Chase County Schools creates exceptional opportunities, fosters strong relationships, and empowers students to succeed.

Board of Education Regular Meeting
Tuesday, July 14, 2026 6:00 PM
Conference Room
520 E 9th Street
Imperial, NE 69033

Agenda

I. CALL MEETING TO ORDER
II. APPROVAL OF MINUTES
III. APPROVAL OF FINANCIAL REPORT
IV. PUBLIC COMMENT
V. INFORMATION AND PROPOSALS
    1. ACTIVITY DIRECTOR'S REPORT
    2. PRINCIPALS' REPORT
    3. STUDENT COUNCIL REPORT
    4. SUPERINTENDENT'S REPORT
    5. BOARD COMMITTEE REPORT
    6. FOOD SERVICE REPORT
VI. ACTION ITEMS
    1. Discuss, consider and take all necessary action in approving the policy updates from KSB School Law.
    2. Discuss, consider and take all necessary action in regard to approving the handbooks for the 26-27 school year.
    3. Discuss, consider and take all necessary action in regard to leasing a coach bus for the 26-27 school year.
    4. Discuss, consider and take all necessary action in regard to substitute teacher pay.
VII. DISCUSSION ITEMS
    1. Discuss the classified staff pay schedule.
VIII. ADJOURN

Meeting the challenge, exceeding expectations and Continuing our legacy of excellence

Board of Education Regular Meeting
Tuesday, June 9, 2026 6:00 PM
Conference Room
520 E 9th Street
Imperial, NE 69033
Posted Locations:

Imperial Republican

Posted Date: 6/4/26
Attendance Taken at 6:00 PM.

Cindy Arterburn:	Present
Jake Banks:	Present
Jeff Banks:	Present
Josh Fries:	Absent
Willy O'Neil:	Present
Jeff Olsen:	Present
Dan Reeves:	Present
Carrie Terryberry:	Absent
Steve Wallin:	Absent

I. CALL MEETING TO ORDER

Vice President O'Neil called the meeting to order at 6:00 PM.

II. APPROVAL OF MINUTES

Motion to approve the minutes as presented. Passed with a motion by Jeff Olsen and a second by Cindy Arterburn.
Cindy Arterburn: Yea, Jake Banks: Yea, Jeff Banks: Yea, Willy O'Neil: Yea, Jeff Olsen: Yea, Dan Reeves: Yea

III. APPROVAL OF FINANCIAL REPORT

Motion to approve the financial report in the amount of $824,704.72. Passed with a motion by Jake Banks and a second by Jeff Banks.
Cindy Arterburn: Yea, Jake Banks: Yea, Jeff Banks: Yea, Willy O'Neil: Yea, Jeff Olsen: Yea, Dan Reeves: Yea

IV. PUBLIC COMMENT

No public comment.

V. INFORMATION AND PROPOSALS

V.1. ACTIVITY DIRECTOR'S REPORT

*See report in Sparq meetings

V.2. PRINCIPALS' REPORT

*See reports in Sparq meetings

V.3. STUDENT COUNCIL REPORT

No student council reports

V.4. SUPERINTENDENT'S REPORT

*See report in Sparq meetings

V.5. BOARD COMMITTEE REPORT

No board committee reports

V.6. FOOD SERVICE REPORT

No food service reports

VI. ACTION ITEMS

VI.1. Discuss, consider and take all necessary action in regard to a service contract with Rural Rehabilitation Services for the 26-27 school year.

Motion to approve the Rural Rehabilitation Services contract for the 2026-2027 school year.
Passed with a motion by Cindy Arterburn and a second by Dan Reeves.
Cindy Arterburn: Yea, Jake Banks: Yea, Jeff Banks: Yea, Willy O'Neil: Yea, Jeff Olsen: Yea, Dan Reeves: Yea

VI.2. Discuss, consider and take all necessary action in regard to the purchase of pre-school furniture for the 2 new pre-school classrooms.

Motion to approve the purchase of the preschool furniture for the 2 new preschool classrooms.
Tabled with a motion by Dan Reeves and a second by Jeff Banks.
Cindy Arterburn: Yea, Jake Banks: Yea, Jeff Banks: Yea, Willy O'Neil: Yea, Jeff Olsen: Yea, Dan Reeves: Yea

VI.3. Discuss, consider and take all necessary action in regard to substitute teacher pay.

Motion to take action in regard to substitute teacher pay. Tabled with a motion by Jeff Banks and a second by Jake Banks.
Cindy Arterburn: Yea, Jake Banks: Yea, Jeff Banks: Yea, Willy O'Neil: Yea, Jeff Olsen: Yea, Dan Reeves: Yea

VII. DISCUSSION ITEMS

No discussion items.

VIII. ADJOURN

Meeting adjourned at 6:51 PM.

_____
Board President

_____
Board Secretary

Chase Cash Worksheet

Printed: 07/09/2026 5:20:45PM
Chase County Schools

Date Range: 9/1/2025 to 6/30/2026

General 01 Account Number	Description		Balance Forward	Current Year Activity	Account Balance	
01-901		Cash Account	5,740,462.00	(43,611.79)	5,696,850.21	
01-904		Payroll Account	5,394.43	19,355.76	24,750.19	
01-907		Clearing Account	60,592.81	2,441.31	63,034.12	
01-916		County Treasurer Balance	0.00	0.00	0.00	
01-905		Sect 125 Account	454.59	0.65	455.24	
01-805		CD-716	71,078.97	568.85	71,647.82	
01-807		CD-784	73,915.01	0.00	73,915.01	
01-824		CD701	17,034.01	135.01	17,169.02	
01-831		CD845	63,469.55	0.00	63,469.55	
	01	**General**	6,032,401.37	(21,110.21)	6,011,291.16	Fund
02-901		Cash Account	108,701.06	(16,791.16)	91,909.90	
02-814		CD136	14,585.59	0.00	14,585.59	
02-832		CD952	68,132.85	0.00	68,132.85	
	02	**Depreciation**	191,419.50	(16,791.16)	174,628.34	Fund
03-0-110-05		Unemployment Account	22,754.05	16.96	22,771.01	
	03	**Employee Benefit Fund**	22,754.05	16.96	22,771.01	Fund
05-901		Cash Account	368,861.66	0.00	368,861.66	
05-902		Checking	(514.41)	0.00	(514.41)	
05-806		CD-851	69,749.79	558.21	70,308.00	
05-810		CD383	14,127.10	0.00	14,127.10	
05-826		CD333	6,226.65	48.22	6,274.87	
05-827		CD703	6,248.44	0.00	6,248.44	
05-828		CD195	6,381.87	47.26	6,429.13	
05-829		CD196	12,470.58	92.34	12,562.92	
05-903		FBLA Bank Account	37,236.72	0.00	37,236.72	
	05	**Activities**	520,788.40	746.03	521,534.43	Fund
06-901		Cash Account	188,966.08	(24,631.64)	164,334.44	
	06	**School Nutrition**	188,966.08	(24,631.64)	164,334.44	Fund
07-913		Bond Fund	0.00	0.00	0.00	
	07	**Bond**	0.00	0.00	0.00	Fund
08-909		Building Fund	1,035,191.01	23,861.73	1,059,052.74	
08-918		Public Funds	0.00	0.00	0.00	
	08	**Special Building**	1,035,191.01	23,861.73	1,059,052.74	Fund
09-908		QCPUF	0.00	0.00	0.00	
	09	**Qualified Capital Purpose Undertaking**	0.00	0.00	0.00	Fund
12-901		Cash Account	1,178.89	0.10	1,178.99	

Chase Cash Worksheet

Printed: 07/09/2026 5:20:45PM
Chase County Schools

Student Fee 12 Account Number	Description	Balance Forward	Current Year Activity	Account Balance	
12	Student Fee	1,178.89	0.10	1,178.99	Fund
	Report Total:	7,992,699.30	(37,908.19)	7,954,791.11	

Chase Revenue and Expenditure Report

Report as of: 6/30/2026

Printed: 07/09/2026 5:22:02PM
Chase County Schools

General 01

Account Type I Revenue
Source of Revenue/Functi

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
Revenue								
01-1-01100-000-000	Taxes Levied/Assessed by the School District	390,641.41	3,727,524.15	0.00	7,375,154.00	3,647,629.85	50.54	01-1-01100-000-000
01-1-01115-000-000	Carline Taxes	0.00	444.00	0.00	1,000.00	556.00	44.40	01-1-01115-000-000
01-1-01125-000-000	Motor Vehicle Taxes	28,834.25	423,024.36	0.00	420,000.00	(3,024.36)	100.72	01-1-01125-000-000
01-1-01140-000-000	Penalties & Interest	496.63	9,296.75	0.00	0.00	(9,296.75)	0.00	01-1-01140-000-000
01-1-01322-000-000	Tuition from Other Government Sources Within the S	7,020.00	15,210.00	0.00	10,000.00	(5,210.00)	152.10	01-1-01322-000-000
01-1-01510-000-000	Interest	4,906.10	31,548.01	0.00	5,000.00	(26,548.01)	630.96	01-1-01510-000-000
01-1-01800-000-000	Revenue From Community Services Activities	0.00	0.00	0.00	7,500.00	7,500.00	0.00	01-1-01800-000-000
01-1-01910-000-000	Rentals of School Equipment, Property, and Facilit	13,800.00	13,800.00	0.00	5,000.00	(8,800.00)	276.00	01-1-01910-000-000
01-1-01911-000-000	Local License Fees	2,535.86	26,165.43	0.00	0.00	(26,165.43)	0.00	01-1-01911-000-000
01-1-01980-000-000	Refund Of Prior Year`s Expenditures	0.00	6,751.02	0.00	0.00	(6,751.02)	0.00	01-1-01980-000-000
01-1-01990-000-000	Miscellaneous Local Revenue	0.00	81.79	0.00	0.00	(81.79)	0.00	01-1-01990-000-000
01-1-02110-000-000	County Fines & License Fees	0.00	84.80	0.00	0.00	(84.80)	0.00	01-1-02110-000-000
01-1-02210-000-000	ESU Receipts	1,732.92	4,149.99	0.00	6,000.00	1,850.01	69.17	01-1-02210-000-000
01-1-03110-000-000	State Aid	132,811.00	1,328,119.00	0.00	310,475.00	(1,017,644.00)	427.77	01-1-03110-000-000
01-1-03120-000-000	SPED (School Age)	37,387.00	676,405.00	0.00	240,000.00	(436,405.00)	281.84	01-1-03120-000-000
01-1-03125-000-000	SPED Transportation (School Age)ents.	0.00	0.00	0.00	4,000.00	4,000.00	0.00	01-1-03125-000-000
01-1-03130-000-000	Homestead Exemption	10,990.66	43,962.64	0.00	0.00	(43,962.64)	0.00	01-1-03130-000-000
01-1-03131-000-000	Property Tax Credit	0.00	3,142,552.88	0.00	0.00	(3,142,552.88)	0.00	01-1-03131-000-000
01-1-03180-000-000	Pro-Rate Motor Vehicle	0.00	13,686.89	0.00	15,000.00	1,313.11	91.25	01-1-03180-000-000
01-1-03400-000-000	State Apportionment	0.00	139,537.13	0.00	82,000.00	(57,537.13)	170.17	01-1-03400-000-000
01-1-03535-000-000	Payment for High Ability Learners	0.00	6,689.00	0.00	5,000.00	(1,689.00)	133.78	01-1-03535-000-000
01-1-04305-000-000	Title 8 (Impact Aid)	0.00	0.00	0.00	34,000.00	34,000.00	0.00	01-1-04305-000-000
01-1-04310-000-000	REAP	46,839.00	46,839.00	0.00	0.00	(46,839.00)	0.00	01-1-04310-000-000
01-1-04505-000-000	Title I, Part A ESSA Improving Basic Programs Oper	0.00	64,715.00	0.00	95,000.00	30,285.00	68.12	01-1-04505-000-000
01-1-04512-000-000	IDEA Part B (611) Base Allocation	0.00	0.00	0.00	144,000.00	144,000.00	0.00	01-1-04512-000-000
01-1-04516-000-000	IDEA Preschool (619) Base/IDEA Enrollment Poverty	0.00	4,749.00	0.00	0.00	(4,749.00)	0.00	01-1-04516-000-000
01-1-04518-000-000	IDEA Part B (611) Base & Enrollment Poverty Alloca	0.00	58,161.00	0.00	0.00	(58,161.00)	0.00	01-1-04518-000-000
01-1-04521-000-000	IDEA Part B Proportionate Share	0.00	279.00	0.00	0.00	(279.00)	0.00	01-1-04521-000-000
01-1-04530-000-000	Other Federal Categorical Receipts	0.00	0.00	0.00	15,000.00	15,000.00	0.00	01-1-04530-000-000
01-1-04708-000-000	Medicaid in Public Schools	5.66	581.03	0.00	5,500.00	4,918.97	10.56	01-1-04708-000-000

