admit the bearer only. This pass is non-transferable.

A11. Lesson Plans

Teachers are expected to prepare lesson plans, which cover at least three days of advance instruction. Each building principal will explain the expected process at their first faculty meeting of the year. Appropriate lesson plans and substitute materials (class rosters, etc.) should always be in place in case of leave absence from work or illness. These lesson plans should enable the substitute teacher to implement the instructional objectives and continue with classroom activities and progress.

A12. Fund Raising

Many school and school-related groups and organizations desire to raise funds to support their organizations. There can be an overwhelming amount of requests for a community to support. The administration tries to balance the requests and be as fair as possible to the various associations. Before any class, school organization, or outside school-related group may conduct a fund-raising project, they must receive approval from the administration. All fund raising requests will be made in writing to the building principal and superintendent for approval, approval of which will also be given in writing. At the completion of the fund-raiser, a financial summary must be submitted to the building principal (See Appendix for forms).

A13. Inclement Weather/Emergency Conditions

The first concern of the administration during bad weather is the safety of the students and staff. If school is cancelled or delayed, the announcement will be made via Bluejay Alerts, radio and TV stations. When a delay is announced, please continue to listen for any changes that may occur if the weather worsens. All teachers shall register with the Bluejay Alerts notification system to receive weather related announcements.

On days when school is cancelled due to bad weather, teachers are not expected to be in school unless they choose to be; although when a duty day is cancelled due to weather conditions, such days will not be credited as a contract day. Make up days have been built into the yearly calendar that will allow all certificated staff to perform the total contract days. However, when school has been delayed one or two hours, teachers should plan to keep regular school hours if safe travel allows them to do so. If school is closed during the day, teachers will be responsible for remaining with students until all students have safely left school or the administration has made arrangements for remaining students.

If school is being held and parents/guardians feel strongly that they do not want their child/children to attend school, they are asked to keep them home. These students will be counted absent, but will be allowed to make up any school work without penalty within a reasonable time frame allowed for any legitimate absence.

Emergency Conditions: Seward school buildings have signals which, when activated, include the necessity to either evacuate the school building or move to safer areas of the building. All regular drills are held as required by law through the school year. **School officials are not permitted to release students from the school building during a tornado warning.** In the event of a tornado warning, implement the school's established safety procedures.

A14. Library and Computer Lab Use

Teachers are encouraged to access the library and computer labs with their students. However, teachers are to be present and are to monitor students for appropriate use of these areas. When library assignments are made by teachers, make sure the media specialist knows in advance what students are expected to do. Teachers are not to send a group of students or a whole class to the media center without first clearing it with the media specialist. Teachers who make arrangements for classes to go to the media center are to accompany those classes and remain in the media center to supervise them while they are there.

A15. Room Appearance & Care of Room

Nails or tacks are not to be driven into walls or woodwork for hanging pictures, etc., and use of materials that will remove paint or damage walls is prohibited. Use only bulletin boards on which to fasten items. If an item needs to be fastened on the wall, please file a maintenance request. Before leaving each day, and especially at night or on weekends:

- 1) Close any windows in your room.
- 2) Turn out the lights.
- 3) Lock your doors.
- 4) Teachers leaving the building after evening custodial hours will observe to see that entrance doors are closed and locked. The teacher is responsible for turning of lights and checking any entrance doors that students may have used. Report any discrepancies to the office, or night custodian.

All orders from teachers in regard to maintenance or cleaning shall be made through the building principals. Teachers are responsible for school-owned equipment that they use, or keep in their rooms. Maintenance or repair needs of audio-visual equipment should be reported to the library. Other needs should be reported to the principal.

****Note: Burning of candles is not allowed in school buildings, per order of the fire marshal.

A16. School Assemblies

All teachers are expected to attend assemblies when classes have been dismissed for such a purpose, and to sit with and supervise the class or students they accompany to the assembly.

A17. Visitors & Salespersons in the Buildings

All visitors are to report to the office when entering the building and obtain a visitor badge. Teachers are directed to request any individuals noted in the building without a pass to report to the office, including students who are not currently enrolled in that building. Please confront them and refer them to the office, escort them out of the building, or alert an administrator for assistance.

Salespersons will not be permitted to solicit students or teachers during their instructional time during school hours. All such people are to report to the office and receive a visitor pass. Athletic and fund-raising salespersons may contact teachers during a teacher's planning time.

A18. Church Night & Sunday

It is board policy that every Wednesday, during the school year, will be left free for church activities. School activities will be scheduled only in cases beyond our control (such as NSAA scheduled activities), and this will be cleared through the office. There will be no meetings, activities, practices, etc., scheduled on Sunday, including summer activities, unless the superintendent gives approval. (See Appendix for forms).

A19. Textbooks

Teachers will document checkout and condition of textbooks to students, documenting an assigned number. This should be compared with the condition of the text when students turn in books at the end of the year. Teachers should inform students that they will be assessed fines for lost or damaged textbooks, and teachers are responsible for turning in that information to the office.

A20. Testing

The guidance department maintains a regular testing schedule for all students in the school district. These tests sometimes require interruption of classes. When this is necessary, the counselor will provide adequate notice to the teaching staff. He/she may also request assistance from the teachers in administering the tests.

A21. Health Services/Injuries

Teachers are not allowed to give medication to students unless they have been trained per statute regarding the Medication Aid Act. Students who are taking medication during the school day will need to have a signed parental/guardian release form in the office. Teachers will be made aware as needed of students who may have medical self-management plans.

Long-term prescriptions: Prior to the administration of any medicine which is to be taken by child for a period longer than two weeks, written permission of both the parent/guardian and the child's physician must be on file in the office.

Short-term prescriptions: Prior to the administration of any medicine which is to be taken by a child for a period of time less than two weeks, the written permission of the parent/guardian must be obtained. Short-term medication will usually include medicine such as antibiotics, eye drops, etc.

Safeguards for storage:

1. Medicines, which are administered under the supervision of the school, will be stored in the school office.
2. Except for emergency situations, only the school principal or his designate (office personnel) will administer or supervise the administration of medicine.
3. The medicine will be brought to school in a container with a pharmaceutical label, which must state the student's name, prescription, dosage and manner of administration.
4. Medical procedures are not to be administered in the classroom, except in accordance with the District's Emergency Protocol Plans.

The activities of the health program are implemented by school district nursing staff who are part of the education team in the identification, evaluation, and the provision for the individual health needs of all students. School health services are intended to support, not substitute for, the health care, which should be provided by the parents/guardians. Communications between parents/guardians and the school regarding a student's health is very important and beneficial. Please inform the office of any new health related problems that occur during the school year.

REPORTING INJURIES/ACCIDENTS

Every accident that results in a personal injury must be reported to the principal immediately. The nurse or principal has a form that may be used to report accidents, and the teacher must file a written report. This information is needed in completing insurance forms and in case of a lawsuit.

In the course of the school year, it is very possible that one of our students will require the rescue squad. Please use discretion when referring students to this service. If such an emergency arises, these are the procedures:

1. Notify the office immediately, (By intercom if one is available or by messenger if you are outside.) In order for the school nurse to respond, the name of the student and nature of the injury must be received with your call.
2. The teacher should render what aid possible, commensurate with the situation, i.e., severe bleeding, seizures, etc. DO NOT move student.
3. The rescue squad number is 911. Be sure to give the location of the student.

STUDENT INJURIES

The primary responsibility for medical treatment of the student rests with his/her parent or guardian. Emergency treatment of the student may be required while in attendance at school or school functions.

Except for such emergency situations, no student shall be referred by a member of the professional staff to a specific physician, para-medic, physician's assistant, therapist, athletic trainer, or other medical personnel outside the school system. In those situations where physical or emotional dysfunctions appear to exist, the professional staff member may suggest to the parent or guardian that medical attention be considered. The ultimate decision to seek medical attention, and choice of physician or medical personnel, is the responsibility of the parent or guardian.

When a student's physical or emotional condition appears to interfere with the student's ability to participate in athletic or other school activities, a professional staff member may refuse such participation until the matter is brought to the attention of the student's parent/guardian. Prior to participating in school functions suitable assurance shall be provided by the parent/guardian or the student's doctor that the student is medically capable.

The parent/guardian shall have the final approval on a student's ability to return to school activities and athletic events following an illness or injuries. The student shall not be encouraged to participate in school activities following an injury or illness over the objection of parent/guardian.

A22. Paraprofessionals

Paraprofessionals provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraprofessional, however, must not assume teaching responsibilities. Paras may assist the teacher by assisting with instructional activities under the direction of the teacher. Teaching responsibilities must be met by a teacher and cannot be delegated to a para. The teacher must function in a leadership role and the para in a supportive role.

In academic situations a para must operate under the continuous supervision of a teacher. The teacher must control the classroom environment. A para may not operate an instructional station alone, except for brief periods of time. In nonacademic situations, paras may be assigned to supervise non-teaching activities. Nonacademic activities would include supervision of playgrounds, bus loading stations,

cafeterias and study halls.

Paraprofessionals whose assistance is needed to help supervise students will attend assemblies. This generally is limited to helping supervise preschool, kindergarten and certain special education students. The teacher in charge of these students will make the decision regarding whether or not a paraprofessional's assistance is needed. All other assignments to attend an assembly will be made by the principal. In the event a paraprofessional wishes to attend an assembly on her own time, she may do so with prior administrative approval. Paras are to work only on their assigned workdays and within their assigned workday -- they will work only on days when students attend school unless special permission is granted. Teachers are directly responsible for formal evaluation of paraprofessional staff.

A23. Student Aides

Student aides are to be directly supervised by the teacher 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 teacher 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 aides or not. A student aide should not be present and assisting a teacher without another adult present after the end of regular teacher duty hours.

A24. Managing Student Conduct

Discipline is everyone's responsibility. It begins with the student being responsible for his/her own behavior and understanding the consequences it may cause. The teacher is responsible for articulating classroom expectations at the beginning of the school year, implementing the classroom expectations consistently, posting the expectations, teaching the expected behaviors, and being familiar with the student handbook and the behavioral expectations and plan for the building(s) in which they teach.

All staff are responsible for all students in the hallways, in the restrooms, at assemblies, pep rallies, and during lunch and on the school grounds.

A25. Copyright

It is the school's policy to follow federal copyright law. The federal copyright law governs the reproduction of works of authorship.

A26. Safety & Crisis Plans

The District has established a Safety and Security Management Plan that includes safety and security plans and procedures to address emergency and crisis situations. Teachers are expected to be familiar with and to comply with the Safety and Security Plan and place their copies in the classroom as directed. A Crisis Response Team has been organized for the Seward Public Schools. A crisis will be defined as: a) the death of a student and/or staff member, and b) catastrophic event involving students or staff. The objective of the crisis response team will be as follows:

1. To provide an organized procedure to use, should such an event occur involving a student or member of the staff.
2. To maintain a safe environment for students and staff.
3. To provide support for those directly involved.
4. To meet the special needs of individual students by working with parents/guardians, school staff, and specialists.
5. To identify students at risk, and in case of suicide, attempt to prevent imitation of suicide by others.
6. To communicate with staff, students, parents/guardians, and the public through the most effective practical methods.
7. To prevent escalation of rumors.

8. To continue effective instruction and to carry out established routines, rules, and regulations within school buildings.

A27. School Transportation/Use of Personal Vehicles

Staff who need school transportation should complete a transportation request and give it to the principal for approval. The principal will then contact the district office. The principal must sign the request form before it is sent to the district office. Fuel for the vehicles is to be obtained at the bus barn.

None of these vehicles may be used for any purpose other than school business, and all must be reserved ahead of time through the principal. Staff cannot be reimbursed for mileage on their own car if a school vehicle was available for use. If a vehicle is not available, teachers will be reimbursed at a rate of \$.33 per mile.

Teachers who drive school vehicles are responsible for following safe driving practices, including the use of seat belts by all occupants, and are responsible for any injury or accident. Teachers should refrain from using cell phones while driving a school vehicle or transporting students.

A28. Lines of Communication

Staff should follow the “lines of communication” or “chain of command,” particularly in regard to concerns, complaints, and grievances. Please be aware that in filing a grievance, one must proceed through proper channels. In the case of faculty members, any grievance is presented first to your building principal. It is imperative that the above procedure be followed. See the negotiated agreement for a detailed explanation of the formal grievance process. A chart delineating the lines of communication is available at the end of this handbook.

A 29. Faculty Meetings

Faculty meetings will be held periodically throughout the year. Agendas may be distributed prior to the faculty meetings. Some of the meetings will be used for curriculum and school improvement discussions. Please visit with the principal if there is something that needs to be discussed. Attendance is required.

A30. Field Trips

Teachers are asked to complete a field trip request form each time students are taken from classes to visit in-district or out-of-district situations. No field trips should be scheduled the first two weeks of school or the last two weeks of school. This does not include NSAA trips.

A31. Selling at Games

Teachers and volunteers will be selling tickets at games with signup sheets made available at the beginning of the year. If it should occur that someone is needed to sell tickets at games, a teacher may be assigned to sell. Tickets will be sold until after half-time (or the equivalent) of varsity contests. Gate receipts are then turned over to the high school or middle school principal for deposit. Clock Operators, Ticket Sellers, Monitors and Scorekeepers will be paid .0009 of the base salary, per activity. The rate will be rounded down to the nearest \$5.00 increment.

A32. Seward Foundation

Teachers and administrators are encouraged to submit applications to the Seward Foundation. The Foundation has application deadlines each year – April 1 and October 1.

To avoid unnecessary grant proposal paperwork on the part of those wishing to make application for funds, the Board of Education along with the school administrators, will screen potential proposals prior to April 1 and October 1.

All potential proposals should be submitted to the respective building administrator by December 1 or July

1. This first proposal should be in written form. It should briefly outline the nature of the proposed activity and its total cost. It will be reviewed by the Board of Education at their February or August meeting. At that time the Board of Education will give their approval to the grant(s) that they would like to see proposed to the Foundation Committee. Following the Board meeting the Foundation application forms will be given to the person wishing to make application for funds.

A33. Teacher Requests to Civic Groups

Teachers wishing to approach a civic group to request materials or equipment needed for their classrooms should first clear this request with the principal. This not only makes the principal aware of the request, but provides the opportunity for questions concerning the nature of the request. You are encouraged to give presentations about your programs to civic clubs using student presenters.

A34. Grants

Teachers are encouraged to write grants to help finance their curriculum and program needs (with approval from their building principal and the district office). Teachers are asked to request and complete a Grant Application form whenever they do apply for grant dollars from the business manager. This helps the Business Manager organize the different funds.

A35. Student Teachers/Student Assistants

If teachers are interested in having a student teacher, please see the building principal. Any student assigned must be approved by the teacher and the building principal. The teacher is to have only one student teacher during the year.

If the teacher desires a student assistant (mostly from Concordia University), there will be forms available to request such an assistant. If a teacher is asked to take an assistant and does not desire to do so, this is the teacher's own decision. However, should the teacher accept an assistant, he/she must be sure that he/she defines clearly and distinctly the expectations of the assistant.

Assistant request forms may be picked up in the office. Return the form to the office to be forwarded to Concordia University.

A36. Board Meeting Agenda

A teacher may request that an item be placed on a school board meeting agenda. The teacher will need to complete the form and obtain the principal's signature and send it to the superintendent's office by the Wednesday prior to the Monday board meeting. Forms are located in the Appendices Section.

A37. School Security

The Seward School District uses electronic surveillance equipment to monitor the premises for the purposes of: employee and student safety and security; prevention and detection of crime; and the apprehension and prosecution of offenders.

A38. Videos

Movies/Videos shown in class should be related to the class curriculum. Any teacher showing a movie with a motion picture rating other than "G" should have prior approval from the building principal.

A39. Covering Class During Prep Time

Teachers who are asked to cover another teacher's class during his or her prep time, may submit a time card requesting pay for time at substitute teacher pay rates (time cards shall not be submitted unless the amount of prep time spent covering class exceeds 30 minutes).

A40. Classroom Displays

Teachers should only use good discretion when displaying items on their classroom walls, hallways, etc. Displays with inappropriate language or pictures of partially clothed people should not be displayed. As a general rule, if students are not allowed to wear something due to language or because it is too distracting, then teachers should not display anything similar in their classrooms or hallways.

At no time should displays or decorations be hung from, or placed on, the hallway or classroom ceilings as they block the flow of the fire suppression sprinklers if there is a fire.

STAFF GUIDELINES

B1. Professionalism

Seward Public School District employees are expected to adhere to the professional ethics standards established by the Nebraska Department of Education.

We consider our staff to be true “professionals” who have dedicated their careers to helping young people. Though it may be human nature to dwell on the negative things that occur in life and to complain about work, please try to be positive and keep a positive attitude about work and school.

It is important for teachers to maintain an effective working relationship with the administration and all co-workers, including other teachers and support staff. Teachers are also to maintain appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being honest and consistent, and not intruding on personal matters outside the scope of duties or gossiping and spreading rumors about others.

We should be mindful of not making critical comments concerning students, parents/guardians, patrons, or other employees as it reflects poorly on all of us, and typically finds its way back to those in question and can create hurt and/or hard feelings. If a concern or conflict does arise, let’s try to address them in a professional manner.

Employees are expected to maintain a high degree of professionalism, as their actions and conduct reflect upon the district and the public views them as role models. It is important for **staff** to project a professional image to students, parents/guardian, district patrons, and co-workers. There is a strong feeling that there is a relationship between respect for educators from students and the public and being dressed and groomed in a professional manner. Blue jeans, tennis shoes, t-shirts, flip flops and other casual attire are not generally appropriate for school. The building principal may designate some “dress down” or “Bluejay” days within their building.

No Surprises – If our staff anticipates a problem that could involve any of the administrators, or one that may make it to their office, inform them. It is easier to provide support when administrators are aware of the situation. Administrators will do their best to make that a two-way street.

B2. Public Relations

As an educator, you are a representative of the school at all times. The public forms its opinion of the school system through you. All educators should strive to conduct themselves as to cast a favorable reflection upon the school and our staff and students. The school is extremely important to our community. The administration will work to keep its employees as informed on all school matters as possible. However, topics that are solely of school business should be kept this way and not discussed with others outside of the school. Remember, your comments about the school system also reflect upon you.