Chase Revenue and Expenditure Report

Printed: 07/09/2026 5:22:02PM
Chase County Schools

General 01

Account Type I Revenue
Source of Revenue/Functi

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
01-1-05200-000-000	Fund Transfers In	0.00	195.26	0.00	0.00	(195.26)	0.00	01-1-05200-000-000
01-1-05300-000-000	Proceeds From the Disposal of Real or Personal Pro	60.00	5,160.00	0.00	0.00	(5,160.00)	0.00	01-1-05300-000-000
01-1-05301-000-000	Insurance Adjustments	48,272.34	48,272.34	0.00	0.00	(48,272.34)	0.00	01-1-05301-000-000
Local Receipts								
01-1-01960-000-000	Miscellaneous Revenues From Other Local Government	0.00	150.00	0.00	0.00	(150.00)	0.00	01-1-1960-000-000
1000 Local Receipts		0.00	150.00	0.00	0.00	(150.00)	0.00	** Source of Revenue/Function
I Revenue		726,332.83	9,838,134.47	0.00	8,779,629.00	(1,058,505.47)	112.06	* Account Type
Expense								
01-2-01100-111-000	Regular Instruction-Salaries of Regular Employees	2,981.03	3,207.95	0.00	1,500.00	(1,707.95)	213.86	01-2-01100-111-000
01-2-01100-111-001	Regular Instruction-Salaries of Regular Employees	99,784.20	932,626.54	0.00	1,200,000.00	267,373.46	77.72	01-2-01100-111-001
01-2-01100-111-002	Regular Instruction-Salaries of Regular Employees	85,054.89	823,462.61	0.00	1,100,000.00	276,537.39	74.86	01-2-01100-111-002
01-2-01100-111-003	Regular Instruction-Salaries of Regular Employees	62,258.75	605,617.27	0.00	726,442.00	120,824.73	83.37	01-2-01100-111-003
01-2-01100-112-002	Regular Instruction-Salaries of Regular Employees	4,364.14	54,479.77	0.00	75,000.00	20,520.23	72.64	01-2-01100-112-002
01-2-01100-122-002	Regular Instruction-Salaries of Temporary Employee	0.00	1,122.00	0.00	5,500.00	4,378.00	20.40	01-2-01100-122-002
01-2-01100-123-001	Regular Instruction-Salaries of Temporary Employee	5,420.00	39,350.00	0.00	60,000.00	20,650.00	65.58	01-2-01100-123-001
01-2-01100-123-002	Regular Instruction-Salaries of Temporary Employee	7,140.00	66,147.64	0.00	45,000.00	(21,147.64)	146.99	01-2-01100-123-002
01-2-01100-123-003	Regular Instruction-Salaries of Temporary Employee	1,578.75	19,185.00	0.00	23,000.00	3,815.00	83.41	01-2-01100-123-003
01-2-01100-151-001	Regular Instruction-Additional Compensation Paid t	11,966.64	121,476.34	0.00	150,000.00	28,523.66	80.98	01-2-01100-151-001
01-2-01100-151-002	Regular Instruction-Additional Compensation Paid t	649.14	6,491.64	0.00	11,000.00	4,508.36	59.01	01-2-01100-151-002
01-2-01100-151-003	Regular Instruction-Additional Compensation Paid t	2,961.63	22,416.63	0.00	35,000.00	12,583.37	64.05	01-2-01100-151-003
01-2-01100-152-001	Regular Instruction-Additional Compensation Paid t	410.00	48,175.00	0.00	40,500.00	(7,675.00)	118.95	01-2-01100-152-001
01-2-01100-152-002	Regular Instruction-Additional Compensation Paid t	0.00	0.00	0.00	800.00	800.00	0.00	01-2-01100-152-002

Chase Revenue and Expenditure Report

Printed: 07/09/2026 5:22:02PM
Chase County Schools

General 01

Account Type X Expense
Source of Revenue/Functi

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
01-2-01100-152-003	Regular Instruction-Additional Compensation Paid t	0.00	22,345.00	0.00	11,000.00	(11,345.00)	203.14	01-2-01100-152-003
01-2-01100-211-000	Regular Instruction-Group Insurance for Teachers/P	0.00	0.00	0.00	250.00	250.00	0.00	01-2-01100-211-000
01-2-01100-211-001	Regular Instruction-Group Insurance for Teachers/P	29,647.99	294,369.48	0.00	337,000.00	42,630.52	87.35	01-2-01100-211-001
01-2-01100-211-002	Regular Instruction-Group Insurance for Teachers/P	22,474.10	224,792.23	0.00	340,000.00	115,207.77	66.12	01-2-01100-211-002
01-2-01100-211-003	Regular Instruction-Group Insurance for Teachers/P	18,083.31	177,548.90	0.00	208,000.00	30,451.10	85.36	01-2-01100-211-003
01-2-01100-212-001	Regular Instruction-Addit (Inc	0.00	4.74	0.00	50.00	45.26	9.48	01-2-01100-212-001
01-2-01100-212-002	Regular Instruction-Salar (BCB	10.96	3,001.53	0.00	19,840.00	16,838.47	15.13	01-2-01100-212-002
01-2-01100-212-003	Regular Instruction-Addit (Inc	0.00	3.04	0.00	0.00	(3.04)	0.00	01-2-01100-212-003
01-2-01100-213-001	Regular Instruction-Salar (BCB	152.39	1,452.67	0.00	4,134.00	2,681.33	35.14	01-2-01100-213-001
01-2-01100-213-002	Regular Instruction-Salar (BCB	323.63	2,217.79	0.00	3,700.00	1,482.21	59.94	01-2-01100-213-002
01-2-01100-213-003	Regular Instruction-Salar (BCB	107.37	1,196.74	0.00	2,200.00	1,003.26	54.40	01-2-01100-213-003
01-2-01100-219-001	Early Retirement -ES (BCBS-DBe	0.00	0.00	0.00	250.00	250.00	0.00	01-2-01100-219-001
01-2-01100-219-002	Early Retirement -HS (BCBS-DBe	0.00	0.00	0.00	750.00	750.00	0.00	01-2-01100-219-002
01-2-01100-221-000	Regular Instruction-Social Security Payments for T	0.00	0.00	0.00	75.00	75.00	0.00	01-2-01100-221-000
01-2-01100-221-001	Regular Instruction-Social Security Payments for T	8,335.47	78,484.58	0.00	98,000.00	19,515.42	80.09	01-2-01100-221-001
01-2-01100-221-002	Regular Instruction-Social Security Payments for T	6,021.36	60,714.29	0.00	84,000.00	23,285.71	72.28	01-2-01100-221-002
01-2-01100-221-003	Regular Instruction-Social Security Payments for T	4,861.69	46,782.83	0.00	60,000.00	13,217.17	77.97	01-2-01100-221-003
01-2-01100-222-001	Regular Instruction-Addit (FIC	31.37	3,684.89	0.00	3,450.00	(234.89)	106.81	01-2-01100-222-001
01-2-01100-222-002	Regular Instruction-Salar (FIC	333.86	3,957.97	0.00	4,600.00	642.03	86.04	01-2-01100-222-002
01-2-01100-222-003	Regular Instruction-Addit (FIC	0.00	1,709.02	0.00	1,100.00	(609.02)	155.37	01-2-01100-222-003
01-2-01100-223-001	Regular Instruction-Social Security Payments for S	414.29	2,998.56	0.00	4,500.00	1,501.44	66.63	01-2-01100-223-001
01-2-01100-223-002	Regular Instruction-Social Security Payments for S	529.43	4,950.09	0.00	3,300.00	(1,650.09)	150.00	01-2-01100-223-002
01-2-01100-223-003	Regular Instruction-Social Security Payments for S	115.14	1,417.87	0.00	1,900.00	482.13	74.62	01-2-01100-223-003
01-2-01100-229-000	Regular Instruction-Early (FIC	0.00	0.00	0.00	250.00	250.00	0.00	01-2-01100-229-000
01-2-01100-229-001	Early Retirement -ES (FICA)	0.00	0.00	0.00	200.00	200.00	0.00	01-2-01100-229-001
01-2-01100-229-002	Early Retirement -HS (FICA)	0.00	0.00	0.00	250.00	250.00	0.00	01-2-01100-229-002
01-2-01100-231-000	Regular Instruction-Retirement Contributions for T	0.00	0.00	0.00	100.00	100.00	0.00	01-2-01100-231-000

Chase Revenue and Expenditure Report

Printed: 07/09/2026 5:22:02PM
Chase County Schools

General 01

Account Type X Expense
Source of Revenue/Functi

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
01-2-01100-231-001	Regular Instruction-Retirement Contributions for T	6,014.20	58,362.07	0.00	92,000.00	33,637.93	63.44	01-2-01100-231-001
01-2-01100-231-002	Regular Instruction-Retirement Contributions for T	4,408.32	45,330.85	0.00	80,000.00	34,669.15	56.66	01-2-01100-231-002
01-2-01100-231-003	Regular Instruction-Retirement Contributions for T	3,545.74	34,809.83	0.00	55,650.00	20,840.17	62.55	01-2-01100-231-003
01-2-01100-232-001	Regular Instruction-Addit (NPE	0.00	159.44	0.00	0.00	(159.44)	0.00	01-2-01100-232-001
01-2-01100-232-002	Regular Instruction-Salar (NPE	242.43	3,026.35	0.00	4,750.00	1,723.65	63.71	01-2-01100-232-002
01-2-01100-232-003	Regular Instruction-Addit (NPE	0.00	102.48	0.00	0.00	(102.48)	0.00	01-2-01100-232-003
01-2-01100-233-001	Regular Instruction-Retirement Contributions for S	33.30	266.39	0.00	1,100.00	833.61	24.22	01-2-01100-233-001
01-2-01100-233-002	Regular Instruction-Retirement Contributions for S	27.23	303.59	0.00	750.00	446.41	40.48	01-2-01100-233-002
01-2-01100-233-003	Regular Instruction-Retirement Contributions for S	8.81	147.42	0.00	400.00	252.58	36.86	01-2-01100-233-003
01-2-01100-237-000	Regular Instruction-Increased Retirement Contrib	0.00	0.00	0.00	100.00	100.00	0.00	01-2-01100-237-000
01-2-01100-237-001	Regular Instruction-Increased Retirement Contrib	2,748.86	26,721.68	0.00	33,000.00	6,278.32	80.97	01-2-01100-237-001
01-2-01100-237-002	Regular Instruction-Salar (NPE	2,126.32	22,118.39	0.00	30,250.00	8,131.61	73.12	01-2-01100-237-002
01-2-01100-237-003	Regular Instruction-Salar (NPE	1,615.68	15,936.31	0.00	20,034.00	4,097.69	79.55	01-2-01100-237-003
01-2-01100-239-000	Regular Instruction-Early Retirement or Terminatio	0.00	0.00	0.00	3,000.00	3,000.00	0.00	01-2-01100-239-000
01-2-01100-239-001	Early Retirement -ES	0.00	0.00	0.00	2,000.00	2,000.00	0.00	01-2-01100-239-001
01-2-01100-239-002	Early Retirement -HS	0.00	0.00	0.00	3,000.00	3,000.00	0.00	01-2-01100-239-002
01-2-01100-281-000	Regular Instruction-Health Benefits Paid for Teach	0.00	0.00	0.00	600.00	600.00	0.00	01-2-01100-281-000
01-2-01100-281-001	Regular Instruction-Health Benefits Paid for Teach	861.29	11,756.49	0.00	20,150.00	8,393.51	58.34	01-2-01100-281-001
01-2-01100-281-002	Regular Instruction-Health Benefits Paid for Teach	1,323.30	16,405.84	0.00	22,250.00	5,844.16	73.73	01-2-01100-281-002
01-2-01100-281-003	Regular Instruction-Health Benefits Paid for Teach	714.10	8,401.54	0.00	12,200.00	3,798.46	68.87	01-2-01100-281-003
01-2-01100-282-002	Regular Instruction-Salar (HSA	0.00	0.00	0.00	100.00	100.00	0.00	01-2-01100-282-002
01-2-01100-283-001	Regular Instruction-Salar (HSA	0.00	76.46	0.00	500.00	423.54	15.29	01-2-01100-283-001
01-2-01100-283-002	Regular Instruction-Salar (HSA	46.10	301.92	0.00	600.00	298.08	50.32	01-2-01100-283-002
01-2-01100-283-003	Regular Instruction-Salar (HSA	15.30	144.82	0.00	350.00	205.18	41.38	01-2-01100-283-003
01-2-01100-289-001	Early Retirement -ES (HSA)	0.00	0.00	0.00	50.00	50.00	0.00	01-2-01100-289-001
01-2-01100-289-002	Early Retirement -HS (HSA-Pinn	0.00	0.00	0.00	75.00	75.00	0.00	01-2-01100-289-002
01-2-01100-580-000	Regular Instruction-Travel	0.00	3,267.70	0.00	8,000.00	4,732.30	40.85	01-2-01100-580-000
01-2-01100-580-001	Regular Instruction-Travel	288.51	2,597.90	794.85	12,000.00	8,607.25	32.35	01-2-01100-580-001

General 01

Account Type X Expense
Source of Revenue/Functi

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
01-2-01100-580-002	Regular Instruction-Travel	0.00	10.26	0.00	4,000.00	3,989.74	8.31	01-2-01100-580-002
01-2-01100-580-003	Regular Instruction-Travel	0.00	505.05	0.00	1,000.00	494.95	50.51	01-2-01100-580-003
01-2-01100-593-000	Regular Instruction-Services Purchased from a Thir	0.00	0.00	0.00	0.00	0.00	0.00	01-2-01100-593-000
01-2-01100-610-000	Regular Instruction-General Supplies	274.55	16,208.85	19,323.13	30,000.00	(5,531.98)	125.22	01-2-01100-610-000
01-2-01100-610-001	Regular Instruction-General Supplies	396.69	5,165.74	0.00	12,000.00	6,834.26	43.05	01-2-01100-610-001
01-2-01100-610-001-06	Regular Instruction-General Supplies-English 7-12	167.93	837.98	367.46	3,000.00	1,794.56	40.18	01-2-01100-610-001-06
01-2-01100-610-001-08	Regular Instruction-General Supplies-Math 7-12	0.00	0.00	0.00	2,500.00	2,500.00	0.00	01-2-01100-610-001-08
01-2-01100-610-001-10	Regular Instruction-General Supplies-Science 7-12	278.67	5,290.33	9.69	10,000.00	4,699.98	53.00	01-2-01100-610-001-10
01-2-01100-610-001-12	Regular Instruction-General Supplies-Social S 7-12	0.00	59.95	0.00	2,000.00	1,940.05	3.00	01-2-01100-610-001-12
01-2-01100-610-001-14	Regular Instruction-General Supplies-Art 7-12	0.00	1,903.52	2,887.90	6,000.00	1,208.58	121.96	01-2-01100-610-001-14
01-2-01100-610-001-16	Regular Instruction-General Supplies-Music 7-12	0.00	1,332.48	521.20	6,000.00	4,146.32	39.58	01-2-01100-610-001-16
01-2-01100-610-001-18	Regular Instruction-General Supplies-Band 7-12	0.00	2,276.04	375.00	4,000.00	1,348.96	66.28	01-2-01100-610-001-18
01-2-01100-610-001-20	Regular Instruction-General Supplies-PE 7-12	4,488.71	4,558.47	0.00	4,500.00	(58.47)	101.30	01-2-01100-610-001-20
01-2-01100-610-001-21	Regular Instruction-General Supplies-STEM	0.00	2,425.99	0.00	2,500.00	74.01	97.04	01-2-01100-610-001-21
01-2-01100-610-001-22	Regular Instruction-General Supplies-Family Consum	1,170.71	13,394.21	219.10	15,000.00	1,386.69	90.76	01-2-01100-610-001-22
01-2-01100-610-001-23	Regular Instruction-General Supplies-Woods	647.18	9,197.47	2,200.00	12,000.00	602.53	94.98	01-2-01100-610-001-23
01-2-01100-610-001-24	Regular Instruction-General Supplies-Ag	937.10	3,856.13	3,236.90	12,500.00	5,406.97	72.80	01-2-01100-610-001-24
01-2-01100-610-001-25	Regular Instruction-General Supplies-Spanish	0.00	1,302.95	0.00	1,500.00	197.05	86.86	01-2-01100-610-001-25
01-2-01100-610-001-26	Regular Instruction-General Supplies-Business	0.00	3,598.72	0.00	3,500.00	(98.72)	102.82	01-2-01100-610-001-26
01-2-01100-610-001-28	Regular Instruction-General Supplies-Technology	0.00	1,457.25	0.00	3,500.00	2,042.75	41.64	01-2-01100-610-001-28
01-2-01100-610-001-29	Regular Instruction-General Supplies-JAG	0.00	167.36	0.00	2,500.00	2,332.64	6.69	01-2-01100-610-001-29