Teachers are reminded to make visitors and substitutes feel welcome. Do all that is possible to give help and directions in a friendly manner. Using community resource people from our district is a very positive public relations tool. Teachers are encouraged to bring people into their classrooms as much as

possible. Teachers are a very important element in our public relation efforts in our school district. Positive and professional relationships with all elements in our district help build a trusting and important image for Seward Public Schools.

B3. Responsibilities of School Employees

Nebraska State Laws do not allow school districts to accept responsibility for damage to property or injuries to individuals. Responsibility therefore, falls on the teacher or employees of the school district. This makes it absolutely essential that any school sponsored activity or use of school property is properly supervised.

These responsibilities include following the educational plans and guidelines of the district, including implementing IEP's and 504 plans. Students should be treated consistently and fairly, regardless of race, religion, gender, national or ethnic origin, or disability.

Important laws regarding your obligation to maintain confidentiality of student information and student records should be followed. The No Child Left Behind Act of 2001 requires the District to protect the privacy of students. Information about students should be shared only with other school staff when they need that information to perform their duties in relation to that student. The Family Educational Rights and Privacy Act (FERPA) gives parents/guardians and students over 18 years of age rights of access and confidentiality with respect to education records.

All teachers are to respect the privacy of students, certified staff, and non-certified staff. Staff members will be held responsible for releasing information deemed a property right to unauthorized people. It is inappropriate to discuss student problems or situations out in the general public with anyone other than the appropriate parent or legal guardian.

You may not share information with anyone other than the student, parent/legal guardian, certain government officials like counselors, police officers, county attorney, etc. Non-Custodial Parents do have rights unless we have a court order taking those rights away.

When in doubt about FERPA issues, gather information and tell those requesting the information that you need to get clearance from your principal.

P/T Conferences – Be careful what you show and who you talk to. If the legal guardian or parent is at the P/T Conference and they have a grandma or grandpa with them, that would indicate permission by the parent (since they are in attendance); however, if a relative would show up on their own for P/T Conferences you should direct them to the building principal as FERPA prevents you from sharing information about students with them.

IDENTIFYING INFORMATION - WARDS OF COURT

4-009.28D19 Release of Photographs and Identifying Information Regarding Wards:

No photographs or slides of a Department ward or other identifying information regarding a Department ward may be released for use on posters, in presentations, press releases, newsletters, etc., without the written consent of the youth's worker and supervisory approval. In deciding whether consent will be given, the worker shall consider:

1. Legal status (if parental rights are intact, written parental consent must be obtained.);
2. the ward's opinion and wishes; and
3. use of material (for example, if child is identifiable, will it be detrimental to the child or his/her family.) If a situation is questionable, the worker shall not give consent.

B4. Use of School Property and Equipment

The personal use of school district property is not to be considered a benefit of employment. During the school year, teachers may access the facilities outside of the school day, providing such access is for work-related reasons. School facilities should not be accessed by employees for personal use. School equipment, materials, and supplies should not be used or taken from the school buildings for personal use. Employees shall use the school phones, postage, and fax machines for business use only, and each employee will be issued a personal code number that must be used to access long distance service. All long distance calls must pertain to school business. Employees should be as economical as possible when using the phone. Personal calls should be made with an employee's own calling card or phone credit card. Phone service to the school is taxpayer supported and is provided tax-free to tax exempt organizations such as the school district, and as such is intended for school business.

School equipment and materials will not be used for commercial purposes of individual employees. No employee shall use his position to solicit business from students or parents nor should any employee conduct personal business during school time. Teachers shall not perform duties unrelated to their employment with the district during school time, nor engage in outside employment which conflicts with school responsibilities.

The district would like to allow access for employees to Internet use and email, as personal use does not place any additional cost on the district and can be a "fringe" benefit to employees. Please follow the district guidelines for use of the Internet. However, employees should take care to use common sense and limit the use of personal email or Internet access during business hours. Remember, anything that you forward will have your address and name on it and there are statutes on the improper use of state government property. You can create a problem for yourself if inappropriate material or use is being forwarded through the use of school property (computers & service). Again, employees are not allowed to use school email or Internet access for commercial purposes or gain. Use of school technology equipment will be allowed only with approval of the building principal and must be for school related activities.

Teachers must not lose their keys and are not to loan their school keys to students or anyone else to retrieve articles or run errands, or access the building or classrooms at any time. It is the duty of all teachers to see that the furniture and equipment belonging to the district is given the best of care. Anyone abusing school property in any way should be dealt with immediately and also reported to the building administrator.

The District reserves the right to access or search school property and places where items are stored that are used by employees. Teachers should keep personal items separate. The District is not responsible for personal property that teachers bring to school and it is recommended that teachers do not bring sizeable amounts of money or valuables to school.

Property and facilities of the Seward Public Schools may be used by the public for educational purposes provided that administrative approval has been granted.

B5. Supervision of Students

Teachers are responsible for all students under their direction and should at all times be with them. All students must be under the direct supervision (i.e. within sight and sound) of the teacher or sponsor during class time, at recess, study hall, in the locker rooms, weight rooms, gyms, or any after school activity. Students in classrooms should not be left unattended, nor should students at practice or during any other activity be left unattended. If a necessity arises, call the office or find a replacement to cover for you while you are gone. Students are not to be sent by teachers on school directed errands away from the buildings. Any exception to this must be approved by the building principal or his/her designee.

Appropriate supervision includes supervising students while they are being transported to an activity on school transportation. Teachers are expected to enforce the bus regulations, maintain order, and are responsible for student behavior. Ensure that athletes treat opponent facilities and locker rooms appropriately. Class sponsors are responsible for their group any time they have meetings. When classes hold meetings, teachers are to meet with the class they sponsor.

SCHOOL DISTRICT OF SEWARD SPONSOR RESPONSIBILITIES ON ACTIVITY AND FIELD TRIPS

1. The sponsor of Activity trips/Field trips should submit a bus request at least three working days before the trip. If at all possible bus requests for activity trips may be submitted to the Transportation Supervisor for the entire season at the beginning of the activity.
2. The sponsor shall enforce the established bus trip rules while his assigned group is riding the bus.
 - (a) Stay seated while bus is in motion
 - (b) Keep bus clean
 - (c) Observe same conduct as in the classroom
 - (d) Do not block aisle of the bus
 - (e) Cooperate with the driver
 - (f) Be courteous, use no profane language
3. When necessary, the sponsor should sit in the back or the middle of the bus to control unruly passengers.
4. The sponsor should alert his group when stopping at railroad crossings by calling out TRACKS and insist upon silence.
5. After the passengers leave the vehicle on returning to school, a coach or sponsor should check the vehicle for remaining equipment and possible damage. The vehicle should be cleaned.
6. Transportation of Unsafe Items: School transportation vehicles shall not transport any items, materials or equipment which in any way would endanger the lives, health, or safety of the passengers and driver. In addition, any item or items which would break or could produce injury if tossed about the inside of the school transportation vehicle should be properly secured. (State Law) Items should be carefully stored out of the aisle and in the overhead luggage rack.
7. Students may not eat or drink on activity trips or field trips unless the driver gives permission. Bottles will not be tolerated because of glass breakage. All trash must be picked up and brought to the front of the bus and deposited in the trash container. Sponsors should see that this is done.
8. Any damage received to a vehicle will be assessed to either an individual or to the organization.
9. In the event of bad weather, the sponsor, bus driver, and/or coaches should determine whether or not to continue to an activity or to return.
10. After reaching the destination vehicles will be locked. If students need to come back to the vehicle for any reason after the vehicle has reached its destination, contact must be made with the driver. The driver will stay in the area of the activity. If the driver needs to leave the area, he/she will inform the coaches and/or sponsor where he/she can be reached.
11. The activity trip/field trip should be made using the shortest and safest route. The bus driver shall always be notified of any deviation from the requested trip.
12. Communication is the key word for an efficient activity trip/field trip. The sponsor should communicate a departure time and approximate return time.
13. If a bus or van becomes unsafe because of faulty equipment, the safety of the passengers is of utmost importance. Other schools will always cooperate in times of emergencies and vehicles should not be driven if the situation is unsafe.
14. Capacity for all vans is 10, plus the driver. (Effective August 1998)

Students should be provided with proper instruction when undertaking activities that could result in an injury. Note in lesson plans when safety issues are addressed with students and bring students who are absent during that phase of instruction up-to-date upon their return. If you are supervising when an accident occurs, be certain that you notify the principal of the accident and fill out an accident report.

Alert the office if any safety hazards come to your attention. Contact the office for assistance if a situation warrants it, especially if there is a chance of injury or danger to students; such as a health emergency, fighting, or the presence of weapons or other illegal items.

If school is dismissed early due to inclement weather, teachers are expected to remain with students until arrangements have been made for all students to safely leave or be transported from school.

Corporal punishment is prohibited by State Law and by the Seward Public School District.

B6. Teaching Certificates

All teachers must have their teaching certificate registered with the Superintendent of Schools. All new teachers and first year teachers must have their certificate on file before they may begin work or receive a paycheck.

B7. Payroll

All paychecks for **certificated** staff will be direct deposited on the 15th of the month, with the first check of the contract year issued on the 15th of September. If the 15th falls on a holiday or weekend, the deposit will be made on the business day before. **All classified staff will be paid every two weeks and payday is every other Thursday.**

Certificated Staff Salary and benefits are paid according to the employee's contract and the negotiated agreement. Payroll deductions will be made as per the negotiated agreement and in accordance with the law. **Classified Staff pay is determined by years of experience and the classified staff salary schedule.**

According to Nebraska law, all **staff** between the ages of 21 and 65 must participate in the state retirement program **if you work four or more hours a day**. Please submit your retirement number to the business manager of the district. Teachers must also participate in the social security program. Please notify the business manager of your social security number and number of exemptions.

B8. Assignment & Transfer

Each employee of the district shall be assigned to a specific position at the direction of the Superintendent of Schools and may be transferred to any other position as the superintendent may direct. This applies to extra duty assignments, as well. The extra-curricular program of the school district is an integral part of the overall educational program of the school district. As such, a teacher shall not reasonably refuse to accept such extra-duty assignments. Performance in an extra duty appointment is part of the performance evaluation in the District.

Transfers may be made at the initiative of the superintendent or at the request of the employee and for the purpose that, in the judgment of the superintendent, is for the welfare of the employee or the school.

B9. Communications

Communication between members of our staff is essential. It is important that we support and encourage each other on a daily basis. It is also important that we keep each other informed about upcoming events, student issues, etc. In all matters of communication between members of the staff, short emails with the dates, times, and topics are advisable. Never assume that a verbal message was delivered accurately; and, never assume that another individual will remember a message that was briefly shared while passing in the hallway. Verbal transfers are often inaccurate, misinterpreted, and/or forgotten. "Don't say it...write it!"

When a concern with another staff member arises, it is important to remember the proper steps for solution. Go directly to the other staff member to discuss the concern and possible solutions. Inappropriate discussions or negative topics should not be discussed in the lounge as this can only make things worse. It is important to remember the need to maintain effective and appropriate working relationships with other staff and administrators. We are here to provide a solid educational foundation for all of our students. We are here to support each other professionally and personally.

B10. Committee Appointments

Faculty committees will be appointed as the need arises by the building principal or superintendent.

B11. Duty Hours

Regular, dependable attendance at work is an essential function of a teacher's employment position. The Board of Education recognizes that teachers' responsibilities to their students and their profession generally involve the commitment of time beyond the normal working day, but also recognizes that teachers and other educational professionals are entitled to regular time and work schedules on which they can rely in the ordinary course of events and which will be fairly and evenly maintained to the extent possible throughout the school system. A typical workday is from 8:00 a.m. to 4:00 p.m. Teachers may be able to leave earlier on Friday. Supervision of activities typically requires hours outside of the scheduled workday. Each certificated staff member shall be expected to be on duty before and after regular school hours to plan and carry out his/her individual professional responsibilities, including meeting with parents/guardians, students, administrators, and faculty as needed.

The school day of the Seward Public School District shall be arranged, scheduled and maintained by the administration within the limitations of state statute. Teachers are to be in their classrooms or at assigned hallway supervision by 8:00 a.m. and whenever students are present in their classroom. This supervision schedule may vary slightly (a few minutes either way) by building, to meet the particular needs of that building. Variations to these procedures are at the discretion of the building principal.

Classified staff hours are dependent upon the job and the hours set by their supervisor

B12. Absence from Work

Teacher availability to students is a high priority in our school district, therefore teachers may not be absent from the building during contract hours, except by permission of a building administrator. If an occasion arises when a teacher must leave the building, he/she must sign out/in on the form in the school office and sign in upon return. The purpose of this is that it will not be necessary to call or search the building for you if you have a visitor or phone call during the time you are out. Any time a teacher is gone more than 15 minutes, a leave request form must be filled out and given to the assistant principal. Coaches and sponsors should let the office know when you are leaving early for a scheduled event. Any staff members wishing to attend a school related activity may do so after the regular student dismissal time, by first receiving permission from their building principal. Professional development days and other school related meetings take precedence over this procedure. Any variation to this procedure is at the discretion of the building principal.

Teachers are provided with leave per the negotiated agreement. Leave requests shall be submitted using the online Google Forms and timelines should be followed for leave requests. Leave provided by the District should be used for the purpose intended. Abuse of leave affects students, other staff, and the entire District and will not be allowed. In an emergency, if you need to arrive late or leave early, please notify the principal; or, if the principal is not available, please inform the office staff.

Classified staff will submit leave requests using the online Google Form or in some cases report directly to their supervisor if going to be absent.

For medical situations that provide time for notice of leave, staff should submit those requests as soon as possible.

In case of illness, a teacher is to follow the guidelines for when and who to notify that are established by each building principal. Teachers may be asked to cover a class for another teacher that needs to be absent. A substitute is expected to assume all responsibilities and duties of the teacher. When the teacher returns, a summary report of what has been done by the substitute should be in the sub packet. Substitute packets are to be assembled by the second week of school and should contain the following:

1. A list of all students enrolled in each class
2. Seating charts
3. Title of textbooks used in each class and where located
4. Where lesson plan book is located
5. Class procedure sheet
6. Where attendance sheets are located
7. Home phone number
8. List of rules and regulations of each class

9. Additional items as specified by building principals

Unless the teacher has indicated that he/she will be absent for a specific length of time, keep the office advised from day to day. Teachers who are called to jury duty will notify their building administrator immediately.

B13. Payroll Deductions for Absence in Excess of Paid Leave

Refer to the negotiated agreement.

B14. Family and Medical Leave Act

The Family and Medical Leave Act Policy (FMLA) provides for 12 weeks of job-protected unpaid leave in a 12-month period to eligible employees in specified circumstances. Specifics are available on the school website under the school board link and Board Policy 4011

B15. Requisitions, Purchases & Central Supply

Every purchase will need a purchase order from the office. Only items that are necessary for the everyday function of a classroom will be ordered during the school year. All requisitions must be filled out on a purchase order forms from the office and approved by the building principal with their signature, and then forwarded to the superintendent's office. Any other items purchased without this authorization will be the responsibility of the employee placing the order and not the school district. Telephone orders and "charging" are not allowed and orders for preview material should follow the same procedure as that of a regular purchase. This is required in order for us to keep an accurate accounting of spending and it will be strictly enforced.

In February, staff will receive direction from the building principals to make requisitions for the following school year. Requests for new textbooks should be discussed with the building principal before being placed in the requisition folder.

Orders for supplies stored in the district office are to be processed on the supply request form available in the building offices. These should be submitted to the principal for approval before being sent to the district office.

B16. Inventory

All personnel will maintain current inventories and condition analysis for classroom materials and extra-curricular activities equipment used in an electronic folder. An up-to-date hard copy will be provided to the building principal within three weeks from the end of the activity, and (for classrooms) at the end of the school year upon checkout. This will include a key inventory.

B17. Parent/Guardian Communications

Most parents/guardians are concerned about how their children are doing in school, both academically and socially. In some cases, parent/guardian-teacher conferences may be too late to inform parents/guardians of a concern. Please make an effort to contact parents about a concern as soon as possible and whenever appropriate throughout the school year. The first time a parent/guardian hears from the teacher regarding student progress should never be when the child is already failing. Parents/guardians should be notified either by phone or with a progress report any time a student is failing or doing near failing work. Inform your building principal about these contacts so that they may be prepared if contacted by the parent or guardian.

B18. Accidents (On The Job)

Employees who are injured during the course of their workday must complete the prescribed accident form. If the injury is such that immediate medical attention is required, the employee or designee should

notify the office at once. Worker's Compensation: Teachers are required to immediately report any work-related injury and/or work-related medical condition to their supervisor and the teacher is required to complete all appropriate paperwork.

B19. Personnel File

Access to an employee's personal file will be in accordance with all state and federal regulations. The request to review an employee's file should be in writing and given to an employee's supervisor. Examination of the file shall be made at a specific time, in the central office, and in the presence of the building administrator or superintendent. Contents of the file may not be removed from the premises, destroyed, or defaced except as by law. However, a written response to any item in such file may be attached and become a part of the file record.

B20. Professional Growth

Employees shall give evidence of professional growth every six years.

Evidence of professional growth may be demonstrated by the attendance at Professional Development Programs developed by the School District of Seward Staff Development Committee.

B21. Outside Employment

Employment by the Seward School District is considered the primary and predominant occupation for certified teachers, administrators, and full-time classified employees. Certified staff shall not perform duties unrelated to District employment during duty hours. In addition, teachers shall not engage in employment which conflicts with their school duties.

This does not mean, however, that employees may not engage in other occupational, business, political, community, or social activities, provided: that such activities do not interfere with the complete and successful discharge of the duties of school district employment, according to the terms of the employee's contract and as determined by the superintendent.

B22. Salary Schedule Advancement

Complete official transcripts of all graduate hours earned which are pertinent to the teaching placement on the salary schedule should be on file in the superintendent's office. Teachers should document their intentions of summer school hours in May prior to the beginning of classes. Failure to document hours may result in the non-approval of such hours. Copies of transcripts demonstrating completion of hours for movement must be in the superintendent's office by September 1st of the year in order to be paid for movement on the schedule.

A single form is used to both request approval of classes for advancement and for approval of movement on the salary schedule. Use the top part of the form to receive approval for classes – if approved the signed form will be sent back to you. When classes are completed, submit the same form with the bottom part filled out requesting schedule movement. Forms are located in the Appendices on this website.

B23. Employment

A teacher is employed by the Seward Public School District when the teacher signs the Teacher Contract and the Board of Education approves such contract of employment. The teacher's employment continues absent action by the administration and the Board of Education to non-renew, terminate, amend, or cancel the teacher's employment contract with the school district, or action by the Board of Education to accept a resignation of employment.

If by **March** 15 of each school year, a teacher has not received written notice of non-renewal, termination, amendment, or cancellation of a contract, then he/she is considered contracted for the following school year according to continuing contract provisions in state law.

Should a teacher wish to resign from employment, the teacher should give written notice of resignation to the Superintendent. The request to resign will be acted upon by the Board of Education. Mid-year resignations and resignations given late in the spring for the following school year can present significant planning problems for the District. If a mid-year resignation is submitted, or a resignation for the following school year is submitted after **March** 15 or after the teacher has signified acceptance of employment for the next school year, the Board of Education may act to not accept the resignation ~~unless a suitable replacement can be found~~. The District will enforce the continuing contract of teachers accepting employment for the next school year under the provisions of Nebraska Revised Statute 79-820

B24. Jury Duty

A teacher who is summoned for jury service shall promptly notify the principal of such summons. The teacher's salary will continue during the time spent in jury service, and no deduction of leave time shall occur, except that the District may reduce the pay by an amount equal to any compensation, other than expenses, paid by the court for jury duty. Teachers are to notify the business manager of the amount received for such jury duty. If a teacher, upon reporting for jury duty in the morning is dismissed from jury duty for the remainder of the day, the teacher is to report for duty and resume duties for the balance of the day. When a teacher is entirely dismissed from jury duty, the teacher is directed to report for duty and the substitute will be dismissed.

Teachers are expected to promptly notify the principal of any other form of legal summons which may require an absence from duty. In the event the summons involves a school-related matter, the matter shall be treated similar to a jury duty absence. In the event the summons involves a personal matter, the teacher will be required to use available leave days.

B25. Contract Days

Teachers are contracted for 186 days, otherwise known as the "contract year." With the exception of unforeseen circumstances, the contract year will typically include:

- a. Each school building will have a specified number of student contact days.
- b. The remaining contract days will be used for professional development, planning, and parent teacher conferences.
- c. Only in rare instances will teachers be allowed to take personal leave during schedule professional development activities, elementary planning days and/or parent teacher conferences.

B26. Activity Accounts/Fund Raising

Guidelines for activity accounts, coaching clinics and camps, and fund raising are found in the Appendices.

B27. Professional Development

Guidelines for Staff Development Funding procedures and request for funds found in the Appendices.

B28. Safety Plans

All teachers must review the Seward Public Schools Safety Plan regularly and be prepared to implement and follow procedures within that plan at all times.

C. SIGNIFICANT POLICY & OTHER HELPFUL INFORMATION

4012

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. The following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district's faculty and staff. Staff should also refer to the district's policy on Staff and District Social Media Use.

I. Staff Expectations in Use of the Internet

A. Acceptable Use While on Duty or on School Property

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

B. Unacceptable Use While on Duty or on School Property

- 1. Staff shall not access obscene or pornographic material.**
- 2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.**
- 3. Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.**
- 4. The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.**
- 5. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.**

II. School Affiliated Websites

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

Staff must provide administrators with the username and password for all school-affiliated web pages and must only publish content appropriate for the school setting. Staff must also comply

with all board policies in their school-affiliated websites and must comply with the board's policy on professional boundaries between staff and students at all times and in all contexts.

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

III.Enforcement

A.Methods of Enforcement

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

1.The district uses a technology protection measure that blocks access to some sites that are not in accordance with the district's policy. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.

2.Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measures that 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.

ADMINISTRATORS, FACULTY AND STAFF AGREEMENT

In order to make sure that all members of the School District of Seward community understand and agree to these rules of conduct for use of the e-mail and Internet systems of the school district, the School District of Seward asks that you, as an administrator, faculty member, or staff member user, sign the following statement:

I have access to, and have read, the "Terms and Conditions for e-mail and Internet Access" adopted by the School District of Seward, and I understand and will abide by those district guidelines and conditions for the use of the facilities of the School District of Seward and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the School District of Seward nor any of its employees nor any of the institutions for networks providing access to the School District of Seward responsible for the performance of the system or the content of any material accessed through it.

Employee's Name _____

School _____

Employee's Signature _____ Date: _____

Address _____ City _____, NE

Home Phone No. (_____) _____ - _____

This form will be retained on file by authorized
faculty designee for duration of applicable
computer/network/Internet use.

C2. SEXUAL HARASSMENT POLICY (Board Policy 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 and of 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 to a supervisor, principal, the superintendent of schools, or a board of education member with whom he or she feels comfortable in reporting the issue.

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 one student by another student or students is addressed in a separate policy.

C3. Drug-Free Workplace (Board 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.

Within five days after a conviction, an employee must notify the head of the department in which he or she is assigned of any conviction of a criminal drug statute for a violation occurring in the workplace. The failure to report such a conviction will result in 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.

An employee who is convicted of violating any criminal drug statute for conduct that occurred in the workplace will be subject to disciplinary action, including but not limited to suspension or discharge. The district may, in its sole discretion, require the employee to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.

I acknowledge that I have received a copy of the School District's Drug-Free Workplace policy. I understand that I am required to abide by the terms of the policy as a condition of my employment.

Signature

Date

C4. EFFECTIVE PARENT/GUARDIAN TEACHER CONFERENCES & COMMUNICATION

It is very important to keep parents/guardians informed on a student's progress. When a problem arises, arrange a conference with the parent or guardian. If the problem is not discussed with the parent/guardian, the parent or guardian will most likely be discussing the problem with others, which only magnifies the problem.

The first indication that a child is having difficulty should not be the arrival of the report card or progress report. Keep the parents/guardians informed of your concerns.

Parent/Guardian Conferences

Conferences are a critical opportunity for teachers to dialogue with parents (or guardians) of students regarding student achievement and learning. Teacher attendance at these scheduled conferences is mandatory.

Checklist For A Good Conference:

1. Make careful preparation – inform students about what papers and comments will be shared.
2. Have an informal setting – but insure privacy.
3. Set a time limit.
4. Establish rapport. Listen attentively.
5. Begin on a positive note and present more strengths than areas on which to work.
6. Encourage the other person to talk and encourage suggestions from the other person
7. Develop an attitude of mutual cooperation (what can we do to solve??).
8. Delay making numerous definite suggestions yourself (three is plenty).
9. Use their practical suggestions as a springboard for action.
10. Summarize points covered.
11. Make plans together for future progress.
12. End on a note of continuing cooperation.
13. Make notes after they leave_(include date and time).

Note:

- Do not preach about why students may not be doing well. Do not make excuses by blaming parents/guardians, the environment, the number of students in class, the time of day, the building and facilities, or the materials provided.
- Do not waste conference time by telling jokes or talking with the parents/guardians about other issues not pertaining to the conference.
- Do not give parents/guardians the impression that you are not competent by stating that you are inexperienced or otherwise unprepared.
- Do show a genuine interest in the student and the parent/guardian.
- Do try to indicate that there is unity within the school – that policies and curriculum are for the benefit of all.
- Do encourage the parents/guardians to bring the teacher any problem that they may think is hindering the child's progress.
- Do be patient when listening to a problem and give concrete suggestions as to what steps the parents/guardians and school can take together to help solve the problem.
- Do give encouragement and appreciation for the efforts of the parents,/guardians even the ones who are not being successful.
- Do not do or say anything that puts the parent/guardian on the defensive. No one likes to be put on the defensive, parent/guardian or teacher.
- Realize that it takes a great deal of courage for parents/guardians to come to school and discuss a problem concerning their child.
- Explain that grades are a report of progress, NOT a reward or punishment.

Conference Checklist:

A. Pre-Conference

1. Notify:
 - a. purpose, place, time, length of time allotted
2. Prepare:
 - a. review child's folder
 - b. gather examples of work
 - c. prepare materials
3. Plan Agenda
4. Arrange environment:
 - a. comfortable seating
 - b. eliminate distractions

B. Conference

1. Welcome
 - a. establish rapport
2. State
 - a. purpose
 - b. time limitations
 - c. note taking
 - d. options for follow-up
3. Encourage
 - a. information sharing
 - b. comments
 - c. questions
4. Listen
 - a. pause once in awhile!
 - b. look for verbal and nonverbal cues
 - c. to questions
5. Summarize
 - a. end on a positive note

C. Post-Conference

1. Review conference with child, if appropriate
2. Share information with other school personnel, if appropriate
3. Mark calendar for planned follow-up

C5. Investigations and Arrests by Police or Other Law Enforcement Officers (Board 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 not allow law enforcement officers access to students to conduct an investigation during school hours unless the officers are investigating charges that the student has been the victim of abuse or neglect. Contact between the school and law enforcement authorities on matters involving students shall be made through the office of the superintendent or principal and the law enforcement officer.

Law enforcement officers may talk to a student away from the school before or after school hours, and they should be encouraged to do so. Law enforcement officers shall be allowed to conduct an interview at the school only when the interview is conducted at the request of the school or when they can show that special circumstances exist. This determination should be made by the appropriate building principal or superintendent. Law enforcement officers should be permitted to interview students on school grounds only after providing the superintendent or appropriate building principal with a statement that the law enforcement officer has reason to believe and does believe that the student is the victim of child abuse or neglect perpetrated by the child's parent(s) or some other member of the child's immediate family, and that the law enforcement official wishes to interview the student regarding such abuse or neglect.

Throughout this process, all attempts should be made to avoid embarrassing the student before his or her teachers and peers, and to avoid disrupting the student's and school's education program.

1. Law enforcement officers should be permitted to take custody of a student if they possess an arrest warrant or if they otherwise assert a lawful basis for doing so. Whenever possible, the arrest or release of the student should be conducted in the building principal's office and out of the view of other students. When a principal or other school official releases a minor student to a law enforcement officer for the purpose of removing the minor from the school premises, he or she shall take immediate steps to notify the parent, guardian, or other responsible adult regarding the release of the minor to the officer and the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse. If the law enforcement officer indicates that the child is being taken into custody because the child is the victim of suspected child abuse, the principal or other school official shall, as a condition of releasing the student to the law enforcement officer, require the officer to sign the statement appended hereto certifying that the child is being removed from school premises because he or she is believed to be the victim of child abuse and that the officer understands and will comply with the legal requirements of NEB. REV. STAT. § 79-294.
2. Law enforcement personnel shall not be allowed to roam about the school until the student is found, and shall remain in the administration office while school personnel seek the student.
3. If possible, the education program of the student should not be disrupted to allow for police questioning of the student during class time.
4. Any questioning by law enforcement officers that is permitted should be conducted in a private room or area where confidentiality can be maintained. This should be an area removed from observation by or contact with other pupils and school personnel.
5. If law enforcement officers are to be allowed to question a student, the principal or school official shall make a reasonable attempt to notify the child's parents before questioning begins, except in cases of suspected child abuse or child neglect involving the parent or other family member. The parents should be given the opportunity to come to the school prior to the questioning.
6. If the parents are notified and are able to attend, they should be allowed to be present at the interview. The principal or designee should be present at the interview, but should not take part in any questioning. The principal or designee should remain a neutral observer at all times.

**STATEMENT OF LAW ENFORCEMENT OFFICER RELATING
TO REMOVAL OF CHILD FROM SCHOOL PREMISES WHO
IS BELIEVED TO BE THE VICTIM OF CHILD ABUSE**

I, _____ (printed name of law enforcement officer) certify that I am a law enforcement officer employed by _____ (printed name of law enforcement agency). I certify that I am removing _____ (printed name of child being removed from school premises) because the child is believed to be the victim of child abuse. I acknowledge that I have been provided with the address and telephone number of the child's parent or guardian by school officials. I also acknowledge that I am familiar with and will comply with the obligations imposed on me by NEB. REV. STAT. § 79-294, which is set forth below:

When a principal or other school official releases a minor student to a peace officer as defined in section 49-801 for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parent or guardian. The peace officer shall take immediate steps to notify the parent, guardian, or responsible relative of the minor that the minor is in custody and the place where he or she is being held. If the peace officer has a reasonable belief that the minor would be endangered by a disclosure of the place where the minor is being held or that the disclosure would cause the custody of the minor to be disturbed, the peace officer may refuse to disclose the place where the minor is being held for a period not to exceed twenty-four hours. The peace officer shall, however, inform the parent, guardian, or responsible relative whether the child requires and is receiving medical or other treatment. The juvenile court shall review any decision not to disclose the place where the minor is being held at any subsequent detention hearing.

Date: _____

Signature of Law Enforcement Officer

Time: _____

C6. News Media Information

Quick and accurate information to the community will continue to be a key element in the success of programs in the Seward Public Schools. The news media policy developed by the superintendent and news media managers and editors will be continued. The policy, which will apply to schools throughout the year, will be in the best interest of the School District of Seward, the community and the news media.

The following procedures are in effect:

1. School will be open to members of the news media for scheduled interviews, photographs, filming and taping.
2. The principal will openly and truthfully answer questions regarding situations or incidents that have or are occurring in that building. All news is not good news, but the fear of inaccurate information is worse than bad news to most citizens.
3. If principals are actively involved in a situation, they will not be called upon to answer reporters' questions at that time. Reporters may be asked to leave the immediate scene, perhaps to a room in the school or other designated areas where they may wait until information is available. All editors acknowledge their responsibility in such an instance.
4. News people often hear inaccurate stories from parents whose children might have carried home such stories. The problem of discerning what is fact and what is rumor must be distinguished in order to prevent the spread of inaccurate information. The duty of the principal will be to help, when questioned, by reporting what information is available. Both positive and negative information falls in the realm of public information. If it can be said truthfully, "Everyone is okay," the answer will be a relief to the community.
5. Most reporters use identification cards. Each newsperson must report to the principal's office and show identification.
6. News briefings will be scheduled as needed.
7. In the case of a crisis or tragedy no school person should talk to a reporter without contacting the Principal, who will in turn contact the Superintendent of Schools, so staff members are aware of the fact. This is imperative.
8. If the police department is called upon to handle a situation that gets out of hand, the news media will abide by police jurisdiction. Contact the superintendent's office immediately.
9. State law prohibits the photographing of foster children in schools without specific written consent.
10. Special Education students may only be photographed if parent/guardian written consent is provided.

C7. Teacher Evaluation Information

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

The teacher evaluation process and forms are located in the Appendices.

C8. Policy 3057 Title IX Policy

It is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner. More details can be found on the district website under our policies

**SEWARD HIGH SCHOOL
INDEX**

| | | |
|------|----------------------------------|----|
| D1. | Absence Reporting | 36 |
| D2. | Academic Excellence Policy | 36 |
| D3. | Activities List | 36 |
| D4. | Activity Schedule | 36 |
| D5. | Class Hours | 37 |
| D6. | Concessions | 37 |
| D7. | Daily Bulletin | 37 |
| D8. | Detention/Discipline | 37 |
| D9. | Fines & Course Fees | 38 |
| D10. | Health Services | 38 |
| D11. | Honor Roll | 38 |
| D12. | Mid-Term Graduation | 38 |
| D13. | Offices Pass | 39 |
| D14. | Organization Sponsorship | 39 |
| D15. | Recruiter Visitation Pass | 39 |
| D16. | Schedule Changes | 39 |
| D17. | Student Sign-Out | 39 |
| D18. | Student Pass | 40 |
| D19. | Teacher Grade Reporting | 40 |
| D20. | Teacher Workroom | 40 |
| D21. | Traffic Regulations | 40 |
| D22. | Substitute Teachers..... | 41 |

D. SEWARD HIGH SCHOOL HANDBOOK

D1. Absence Reporting

Attendance must be taken within the first 15 minutes of each class period, including Access Time. Attendance may be modified at any time during class. Daily attendance records will be kept in the office. Each teacher should keep all daily absences on the computer.

D2. Academic Excellence Policy

Any student having academic difficulty in a course shall have a counseling session with the guidance counselor or administration and the teacher. The parent/guardian will be notified of the academic difficulty and encouraged to visit with the staff involved.

Activities may be modified or restricted until progress in the course is improved. This decision shall be made in consultation with the student, teacher, guidance counselor, and building principal. Should extra study time be required it shall be made available for the student. To be eligible to participate in school activities, a student cannot be failing one (1) class.

The following procedure will be used with ineligible students:

1. Parents/guardians will be notified by mail from the principal that their son/daughter is ineligible to participate in extra-curricular activities.
2. There will be counseling sessions with the student on the lack of passing academic performance.
3. Students will not be allowed to participate in inter-school or intramural competition for the first week of ineligibility. (e.g. Tuesday to Monday).
4. **4. Students will be required to attend after school study (3:45-4:45) until their grade is passing and then attend the remainder of practice.**
5. After the first week of ineligibility, students may not participate until satisfactory academic progress in classes is made. Satisfactory academic progress is determined by the classroom teacher and administration based on grade accumulation for the semester.
6. Incomplete grades are considered failing grades until the incompletes are replaced by passing grades. However, the student is ineligible for inter-school participation until the incompletes become passing grades.
7. At the end of each semester, a student's eligibility to participate in extra-curricular activities will be based on current Nebraska School Activity Association guidelines. The current guidelines are that a student cannot participate in extra-curricular activities unless he/she has passed a minimum of 20 credit hours the previous semester.