Chase Revenue and Expenditure Report

Printed: 07/09/2026 5:22:02PM
Chase County Schools

General 01

Account Type X Expense
Source of Revenue/Functi

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
01-2-01100-610-001-30	Regular Instruction-General Supplies-Yearbook	0.00	3,235.74	0.00	2,005.00	(1,230.74)	188.57	01-2-01100-610-001-30
01-2-01100-610-002	Regular Instruction-General Supplies	39.74	1,649.46	400.71	6,000.00	3,949.83	34.34	01-2-01100-610-002
01-2-01100-610-002-00	Regular Instruction-General Supplies-Kindergarten	2,428.55	3,100.10	1,165.69	3,000.00	(1,265.79)	169.19	01-2-01100-610-002-00
01-2-01100-610-002-01	Regular Instruction-General Supplies-First Grade	1,147.32	1,677.80	463.73	3,000.00	858.47	83.09	01-2-01100-610-002-01
01-2-01100-610-002-02	Regular Instruction-General Supplies-Second Grade	1,012.63	2,515.93	619.59	3,000.00	(135.52)	116.92	01-2-01100-610-002-02
01-2-01100-610-002-03	Regular Instruction-General Supplies-Third Grade	412.89	1,982.25	34.97	3,000.00	982.78	67.24	01-2-01100-610-002-03
01-2-01100-610-002-04	Regular Instruction-General Supplies-Fourth Grade	848.56	2,818.60	0.00	3,000.00	181.40	93.95	01-2-01100-610-002-04
01-2-01100-610-002-09	Regular Instruction-General Supplies-Science 5-6	0.00	0.00	0.00	2,000.00	2,000.00	0.00	01-2-01100-610-002-09
01-2-01100-610-002-13	Regular Instruction-General Supplies-Art K-6	0.00	349.14	149.00	9,000.00	8,501.86	5.53	01-2-01100-610-002-13
01-2-01100-610-002-15	Regular Instruction-General Supplies-Music K-6	451.95	3,515.04	468.91	3,000.00	(983.95)	132.80	01-2-01100-610-002-15
01-2-01100-610-002-19	Regular Instruction-General Supplies-PE K-6	219.98	2,225.92	0.00	3,000.00	774.08	74.20	01-2-01100-610-002-19
01-2-01100-610-002-31	Regular Instruction-General Supplies-Preschool	79.06	79.06	919.44	0.00	(998.50)	0.00	01-2-01100-610-002-31
01-2-01100-610-003	Regular Instruction-General Supplies	1,824.73	2,170.53	0.00	4,500.00	2,329.47	48.23	01-2-01100-610-003
01-2-01100-610-003-05	Regular Instruction-General Supplies-English 5-6	551.88	1,702.70	253.67	1,500.00	(456.37)	138.93	01-2-01100-610-003-05
01-2-01100-610-003-06	Regular Instruction-General Supplies-English 7-12	826.67	957.33	0.00	2,000.00	1,042.67	47.87	01-2-01100-610-003-06
01-2-01100-610-003-07	Regular Instruction-General Supplies-Math 5-6	0.00	189.74	0.00	2,000.00	1,810.26	15.24	01-2-01100-610-003-07
01-2-01100-610-003-08	Regular Instruction-General Supplies-Math 7-12	0.00	89.85	0.00	2,000.00	1,910.15	4.49	01-2-01100-610-003-08
01-2-01100-610-003-09	Regular Instruction-General Supplies-Science 5-6	38.47	607.48	0.00	2,000.00	1,392.52	30.37	01-2-01100-610-003-09
01-2-01100-610-003-10	Regular Instruction-General Supplies-Science 7-12	35.79	35.79	0.00	1,000.00	964.21	3.58	01-2-01100-610-003-10
01-2-01100-610-003-11	Regular Instruction-General Supplies-Social St 5-6	0.00	0.00	0.00	1,500.00	1,500.00	0.00	01-2-01100-610-003-11

Chase Revenue and Expenditure Report

Printed: 07/09/2026 5:22:02PM
Chase County Schools

General 01

Account Type X Expense
Source of Revenue/Functi

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
01-2-01100-610-003-12	Regular Instruction-General Supplies-Social S 7-12	0.00	0.00	0.00	1,000.00	1,000.00	0.00	01-2-01100-610-003-12
01-2-01100-610-003-13	Regular Instruction-General Supplies-Art K-6	0.00	0.00	0.00	1,000.00	1,000.00	0.00	01-2-01100-610-003-13
01-2-01100-610-003-14	Regular Instruction-General Supplies-Art 7-12	274.78	584.46	683.34	1,500.00	232.20	130.10	01-2-01100-610-003-14
01-2-01100-610-003-16	Regular Instruction-General Supplies-Music 7-12	0.00	0.00	0.00	500.00	500.00	0.00	01-2-01100-610-003-16
01-2-01100-610-003-17	Regular Instruction-General Supplies-Band 5-6	0.00	2,952.55	89.94	14,000.00	10,957.51	24.21	01-2-01100-610-003-17
01-2-01100-610-003-18	Regular Instruction-General Supplies-Band 7-12	0.00	810.00	0.00	2,000.00	1,190.00	40.50	01-2-01100-610-003-18
01-2-01100-610-003-19	Regular Instruction-General Supplies-PE K-6	0.00	0.00	0.00	750.00	750.00	0.00	01-2-01100-610-003-19
01-2-01100-640-000	Regular Instruction-Books and Periodical	0.00	186.80	0.00	2,500.00	2,313.20	7.47	01-2-01100-640-000
01-2-01100-640-001	Regular Instruction-Books and Periodical	6,888.53	112,992.75	42,798.09	100,000.00	(55,790.84)	165.09	01-2-01100-640-001
01-2-01100-640-002	Regular Instruction-Books and Periodical	9,450.04	16,112.19	180.54	100,000.00	83,707.27	20.08	01-2-01100-640-002
01-2-01100-640-003	Regular Instruction-Books and Periodical	1,541.50	1,791.53	1,712.50	500.00	(3,004.03)	700.81	01-2-01100-640-003
01-2-01100-643-000	Regular Instruction-Web/Cloud Based Software	5,850.00	33,607.40	0.00	45,000.00	11,392.60	74.68	01-2-01100-643-000
01-2-01100-733-000	Regular Instruction - Furniture & Fixtures	0.00	39.59	0.00	500.00	460.41	7.92	01-2-01100-733-000
01-2-01100-733-001	Regular Instruction-Furniture and Fixtures	0.00	0.00	0.00	500.00	500.00	0.00	01-2-01100-733-001
01-2-01100-733-002	Regular Instruction-Furniture and Fixtures	0.00	27.99	0.00	500.00	472.01	5.60	01-2-01100-733-002
01-2-01100-734-000	Regular Instruction-Technology-Related Hardware	7,355.24	43,425.95	1,599.00	130,000.00	84,975.05	47.07	01-2-01100-734-000
01-2-01100-734-001	Regular Instruction-Technology-Related Hardware	0.00	0.00	0.00	500.00	500.00	62.00	01-2-01100-734-001
01-2-01100-734-002	Regular Instruction-Technology-Related Hardware	0.00	0.00	0.00	500.00	500.00	0.00	01-2-01100-734-002

General 01

Account Type X Expense
Source of Revenue/Functi

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
01-2-01100-734-003	Regular Instruction-Technology-Related Hardware	0.00	0.00	0.00	100.00	100.00	0.00	01-2-01100-734-003
01-2-01100-735-000	Regular Instruction-Technology Software	1,896.00	5,112.29	0.00	40,000.00	34,887.71	13.08	01-2-01100-735-000
01-2-01100-735-001	Regular Instruction-Technology Software	0.00	0.00	390.00	6,000.00	5,610.00	6.50	01-2-01100-735-001
01-2-01100-735-002	Regular Instruction-Technology Software	1,111.07	1,111.07	0.00	10,000.00	8,888.93	11.11	01-2-01100-735-002
01-2-01100-735-003	Regular Instruction-Technology Software	0.00	0.00	0.00	100.00	100.00	0.00	01-2-01100-735-003
01-2-01100-810-000	Regular Instruction-Dues and Fees	0.00	7,892.03	20.35	5,000.00	(2,912.38)	166.89	01-2-01100-810-000
01-2-01100-810-001	Regular Instruction-Dues and Fees	0.00	4,066.36	0.00	2,500.00	(1,566.36)	162.65	01-2-01100-810-001
01-2-01100-810-002	Regular Instruction-Dues and Fees	0.00	744.00	0.00	2,000.00	1,256.00	68.82	01-2-01100-810-002
01-2-01100-810-003	Regular Instruction-Dues and Fees	0.00	260.00	0.00	1,000.00	740.00	26.00	01-2-01100-810-003
01-2-01100-890-000	Regular Instruction-Miscellaneous Expenditures	0.00	0.00	0.00	3,250.00	3,250.00	0.00	01-2-01100-890-000
01-2-01100-890-001	Regular Instruction-Miscellaneous Expenditures	0.00	0.00	0.00	4,000.00	4,000.00	0.00	01-2-01100-890-001
01-2-01100-890-002	Regular Instruction-Miscellaneous Expenditures	0.00	0.00	0.00	250.00	250.00	0.00	01-2-01100-890-002
01-2-01150-111-000	Limited English Proficiency Programs-Salaries of R	2,048.00	21,474.54	0.00	0.00	(21,474.54)	0.00	01-2-01150-111-000
01-2-01150-111-001	Limited English Proficiency Programs-Salaries of R	4,948.03	53,543.35	0.00	60,000.00	6,456.65	89.24	01-2-01150-111-001
01-2-01150-111-002	Limited English Proficiency Programs-Salaries of R	0.00	0.00	0.00	27,000.00	27,000.00	0.00	01-2-01150-111-002
01-2-01150-123-000	Limited English Proficiency Programs-Salaries of T	300.00	4,267.50	0.00	25,000.00	20,732.50	17.07	01-2-01150-123-000
01-2-01150-211-000	Limited English Proficiency Programs-Group Insuran	875.56	8,844.21	0.00	0.00	(8,844.21)	0.00	01-2-01150-211-000
01-2-01150-211-001	Limited English Proficiency Programs-Group Insuran	45.54	454.77	0.00	0.00	(454.77)	0.00	01-2-01150-211-001
01-2-01150-211-002	Limited English Proficiency Programs-Group Insuran	0.00	0.00	0.00	9,900.00	9,900.00	0.00	01-2-01150-211-002
01-2-01150-213-000	Limited English Proficien (BCB	0.00	6.84	0.00	650.00	643.16	1.05	01-2-01150-213-000
01-2-01150-221-000	Limited English Proficiency Programs-Social Securi	149.73	1,572.69	0.00	0.00	(1,572.69)	0.00	01-2-01150-221-000
01-2-01150-221-001	Limited English Proficiency Programs-Social Securi	378.52	4,096.06	0.00	0.00	(4,096.06)	0.00	01-2-01150-221-001