D3. Activities List

An activities list is a list of students who will be absent from school for school-approved activities. **Head coaches and sponsors must turn in their activity list(s) no later than 12:00 noon on the Thursday prior to the week of the activities.**

The office will make up an activities list every Thursday afternoon for **ALL** events that occur the following week. Students and teachers should check this list and make sure that the names are accurate. Teachers will be able to add or drop students the day of the event through the daily bulletin. Groups that are not on the list will not be allowed to leave school before 3:00 p.m. Students going to activities must hand in their work in advance of the activity or make special arrangements with the instructor in advance. Students who do not follow this procedure will receive a grade of "0" for the day. **Any teacher may refuse to allow a student to miss class to participate in an activity based on academic achievement in the class.**

D4. Activities Schedule

Activities are an essential part of the total education package and many students are involved in multiple activities. To avoid conflicts in the scheduling of activities, these procedures will be followed:

1. All parties, practice sessions, and work schedules must be approved by the activities director and the sponsor of the activity.
2. The sponsor of an activity will be responsible for contacting the activities director to place any activity on the calendar.
3. No activity or practice will be scheduled after **6:00 p.m.** on Wednesday night. (School Board Policy)
4. All scheduled events during the week shall terminate at 10:00 p.m. except for Friday and Saturday. Those events will terminate by 12:00 a.m.
5. No activities or practices shall be scheduled on Sunday without superintendent approval.

When a student has more than one activity occurring at the same time, the sponsors of the activities will communicate with each other to settle the conflict. Students are not to be put in the middle of the conflict.

Activity sponsors and coaches are responsible for student behavior and supervision on school transportation. This includes following guidelines for safety, bringing food or drink on the bus, etc. Please be familiar with those expectations.

Students must be in attendance in their regular classes the day of an activity or they may not participate in the game or event. *Prior arrangements must be made with a building principal* if a student must miss part of the school day for an appointment that cannot be made outside of the school day.

D5. Class Hours

The bell schedule for Seward High School is as follows:

Period 1 8:15 - 9:45
Period 2 9:50 -11:17
Period 3 11:17 - 1:17
Period 4 1:22 - 2:49
Period 5 2:54 - 3:37

Lunch schedules are arranged so that an equal number of students are assigned each lunch period. On rare occasions, teachers may need to trade lunch assignments with other classes. **Please let the office and kitchen know in advance which lunch assignments are affected.**

D6. Concessions

Activity sponsors will draw for concessions with the activities director before the fall season and again before the winter season.

1. Sponsors, when your group has concessions, you are responsible for the following:
 - a. Seeing to it that students know when they report to work and what they are to do.
 - b. Request change from the secretary in the morning.
 - c. Pop is stored in the concession stand. Make sure the machine is on early enough to adequately cool the pop.
 - c. **SUPERVISE** the concession area and your workers.
 - d. **Clean up afterwards.**

D7. Daily Bulletin

the bulletin, please **require your students to listen.** Items to be included in the bulletin must be in the office prior to the start of the school day.

D8. Detention/Discipline

It is expected that each teacher will handle his/her classroom problems at the time they occur in the classroom. Decisions to exclude students from class for more than one period will be made only by the principal or assistant principal. Consult with the principal or assistant principal about discipline problems before the situation becomes critical.

During passing times, teachers should be on the look out for misbehavior by students outside the classroom. Flagrant breaches of discipline should be referred immediately to the assistant principal's office.

Again, teachers are reminded that they are to handle their classroom problems. Students who must stay after school for make-up work or for failure to do assigned work are the responsibility of the classroom teacher. A teacher assigning make-up time for misconduct in the classroom will have the student report to their room. The length of penalty time is to be determined by the teacher, although this time, if it exceeds one hour, cannot be made up by the student in one evening.

Referral of discipline problems to the assistant principal or the principal should be done by logging the occurrence on PowerSchool. Enter the date and nature of each incident.

D9. Fines and Course Fees

Teachers are held accountable for the textbooks used in their classrooms. It is the teacher's job to check out books, by their number, to students in their classes as well as checking them back in. Students must turn in the same book as assigned to them. Teachers are expected to collect fines for such things as misplaced or damaged books, material consumed in class, etc. At the end of the quarter, the names of students with fines outstanding should be turned into the office.

Students making projects costing more than \$20 will need to pay 50% of the material cost before he/she starts the project. The remainder of the bill will be paid before the project is taken home.

D10. Health Services

If a student becomes ill during class time, he/she should be sent to the office and not to the restroom. Students must consult with the office, and a parent/guardian or their designee, must be contacted before the student may leave school, and students are required to sign out when they leave. Please document any accident that occurs in your classroom on the form provided by the office and return it to the office for record keeping.

D11. Honor Roll

The honor roll is announced at the end of each term. Students receiving 93 percent or higher, no grade lower than a B, and a minimum of 10 credit hours that term, and with a grade of "O" or "S" in citizenship, will be included on the honor roll.

D12. Mid-Term Graduation (Board Policy #6006)

The School District of Seward supports the concept of early completion as a means of accelerating students toward the achievement of lifetime plans. The following guidelines have been established for students to be eligible for early completion:

1. Students must meet all completion requirements established by the Board of Education in order to be eligible for early graduation as well as the credit hour requirements in each specific subject matter area.
2. A student who decides to opt for early graduation or completion is not eligible to participate in school sponsored activities following the last day he/she attends classes. The effective date for participation will end with the last day that the student is enrolled in classes. The only school

activities that the applicant is eligible for will be the regularly scheduled graduation ceremony and the jr/sr prom.

3. This policy shall be evaluated annually by the high school principal and appropriate revisions shall be recommended to the Board for its consideration.

D13. Office Passes

The administrators and/or guidance counselors will sometimes send an office assistant or use the intercom to get a student. Attempts will be made to provide the least class disruption possible.

D14. Organization Sponsorship

Teachers are assigned as sponsors of the classes and organizations. Sponsors are responsible of the proper conduct and record keeping of the organization and must attend all meetings and functions. Sponsors are to work closely with the principal and activities director in matters of policy, finances, and schedules. Monetary compensation is provided for sponsors of some organizations. School bus supervision is the responsibility of the activity sponsor – not the driver.

Each class sponsor is required to participate in each class activity. Sponsors are expected to **supervise** the activities of students; they do not have to do the actual work involved. **If a sponsor cannot attend an activity, it is his/her responsibility to report this to the principal and to obtain a replacement sponsor.**

Class activities include:

| | | |
|------------|---|---|
| Freshmen | - | Homecoming Concessions |
| Sophomores | - | Homecoming Concessions |
| Juniors | - | Fund Raising as needed Homecoming Prom Concessions |
| Seniors | - | Homecoming Graduation ceremonies Concessions Prom |

D15. Recruiter Visitation Procedures (Including but not limited to: College Admissions, Military Recruiters, College Coaches, etc.)

1. Visiting dates and times must be cleared through the guidance counselors.
2. Visitation dates and times may be placed in the student bulletin in advance.
3. Recruiters may set up a table and visit with students during lunch only. No students will be allowed to miss class to visit with a recruiter.
4. Recruiters who arrive without advance notification will not be allowed to visit with students during the school day.

D16. Schedule Changes

Students must take the classes for which they register. Students will not be able to reschedule their classes prior to the start of each term. A student's schedule will change only at the discretion of the counselor and the principal. The administration will work with the teachers when there are other reasons necessitating a need for a schedule change.

D17. Signing Out of School (Students)

1. Students who need to leave school for an appointment (doctor, dentist, etc.) must have a note or phone call from his/her parent/guardian before they will be allowed to sign out.

2. Students who are ill at school are to go to the office to receive permission to go home.
3. Students who leave the school building without signing out will be unexcused and will be considered truant.
4. **No teacher may sign a pass requesting that a student be excused from another teacher's class.**

D18. Student Passes

Students must have a written pass or classroom lanyard pass for movement out of the classroom. Students must also sign in/out on the classroom teachers' sign in/out sheet when they leave/enter the room. This includes the ACCESS period. DO NOT issue passes for students to leave your class unless it is an emergency. Do not let students write their own passes for you to sign. Teachers, pay particular attention to the number of students you write passes for.

Computer lab passes are available from computer teachers only and must be obtained by the student in advance.

D19. Teacher Grade Reporting

All criteria used to determine the student's grade must be recorded in the grade book or via computer with a back up disc. Final grades must be submitted to the office via Power School. If grades other than percentages are used, or if grades are weighted, an adequate explanation must be included so that others may interpret your records.

D20. Teacher Workroom

All copy materials, machines, etc. are located in the office. Each teacher will be assigned their own code and should use the school machines and supplies for school purposes only. Students are not allowed to use copy machines.

D21. Traffic Regulations

Safety and regard for the lives and property of others are of prime importance, both to insure protection for our own students as well as the elementary students who board and disembark buses on the west side of the building. Serious violations of traffic regulations observed by a faculty member will be reported to the police and the school will file a complaint. Specifically, the following are violations, which can and will be prosecuted:

1. Racing. No person shall drive any vehicle in any race, speed competition, or contest, drag race or acceleration contest, test of physical endurance, exhibition of speed or acceleration, or for the purpose of making a speed record, and no person shall in any manner participate in any such race, competition, contest, test or exhibition.
2. Negligent Driving. It shall be unlawful for any person to operate a motor vehicle in such a manner as to cause unnecessary noise, spinning or squealing of tires, skids, slides, abrupt turns or sways or in any other manner as to indicate a want of ordinary care and caution that a person of ordinary prudence would use under like circumstances.
3. Reckless Driving. Any person who drives any motor vehicle in such a manner as to indicate an indifferent or wanton disregard of the safety of persons or property shall be deemed to be guilty of reckless driving.

All vehicles driven to school MUST be parked upon arrival at school and are to remain parked during the day. The parking lot is off limits to students during the school day unless the student has permission from the office. The parking lots will be monitored and students who park improperly may have their cars towed at the owner's expense. Even though the lots are school property, all persons using those areas are expected to obey state and local traffic regulations. The Seward Police Department routinely monitors parking lots and tickets will be issued for violations, especially violation of handicapped parking.

D22. Substitute Teachers

If you are unable to be at school, please call Nathan Buss (641-8905) between 6:30 and 6:45 a.m. If you call after 6:45 a.m. it is difficult to find a substitute. Please give him any additional information needed for your classes that day. Lesson plans should be detailed enough so that a substitute could come in and follow your plans without the aid of too much additional information. If you are unable to reach Mr. Buss for some reason, the building principal should be called.

By 3:00 p.m. on the day missed due to illness, teachers should call the school to indicate whether or not they will be present the following day. Absences other than illness must be arranged in advance with the principal. If a problem occurs with a substitute, notify the building principal immediately so the issue can be addressed.

**SEWARD MIDDLE SCHOOL
INDEX**

| | | |
|------|--|----|
| E1. | Academic Detention | 43 |
| E2. | Activities | 43 |
| E3. | After School Meetings..... | 43 |
| E4. | Availability to Students..... | 43 |
| E5. | Behavior Detention | 43 |
| E6. | Discipline | 43 |
| E7. | Student Bulletins | 44 |
| E8. | Building Committees | 44 |
| E9. | Faculty Meetings | 45 |
| E10. | Faculty Workroom..... | 45 |
| E11. | Fax Machine | 45 |
| E12. | 4R Room | 45 |
| E13. | Health Services | 45 |
| E14. | Homework Policy for Suspended Students | 46 |
| E15. | Indoor/Outdoor Supervision | 46 |
| E16. | Makeup Work | 46 |
| E17. | Passes | 46 |
| E18. | Progress Reports | 46 |
| E19. | Report Cards | 47 |
| E20. | Retention | 47 |
| E21. | Student Absences | 47 |
| E22. | Student Cumulative Folders | 47 |
| E23. | Student Sign-out | 47 |
| E24. | Substitute Teachers | 48 |
| E25. | Tardiness to Class | 48 |
| E26. | Use of Building Form | 48 |
| E27. | Weekly Calendar of Events | 48 |

E. SEWARD MIDDLE SCHOOL HANDBOOK

E1. Academic Detentions

Students who fail to complete assignments, fail to hand in papers, have incompletes, hand in late assignments or need special attention should stay after school with the teacher who assigned the detention. Staff members must make sure the student has contacted a parent/guardian to make appropriate after school arrangements.

E2. Activities

The middle school has an Activities Coordinator. All contracts and hiring of officials will be handled through this person. All events should be scheduled through him or her (and his/her secretary) to avoid scheduling problems. This person will be responsible for getting items on the master calendar for the school district working with the high school activities director. All events or activities should first be approved by the building principal.

1. The sponsor of an activity will be responsible for contacting the activities coordinator to place any activity on the calendar.
2. No activity or practice will be schedule after 6:00 p.m. on Wednesday night (School Board Policy).
3. No activities or practices shall be scheduled on Sunday without the superintendent's approval.

E3. After School Meetings

Custodians must be notified of all after school meetings. The custodians will make sure the outside doors are open before the meetings and locked when the meeting is finished. This cannot happen if they are not notified.

E4. Availability to Students

Teachers must be available to students during their planning period and before and after school. Students needing assistance take precedence over any other meeting or activity.

E5. Behavior Detentions

Students may be assigned a behavior detention by the office or any member of the faculty. This is for those students with undesirable patterns of attendance, tardiness, or conduct as well as other disciplinary problems.

Behavior detentions are served at lunchtime. The assigned employee monitors the detentions in the 4R Room. Behavior detentions are just that, a consequence for inappropriate behavior in school. The following procedures must be followed:

1. The student must be notified by the staff member assigning the detention. This is not a surprise discipline procedure.
2. Staff members assigning the detention must notify the office of the detention.
3. The student will serve the amount of time necessary to correct the behavior and a phone call will be made to parents.
4. The 4R Teacher will keep a record of the referral.

E6. Discipline

All staff members should have high expectations for every student, both academically and behaviorally. These expectations need to be realistic for the students.

Classroom discipline is primarily the responsibility of the classroom teacher. You have the responsibility of supervision at all times, regardless of where you are in the building. Discipline should protect and nurture the physical, social, mental and emotional growth of students. Rules and processes are made,

first to protect all individuals and second, to protect the right to participate in every facet of the educational program. Our discipline practices should always reflect an understanding of adolescent characteristics and limit the opportunity of any individual to interrupt another student's educational growth, including their own.

Discipline is one more aspect of teaching. We know that students come to us at varying levels of well-developed self-discipline in regard to themselves and their interactions in society. In this way our behavioral guidelines in different settings are similar to our curriculum guides or frameworks. It is then our role to differentiate our methods of external discipline based on the level of self-discipline that a child displays. As teachers, what we are trying to do is to help students develop more effective self-discipline in various situations. This includes character development, which is a necessary life skill for success. Character Counts needs to be incorporated all day.

It is much more likely that middle school students will comply with a request quickly and with respect if they feel you are "working" with them. Yelling at a student is not acceptable and will be addressed with staff members. Administration or supervisors do not yell at you, why should you yell at a child?

An office referral or 4R Room referral should be the last resort. Teachers should have attempted various methods of discipline with the student prior to this. A parent/guardian contact is also important. All situations are different and professional discretion is important.

E7. Student Bulletins

Student and faculty bulletins will be prepared everyday. Student and faculty bulletins will be sent out around 8:00 a.m. It is essential that you have your class quiet while you are reading the announcements to the class. The announcements are for the students and are designed to help the school run more efficiently. It causes a great deal of hardship and confusion if the students do not hear the bulletin.

Teachers should use this time to teach students the importance of our student planners and teach the students how to use these for recording important announcements.

The intercom system will be used for special announcements or for emergency announcements. We will attempt not to have any more special bulletins that disrupt class than are absolutely necessary.

E8. Building Committees

This is a partial list of committees and purposes. Assignments will be made at the start of the year.

1. Courtesy Committee
2. SCIP Team
3. Crisis Response Team
4. Emergency Response Team
5. Scheduling Committee
6. Team Leaders

E9. Faculty Meetings

Faculty meetings will be held periodically throughout the year. Agendas may be given to you prior to the faculty meetings. Some of the meetings will be used for curriculum discussions. Please visit with the principal if there is something you think needs to be discussed.

E10. Faculty Workroom

The faculty workroom will contain supplies needed for duplication of materials. If you have difficulty with one of the machines, please see the paraprofessional assigned to operate this equipment before operating them. Copy machines are not for personal use. Personal copies are 10 cents each.

Student office helpers are the only students that should be in the workroom. These students have been shown how to use the machines. Teachers need to watch what is discussed in the presence of the students.

E11. Fax Machine

The FAX machine is located in the office. Only office personnel are to operate the FAX machine. No purchase orders are to be faxed.

E12. 4R Room

The Rights, Responsibility, Respect and Redirection Room is available for students who are unable to work in the regular classroom.

The following general rules will be followed, but may change during the school year as needed:

1. Notify the office, by intercom, when you are sending a student to the office for the purpose of being sent to the 4 R Room. An office staff member will take the student to the 4R Room. Inform the office as to the length of the stay and the reason that the student is being sent.
2. Students may be assigned for a partial period, all period, part of a day, or all day. The staff member sending the student, the 4R Room instructor and the building principal will make this decision.
3. Assignments should be sent to the 4R Room for each student. Assignments are the responsibility of the classroom teacher.
4. Teachers may also assign detentions (Academic or Behavior) to students sent to the 4R Room.
5. There will be parent/guardian notification of any student sent to the 4R Room.

E13. Health Services

The school nurse is responsible for coordinating student medication. Students taking prescription or non-prescription medication during school hours must be sent to the school nurse to make sure proper state regulations are being met.

If a student is sick or hurt and can't make it through the day, permission from the teacher must be obtained to go to the nurse's office. He/She **must** have a pass to go to the nurse's office. He/She **can't** go during passing periods. Before a student may leave to go home because of illness or injury, he/she must consult with the nurse. Parent /guardian permission will be obtained by the nurse, and the student must sign out in the school office.

E14. Homework Policy for Suspended Students

Students suspended from school will be given an opportunity to make up all work missed and will be given full credit according to the following criteria:

1. It is the student's responsibility to ask the teacher for missed assignments.
2. Students will be given one day for each day suspended from school (up to a maximum of five days) to return completed assignments and take make up tests.
3. Students will receive a failing grade for any work not made up within the time limits.

To the extent possible, students placed in in-school suspension will work on class assignments while in the in-school suspension room. Any work not completed will be governed by the policy on make up work for suspended students.