Chase Revenue and Expenditure Report

Printed: 07/09/2026 5:22:02PM
Chase County Schools

General 01

Account Type X Expense
Source of Revenue/Functi

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
01-2-01150-221-002	Limited English Proficiency Programs-Social Securi	0.00	0.00	0.00	5,750.00	5,750.00	0.00	01-2-01150-221-002
01-2-01150-223-000	Limited English Proficiency Programs-Social Securi	22.95	326.41	0.00	3,300.00	2,973.59	9.89	01-2-01150-223-000
01-2-01150-231-000	Limited English Proficiency Programs-Retirement Co	113.77	1,192.96	0.00	0.00	(1,192.96)	0.00	01-2-01150-231-000
01-2-01150-231-001	Limited English Proficiency Programs-Retirement Co	274.86	2,974.35	0.00	0.00	(2,974.35)	0.00	01-2-01150-231-001
01-2-01150-231-002	Limited English Proficiency Programs-Retirement Co	0.00	0.00	0.00	5,600.00	5,600.00	0.00	01-2-01150-231-002
01-2-01150-233-000	Limited English Proficiency Programs-Retirement Co	0.00	2.10	0.00	3,250.00	3,247.90	0.06	01-2-01150-233-000
01-2-01150-237-000	Limited English Proficiency Programs-Increased Ret	51.72	543.23	0.00	1,250.00	706.77	43.46	01-2-01150-237-000
01-2-01150-237-001	Limited English Proficien (NPE	124.94	1,351.98	0.00	0.00	(1,351.98)	0.00	01-2-01150-237-001
01-2-01150-237-002	Limited English Proficien (NPE	0.00	0.00	0.00	2,000.00	2,000.00	0.00	01-2-01150-237-002
01-2-01150-281-000	Limited English Proficiency Programs-Health Benefi	124.37	1,706.31	0.00	500.00	(1,206.31)	341.26	01-2-01150-281-000
01-2-01150-283-000	Limited English Proficien (HSA	0.00	0.96	0.00	50.00	49.04	1.92	01-2-01150-283-000
01-2-01150-580-000	Limited English Proficiency Programs-Travel	0.00	0.00	0.00	750.00	750.00	0.00	01-2-01150-580-000
01-2-01150-610-000	Limited English Proficiency Programs-General Suppl	0.00	279.30	0.00	3,000.00	2,720.70	9.31	01-2-01150-610-000
01-2-01150-640-000	Limited English Proficiency Programs-Books and Per	0.00	673.34	0.00	0.00	(673.34)	0.00	01-2-01150-640-000
01-2-01150-735-000	Limited English Proficiency - Technology Software	0.00	0.00	0.00	3,000.00	3,000.00	0.00	01-2-01150-735-000
01-2-01150-890-000	Limited English Proficiency Programs-Miscellaneous	0.00	0.00	0.00	1,000.00	1,000.00	0.00	01-2-01150-890-000
01-2-01160-110-000	Poverty Programs-Salaries of Regular Employees Pai	3,587.24	36,481.07	0.00	0.00	(36,481.07)	0.00	01-2-01160-110-000
01-2-01160-111-001	Poverty Programs-Salaries of Regular Employees Pai	5,131.91	51,319.17	0.00	0.00	(51,319.17)	0.00	01-2-01160-111-001
01-2-01160-111-003	Poverty Programs-Salaries of Regular Employees Pai	1,710.65	17,106.50	0.00	0.00	(17,106.50)	0.00	01-2-01160-111-003
01-2-01160-210-000	Poverty Programs-Group Insurance for Non-Instructi	1,704.89	17,048.90	0.00	0.00	(17,048.90)	0.00	01-2-01160-210-000
01-2-01160-211-001	Poverty Programs-Group Insurance for Teachers/Prof	1,687.33	16,873.30	0.00	0.00	(16,873.30)	0.00	01-2-01160-211-001
01-2-01160-211-003	Poverty Programs-Group Insurance for Teachers/Prof	562.44	5,624.40	0.00	0.00	(5,624.40)	0.00	01-2-01160-211-003

General 01

Account Type X Expense
Source of Revenue/Functi

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
01-2-01160-220-000	Poverty Programs-Social Security	271.01	2,756.63	0.00	0.00	(2,756.63)	0.00	01-2-01160-220-000
01-2-01160-221-001	Payments for Non-Poverty Programs-Social Security	382.12	3,821.23	0.00	0.00	(3,821.23)	0.00	01-2-01160-221-001
01-2-01160-221-003	Payments for Teac Poverty Programs-Social Security	127.37	1,273.70	0.00	0.00	(1,273.70)	0.00	01-2-01160-221-003
01-2-01160-230-000	Payments for Teac Poverty Programs-Retirement	199.27	2,026.52	0.00	0.00	(2,026.52)	0.00	01-2-01160-230-000
01-2-01160-231-001	Contributions for Non-Poverty Programs-Retirement	285.07	2,850.70	0.00	0.00	(2,850.70)	0.00	01-2-01160-231-001
01-2-01160-231-003	Contributions for Teac Poverty Programs-Retirement	95.02	950.20	0.00	0.00	(950.20)	0.00	01-2-01160-231-003
01-2-01160-237-000	Contributions for Teac Poverty Programs-Increased	90.58	921.14	0.00	0.00	(921.14)	0.00	01-2-01160-237-000
01-2-01160-237-001	Retirement Contribution Poverty Programs-Increased	129.57	1,295.70	0.00	0.00	(1,295.70)	0.00	01-2-01160-237-001
01-2-01160-237-003	Retirement Contribution Poverty Programs-Increased	43.19	431.90	0.00	0.00	(431.90)	0.00	01-2-01160-237-003
01-2-01200-111-001	Retirement Contribution Special Education Instructional	11,564.57	112,675.84	0.00	135,500.00	22,824.16	83.16	01-2-01200-111-001
01-2-01200-111-002	Programs - School Special Education Instructional	2,822.50	33,748.25	0.00	22,000.00	(11,748.25)	153.40	01-2-01200-111-002
01-2-01200-111-003	Programs - School Special Education Instructional	5,719.57	57,195.84	0.00	69,000.00	11,804.16	82.89	01-2-01200-111-003
01-2-01200-112-001	Programs - School Special Education Instructional	4,496.39	63,131.83	0.00	92,995.00	29,863.17	67.89	01-2-01200-112-001
01-2-01200-112-002	Programs - School Special Education Instructional	15,130.53	165,161.70	0.00	224,000.00	58,838.30	73.73	01-2-01200-112-002
01-2-01200-112-003	Programs - School Special Education Instructional	6,871.34	71,299.93	0.00	68,000.00	(3,299.93)	104.85	01-2-01200-112-003
01-2-01200-122-001	Programs - School Special Education Instructional	1,303.88	10,301.39	0.00	6,500.00	(3,801.39)	158.48	01-2-01200-122-001
01-2-01200-122-002	Programs - School Special Education Instructional	282.00	2,199.00	0.00	4,500.00	2,301.00	48.87	01-2-01200-122-002
01-2-01200-122-003	Programs - School Special Education Instructional	0.00	45.00	0.00	275.00	230.00	16.36	01-2-01200-122-003
01-2-01200-123-001	Programs - School Special Education Instructional	0.00	1,052.50	0.00	3,500.00	2,447.50	30.07	01-2-01200-123-001
01-2-01200-123-002	Programs - School Special Education Instructional	0.00	980.00	0.00	1,100.00	120.00	89.09	01-2-01200-123-002
	Programs - School							

Chase Revenue and Expenditure Report

Printed: 07/09/2026 5:22:02PM
Chase County Schools

General 01

Account Type X Expense
Source of Revenue/Functi

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
01-2-01200-123-003	Special Education Instructional Programs - School	0.00	380.00	0.00	2,500.00	2,120.00	15.20	01-2-01200-123-003
01-2-01200-211-000	Special Education Instructional Programs - School	0.00	138.05	0.00	0.00	(138.05)	0.00	01-2-01200-211-000
01-2-01200-211-001	Special Education Instructional Programs - School	4,261.23	44,627.44	0.00	54,000.00	9,372.56	82.64	01-2-01200-211-001
01-2-01200-211-002	Special Education Instructional Programs - School	404.31	2,595.47	0.00	11,500.00	8,904.53	22.57	01-2-01200-211-002
01-2-01200-211-003	Special Education Instructional Programs - School	238.01	2,581.99	0.00	3,600.00	1,018.01	71.72	01-2-01200-211-003
01-2-01200-212-001	ES-Aide SPED Health Ins	634.96	6,537.90	0.00	16,000.00	9,462.10	40.86	01-2-01200-212-001
01-2-01200-212-002	HS-Aide SPED Health Ins	658.80	6,583.08	0.00	16,000.00	9,416.92	41.14	01-2-01200-212-002
01-2-01200-212-003	MS-Aide SPED Health Ins	19.88	190.61	0.00	175.00	(15.61)	108.92	01-2-01200-212-003
01-2-01200-213-001	Special Education Instruc (BCB	0.00	0.66	0.00	50.00	49.34	1.32	01-2-01200-213-001
01-2-01200-213-003	Special Education Instruc (BCB	0.00	0.00	0.00	125.00	125.00	0.00	01-2-01200-213-003
01-2-01200-221-001	Special Education Instructional Programs - School	862.31	8,389.17	0.00	9,700.00	1,310.83	86.49	01-2-01200-221-001
01-2-01200-221-002	Special Education Instructional Programs - School	213.69	4,976.41	0.00	2,750.00	(2,226.41)	180.96	01-2-01200-221-002
01-2-01200-221-003	Special Education Instructional Programs - School	437.32	4,369.88	0.00	6,200.00	1,830.12	70.48	01-2-01200-221-003
01-2-01200-222-001	ES-Aide SPED SS	408.94	5,234.97	0.00	5,750.00	515.03	91.04	01-2-01200-222-001
01-2-01200-222-002	HS-Aide SPED SS	1,117.95	12,192.36	0.00	12,000.00	(192.36)	101.60	01-2-01200-222-002
01-2-01200-222-003	MS-Aide SPED SS	523.98	5,442.11	0.00	5,000.00	(442.11)	108.84	01-2-01200-222-003
01-2-01200-223-001	Special Education Instruc (FIC	0.00	80.56	0.00	200.00	119.44	40.28	01-2-01200-223-001
01-2-01200-223-002	HS-Sub SPED SS	0.00	74.96	0.00	125.00	50.04	59.97	01-2-01200-223-002
01-2-01200-223-003	MS-Sub SPED SS	0.00	29.06	0.00	175.00	145.94	16.61	01-2-01200-223-003
01-2-01200-231-000	Special Education Instruc (NPE	0.00	1,127.36	0.00	0.00	(1,127.36)	0.00	01-2-01200-231-000
01-2-01200-231-001	Special Education Instructional Programs - School	624.10	6,240.81	0.00	9,280.00	3,039.19	67.25	01-2-01200-231-001
01-2-01200-231-002	Special Education Instructional Programs - School	99.30	4,044.29	0.00	2,350.00	(1,694.29)	172.10	01-2-01200-231-002
01-2-01200-231-003	Special Education Instructional Programs - School	317.72	3,177.15	0.00	5,800.00	2,622.85	54.78	01-2-01200-231-003
01-2-01200-232-001	ES-Aide SPED NPERS	200.89	3,113.96	0.00	7,000.00	3,886.04	44.49	01-2-01200-232-001
01-2-01200-232-002	HS-Aide SPED NPERS	830.87	9,165.09	0.00	13,000.00	3,834.91	70.50	01-2-01200-232-002
01-2-01200-232-003	MS-Aide SPED NPERS	377.06	3,956.06	0.00	5,000.00	1,043.94	79.12	01-2-01200-232-003
01-2-01200-233-001	Special Education Instruc (NPE	0.00	10.44	0.00	150.00	139.56	6.96	01-2-01200-233-001
01-2-01200-233-003	Special Education Instruc (NPE	0.00	0.00	0.00	50.00	50.00	0.00	01-2-01200-233-003
01-2-01200-237-000	Special Education Instructional Programs - School	0.00	1,055.90	0.00	0.00	(1,055.90)	0.00	01-2-01200-237-000

General 01

Account Type X Expense
Source of Revenue/Functi

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
01-2-01200-237-001	Special Education Instruc (NPE	374.98	4,256.88	0.00	5,250.00	993.12	81.08	01-2-01200-237-001
01-2-01200-237-002	Special Education Instruc (NPE	422.81	6,004.18	0.00	5,000.00	(1,004.18)	120.08	01-2-01200-237-002
01-2-01200-237-003	Special Education Instruc (NPE	315.80	3,242.48	0.00	3,750.00	507.52	86.47	01-2-01200-237-003
01-2-01200-281-001	Special Education Instruc (HSA	313.63	3,160.70	0.00	3,800.00	639.30	83.18	01-2-01200-281-001
01-2-01200-281-002	HS-Teach SPED HRA	489.06	787.50	0.00	1,000.00	212.50	78.75	01-2-01200-281-002
01-2-01200-281-003	MS-Teach SPED HRA	31.17	338.70	0.00	3,500.00	3,161.30	9.68	01-2-01200-281-003
01-2-01200-282-001	ES-Aide SPED HRA	0.00	0.00	0.00	500.00	500.00	0.00	01-2-01200-282-001
01-2-01200-282-003	MS-Aide SPED HRA	0.00	0.00	0.00	900.00	900.00	0.00	01-2-01200-282-003
01-2-01200-283-001	Special Education Instruc (HSA	0.00	0.00	0.00	50.00	50.00	0.00	01-2-01200-283-001
01-2-01200-283-003	Special Education Instruc (HSA	0.00	0.00	0.00	25.00	25.00	0.00	01-2-01200-283-003
01-2-01200-320-000	Special Education Instructional Programs - School	3,734.56	37,345.60	0.00	45,000.00	7,654.40	91.29	01-2-01200-320-000
01-2-01200-540-000	Special Education Instructional Programs - School	0.00	0.00	0.00	750.00	750.00	0.00	01-2-01200-540-000
01-2-01200-562-002	SPED tuition to other schools	0.00	1,494.00	0.00	13,500.00	12,006.00	11.07	01-2-01200-562-002
01-2-01200-580-000	Special Education Instructional Programs - School	1,255.73	2,043.40	0.00	600.00	(1,443.40)	340.57	01-2-01200-580-000
01-2-01200-580-001	Special Education Instructional Programs - School	0.00	0.00	0.00	100.00	100.00	0.00	01-2-01200-580-001
01-2-01200-580-002	Special Education Instructional Programs - School	0.00	296.25	0.00	2,600.00	2,303.75	63.70	01-2-01200-580-002
01-2-01200-591-000	Special Education Instructional Programs - School	3,252.16	8,130.40	0.00	700.00	(7,430.40)	1,161.49	01-2-01200-591-000
01-2-01200-610-000	Special Education Instructional Programs - School	0.00	396.86	0.00	250.00	(146.86)	158.74	01-2-01200-610-000
01-2-01200-610-001	Special Education Instructional Programs - School	0.00	2,762.61	0.00	5,000.00	2,237.39	55.25	01-2-01200-610-001
01-2-01200-610-002	Special Education Instructional Programs - School	1,308.28	5,723.52	935.64	4,500.00	(2,159.16)	165.55	01-2-01200-610-002
01-2-01200-610-003	Special Education Instructional Programs - School	1,760.98	3,083.09	37.09	4,150.00	1,029.82	75.19	01-2-01200-610-002
01-2-01200-640-001	Special Education Instructional Programs - School	0.00	0.00	0.00	50.00	50.00	0.00	01-2-01200-640-001
01-2-01200-640-002	Special Education Instructional Programs - School	0.00	0.00	0.00	1,100.00	1,100.00	0.00	01-2-01200-640-002
01-2-01200-733-000	Special Education Instructional Programs - School	132.68	1,254.65	0.00	250.00	(1,004.65)	501.86	01-2-01200-733-000
01-2-01200-733-003	Special Education Instructional Programs - School	0.00	0.00	0.00	150.00	150.00	0.00	01-2-01200-733-003
01-2-01200-734-000	Special Education Instructional Programs - School	0.00	1,098.00	0.00	900.00	(198.00)	122.00	01-2-01200-734-000

Chase Revenue and Expenditure Report

Printed: 07/09/2026 5:22:02PM
Chase County Schools

General 01

Account Type X Expense
Source of Revenue/Functi

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
01-2-01200-810-000	Special Education Instructional Programs - School	(249.00)	411.00	0.00	5,000.00	4,589.00	8.22	01-2-01200-810-000
01-2-01200-810-001	Special Education Instructional Programs - School	0.00	0.00	0.00	100.00	100.00	0.00	01-2-01200-810-001
01-2-01200-810-002	Special Education Instructional Programs - School	0.00	0.00	0.00	275.00	275.00	0.00	01-2-01200-810-002
01-2-01291-332-000	Special Education Instructional Programs - 3 to 5	343.23	3,432.30	0.00	200.00	(3,232.30)	1,887.77	01-2-01291-332-000
01-2-01291-591-000	Special Education Instructional Programs - 3 to 5	0.00	0.00	0.00	200.00	200.00	0.00	01-2-01291-591-000
01-2-02120-111-001	Guidance Services-Salaries of Regular Employees Pa	0.00	0.00	0.00	65,000.00	65,000.00	0.00	01-2-02120-111-001
01-2-02120-111-002	Guidance Services-Salaries of Regular Employees Pa	4,645.52	47,318.54	0.00	60,000.00	12,681.46	78.86	01-2-02120-111-002
01-2-02120-111-003	Guidance Services-Salaries of Regular Employees Pa	1,548.51	15,772.86	0.00	42,000.00	26,227.14	37.55	01-2-02120-111-003
01-2-02120-211-001	Guidance Services-Group Insurance for Teachers/Pro	0.00	0.00	0.00	22,000.00	22,000.00	0.00	01-2-02120-211-001
01-2-02120-211-002	Guidance Services-Group Insurance for Teachers/Pro	1,692.92	16,918.29	0.00	22,000.00	5,081.71	76.90	01-2-02120-211-002
01-2-02120-211-003	Guidance Services-Salarie (BCB	564.39	5,639.09	0.00	14,000.00	8,360.91	40.28	01-2-02120-211-003
01-2-02120-221-001	Guidance Services-Social Security Payments for Tea	0.00	0.00	0.00	4,750.00	4,750.00	0.00	01-2-02120-221-001
01-2-02120-221-002	Guidance Services-Social Security Payments for Tea	341.90	3,485.22	0.00	4,250.00	764.78	82.01	01-2-02120-221-002
01-2-02120-221-003	Guidance Services-Salarie (FIC	113.98	1,161.64	0.00	3,150.00	1,988.36	36.88	01-2-02120-221-003
01-2-02120-231-001	Guidance Services-Retirement Contributions for Tea	0.00	0.00	0.00	4,550.00	4,550.00	0.00	01-2-02120-231-001
01-2-02120-231-002	Guidance Services-Retirement Contributions for Tea	258.05	2,628.54	0.00	4,000.00	1,371.46	65.71	01-2-02120-231-002
01-2-02120-231-003	Guidance Services-Salarie (NPE	86.03	876.15	0.00	2,950.00	2,073.85	29.70	01-2-02120-231-003
01-2-02120-237-001	Guidance Services-Salarie (NPE	0.00	0.00	0.00	1,601.00	1,601.00	0.00	01-2-02120-237-001
01-2-02120-237-002	Guidance Services-Salarie (NPE	117.30	1,194.84	0.00	1,391.00	196.16	85.90	01-2-02120-237-002
01-2-02120-237-003	Guidance Services-Salarie (NPE	39.10	398.22	0.00	1,060.00	661.78	37.57	01-2-02120-237-003
01-2-02120-281-002	Guidance Services-Salarie (HSA	0.00	450.00	0.00	900.00	450.00	50.00	01-2-02120-281-002
01-2-02120-580-000	Guidance Services-Travel	30.62	497.44	0.00	0.00	(497.44)	0.00	01-2-02120-580-000
01-2-02120-610-000	Guidance Services-General Supplies	46.01	656.02	224.77	1,000.00	119.21	88.08	01-2-02120-610-000
01-2-02120-733-000	Guidance Services-Furniture and Fixtures	0.00	0.00	0.00	1,000.00	1,000.00	0.00	01-2-02120-733-000
01-2-02120-810-000	Guidance Services-Dues and Fees	0.00	0.00	0.00	1,750.00	1,750.00	0.00	01-2-02120-810-000