E15. Indoor/Outdoor Supervision

Supervision by teachers is necessary by 7:45 a.m. Teachers will be assigned morning supervision and must be in assigned area by 7:45 a.m. Students will be assigned designated areas to wait prior to school.

E16. Make Up Work

Students who are absent will be required to make up missed work. This work should take approximately the same time as the time missed from class. Students will be given one day for each day absent from school to return completed assignments and take make up tests. Grades will be withheld if make up work is not turned in, and may lead to failure if the situation is not remedied immediately.

It is the student's responsibility to obtain all make up work from his/her teachers upon return to school. Failure to obtain make up work is no excuse for not doing work missed. Only by special permission of the principal can make up work be turned in after the grading period.

E17. Passes

Any time a student is out of his/her classroom or late from a previous class (excused) he/she should have a signed pass. You must provide a student with a pass if you send them out of your room! The office will provide staff with passes for students who need to leave a class early. If a student shows you a note, send the student to the office for the proper pass.

E18. Progress Reports

Anytime that a teacher feels a student is doing poorly academically or is having special problems in his/her class, the teacher needs to notify that student's parents/guardians. This contact needs to be made by phone. A written report can be made if you are unable to reach the parents/guardians by phone after several attempts.

Prior to the parent/guardian contact, teachers need to inform the student why he/she is receiving a progress report. Teachers must document any contacts they have with parents/guardians and students. The school counselor will assist the student in correcting the problem, but the teachers must inform the counselor when there is a problem. No student can fail a class without receiving a written progress report or documented personal contact.

Core teams and "peelings" members need to communicate concerns about students. Please develop a plan that works for your teams. Quarterly progress reports will be made around the midpoint of the quarter.

E19. Report Cards

In many cases the only communication home to parents/guardians each nine weeks will be the report card. PLEASE BE NEAT AND ACCURATE! Please choose the appropriate comment from the list provided. The grading system for this year is as follows:

| | | | |
|----|--------|----|--------|
| A+ | 100% | C+ | 85% |
| A | 94-99% | C | 79-84% |
| A- | 93% | C- | 78% |
| B+ | 92% | D+ | 77% |
| B | 87-91% | D | 71-76% |
| B- | 86% | D- | 70% |
| | | F | 0-69 |

Zeros should not be accepted. A zero does not teach a middle school child responsibility.

E20. Retention

Students who do not perform to their capabilities may be retained. The issue of retention at Seward Middle School is primarily an issue of accountability. Teachers will inform parents/guardians and student of chronic missing/incomplete work and poor quiz or test scores. Parent/guardian conferences will be held and academic detentions will be used. Communication is the key for retention. The school cannot decide during the last few weeks of school that a student is going to be retained. We need a yearlong communication trail.

E21. Student Absences

BE ACCURATE IN RECORDING STUDENT ATTENDANCE. Students who are reported absent by their parents/guardians will be placed on the daily absence list. Each morning the office will post on Power School which students we know are absent. Each period during the day, you will need to indicate only any additional student(s) who is absent. You will not need to indicate students who are on the daily absence list. Most should be marked "OK". Be sure that for any student who arrives late to class you change, you change the marking on the computer so that it is accurate. If this occurs, you may need to change the student from absent to tardy on Power School. If a student is marked absent on Power School by the office and is present in your room, send the student to the office.

E22. Student Cumulative Folders

Student cumulative folders are kept in the school counselor's office. The School Counselor is available to discuss the information contained in any student's file. Teachers are encouraged to review the files of all pupils in his/her class/team and to make use of materials in these files to better serve the needs of the students. Teachers may check out these folders at any time.

Because of the Right-to-Privacy Act, all files must be signed out and in. Parents/guardians may look at their student's file upon written request.

E23. Students Signing Out of School

1. Students who need to leave school for an appointment (doctor, dentist, etc.) must bring a note or have their parent/guardian call the office before they will be allowed to sign out.
2. Students who become ill at school are to go to the school nurse to receive permission to go home.
3. Students who leave the school building without signing out will be unexcused and detention time will be assigned.

E24. Substitute Teachers

If you are unable to be at school, please call Nathan Buss (641-8905) between 6:30 and 6:45 a.m. If you call after 6:45 a.m. it is difficult to find a substitute. Please give him any additional information needed for your classes that day. Lesson plans should be detailed enough so that a substitute could come in and follow your plans without the aid of too much additional information. If you are unable to reach Mr. Buss for some reason, the building principal should be called.

By 3:00 p.m. on the day missed due to illness, teachers should call the school to indicate whether or not they will be present the following day. Absences other than illness must be arranged in advance with the principal. If a problem occurs with a substitute, notify the building principal immediately so the issue can be addressed.

E25. Tardiness to Class

If a student arrives late to school, 5th graders report to their regular classroom, 6th, 7th and 8th grade students report to their Toptime. Students are to go to the office if 1st period has started. The time

between classes is three minutes. During the school day if a student is detained by the office or a teacher and is late to class he/she will need a pink pass from the person who detained him/her before going to the next class. The office will keep a record of all unexcused tardies. After four (4) unexcused tardies in a semester, each student will be informed and a letter will be sent home making the parents/guardians aware of the problem. All other unexcused tardies per semester will result in noon detentions.

It is essential that all staff members adhere to a consistent policy. The whole system “breaks down” unless the entire staff follows the same policy.

E26. Use of Building Forms

A Building Use Form must be completed for any activity scheduled for the building. This form, available in the office, must be returned to the office at least one week in advance of the activity or no custodial services will be provided.

For regularly scheduled events such as basketball games, a list of things to be ready and cleaned up after the event should be given to the maintenance director at the beginning of the season. It will not be necessary for a Building Use Form to be used for each individual game. However, if you have an event that is not normally scheduled, a Building Use Form should be filled out and the above procedure followed.

E27. Weekly Calendar of Events

Events included on the calendar of events will take precedence over other events. The office secretary is in charge of the master calendar.

**SEWARD ELEMENTARY SCHOOL
INDEX**

| | | |
|------|--|----|
| F1. | Total School Responsibility | 50 |
| F2. | Discipline Plan | 50 |
| F3. | Laminating | 50 |
| F4. | School Equipment & Furniture | 50 |
| F5. | Maintenance of Student Cumulative Folders | 51 |
| F6. | Responsibility of Teachers for Cum Folders | 51 |
| F7. | Student Transfers | 51 |
| F8. | Programs for Parents/Guardians | 51 |
| F9. | Daily Schedule | 51 |
| F10. | Retention | 51 |
| F11. | Class Parties | 52 |
| F12. | Classroom Treats | 52 |
| F13. | Teacher Absence | 52 |
| F14. | Head Lice | 52 |
| F15. | Release of Students | 52 |
| F16. | Student Attendance | 53 |
| F17. | Parent/Guardian News | 53 |
| F18. | Library & Media Center Procedures | 53 |
| F19. | Insurance | 53 |
| F20. | Faculty Meetings | 53 |
| F21. | Field Trips | 53 |
| F22. | Homework | 54 |
| F23. | Room Parents/Guardians & Volunteers | 54 |
| F24. | Student Referrals | 54 |
| F25. | Report Cards | 54 |
| F26. | Health Services | 55 |
| F27. | Winter Weather | 55 |

F. SEWARD ELEMENTARY SCHOOL HANDBOOK

F1. Total School Responsibility

Teachers are responsible for informing their students of rules pertinent to the classroom, halls, playground and lunchroom. Students will need to be taught what are appropriate and inappropriate behaviors and the consequences accompanying misbehavior. Teaching classroom and building rules clearly communicates the expectations we have of students while at school. In addition, it is imperative that teachers and paras be consistent in their expectation of conformity to the rules. It is assumed that teachers will not ask paras to deviate from these rules. If you feel that certain rules are inappropriate, report this to the principal for further study.

At 8:05 a.m. the students will proceed to their classrooms. Therefore, all classroom teachers need to be near their classrooms at that time. This will allow for supervision of the hall area and coatroom near their room. Please develop and maintain a 'beginning of the day' routine for your students.

Teachers are to accompany their children to and from all specials (P.E., music, library, guidance), the lunchroom and to the playground. Make arrangements with your neighbor teacher so that one of you will be able to accompany bus children out of the building and the other remains in the classroom or hall and then accompanies town children to the school entrance door for dismissal. If you ask students to stay in at noon or recess be sure you or another teacher is there to supervise. Teachers not on duty should supervise students needing to stay inside. Students should not be sent to the office.

The first week or so, teachers should accompany their own classes to the playground at recess and noon until the children have learned the playground rules and use of equipment. After that teachers may alternate playground duty as long as there is sufficient supervision for the group (at least one teacher for every two classrooms).

All classroom teachers should have some activities planned for the days that children have to remain in the classroom during noontime. On inclement weather days teachers may need to help with some supervision. Students should not be left in the classroom, halls or other areas unsupervised.

Special area teachers will assist with supervision as assigned by the principal.

F2. Seward Elementary Discipline Plan

Seward Elementary utilizes the BIST (Behavior Intervention Support Team) behavior program. BIST is a school-wide program that builds an environment where students, staff members, and parents work together to improve student behavior. A BIST Action Team, consisting of faculty members and the principal, meets monthly to discuss our school's Common Expectations and BIST program.

F3. Laminating

All materials laminated with school district film become the property of the school district. Teachers desiring to laminate personal materials need to indicate this on the pink request form and they will be charged accordingly. Other items to be laminated can be done by each teacher's para or the teacher himself/herself.

F4. School Equipment/Furniture

School equipment and/or furniture are assigned to classrooms by the principal. In the event a teacher no longer has use for certain pieces of equipment and/or furniture, the principal should be notified. Requests for furniture must be directed to the principal.

F5. Maintenance of Student Cumulative Folders

Permanent record folders are maintained for each child enrolled in school. These folders are kept on file in the office. Teachers may check the folders out as needed, but they are not to be removed from the school premises. The information in these files is open to parents/guardians upon request. Parental or guardian permission is necessary for any non-school personnel to have access to the information in the student permanent folders.

At the end of each semester, classroom teachers should record grades and attendance information on the cumulative folder. The grades recorded must be recorded as they appear on the report card. Special education teachers are responsible for filing current IEP information in the student folders. At the end of each school year, achievement test labels should be affixed to the cumulative folder. Forms such as field trip permission forms, should not be kept in the permanent folder. In no event, should child abuse/neglect forms be filed in a student's cumulative folder.

F6. Responsibility of Teachers Regarding Cumulative File Information

At the beginning of each school year, classroom and special area teachers shall review the cumulative folders of their students. Teachers need to be aware of the following types of information: parental/guardian custody, health or physical limitations of the student, special education, gifted or 504 educational plans, testing information, etc.

Cumulative folder information that is received from transferring school districts will be checked out to and placed in the classroom teacher's mailbox. After review, it will be the responsibility of the classroom teacher to sign in and file this information in the student's cumulative folder in the office.

F7. Student Transfers

If it is known in advance that a student will be moving, the teacher should fill out a Transfer Sheet and send it with the student on the final day of attendance. The Transfer Sheets are available in the office. Immediately after the student has left, the cumulative file should be updated with grades and attendance information.

F8. Programs for Parents/Guardians

Teachers are asked to notify the office and principal of special events in their classrooms. If possible, the principal will be in attendance for the programs. Please inform the custodial workers well in advance if chairs or other changes are needed for a special meeting or performance.

F9. Daily Schedule

Each teacher's daily schedule should be on the wall outside the classroom door. A daily schedule should be sent to the office by the middle of September (4 copies). The schedule should include the entire day.

Grades K-4 should ordinarily not schedule a recess on the same half-day as P.E. class is taught. Deviation from this policy should be discussed with the principal. A written request for an extra recess must be submitted to the principal by the end of the first full week of school.

F10. Retention

In cases where consideration is being given to retaining a student at a particular grade level, refer to the procedure in the Student/Parent Handbook. Forms are available in the office that need to be signed by the parent/guardian once a decision is made to recommend retention.

F11. Class Parties

Class parties should be limited to one hour in duration. It is suggested that parties be held at the end of the day. These parties should be included in your lesson plans. School parties are limited to three per year. (The end of the year picnic is considered one of the three parties per year.)

F12. Classroom Treats (*Please discourage lollipops being given as a birthday treat.)

If children bring treats for their birthday, they should be distributed at the following appropriate times:

- 1) before lunch to be an added item (homemade items or packaged items such as Twinkies, Rice Krispie treats, etc.) or 2) at the end of the school day. The student bringing the items should be asked or advised for appropriate distribution. **Teachers must help to ensure students who have food allergies do not consume treats that may contain an allergen.**

F13. Teacher Absence

If you are unable to be at school, please call Mr. Nathan Buss (641-8905) at home before 7:00 a.m. If you call after 7:00 a.m. it is difficult to find a substitute. Please share any additional information needed for your classroom that day. Lesson plans should be detailed enough so that a substitute could come in and follow your plans without the aid of additional information. If you are unable to reach Mr. Buss, please call Mrs. Dominy at (928) 660-1623, or **Tina Ratkovec (913)-660-5385**

By 3:00 p.m. on the day missed due to illness, teachers should call the school to indicate whether or not they will be present the following day. Absences other than illness must be arranged in advance with the principal.

If a problem occurs with a substitute teacher, Mrs. Dominy should be notified immediately so that the issue can be addressed.

F14. Head Lice

Please note the following procedures to be used when a child is suspected of having head lice:

- Send the child to the nurse. He/she will determine if the child should be sent home.
- If head lice are found to be present, the nurse will initiate a check of siblings for possible infestation.
- The nurse will call the parent/guardian or designated contact person to pick up the child.
- The child will remain with the nurse until the parent/guardian arrives.
- In the event a parent/guardian/contact person can't be reached, the child will remain in a designated area for the remainder of the day.
- Parents/guardians are required to accompany students to the nurse at the time of reentry to verify treatment.
- Students must be nit-free before readmission will be granted.
- In the event a student is found to have lice, the school nurse will send notes to parents/guardians of students in that classroom that a case of head lice exists.

F15. Release of Students **CHILDREN MUST NEVER BE RELEASED WITHOUT A PARENT'S/GUARDIAN'S SPECIFIC REQUEST AND THEIR KNOWLEDGE.**

Never excuse children before dismissal time without request from parent or guardian. In the event a police officer or social service worker wishes to speak with a student, refer to Board Policy for proper guidance.

F16. Student Attendance

Students in attendance for more than four hours are counted present all day. Less than four hours but more than two, is counted as 1/2 day present. If the attendance changes during the day, notify the office as soon as possible. At the end of each quarter, the office will prepare an attendance report with data for the report cards.

F17. Parent/Guardian Newsletter

The monthly newsletter will be sent home with the oldest or only child of each family. Articles of information from each grade level or special area about their classrooms will be included. This is a request of the building principal.

F18. Elementary Library/Media Center Procedures

Library Classes/Material Checkout

Each second through fourth grade classroom has a scheduled forty-five minute library class on the six-day-rotating specialist block schedule. The media specialist and kindergarten and first grade teachers will cooperatively develop a schedule for their library class times. The various class levels will have instruction from the Library/Media Curriculum with emphasis on author/illustrator appreciation, media resources, research techniques; time will be allowed for browsing and material checkout. Students may checkout two materials and they must be returned before others may be borrowed. (Children may have more materials for special classroom projects.) The checkout period is two weeks. Students are welcome to checkout materials at any time during the school day.

Overdue notices are given to students at each library class and an overdue list is sent to the classroom teacher. Elementary students are not charged overdue fines; material replacement fines are assessed and parents/guardians are notified of the amount due.

Staff Library/Media Center Information

Materials may be held by staff for four weeks; quarterly lists will be sent showing all materials out. A one-week notice is needed for video and laser disc requests through the ESU and other media sources. Media material purchase requests are encouraged and welcomed along with the ordering information.

Computer Hardware/A-V Equipment

The LMC handles the repair of hardware and a-v equipment. Include your name, room number, and description of the problem on a note with the equipment. Each staff member should have listed on their annual classroom inventory all hardware and equipment with district number.

F19. Insurance

School insurance is offered for the students. Completed applications should be turned into the office by the 10th day of school.

F20. Faculty Meetings

Faculty meetings will be scheduled as needed. Attendance is mandatory.

F21. Field Trips

All field trips must be completed prior to the last two weeks of school. Parent/guardian transportation for field trips in lieu of school bus transportation shall be prohibited.

Keep the students' signed "RELEASE FORM" for the year in your desk. Parents/guardians and the office must be notified in advance of all field trips that make use of bus transportation. A "Field Trip Request" and "Bus Request" need to be completed and sent to the principal's office at least two weeks in advance of the field trip. These forms are available in the elementary office.

In order to economize on district transportation costs, out-of-district field trips will be limited to Grade 4, unless the superintendent approves a trip due to special circumstances. In-district field trips are open to all grade levels but require principal approval. School district transportation will be provided for supervisors using the following adult to student ratios (excluding special education supervisors who may be assigned to one student):

Kindergarten - 1:3
Grades One and Two - 1:4
Grades Three and Four - 1:5

Classrooms will be combined as follows:

Kindergarten - Two classrooms per field trip or 1 per classroom.
Grade One - Two classrooms per field trip
Grade Two - Two classrooms per field trip
Grade Three - Two classrooms per field trip
Grade Four - Two classrooms per field trip

F22. Homework

A District wide Homework Policy has been developed. Grades 2-4 teachers should share with parents/guardians information regarding homework expectations during the grade level parent/guardian meetings. Grades K-1 teachers should share homework information with parents/guardians during the fall parent-teacher conferences.

F23. Room Parents/Guardians and Volunteers

Teachers are encouraged to use room mothers (fathers) with class parties, field trips, etc. Volunteers as classroom paras are another excellent way to involve parents/guardians. If interested, contact the principal for help and information.

F24. Student Referrals

If you have a student that you feel should have an individual educational evaluation, contact the principal for forms requesting this service. Once the referral has been filed with the principal, the SAT/RTI process will begin. This, of course, includes the classroom teacher. Meetings are an essential element to the SAT/RTI process. Occasionally, these meetings will extend beyond the 4:00 duty time. The SAT/RTI team will do its very best to keep the length of meetings reasonable. However, as the classroom teacher, the importance of the **MTSS** process must never be questioned. As professional educators, it is our responsibility to fulfill all necessary steps for the educational interests of our students.