General 01

Account Type X Expense
Source of Revenue/Functi

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
01-2-02130-116-000	Health Services-Salaries of Regular Employees Paid	4,020.00	40,020.00	0.00	52,000.00	11,980.00	76.96	01-2-02130-116-000
01-2-02130-120-000	Health Services-Salaries of Temporary Employees Pa	0.00	535.13	0.00	825.00	289.87	64.86	01-2-02130-120-000
01-2-02130-210-000	Health Services-Group Insurance for Non-Instructio	0.00	0.29	0.00	5.00	4.71	5.80	01-2-02130-210-000
01-2-02130-216-000	Health Services-Salaries (BCB	2,123.40	21,227.88	0.00	26,190.00	4,962.12	81.05	01-2-02130-216-000
01-2-02130-220-000	Health Services-Social Security Payments for Non-I	0.00	40.94	0.00	100.00	59.06	40.94	01-2-02130-220-000
01-2-02130-226-000	Health Services-Salaries (FIC	299.23	2,978.62	0.00	3,725.00	746.38	79.96	01-2-02130-226-000
01-2-02130-230-000	Health Services-Retirement Contributions for Non-I	0.00	7.23	0.00	0.00	(7.23)	0.00	01-2-02130-230-000
01-2-02130-236-000	Health Services-Salaries (NPE	222.20	2,222.00	0.00	3,400.00	1,178.00	65.35	01-2-02130-236-000
01-2-02130-237-000	Health Services-Increased Retirement Contributions	101.00	1,013.28	0.00	1,300.00	286.72	77.94	01-2-02130-237-000
01-2-02130-580-000	Health Services-Travel	0.00	0.00	0.00	400.00	400.00	0.00	01-2-02130-580-000
01-2-02130-610-000	Health Services-General Supplies	4.36	3,420.46	0.00	1,500.00	(1,920.46)	228.03	01-2-02130-610-000
01-2-02130-810-000	Health Services-Dues and Fees	0.00	0.00	0.00	225.00	225.00	155.56	01-2-02130-810-000
01-2-02140-320-000	Psychological Services-Professional Educational Se	0.00	0.00	0.00	90,000.00	90,000.00	0.00	01-2-02140-320-000
01-2-02141-320-000	Psychological Services - SPED - School Age	6,600.42	66,004.20	0.00	19,700.00	(46,304.20)	368.55	01-2-02141-320-000
01-2-02151-320-000	Speech Pathology & Audiology - SPED - School Age	0.00	25,693.25	0.00	0.00	(25,693.25)	0.00	01-2-02151-320-000
01-2-02151-591-000	Speech ESU - school age	550.74	2,619.79	0.00	70,000.00	67,380.21	3.74	01-2-02151-591-000
01-2-02161-320-000	OT - SPED - School Age	0.00	29,175.01	0.00	0.00	(29,175.01)	0.00	01-2-02161-320-000
01-2-02171-320-000	PT Services - SPED School Age-Professional Educati	0.00	357.00	0.00	778.00	421.00	45.89	01-2-02171-320-000
01-2-02213-330-000	Instructional Staff Training-Employee Training and	832.79	10,337.90	0.00	10,000.00	(337.90)	111.71	01-2-02213-330-000
01-2-02213-580-000	Staff Dev Travel (mil,meals,hotel)	0.00	0.00	0.00	3,000.00	3,000.00	0.00	01-2-02213-580-000
01-2-02220-111-000	Library/Media Services-Salaries of Regular Employe	3,021.45	31,651.55	0.00	40,000.00	8,348.45	79.13	01-2-02220-111-000
01-2-02220-112-000	Library/Media Services-Salaries of Regular Employe	1,984.10	20,944.20	0.00	22,000.00	1,055.80	95.20	01-2-02220-112-000
01-2-02220-122-000	Library/Media Services-Salaries of Temporary Emplo	0.00	402.00	0.00	2,000.00	1,598.00	20.10	01-2-02220-122-000
01-2-02220-211-000	Library/Media Services-Group Insurance for Teacher	940.09	9,457.22	0.00	12,000.00	2,542.78	78.81	01-2-02220-211-000
01-2-02220-212-000	Library/Media Services-Group Insurance for Instruc	5.32	1,314.61	0.00	5,225.00	3,910.39	25.16	01-2-02220-212-000

Chase Revenue and Expenditure Report

Printed: 07/09/2026 5:22:02PM
Chase County Schools

General 01

Account Type X Expense
Source of Revenue/Functi

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
01-2-02220-221-000	Library/Media Services-Social Security Payments fo	154.50	1,650.17	0.00	2,500.00	849.83	66.01	01-2-02220-221-000
01-2-02220-222-000	Library/Media Services-Social Security Payments fo	148.60	1,536.84	0.00	1,475.00	(61.84)	104.19	01-2-02220-222-000
01-2-02220-231-000	Library/Media Services-Retirement Contributions fo	158.96	1,749.37	0.00	2,900.00	1,150.63	60.32	01-2-02220-231-000
01-2-02220-232-000	Library/Media Services-Retirement Contributions fo	100.96	1,154.19	0.00	1,450.00	295.81	79.60	01-2-02220-232-000
01-2-02220-237-000	Library/Media Services-Increased Retirement Contri	118.14	1,319.80	0.00	1,600.00	280.20	82.49	01-2-02220-237-000
01-2-02220-281-000	Library/Media Services-Health Benefits Paid for Te	0.00	0.00	0.00	500.00	500.00	0.00	01-2-02220-281-000
01-2-02220-382-000	Library/Media Services-Distance Education & Teleco	0.00	0.00	0.00	24,000.00	24,000.00	0.00	01-2-02220-382-000
01-2-02220-610-000	Library/Media Services-General Supplies	1,369.36	3,269.19	2,223.50	11,090.00	5,597.31	69.58	01-2-02220-610-000
01-2-02220-640-000	Library/Media Services-Books and Periodical	2,659.76	6,179.35	197.90	10,000.00	3,622.75	70.08	01-2-02220-640-000
01-2-02230-116-000	Instruction-Related Technology-Salaries of Regular	5,945.83	59,458.33	0.00	81,510.00	22,051.67	72.95	01-2-02230-116-000
01-2-02230-216-000	Instruction-Related Techn (BCB	1,710.70	17,107.00	0.00	19,000.00	1,893.00	90.04	01-2-02230-216-000
01-2-02230-226-000	Instruction-Related Techn (FIC	431.15	4,311.50	0.00	6,000.00	1,688.50	71.86	01-2-02230-226-000
01-2-02230-236-000	Instruction-Related Techn (NPE	330.29	3,302.90	0.00	5,850.00	2,547.10	56.46	01-2-02230-236-000
01-2-02230-237-000	Instruction-Related Technology-Increased Retiremen	150.13	1,501.30	0.00	2,000.00	498.70	75.07	01-2-02230-237-000
01-2-02230-286-000	Instruction-Related Technology-Health Benefits Pai	0.00	900.00	0.00	900.00	0.00	100.00	01-2-02230-286-000
01-2-02310-317-000	Board of Education-Contracted Legal Services	0.00	0.00	0.00	4,000.00	4,000.00	0.00	01-2-02310-317-000
01-2-02310-810-000	Board of Education-Dues and Fees	0.00	0.00	0.00	8,000.00	8,000.00	0.00	01-2-02310-810-000
01-2-02320-105-000	Executive Administration-Salaries Paid to Superint	14,666.66	146,666.66	0.00	176,250.00	29,583.34	83.22	01-2-02320-105-000
01-2-02320-110-000	Executive Administration-Salaries of Regular Emplo	3,963.64	40,702.51	0.00	48,400.00	7,697.49	84.10	01-2-02320-110-000
01-2-02320-116-000	Executive Administration-Salaries of Regular Emplo	6,884.16	68,841.67	0.00	82,700.00	13,858.33	83.24	01-2-02320-116-000
01-2-02320-210-000	Executive Administration-Group Insurance for Non-I	2,049.38	20,493.80	0.00	26,540.00	6,046.20	77.22	01-2-02320-210-000
01-2-02320-215-000	Executive Administration-Group Insurance for Super	2,358.66	23,391.78	0.00	28,490.00	5,098.22	82.11	01-2-02320-215-000
01-2-02320-216-000	Executive Administration- (BCB	2,341.22	23,412.20	0.00	28,240.00	4,827.80	82.90	01-2-02320-216-000

General 01

Account Type X Expense
Source of Revenue/Functi

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
01-2-02320-220-000	Executive Administration-Social Security Payments	287.94	2,960.93	0.00	3,600.00	639.07	82.25	01-2-02320-220-000
01-2-02320-225-000	Executive Administration-Social Security Payments	1,110.52	11,106.14	0.00	13,675.00	2,568.86	81.21	01-2-02320-225-000
01-2-02320-226-000	Executive Administration- (FIC	484.63	4,846.30	0.00	5,975.00	1,128.70	81.11	01-2-02320-226-000
01-2-02320-230-000	Executive Administration-Retirement Contributions	186.85	1,927.71	0.00	3,065.00	1,137.29	62.89	01-2-02320-230-000
01-2-02320-235-000	Executive Administration-Retirement Contributions	814.73	8,147.25	0.00	12,500.00	4,352.75	65.18	01-2-02320-235-000
01-2-02320-236-000	Executive Administration- (NPE	382.42	3,824.20	0.00	7,500.00	3,675.80	50.99	01-2-02320-236-000
01-2-02320-237-000	Executive Administration-Increased Retirement Cont	629.09	6,317.84	0.00	7,690.00	1,372.16	82.16	01-2-02320-237-000
01-2-02320-280-000	Executive Administration-Health Benefits Paid for	283.37	3,283.70	0.00	3,420.00	136.30	96.01	01-2-02320-280-000
01-2-02320-285-000	00-Supt Clerical HRA	450.00	900.00	0.00	0.00	(900.00)	0.00	01-2-02320-285-000
01-2-02320-580-000	Executive Administration-Travel	0.00	4,843.13	0.00	5,000.00	156.87	100.28	01-2-02320-580-000
01-2-02320-610-000	Executive Administration-General Supplies	121.92	521.92	0.00	9,955.00	9,433.08	5.24	01-2-02320-610-000
01-2-02320-810-000	Executive Administration-Dues and Fees	200.00	15,952.99	0.00	12,000.00	(3,952.99)	140.02	01-2-02320-810-000
01-2-02330-317-000	Contracted Legal Services	0.00	5,085.50	0.00	35,000.00	29,914.50	18.01	01-2-02330-317-000
01-2-02410-110-000	Office of the Principal-Salaries of Regular Employ	4,887.84	58,627.24	0.00	120,565.00	61,937.76	48.63	01-2-02410-110-000
01-2-02410-111-000	Office of the Principal-Salaries of Regular Employ	18,875.00	188,750.00	0.00	248,000.00	59,250.00	76.11	01-2-02410-111-000
01-2-02410-122-000	Office of the Principal-Salaries of Temporary Empl	96.00	2,659.70	0.00	5,000.00	2,340.30	53.19	01-2-02410-122-000
01-2-02410-150-000	Regular Instruction-Additional Compensation Paid t	0.00	0.00	0.00	25.00	25.00	0.00	01-2-02410-150-000
01-2-02410-210-000	Office of the Principal-Group Insurance for Non-In	4,613.86	46,227.03	0.00	72,000.00	25,772.97	64.20	01-2-02410-210-000
01-2-02410-211-000	Office of the Principal-Group Insurance for Teache	4,354.21	43,549.12	0.00	39,450.00	(4,099.12)	110.39	01-2-02410-211-000
01-2-02410-212-000	Office of the Principal-Group Insurance for Instru	0.00	3.88	0.00	10.00	6.12	38.80	01-2-02410-212-000
01-2-02410-220-000	Office of the Principal-Social Security Payments f	364.95	4,394.90	0.00	8,500.00	4,105.10	51.70	01-2-02410-220-000
01-2-02410-221-000	Office of the Principal-Social Security Payments f	1,404.63	14,046.30	0.00	19,600.00	5,553.70	71.66	01-2-02410-221-000