Teachers should refer students in need of counseling to the Elementary Guidance Counselor.

F25. Report Cards

General Information:

A grade should be assigned for every area on the Report Card as well as the cumulative folder. The teacher in the form of a Power School grade book, portfolio contents, rubrics, etc should keep documentation relative to assigned grades. Semester grades are to be recorded on the cumulative folder for all areas at the end of each semester.

Explanation of Grading for Kindergarten:

(S) Satisfactory: Meets grade level expectations.

(N) Needs Improvement:

Explanation of Grading for Grades 1- 4:

(A) Advanced: Consistently and accurately applies skills and concepts independently at a level above grade level expectations.

(P) Proficient: Meets grade level expectations.

(D) Developing: Developing/Progressing toward grade level expectations.

(B) Beginning: Shows limited understanding of skills and concepts; also needs assistance to complete tasks.

(X) Standard studied this quarter.

Explanation of Grading for Music/Physical Education/Character and Work Habits

(S+) Satisfactory Plus

(S) Satisfactory

(U) Unsatisfactory

(I) Incomplete

(+) Demonstrates this Characteristic

(-) Needs Improvement

(*) Not assessed at this time

F26. Health Services

The school nurse is responsible for coordinating student medication. Students taking prescription or non-prescription medication during school hours must be sent to the school nurse to make sure proper state regulations are being met. When sending a student to the nurse's office, it is helpful to jot a note to the nurse explaining the health concern of the student. The nurse will determine whether or not the student needs to go home based on her 'health checks' and observation.

F27. Winter Weather Guideline

Teachers are expected to follow the safety guidelines regarding having students go outdoors during cold weather, located in the Appendices.

INTERLOCAL CONTRACT FOR ENRICHMENT ACTIVITIES
SOUTHEAST NEBRASKA REGIONAL PROGRAM

THIS AGREEMENT is made the date and year hereinafter written by and between Educational Service Unit #18, Lincoln, Nebraska, hereinafter identified as the "Consultant", and _____ County School District _____, a/k/a _____ Public Schools, hereinafter identified as the "District", pursuant to the Interlocal Cooperation Act, and other Nebraska Law.

In consideration of the terms and conditions hereinafter provided, the Consultant and the District agree as follows:

1. The Consultant agrees to provide consulting, and planning, coordination and networking of enrichment activities for children who are deaf or hard of hearing and who are residents of the District (the "enrichment program" or "program"). This contract shall apply to any student of or from the District who during its term, receives services or otherwise participates in the program. Unless earlier terminated as provided herein, the initial term of this contract is for the period of one (1) school year beginning on or about July 1, 2022 and ending on or about June 30, 2023. The program and the types and levels of services under this contract shall be as follows:

IN WITNESS HEREOF we have hereunto subscribed our names this _____ day of _____, _____.

District

Secretary, Board of Education

School District No. City

County State

Consultant

ESU Administrator

ESU No. City

County State

may immediately terminate all services to any student of the District and that any further services to any student of the District will also be terminated. In any such event, any such student shall be the sole responsibility of the District as a resident and/or the legal responsibility of the District.

3. The District, unless otherwise agreed by the director of special education of the Consultant shall continue to maintain the regular school or other records of any student from the District. It is agreed that the District shall provide to the Consultant student records as may be needed by the Consultant under this Contract. Unless agreed in writing by the director of special education of the Consultant, the District shall, at all times, be responsible for transportation and the development and updating of any student's IEP, all IEP meetings, and for initiating and completing all other required special education notices, consents, approvals, procedures, verification requirements, multidisciplinary team requirements, evaluations and documents.
4. Any student receiving services from the Consultant is a legal resident of the District. It is the obligation of the District to give notice and to terminate this agreement when any student ceases to be a legal resident of the District, and upon receipt of such written notice by the Consultant from the District, the obligation of the District for the payment of services as provided by this agreement shall end, and the obligation of the Consultant to provide any services under this contract shall also end. The District shall indemnify and hold harmless the Consultant, its employees, agents, and assigns against all claims, actions, damages, liabilities, and expenses, including attorney's fees, of whatsoever nature, arising out of or related to any transportation, supervision, or activity, or arising out of or related to the program or any consulting or other services, provided to any student of the District, and the District shall indemnify and hold harmless the Consultant, its employees, agents and assigns against all claims, actions, damages, liabilities, and expenses, including attorney's fees, of whatsoever nature, arising out of or related to any other claims in connection with the Consultant's performance of or under this Contract.

See Attachment, incorporated herein by this reference, as it set forth in full.

Board of Education Study Session

School District of Seward

410 South Street

Seward, NE 68434

Monday, June 13, 2022 5:30 PM

Attendance Taken at 5:34 PM.

| | |
|-------------------|---------|
| Paul Duer: | Present |
| Jill Hochstein: | Present |
| Jana Hughes: | Absent |
| Ryne Seaman: | Absent |
| Danielle Shipley: | Present |
| Shawn Svoboda: | Present |

1. Preliminary Procedures

1.1. Call meeting to order & announce Open Meetings Act is Posted

1.2. Public Notice as publicized per board policy

The public notice was publicized in the Seward County Independent and posted at city hall, library and courthouse. The public notice was dated June 8, 2022.

1.3. Roll Call

1.3.1. Action to excuse board members if necessary

Motion to excuse Ryne Seaman and Jana Hughes from tonight's meeting Passed with a motion by Jill Hochstein and a second by Danielle Shipley.

Paul Duer: Yea, Jill Hochstein: Yea, Danielle Shipley: Yea, Shawn Svoboda: Yea

2. Possible Discussion Items

2.1. Summer Projects Update

Dr. Fields and Tom Vajgrt discussed the summer projects. The high school gym is currently being painted and the final phase of the elementary carpeting and painting project is being worked on also. The flooring in the high school cafeteria is complete. The HVAC project at the high school is currently being worked on. The fence at the elementary will hopefully be complete this week.

2.2. Track and Football Field

Dr. Fields and Mr. Moody discussed the track and football field to see what the board thoughts were for future improvements.

2.3. Vape Detectors Update

Dr. Fields updated the board on vape detectors. Providence dogs will also be used for the next school year.

2.4. Food Service Update

Dr. Dominy updated the board on the new food service company. We will have a food service director housed at the high school and there will also be a kitchen manager at each building.

2.5. Safety/Security

Dr. Fields and Dr. Dominy discussed what we do at Seward Public Schools to keep all of our students and staff safe.

3. Adjournment

Paul Duer adjourned the meeting at 7:02 p.m.

Prepared by:

Paul Duer

Heidi Covert

Secretary

Board of Education Regular Meeting Template

School District of Seward

410 South Street

Seward, NE 68434

Monday, June 13, 2022 7:00 PM

Attendance Taken at 7:09 PM.

Paul Duer: Present
Jill Hochstein: Present
Jana Hughes: Absent
Ryne Seaman: Absent
Danielle Shipley: Present
Shawn Svoboda: Present

1. Preliminary Procedures

1.1. Call meeting to order & announce Open Meetings Act is Posted

1.2. Public Notice as publicized per board policy

The public notice was publicized in the Seward County Independent and posted at city hall, library and courthouse. The public notice was dated June 8, 2022.

1.3. Roll Call

1.3.1. Action to excuse board members if necessary

Motion to excuse Ryne Seaman and Jana Hughes from tonights meeting Passed with a motion by Danielle Shipley and a second by Shawn Svoboda.

Paul Duer: Yea, Jill Hochstein: Yea, Danielle Shipley: Yea, Shawn Svoboda: Yea

1.4. Pledge of Allegiance

1.5. 1.5 Mission The school district of Seward--where every student, every day is a success--affirms that all students will have the skills to become productive and contributing members of a global community. In cooperation with family and community members, the

district is committed to the development of each student academically, emotionally, socially, and physically.

1.6. Approval of Agenda

Motion to approve the agenda as presented Passed with a motion by Shawn Svoboda and a second by Jill Hochstein.

Paul Duer: Yea, Jill Hochstein: Yea, Danielle Shipley: Yea, Shawn Svoboda: Yea

2. Student Fees Hearing-Review Fees and receipted and expensed during the 2021-2022 school year and request input from the public in regard to potential policy changes

There were no comments from the public.

3. Public Forum: (The Board President reserves the right to place time limits on individuals and topics.)

3.1. Public Forum on Agenda Items: This is your opportunity to speak to items on the agenda. If you are not a part of the presentation of the agenda item you need to speak now. Thank you for your participation.

There was none.

3.2. Public Forum on Any Topic: This is your opportunity to speak to any topic concerning the school district. Since it is not an agenda item the board cannot discuss or take action at this time on the matter. Future discussion can be requested as an agenda item. Thank you for your participation.

There was none.

4. Reports

4.1. Administrator Reports

Written reports were received from the administrators.

4.2. Superintendent's Report

Dr. Fields discussed the Greater Nebraska Superintendent Meeting and the Rooted Campaign. The board was updated as to what has been spent for ESSERS III.

5. Discussion Items

6. Old Business

7. New Business

7.1. Hot Lunch Prices

Motion to approve a price increase of \$.10 for lunches and breakfast for the 2022-2023 school year and the price increase of \$0.35 for milk. Passed with a motion by Jill Hochstein and a second by Shawn Svoboda.

Paul Duer: Yea, Jill Hochstein: Yea, Danielle Shipley: Yea, Shawn Svoboda: Yea

7.2. Student/Parent Handbooks

Motion to approve the student/parent handbooks for the 2022-2023 school year. Passed with a motion by Shawn Svoboda and a second by Danielle Shipley.

Paul Duer: Yea, Jill Hochstein: Yea, Danielle Shipley: Yea, Shawn Svoboda: Yea

7.3. Before and After School Contract

Motion to approve the after school care contract for the 2022-2023 school year Passed with a motion by Jill Hochstein and a second by Shawn Svoboda.

Paul Duer: Yea, Jill Hochstein: Yea, Danielle Shipley: Yea, Shawn Svoboda: Yea

7.4. Girls Wrestling Coop

Motion to approve a two-year girls wrestling coop with Centennial, Milford, and Seward Public Schools starting in the 2022-2023 school year. Passed with a motion by Danielle Shipley and a second by Jill Hochstein.

Paul Duer: Yea, Jill Hochstein: Yea, Danielle Shipley: Yea, Shawn Svoboda: Yea

7.5. Substitute Teacher Pay

Motion to approve the substitute teacher pay for the 2022-2023 school year to \$147 per day Passed with a motion by Danielle Shipley and a second by Shawn Svoboda.

Jill Hochstein: Abstain (With Conflict), Paul Duer: Yea, Danielle Shipley: Yea, Shawn Svoboda: Yea

8. Personnel

8.1. Superintendent's Contract

Motion to approve the superintendent's contract as presented. Passed with a motion by Shawn Svoboda and a second by Jill Hochstein.

Paul Duer: Yea, Jill Hochstein: Yea, Danielle Shipley: Yea, Shawn Svoboda: Yea

8.2. Classified Staff and Middle Management Pay

Motion to approve a 4% total package increase for classified staff and middle management for the 2022-2023 school year. Passed with a motion by Shawn Svoboda and a second by Danielle Shipley.

Paul Duer: Yea, Jill Hochstein: Yea, Danielle Shipley: Yea, Shawn Svoboda: Yea

8.3. Administrator Pay

Motion to approve a total compensation package increase of 4% for administrators for the 2022-2023 school year. Passed with a motion by Jill Hochstein and a second by Danielle Shipley.
Paul Duer: Yea, Jill Hochstein: Yea, Danielle Shipley: Yea, Shawn Svoboda: Yea

9. Future Agenda Items

Policies
Football Field/Track

10. Consent Agenda

10.1. Approval of Minutes

10.2. Approval of Financial Reports

10.2.1. Treasurer

10.2.2. Budget

10.2.3. Activities

10.2.4. Athletic

10.3. Approval of Claims

10.3.1. General Fund - \$1,777,138.23

10.3.2. Qualified Capital Purpose Undertaking Fund - \$3,498.75

10.3.3. Bond Fund - \$83,268.75

10.3.4. Special Building Fund - \$128,990.00

10.4. Approval of Consent Agenda

Motion to approve the consent agenda as presented Passed with a motion by Jill Hochstein and a second by Danielle Shipley.

Paul Duer: Yea, Jill Hochstein: Yea, Danielle Shipley: Yea, Shawn Svoboda: Yea

11. Adjournment

Motion to adjourn the meeting at 7:54 PM with the next study session and regular board meeting scheduled for Monday, July 11, 2022 at 5:30 p.m. Passed with a motion by Shawn Svoboda and a second by Jill Hochstein.

Paul Duer: Yea, Jill Hochstein: Yea, Danielle Shipley: Yea, Shawn Svoboda: Yea

Prepared by:

Paul Duer

Heidi Covert

Secretary

**SCHOOL DISTRICT OF SEWARD
TREASURER'S REPORT
FOR THE MONTH
ENDED JUNE 30, 2022**

GENERAL FUND (ACCOUNT NUMBER 100-172)

| | | |
|-------------------------------------|------------|---------------------|
| Bank Balance | | 4,249,713.96 |
| Bob Dahms--Local Taxes | 810,362.49 | |
| Karey Adamy--Local Taxes | 70,229.51 | |
| Seward Hot Lunch--Reimbursement | 78,288.82 | |
| Shannon Mayfield--Preschool Deposit | 75.00 | |
| Lintz--Preschool Deposit | 75.00 | |
| Mechaela Buller--Preschool Deposit | 100.00 | |
| Seward County Court--Pohl Jury Duty | 52.55 | |
| Martianbooks--Sale of books | 418.00 | |
| Methodist Church--Transportation | 1,500.00 | |
| Fehlhafters--Sale of junk | 105.00 | |
| Fehlhafters--Sale of junk | 93.00 | |
| ESU #6--CASE Perkins | 3,115.00 | |
| Our Redeemer--Desks | 150.00 | |
| State of Nebraska--Title I 6200 | 23,341.00 | |
| State of Nebraska--Sixpence | 25,640.00 | |
| State of Nebraska--State Aid | 27,032.00 | |
| State of Nebraska--SPED | 150,700.00 | |
| State of Nebraska--IDEA 6408 | 51,009.00 | |
| State of Nebraska--IDEA 6421 | 48,786.00 | |
| Jones Bank - Interest | 268.40 | |
| | | <u>1,291,340.77</u> |
| | | 5,541,054.73 |
| Disbursements for the Month ----- | | 1,350,865.33 |
| Bank Balance----- | | 4,190,189.40 |
| Less Outstanding Checks ----- | | <u>470,331.69</u> |
| Available Balance ----- | | <u>3,719,857.71</u> |

GENERAL RESERVE FUND (ACCOUNT NUMBER 461-170)

| | | |
|---|--|---------------------|
| Beginning Balance ----- | | 1,082,021.04 |
| Transfer to General Fund for Cash Flow Purposes ----- | | 0.00 |
| Interest ----- | | <u>166.01</u> |
| Bank Balance ----- | | <u>1,082,187.05</u> |

| | |
|--|---------------------|
| CD #70001479 JNB--Interest Rate: .32%--Maturity Date 7/28/2022 | 1,500,000.00 |
| CD #70001737 JNB--Interest Rate: 1.60%--Maturity Date 09/27/2022 | <u>1,000,771.44</u> |
| | 2,500,771.44 |

TOTAL IN GENERAL RESERVE FUND 3,582,958.49

**SCHOOL DISTRICT OF SEWARD
TREASURER'S REPORT
FOR THE MONTH
ENDED JUNE 30, 2022**

DEPRECIATION FUND (ACCOUNT NUMBER 154--006)

| | |
|--|-------------------------|
| Beginning Account Balance ----- | 20,821.18 |
| **Outstanding Deposit from CD----- | 260,320.83 |
| Disbursements: ----- | 0.00 |
| Interest----- | 1.25 |
| Bank Balance ----- | <u>281,143.26</u> |
| **deposit made after the bank statement cut-off | |
| CD#48805--CNB--.49% DATE DUE 08/04/2022----- | 545,142.55 |
| CD#70001738-JNB--1.6% DATE DUE 09/27/2022----- | <u>500,000.00</u> |
| TOTAL CD'S | <u>1,045,142.55</u> |

TOTAL IN DEPRECIATION FUND ACCOUNTS 1,326,285.81

SPECIAL BUILDING FUND (ACCOUNT NUMBER 10-074-9)

| | |
|---------------------------------------|-------------------|
| Beginning Balance ----- | 761,561.31 |
| Deposits: Bob Dahms--Local Taxes----- | 17,336.91 |
| Karey Adamy--Loal Taxes----- | 1,666.48 |
| Disbursements ----- | <u>128,990.00</u> |
| Interest----- | 49.52 |
| Bank Balance ----- | <u>651,624.22</u> |

TOTAL IN SPECIAL BUILDING FUND ACCOUNTS 651,624.22

UNEMPLOYMENT FUND ACCOUNT (ACCT # 473-633)

| | |
|-------------------------|------------------|
| Beginning Balance ----- | 25,034.71 |
| Interest ----- | 1.92 |
| Disbursements ----- | 0.00 |
| Bank Balance ----- | <u>25,036.63</u> |

GIFTS AND DONATIONS (ACCT # 162036)

| | |
|-------------------------|------------------|
| Beginning Balance ----- | 23,941.07 |
| Deposit:----- | 0.00 |
| Interest----- | 1.48 |
| Disbursements ----- | 0.00 |
| Bank Balance ----- | <u>23,942.55</u> |

**SCHOOL DISTRICT OF SEWARD
TREASURER'S REPORT
FOR THE MONTH
ENDED JUNE 30, 2022**

QUALITY CAPITAL PURPOSE UNDERTAKING FUND (ACCT #640-822)

| | |
|---|-------------------|
| Beginning Balance ----- | 137,299.48 |
| Bob Dahms & Karey Adamy --Local Taxes ----- | 7,631.02 |
| Interest ----- | 8.71 |
| Disbursements ----- | <u>3,498.75</u> |
| Bank Balance ----- | <u>141,440.46</u> |

BOARD REVOLVING FUND (ACCOUNT NUMBER 159-913)

| | |
|-------------------------|------------------|
| Beginning Balance ----- | 16,945.96 |
| Deposits: SPS----- | 0.00 |
| Interest ----- | 1.05 |
| Disbursements ----- | <u>0.00</u> |
| Bank Balance ----- | <u>16,947.01</u> |

HOT LUNCH FUND (ACCOUNT # 10 353 5)

| | |
|----------------------------|-------------------|
| Beginning Balance ----- | 432,396.64 |
| Interest ----- | 26.13 |
| State of NE Payments ----- | 48,514.89 |
| Other Receipts ----- | 248.58 |
| Disbursements ----- | <u>78,778.02</u> |
| Bank Balance ----- | 402,408.22 |
| Amount Due District ----- | <u>34,576.17</u> |
| Available Balance ----- | <u>367,832.05</u> |

STUDENT FEE FUND (ACCOUNT #668-157)

| | |
|--|-----------------|
| Beginning Balance ----- | 1,291.26 |
| Receipts: Seward High School Activity Fund ----- | 0.00 |
| Interest ----- | 0.00 |
| Disbursements----- | <u>0.00</u> |
| Bank Balance ----- | <u>1,291.26</u> |

BOND FUND (ACCOUNT #60000586)

| | |
|--------------------------|---------------------|
| Beginning Balance----- | 1,071,226.68 |
| Bob Dahms - Taxes----- | 73,695.38 |
| Karey Adamy - Taxes----- | 7,083.92 |
| Deposit--Joens Bank----- | 139.62 |
| Interest----- | 67.55 |
| Disbursements----- | <u>83,268.75</u> |
| Bank Balance ----- | <u>1,068,944.40</u> |

**SCHOOL DISTRICT OF SEWARD
TREASURER'S REPORT
FOR THE MONTH
ENDED JUNE 30, 2022**

CD#70001325--JNB RATE OF .61% DATE DUE 11/28/2022-----

350,000.00

TOTAL IN BOND FUND ACCOUNT

1,418,944.40

Heidi Covert, Treasurer

**BUDGET PRINTOUT
RECAPITULATION
JUNE 30, 2022**

RECEIPTS PORTION OF THE 2021-2022 BUDGET

| | AMOUNT BUDGETED | AMOUNT RECEIVED | AMOUNT REMAINING | % RECEIVED TO DATE |
|----------------|--------------------|--------------------|---------------------|-----------------------|
| RECEIPTS | 21,620,000.00 | 18,022,386.07 | 3,597,613.93 | 83.36% |
| HOT LUNCH | | <u>972,706.44</u> | | |
| TOTAL RECEIPTS | | 18,995,092.51 | 2,624,907.49 | |

EXPENDITURES PORTION OF THE 2021-2022 BUDGET

| CATEGORY | BUDGET | SPENT | REMAINING | % EXPENDED |
|-----------------|---------------|---------------|--------------|------------|
| REG INSTRUCTION | 9,800,000.00 | 7,578,814.12 | 2,221,185.88 | 77.33% |
| SPECIAL ED | 3,200,000.00 | 2,088,919.26 | 1,111,080.74 | 65.28% |
| SS--PUPILS | 1,625,000.00 | 926,420.85 | 698,579.15 | 57.01% |
| SS-INSTRUCTION | 625,000.00 | 418,450.30 | 206,549.70 | 66.95% |
| GENERAL ADM | 400,000.00 | 270,362.26 | 129,637.74 | 67.59% |
| PRIN ADMIN | 1,200,000.00 | 864,507.68 | 335,492.32 | 72.04% |
| GEN BUSINESS | 400,000.00 | 215,217.04 | 184,782.96 | 53.80% |
| OPER/MAINT | 2,250,000.00 | 1,533,197.48 | 716,802.52 | 68.14% |
| TRANSPORTATION | 835,000.00 | 530,236.39 | 304,763.61 | 63.50% |
| FOUNDATION | 0.00 | 11,890.00 | -11,890.00 | 0.00% |
| TRANSFERS | 30,000.00 | 9,111.39 | 20,888.61 | 30.37% |
| GEN FUND TOTALS | 20,365,000.00 | 14,447,126.77 | 5,917,873.23 | 70.94% |
| FEDERAL FUNDS | 1,255,000.00 | 1,057,645.99 | 197,354.01 | 84.27% |
| SIXPENCE | | 144,570.80 | | |
| GRAND TOTAL | 21,620,000.00 | 15,649,343.56 | 5,970,656.44 | 72.38% |
| HOT LUNCH | 880,000.00 | 941,780.88 | | |
| TOTAL | 22,500,000.00 | 16,591,124.44 | | |

SEWARD HIGH SCHOOL

General Ledger Report

Financial Report

| | |
|------------|------------|
| From Date: | 6/1/2022 |
| To Date: | 06/30/2022 |

| | |
|------------|--------|
| From Acct: | 1 |
| To Acct: | 999999 |

Activity Accounts

| Acct | Account Name | Beg. Bal. | Recpt / JV | Disb / JV | Transfers | End. Bal. | YTD Payables | Work Bal |
|------|-----------------------|-------------|------------|--------------|-----------|--------------|--------------|--------------|
| 100 | DUAL CREDIT CLASSES | \$8,342.98 | \$0.00 | \$0.00 | \$0.00 | \$8,342.98 | \$0.00 | \$8,342.98 |
| 105 | ALTERNATIVE SCHOOL | \$268.84 | \$0.00 | \$0.00 | \$0.00 | \$268.84 | \$0.00 | \$268.84 |
| 110 | ACT CLASS | \$379.96 | \$0.00 | \$0.00 | \$0.00 | \$379.96 | \$0.00 | \$379.96 |
| 115 | HONOR SOCIETY | (\$268.06) | \$0.00 | \$0.00 | \$0.00 | (\$268.06) | \$0.00 | (\$268.06) |
| 120 | ALUMNI ASSOCIATION | \$738.03 | \$0.00 | \$0.00 | \$0.00 | \$738.03 | \$0.00 | \$738.03 |
| 125 | GUIDANCE | (\$467.54) | \$0.00 | \$0.00 | \$0.00 | (\$467.54) | \$0.00 | (\$467.54) |
| 126 | AMBASSADORS | \$679.09 | \$0.00 | \$0.00 | \$0.00 | \$679.09 | \$0.00 | \$679.09 |
| 127 | AP EXAMS | \$4,524.50 | \$0.00 | \$0.00 | \$0.00 | \$4,524.50 | \$0.00 | \$4,524.50 |
| 130 | CAREER ACADEMY | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 135 | BOWLING | \$592.71 | \$800.00 | \$(248.30) | \$0.00 | \$1,144.41 | \$0.00 | \$1,144.41 |
| 140 | FOOTBALL | \$320.60 | \$0.00 | \$(62.25) | \$0.00 | \$258.35 | \$0.00 | \$258.35 |
| 142 | FOOTBALL-UNIFORMS | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 145 | WRESTLING | \$561.32 | \$0.00 | \$0.00 | \$0.00 | \$561.32 | \$0.00 | \$561.32 |
| 147 | X-COUNTRY | \$864.11 | \$0.00 | \$0.00 | \$0.00 | \$864.11 | \$0.00 | \$864.11 |
| 149 | TRACK | \$862.25 | \$0.00 | \$0.00 | \$0.00 | \$862.25 | \$0.00 | \$862.25 |
| 150 | GIRLS BB CAMP | \$2,223.19 | \$2,455.00 | \$(354.69) | \$0.00 | \$4,323.50 | \$0.00 | \$4,323.50 |
| 155 | BOYS BB CAMP | \$9,866.96 | \$600.00 | \$(1,959.02) | \$0.00 | \$8,507.94 | \$0.00 | \$8,507.94 |
| 160 | BOYS SOCCER | \$387.82 | \$0.00 | \$0.00 | \$0.00 | \$387.82 | \$0.00 | \$387.82 |
| 165 | GIRLS SOCCER | \$2,271.40 | \$0.00 | \$0.00 | \$0.00 | \$2,271.40 | \$0.00 | \$2,271.40 |
| 170 | SOFTBALL | \$4,429.34 | \$565.00 | \$(692.25) | \$0.00 | \$4,302.09 | \$0.00 | \$4,302.09 |
| 175 | VOLLEYBALL | \$2,112.44 | \$1,820.00 | \$(535.50) | \$0.00 | \$3,396.94 | \$0.00 | \$3,396.94 |
| 180 | VIDEO ACCOUNT | \$4,703.55 | \$0.00 | \$0.00 | \$0.00 | \$4,703.55 | \$0.00 | \$4,703.55 |
| 185 | BASEBALL | \$2,044.52 | \$0.00 | \$0.00 | \$0.00 | \$2,044.52 | \$0.00 | \$2,044.52 |
| 190 | GIRLS GOLF | \$932.50 | \$0.00 | \$0.00 | \$0.00 | \$932.50 | \$0.00 | \$932.50 |
| 195 | BOYS GOLF | \$851.10 | \$0.00 | \$0.00 | \$0.00 | \$851.10 | \$0.00 | \$851.10 |
| 200 | SMUTNY SCHOLARSHIP | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 225 | ACADEMIC CONTESTS | \$1,044.00 | \$0.00 | \$0.00 | \$0.00 | \$1,044.00 | \$0.00 | \$1,044.00 |
| 230 | SCIP | \$342.50 | \$0.00 | \$0.00 | \$0.00 | \$342.50 | \$0.00 | \$342.50 |
| 240 | THORELL SCHOLARSHIPS | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 250 | PEPSI SCHOLARSHIPS | \$2,000.00 | \$0.00 | \$0.00 | \$0.00 | \$2,000.00 | \$0.00 | \$2,000.00 |
| 260 | SCHOLARSHIP ACCT. | \$140.00 | \$0.00 | \$0.00 | \$0.00 | \$140.00 | \$0.00 | \$140.00 |
| 270 | BOWMASTER SCHOLARSHIP | (\$25.00) | \$0.00 | \$0.00 | \$0.00 | (\$25.00) | \$0.00 | (\$25.00) |
| 275 | CONCESSIONS | \$3,418.44 | \$0.00 | \$(43.62) | \$0.00 | \$3,374.82 | \$0.00 | \$3,374.82 |
| 300 | Teacher Pop Fund | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 310 | VENDING SALES | \$6,217.52 | \$0.00 | \$(45.00) | \$0.00 | \$6,172.52 | \$0.00 | \$6,172.52 |
| 315 | DLC ACCOUNT | \$25.81 | \$0.00 | \$0.00 | \$0.00 | \$25.81 | \$0.00 | \$25.81 |
| 330 | DRIVER EDUCATION | \$5,760.00 | \$1,000.00 | \$0.00 | \$0.00 | \$6,760.00 | \$0.00 | \$6,760.00 |
| 400 | FBLA | (\$505.54) | \$2,170.00 | \$(5,915.03) | \$0.00 | (\$4,250.57) | \$0.00 | (\$4,250.57) |
| 410 | FFA | \$11,844.28 | \$5,004.47 | \$(319.03) | \$0.00 | \$16,529.72 | \$0.00 | \$16,529.72 |
| 415 | FCS LAB FEES | \$7,897.50 | \$0.00 | \$0.00 | \$0.00 | \$7,897.50 | \$0.00 | \$7,897.50 |
| 418 | DISTRICT 2 FCCLA | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 420 | FCCLA | \$6,545.62 | \$1,244.50 | \$0.00 | \$0.00 | \$7,790.12 | \$0.00 | \$7,790.12 |
| 425 | DRILL TEAM/DANCE | \$1,321.74 | \$0.00 | \$0.00 | \$0.00 | \$1,321.74 | \$0.00 | \$1,321.74 |
| 430 | SOCIAL MEDIA TEAM | \$5,981.18 | \$0.00 | \$0.00 | \$0.00 | \$5,981.18 | \$0.00 | \$5,981.18 |
| 440 | LEADERSHIP TEAM | \$3,533.22 | \$0.00 | \$0.00 | \$0.00 | \$3,533.22 | \$0.00 | \$3,533.22 |
| 445 | E SPORTS | \$112.31 | \$0.00 | \$0.00 | \$0.00 | \$112.31 | \$0.00 | \$112.31 |
| 450 | MATH | \$44.46 | \$0.00 | \$0.00 | \$0.00 | \$44.46 | \$0.00 | \$44.46 |
| 460 | SCIENCE LAB FEES | \$333.32 | \$0.00 | \$0.00 | \$0.00 | \$333.32 | \$0.00 | \$333.32 |
| 470 | KEY CLUB | \$5,705.48 | \$0.00 | \$0.00 | \$0.00 | \$5,705.48 | \$0.00 | \$5,705.48 |
| 475 | SPANISH ACCOUNT | \$66.94 | \$0.00 | \$0.00 | \$0.00 | \$66.94 | \$0.00 | \$66.94 |
| 490 | ART | \$5,102.94 | \$0.00 | \$0.00 | \$0.00 | \$5,102.94 | \$0.00 | \$5,102.94 |

SEWARD HIGH SCHOOL

General Ledger Report

Financial Report

From Date: 6/1/2022
To Date: 06/30/2022

From Acct: 1
To Acct: 999999

Activity Accounts

| Acct | Account Name | Beg. Bal. | Recpt / JV | Disb / JV | Transfers | End. Bal. | YTD Payables | Work Bal |
|--------------------------------------|-----------------------|---------------------|--------------------|----------------------|---------------|---------------------|---------------|---------------------|
| 495 | Study Abroad | \$3,944.23 | \$0.00 | \$(2,426.05) | \$0.00 | \$1,518.18 | \$0.00 | \$1,518.18 |
| 500 | YEARBOOK | \$2,873.36 | \$100.00 | \$0.00 | \$0.00 | \$2,973.36 | \$0.00 | \$2,973.36 |
| 520 | BAND TRIP | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 530 | SPEECH | (\$56.19) | \$0.00 | \$0.00 | \$0.00 | (\$56.19) | \$0.00 | \$(56.19) |
| 535 | DRAMATICS | \$5,927.98 | \$0.00 | \$0.00 | \$0.00 | \$5,927.98 | \$0.00 | \$5,927.98 |
| 540 | LIBRARY | \$1,398.29 | \$0.00 | \$0.00 | \$0.00 | \$1,398.29 | \$0.00 | \$1,398.29 |
| 545 | ALL SCHOOL READS | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 550 | BAND | \$1,605.60 | \$0.00 | \$0.00 | \$0.00 | \$1,605.60 | \$0.00 | \$1,605.60 |
| 554 | CHEERLEADERS | \$6,495.57 | \$0.00 | \$(315.00) | \$0.00 | \$6,180.57 | \$0.00 | \$6,180.57 |
| 555 | CHORUS | \$19,569.07 | \$0.00 | \$(1,157.80) | \$0.00 | \$18,411.27 | \$0.00 | \$18,411.27 |
| 560 | INDUSTRIAL ARTS/WOODS | \$2,121.52 | \$0.00 | \$(365.09) | \$0.00 | \$1,756.43 | \$0.00 | \$1,756.43 |
| 565 | TECH PREP/SKILLS USA | (\$695.33) | \$350.00 | \$0.00 | \$0.00 | (\$345.33) | \$0.00 | \$(345.33) |
| 570 | AUTO/WELDING | \$884.22 | \$0.00 | \$0.00 | \$0.00 | \$884.22 | \$0.00 | \$884.22 |
| 575 | POWER DRIVE | \$76.57 | \$0.00 | \$0.00 | \$0.00 | \$76.57 | \$0.00 | \$76.57 |
| 580 | PAY TO PLAY | \$10,194.47 | \$0.00 | \$0.00 | \$0.00 | \$10,194.47 | \$0.00 | \$10,194.47 |
| 600 | PHYSICAL EDUCATION | \$34.11 | \$0.00 | \$0.00 | \$0.00 | \$34.11 | \$0.00 | \$34.11 |
| 615 | REVOLVING ACCT | \$250.12 | \$0.00 | \$0.00 | \$0.00 | \$250.12 | \$0.00 | \$250.12 |
| 620 | NOW ACCOUNT | \$6,386.47 | \$19.93 | \$0.00 | \$0.00 | \$6,406.40 | \$0.00 | \$6,406.40 |
| 700 | SOCIAL STUDIES SCHOL | \$50.00 | \$0.00 | \$0.00 | \$0.00 | \$50.00 | \$0.00 | \$50.00 |
| 800 | ATHLETICS | \$78,877.83 | \$32,509.84 | \$(28,276.64) | \$0.00 | \$83,111.03 | \$0.00 | \$83,111.03 |
| 825 | WEIGHTROOM | \$129.19 | \$0.00 | \$0.00 | \$0.00 | \$129.19 | \$0.00 | \$129.19 |
| 850 | PRIDE | \$406.72 | \$0.00 | \$0.00 | \$0.00 | \$406.72 | \$0.00 | \$406.72 |
| 860 | AOK | \$393.91 | \$0.00 | \$0.00 | \$0.00 | \$393.91 | \$0.00 | \$393.91 |
| 865 | HOPE SQUAD | \$165.00 | \$0.00 | \$0.00 | \$0.00 | \$165.00 | \$0.00 | \$165.00 |
| 870 | STUDENT HELP FUND | \$431.73 | \$0.00 | \$0.00 | \$0.00 | \$431.73 | \$0.00 | \$431.73 |
| 900 | MEMORIALS | \$70.00 | \$0.00 | \$0.00 | \$0.00 | \$70.00 | \$0.00 | \$70.00 |
| 950 | IPAD FEES | \$5,637.60 | \$0.00 | \$0.00 | \$0.00 | \$5,637.60 | \$0.00 | \$5,637.60 |
| 955 | HORTICULTURE | \$505.00 | \$0.00 | \$0.00 | \$0.00 | \$505.00 | \$0.00 | \$505.00 |
| 2015 | CLASS OF 2015 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 2016 | CLASS OF 2016 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 2017 | CLASS OF 2017 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 2018 | CLASS OF 2018 | \$629.54 | \$0.00 | \$0.00 | \$0.00 | \$629.54 | \$0.00 | \$629.54 |
| 2019 | CLASS OF 2019 | \$40.70 | \$0.00 | \$0.00 | \$0.00 | \$40.70 | \$0.00 | \$40.70 |
| 2020 | CLASS OF 2020 | \$960.75 | \$0.00 | \$0.00 | \$0.00 | \$960.75 | \$0.00 | \$960.75 |
| 2021 | Class of 2021 | \$121.21 | \$0.00 | \$0.00 | \$0.00 | \$121.21 | \$0.00 | \$121.21 |
| 2022 | CLASS OF 2022 | (\$834.78) | \$0.00 | \$(706.40) | \$0.00 | (\$1,541.18) | \$0.00 | \$(1,541.18) |
| 2023 | CLASS OF 2023 | \$2,998.44 | \$0.00 | \$0.00 | \$0.00 | \$2,998.44 | \$0.00 | \$2,998.44 |
| 2024 | CLASS OF 2024 | \$2,428.00 | \$0.00 | \$0.00 | \$0.00 | \$2,428.00 | \$0.00 | \$2,428.00 |
| 2025 | CLASS OF 2025 | \$1,632.00 | \$0.00 | \$0.00 | \$0.00 | \$1,632.00 | \$0.00 | \$1,632.00 |
| Activity Accounts Grand Total | | \$269,781.23 | \$48,638.74 | \$(43,421.67) | \$0.00 | \$274,998.30 | \$0.00 | \$274,998.30 |

GL Accounts

| GL Acct | Begin Bal | Recpt / JV | Disb / JV | Transfers | End Bal | YTD Payables | Work Bal |
|-----------------------------------|---------------------|--------------------|----------------------|---------------|---------------------|---------------|---------------------|
| 992 CHECK ACCOUNT | \$269,781.23 | \$48,638.74 | \$(43,421.67) | \$0.00 | \$274,998.30 | \$0.00 | \$274,998.30 |
| General Ledger Grand Total | \$269,781.23 | \$48,638.74 | \$(43,421.67) | \$0.00 | \$274,998.30 | \$0.00 | \$274,998.30 |

SEWARD HIGH SCHOOL

General Ledger Report

Financial Report

| | |
|-------------------|------------|
| From Date: | 6/1/2022 |
| To Date: | 06/30/2022 |

| | |
|-------------------|--------|
| From Acct: | 1 |
| To Acct: | 999999 |

I have reviewed the above ledger report and attached reports for the current month. I find them accurate and complete to the best of my knowledge.

Bookkeeper: Mary Russell Date: 7/7/22
Principal: [Signature] Date: 7/7/22

**SEWARD HIGH SCHOOL
Bank Reconciliation Report**

Checking Account

992

Date From 6/1/2022
Date to 06/30/2022

| | |
|--|-------------------------|
| Ending Balance on Statement Dated : 06/30/2022 | \$323,608.00 |
| Outstanding Deposits (Bank Deposits) -> + | \$0.00 |
| Less Outstanding Checks: | \$48,609.70 |
| Cash Balance as of : 06/30/2022 | <u>\$274,998.30 ***</u> |

| | |
|--|-------------------------|
| Cash Balance for Checking as of 6/1/2022 | \$269,781.23 |
| Add: Total Deposits (Bank Deposits): | \$48,638.74 |
| Less: Total Checks and Withdrawals: | (\$43,421.67) |
| Computer Cash Balance as of : 06/30/2022 | <u>\$274,998.30 ***</u> |

Summary of Asset Accounts

| <u>Gl Acct</u> | <u>Account Name</u> | <u>Begin Bal</u> | <u>Recpt/JV</u> | <u>Disb/JV</u> | <u>Transfer</u> | <u>End Bal.</u> |
|--------------------|---------------------|---------------------|--------------------|----------------------|-----------------|---------------------|
| 992 | CHECK ACCOUNT | \$269,781.23 | \$48,638.74 | (\$43,421.67) | \$0.00 | \$274,998.30 *** |
| Grand Total | | \$269,781.23 | \$48,638.74 | (\$43,421.67) | \$0.00 | \$274,998.30 |

I have reviewed the above ledger report and attached reports for the current month. I find them accurate and complete to the best of my knowledge.

Bookkeeper: Mary Russell Date: 7/7/22
Principal: [Signature] Date: 7/7/22

***** Entries Must Match**

**SEWARD HIGH SCHOOL
Reconciliation Activity Account Report**

| |
|----------------------------|
| From Date: 6/1/2022 |
| To Date: 06/30/2022 |

| |
|-----------------------|
| From Acct: 800 |
| To Acct: 800 |

| Date | Payee Source Note | Invoice | PO | Doc Ref | Recp/JV | Disb/JV | Transfer | Balance | Offset Acct |
|---------------------------------------|---|-----------|-------|---------|--------------------|--------------------|---------------|---------------------------------------|--------------------|
| Activity Acct: 800 - ATHLETICS | | | | | | | | Beginning Balance: \$78,877.83 | |
| Advisor: John Moody | | | | | | | | | |
| 6/2/22 | RECEIPTS VARSITY GRP - ADV REVENUE | | | 7385 | \$4,142.50 | \$0.00 | \$0.00 | \$83,020.33 | 992 |
| 6/3/22 | RECEIPTS CASH BOX MONEY RETURNED | | | 7388 | \$2,800.00 | \$0.00 | \$0.00 | \$85,820.33 | 992 |
| 6/3/22 | RECEIPTS ENTRY FEES - CRETE | | | 7390 | \$165.00 | \$0.00 | \$0.00 | \$85,985.33 | 992 |
| 6/6/22 | CHAMPION TEAMWEAR TRACK SHORTS/JERSEYS | 101413766 | 14341 | 59128 | \$0.00 | \$644.85 | \$0.00 | \$85,340.48 | 992 |
| 6/8/22 | WELLS FARGO DISCUS RING | | 14823 | 59132 | \$0.00 | \$229.56 | \$0.00 | \$85,110.92 | 992 |
| 6/8/22 | MERLES FLOWER SHOP SR NIGHT FLOWERS | 0000441 | 14881 | 59133 | \$0.00 | \$49.00 | \$0.00 | \$85,061.92 | 992 |
| 6/8/22 | VALENTINO'S JV TRCK & GOLF HOSPITALITY | | 14883 | 59134 | \$0.00 | \$116.19 | \$0.00 | \$84,945.73 | 992 |
| 6/15/22 | ADAM BARRICKMAN ASSIGNING FEE - BB UMPS 2022 | 1 | 14896 | 59138 | \$0.00 | \$180.00 | \$0.00 | \$84,765.73 | 992 |
| 6/15/22 | ADAM BARRICKMAN VOID: PAYEE ERROR | 1 | 14896 | 59138 | \$0.00 | (\$180.00) | \$0.00 | \$84,945.73 | 992 |
| 6/15/22 | CAPITAL UMPIRES ASSOC ASSIGNING FEE - BB UMPS 2022 | 1 | 14896 | 59139 | \$0.00 | \$180.00 | \$0.00 | \$84,765.73 | 992 |
| 6/29/22 | RECEIPTS BLJY BOOSTERS - WEIGHT RM | | | 7398 | \$25,299.04 | \$0.00 | \$0.00 | \$110,064.77 | 992 |
| 6/29/22 | RECEIPTS CONF QUIZ BOWL ENTRY | | | 7400 | \$103.30 | \$0.00 | \$0.00 | \$110,168.07 | 992 |
| 6/29/22 | NSAA REGISTRATION FEES - '22/'23 | | 14899 | 59156 | \$0.00 | \$1,620.00 | \$0.00 | \$108,548.07 | 992 |
| 6/29/22 | ASPI SOLUTIONS JV TRACK MEET SERVICES | 14672 | 14906 | 59160 | \$0.00 | \$138.00 | \$0.00 | \$108,410.07 | 992 |
| 6/29/22 | NOVA FITNESS EQUIPMEI WEIGHT ROOM UPGRADES | 49106 | 14953 | 59165 | \$0.00 | \$25,299.04 | \$0.00 | \$83,111.03 | 992 |
| Totals | | | | | \$32,509.84 | \$28,276.64 | \$0.00 | \$83,111.03 | |
| | | | | | | | | Accounts Payable | \$0.00 |
| | | | | | | | | Working Balance | \$83,111.03 |
| | | | | | | | | Currently Encumbered (PO) | \$0.00 |

I have reviewed the above ledger report and attached reports for the current month. I find them accurate and complete to the best of my knowledge.

Bookkeeper: Mary Cassell Date: 7/7/22
Principal: [Signature] Date: 7/7/22

**SCHOOL DISTRICT OF SEWARD
PROPOSED WARRANTS
JULY 11, 2022**

| | | |
|--|------------------------|------------|
| Salaries from June | Salaries | 551,431.60 |
| Jones Bank | FIT/FICA | 7,646.51 |
| Tennessee Child Support | Garnishment | 59.98 |
| Jones Bank | FIT/FICA | 161,501.12 |
| Nebraska Child Support | Garnishment | 1,580.00 |
| ASPIRE | 403b | 9,525.00 |
| Jones Bank | FIT/FICA | 7,415.42 |
| Tennessee Child Support | Garnishment | 59.98 |
| Jones Bank | FIT/FICA | 5,632.18 |
| Tennessee Child Support | Garnishment | 59.98 |
| NPERS | Retirement | 154,972.33 |
| Nebraska Department of Revenue | State Tax | 28,361.10 |
| Pay Flex | Section 125 | 6,518.20 |
| ADA Badminton | Supplies | 127.55 |
| Amazon | Supplies | 10,501.78 |
| Apple Inc | Hot Lunch | 1,308.00 |
| Atlas Pen & Pencil | Supplies | 50.93 |
| Awards Unlimited | Other | 58.93 |
| Benes, Catherine | St. Vincents Title IIA | 230.80 |
| Bern's Body Shop | Transportation | 1,138.14 |
| BEST | Pupil Services | 15,859.06 |
| Blick Art Materials | Supplies | 278.55 |
| BlueCross BlueShield | Health Insurance | 207,497.74 |
| Bluum USA | Technology Supplies | 144.24 |
| Bohaty, Marilyn | St. Vincents Title IIA | 230.80 |
| Campbells Cleaning | Services | 12,000.00 |
| Canon Financial Services | Lease | 1,771.87 |
| Capital Business Systems, Inc | Lease | 470.87 |
| Card Services | Grounds | 359.94 |
| CareerSafe | Books | 1,875.00 |
| Carolina Biological Supply Co | Supplies | 79.27 |
| CCS Presentation Systems | Subscription | 3,894.00 |
| CDW-G | Technology | 14,010.17 |
| Cengage Learning | Books | 2,709.00 |
| Central Nebraska Rehabilitation Services | Pupil Services | 4,702.40 |
| Cerny, Dan | Mileage | 16.50 |
| City of Seward Utility Dept | Utilities | 27,058.99 |
| Cornhusker International Trucks | Transportation | 139.64 |
| Crane, Lisa | St. Vincents Title IIA | 230.80 |
| Crestline | Supplies | 1,553.76 |
| Culligan | Maintenance | 40.00 |
| DAS | Distance Learning | 259.49 |
| Designer Craft Woodworking, Inc | Maintenance | 11,255.00 |
| Dominy, Jessica | Phone | 150.00 |
| Dominy, Matt | Phone | 150.00 |
| Edvotek | Supplies | 210.90 |
| Engineered Controls | Maintenance | 299.92 |
| Erin M. McCartney | Garnishment | 153.00 |
| ESU 6 | ESU Expense | 122,298.73 |
| ESU 9 | Staff Dev. | 945.00 |
| Ewell Educational Services | Software | 590.00 |
| Farmers Cooperative | Transportation | 2,420.16 |
| FES | Software | 2,750.00 |
| Flinn Scientific | Equipment | 1,690.86 |

**SCHOOL DISTRICT OF SEWARD
PROPOSED WARRANTS
JULY 11, 2022**

| | | |
|------------------------------------|------------------------|-----------|
| Gopher | Supplies | 240.80 |
| Grainger | Maintenance | 104.90 |
| Hall-Schmeckpeper, Shannon | Phone | 150.00 |
| Houchen Bindery | Repairs | 92.00 |
| i-Blason, LLC | Technology | 750.00 |
| Inland Truck Parts & Service | Transportation | 1,115.92 |
| J.F. Ahern | Maintenance | 592.00 |
| JWPepper | Supplies | 993.49 |
| Kaye-Skinner, Ben | Supplies | 100.00 |
| Kleenslate Concepts | Supplies | 221.95 |
| K-Log | Furniture | 5,911.51 |
| Lakeshore Learning | Supplies | 166.17 |
| Library Store, The | Furniture | 526.70 |
| Literacy Resources | Books | 1,039.18 |
| Madison National Life | LTD Ins. | 2,644.73 |
| Marlin's Plumbing, Heating & A/C | Hot Lunch Repairs | 27.00 |
| Marshall, Dorothy | St. Vincents Title IIA | 230.80 |
| Matheson | Supplies | 414.15 |
| McCool Junction Public School | Tech. Supplies | 200.00 |
| Meehl, Jan | Pupil Services | 347.85 |
| Menards | Maintenance | 779.95 |
| Midwest Auto Parts (Napa) | Maintenance | 41.44 |
| Midwest Floor Covering | Maintenance | 28,515.00 |
| Midwest Technology | Supplies | 1,526.10 |
| NAAE, Inc | Dues & Fees | 1,030.00 |
| NAEA | Dues & Fees | 235.00 |
| NASCD | HAL | 745.00 |
| Nebraska ASCD | Dues & Fees | 40.00 |
| Nebraska/Central Equipment | Transportation | 711.34 |
| Nebraska Library Commission | Software | 4,121.29 |
| Nebraska State Fire Marshal Agency | Maintenance | 612.00 |
| Nova Fitness Equipment | Repairs | 586.21 |
| NSIAAA | Dues & Fees | 250.00 |
| One Source | Admin. Expense | 15.00 |
| OnSolve LLC | Technology | 2,589.25 |
| O'Reilly | Transportation | 43.23 |
| Oriental Trading | Supplies | 126.39 |
| Paper101 | Supplies | 3,815.07 |
| Paper Tiger | Business Support | 30.00 |
| Pay Flex | Section 125 | 137.70 |
| Pfeiffer, Angela | Supplies | 23.37 |
| Plank Road Publishing | Supplies | 132.45 |
| Player Development Products LLC | Equipment | 458.62 |
| Providence Working Canines | Services | 150.00 |
| Ray, Denise | St. Vincents Title IIA | 53.75 |
| Reed Electric | Maintenance | 1,044.25 |
| Rickert, Ben | Supplies | 9.95 |
| S & S Worldwide | Supplies | 2,074.25 |
| Sack Lumber | Maintenance | 79.38 |
| Savvas | Textbook Loans | 5,234.64 |

**SCHOOL DISTRICT OF SEWARD
PROPOSED WARRANTS
JULY 11, 2022**

| | | |
|---|------------------------|---------------------|
| Scholastic Inc | Periodicals | 115.78 |
| School Dist. Of Seward High School Activity | Reimbursement | 25,282.39 |
| School Specialty | Supplies | 809.17 |
| Seegebarth, Beth | Supplies | 64.44 |
| Seward County Clerk | Election Exp. | 100.00 |
| Seward County Independent | Advertising | 233.20 |
| Seward Lumber | Maintenance | 239.34 |
| Sherwin Williams | Maintenance | 838.72 |
| Sitspots | Supplies | 30.13 |
| Software Unlimited | Data Processing | 3,950.00 |
| Sphero Inc | Supplies | 148.16 |
| Sports Express | Supplies | 739.50 |
| Sumdog | Software | 360.00 |
| Sunbelt Rentals | Maintenance | 3,295.93 |
| Symmetry | Utilities | 6,838.24 |
| Teachers Discovery | Supplies | 323.02 |
| Teacher Direct | Supplies | 234.56 |
| Teaching Strategies | Subscription | 1,230.00 |
| Tech Masters | Hot Lunch Repairs | 257.00 |
| Terrapin | Supplies | 1,022.68 |
| Time Warner Cable | Phone | 114.98 |
| TK Elevator Corporation | Maintenance | 736.25 |
| Trend Enterprises | Supplies | 111.80 |
| Twin Rivers Urgent Care | Transportation | 125.00 |
| Unity School Bus Parts | Transportation | 1,261.16 |
| University of Nebraska-Lincoln | Dues & Fees | 2,000.00 |
| UNUM | Life Ins. | 522.00 |
| Uribe | Services | 3,196.56 |
| US Cellular | Communications | 130.47 |
| Verizon | Telephone | 157.49 |
| Virco | Furniture | 9,474.72 |
| Wards Science | Supplies | 802.62 |
| Warriner, Laura | St. Vincents Title IIA | 230.80 |
| WaterLink | Maintenance | 225.00 |
| Wells Fargo | Staff Dev. | 1,358.20 |
| Wells Fargo | Travel | 133.32 |
| William MacGill & Co | Supplies | 256.44 |
| Windstream | Telephone | 2,108.45 |
| Woodwind Brasswind | Supplies | 244.65 |
| Worthington Direct | Furniture | 3,657.95 |
| | | |
| TOTAL GENERAL FUND CLAIMS | | 1,530,315.09 |

**SCHOOL DISTRICT OF SEWARD
PROPOSED SPECIAL BUILDING FUND CLAIMS
JULY 11, 2022**

| | | |
|---------------------------|------------------------|-------------------|
| FACILITY ADVOCATES | HS HVAC PROJECT | 154,725.00 |
|---------------------------|------------------------|-------------------|

| | | |
|--|--------------|-------------------|
| | TOTAL | 154,725.00 |
|--|--------------|-------------------|

**SCHOOL DISTRICT OF SEWARD
PROPOSED DEPRECIATION FUND CLAIMS
JULY 11, 2022**

AA LEUPOLD & SON INC

HS GYM PAINTING

31,300.00

TOTAL 31,300.00