Chase Revenue and Expenditure Report

Printed: 07/09/2026 5:22:02PM
Chase County Schools

General 01

Account Type X Expense
Source of Revenue/Functi

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
01-2-02410-222-000	Office of the Principal-Social Security Payments f	7.34	203.47	0.00	250.00	46.53	81.39	01-2-02410-222-000
01-2-02410-230-000	Office of the Principal-Retirement Contributions f	271.53	3,256.77	0.00	9,850.00	6,593.23	33.06	01-2-02410-230-000
01-2-02410-231-000	Office of the Principal-Retirement Contributions f	1,048.50	10,485.00	0.00	18,400.00	7,915.00	56.98	01-2-02410-231-000
01-2-02410-232-000	Office of the Principal-Retirement Contributions f	0.00	94.09	0.00	250.00	155.91	37.64	01-2-02410-232-000
01-2-02410-237-000	Office of the Principal-Increased Retirement Contr	600.02	6,289.12	0.00	9,500.00	3,210.88	66.20	01-2-02410-237-000
01-2-02410-280-000	Office of the Principal-Health Benefits Paid for N	0.00	450.00	0.00	1,400.00	950.00	32.14	01-2-02410-280-000
01-2-02410-281-000	00-Principal HRA	283.37	3,733.70	0.00	1,700.00	(2,033.70)	219.63	01-2-02410-281-000
01-2-02410-580-000	Office of the Principal-Travel	0.00	0.00	0.00	500.00	500.00	0.00	01-2-02410-580-000
01-2-02410-610-000	Office of the Principal-General Supplies	175.00	516.24	0.00	15,000.00	14,483.76	3.44	01-2-02410-610-000
01-2-02410-810-000	Office of the Principal-Dues and Fees	0.00	60.00	0.00	5,000.00	4,940.00	1.20	01-2-02410-810-000
01-2-02510-315-000	Fiscal Services-Accounting/Auditing Services	0.00	20,900.00	0.00	22,000.00	1,100.00	95.00	01-2-02510-315-000
01-2-02510-382-000	Fiscal Services-Distance Education & Telecommunica	799.49	7,651.66	0.00	12,000.00	4,348.34	73.62	01-2-02510-382-000
01-2-02510-440-000	Fiscal Services-Rentals	11,127.63	32,979.69	0.00	60,000.00	27,020.31	88.74	01-2-02510-440-000
01-2-02510-531-000	Fiscal Services-Postage	117.38	3,288.82	0.00	1,200.00	(2,088.82)	274.07	01-2-02510-531-000
01-2-02510-540-000	Fiscal Services-Advertising	0.00	3,329.46	0.00	6,000.00	2,670.54	70.08	01-2-02510-540-000
01-2-02510-610-000	Fiscal Services-General Supplies	45.70	1,106.03	0.00	7,500.00	6,393.97	38.76	01-2-02510-610-000
01-2-02510-626-000	Fiscal Services-Gasoline	0.00	625.91	0.00	1,800.00	1,174.09	35.78	01-2-02510-626-000
01-2-02510-734-000	Fiscal Services-Technology-Related Hardware	0.00	4,414.66	0.00	4,000.00	(414.66)	110.37	01-2-02510-734-000
01-2-02510-810-000	Fiscal Services-Dues and Fees	280.00	2,906.91	0.00	17,500.00	14,593.09	16.61	01-2-02510-810-000
01-2-02510-890-000	Fiscal Services-Miscellaneous Expenditures	0.00	0.00	0.00	2,500.00	2,500.00	0.00	01-2-02510-890-000
01-2-02530-550-000	Printing, Publishing, & Duplicating Services - Pri	0.00	2,680.10	0.00	0.00	(2,680.10)	0.00	01-2-02530-550-000
01-2-02570-330-000	Personnel Services - Employee Training & Developme	0.00	0.00	0.00	500.00	500.00	0.00	01-2-02570-330-000
01-2-02610-110-000	Operation of Buildings-Salaries of Regular Employe	24,122.59	247,125.42	0.00	350,000.00	102,874.58	70.61	01-2-02610-110-000
01-2-02610-120-000	Operation of Buildings-Salaries of Temporary Emplo	0.00	7,231.61	0.00	25,000.00	17,768.39	28.93	01-2-02610-120-000

General 01

Account Type X Expense
Source of Revenue/Functi

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
01-2-02610-210-000	Operation of Buildings-Group Insurance for Non-Ins	8,393.47	83,916.04	0.00	122,000.00	38,083.96	68.78	01-2-02610-210-000
01-2-02610-220-000	Operation of Buildings-Social Security Payments fo	1,796.34	18,968.22	0.00	28,250.00	9,281.78	67.14	01-2-02610-220-000
01-2-02610-230-000	Operation of Buildings-Retirement Contributions fo	1,267.37	13,314.21	0.00	23,850.00	10,535.79	55.82	01-2-02610-230-000
01-2-02610-237-000	Operation of Buildings-Increased Retirement Contri	576.08	6,051.94	0.00	8,600.00	2,548.06	70.37	01-2-02610-237-000
01-2-02610-280-000	Operation of Buildings-Health Benefits Paid for No	0.00	1,350.00	0.00	1,800.00	450.00	75.00	01-2-02610-280-000
01-2-02610-410-000	Operation of Buildings-Utility Services	4,694.15	32,690.94	0.00	60,000.00	27,309.06	61.77	01-2-02610-410-000
01-2-02610-431-000	Operation of Buildings-Repairs and Maintenance Ser	0.00	1,614.22	0.00	70,000.00	68,385.78	5.97	01-2-02610-431-000
01-2-02610-440-000	Operation of Buildings-Rentals	100.00	28,567.20	0.00	12,000.00	(16,567.20)	238.89	01-2-02610-440-000
01-2-02610-400-000	Other Purchased Property Service	900.00	130,909.46	0.00	134,550.00	3,640.54	109.36	01-2-02610-490-000
01-2-02610-580-000	Operation of Buildings-Travel	0.00	0.00	0.00	500.00	500.00	0.00	01-2-02610-580-000
01-2-02610-610-000	Operation of Buildings-General Supplies	4,739.63	44,206.00	0.00	75,000.00	30,794.00	63.15	01-2-02610-610-000
01-2-02610-621-000	Operation of Buildings-Utility Energy Services	11,494.43	113,714.88	0.00	200,000.00	86,285.12	63.53	01-2-02610-621-000
01-2-02610-720-000	Operation of Buildings-Buildings	0.00	1,075.00	0.00	300,000.00	298,925.00	0.36	01-2-02610-720-000
01-2-02610-733-000	Operation of Buildings-Furniture and Fixtures	8,054.36	51,337.39	116,100.14	60,000.00	(107,437.53)	279.40	01-2-02610-733-000
01-2-02610-735-000	Operation of Buildings-Technology Software	0.00	539.79	0.00	0.00	(539.79)	0.00	01-2-02610-735-000
01-2-02610-890-000	Operation of Buildings-Miscellaneous Expenditures	0.00	0.00	0.00	1,000.00	1,000.00	0.00	01-2-02610-890-000
01-2-02710-110-000	Vehicle Operation - Regular Education-Salaries of	23,947.27	251,700.22	0.00	254,325.00	2,624.78	98.97	01-2-02710-110-000
01-2-02710-120-000	Vehicle Operation - Regular Education-Salaries of	4,173.62	45,002.82	0.00	68,000.00	22,997.18	66.18	01-2-02710-120-000
01-2-02710-150-000	Vehicle Operation - Regular Education-Additional C	580.32	580.32	0.00	750.00	169.68	77.38	01-2-02710-150-000
01-2-02710-210-000	Vehicle Operation - Regular Education-Group Insura	1,822.71	18,354.69	0.00	9,200.00	(9,154.69)	199.51	01-2-02710-210-000
01-2-02710-220-000	Vehicle Operation - Regular Education-Social Secur	2,190.62	22,691.25	0.00	20,000.00	(2,691.25)	113.46	01-2-02710-220-000
01-2-02710-230-000	Vehicle Operation - Regular Education-Retirement C	926.62	9,905.20	0.00	14,000.00	4,094.80	70.75	01-2-02710-230-000

Chase Revenue and Expenditure Report

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General 01

Account Type X Expense
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Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
01-2-02710-237-000	Vehicle Operation - Increased Retirement Contribut	421.19	4,502.34	0.00	6,000.00	1,497.66	75.04	01-2-02710-237-000
01-2-02710-442-000	Vehicle Operation - Regular Education-Rentals of E	0.00	69,136.19	0.00	40,000.00	(29,136.19)	172.84	01-2-02710-442-000
01-2-02710-580-000	Vehicle Operation - Regular Education-Travel	1,035.54	7,830.18	0.00	12,000.00	4,169.82	66.74	01-2-02710-580-000
01-2-02710-610-000	Vehicle Operation - Regular Education-General Supp	818.71	5,614.89	820.00	7,500.00	1,065.11	91.19	01-2-02710-610-000
01-2-02710-626-000	Vehicle Operation - Regular Education-Gasoline	671.84	59,697.26	0.00	75,000.00	15,302.74	93.37	01-2-02710-626-000
01-2-02710-732-000	Vehicle Operation - Regular Education-Vehicles	0.00	116,370.00	0.00	157,450.00	41,080.00	73.91	01-2-02710-732-000
01-2-02710-733-000	Vehicle Operation - Regular Education-Furniture an	0.00	0.00	693.84	1,000.00	306.16	138.77	01-2-02710-733-000
01-2-02710-735-000	Vehicle Operation - Regular Education-Technology S	0.00	0.00	0.00	1,500.00	1,500.00	0.00	01-2-02710-735-000
01-2-02710-810-000	Vehicle Operation - Regular Education-Dues and Fee	150.00	2,905.12	0.00	4,000.00	1,094.88	75.43	01-2-02710-810-000
01-2-02710-890-000	Vehicle Operation - Regular Education-Miscellaneou	0.00	0.00	0.00	1,000.00	1,000.00	0.00	01-2-02710-890-000
01-2-02712-110-000	Vehicle Operation - School Age SPED-Salaries of Re	700.00	7,725.00	0.00	10,000.00	2,275.00	77.25	01-2-02712-110-000
01-2-02712-120-000	Vehicle Operation - School Age SPED-Salaries of Te	0.00	0.00	0.00	600.00	600.00	0.00	01-2-02712-120-000
01-2-02712-210-000	Vehicle Operation - School Age SPED-Group Insuranc	1.91	18.95	0.00	50.00	31.05	37.90	01-2-02712-210-000
01-2-02712-220-000	Vehicle Operation - School Age SPED-Social Securit	53.56	590.99	0.00	1,000.00	409.01	59.10	01-2-02712-220-000
01-2-02712-230-000	Vehicle Operation - School Age SPED-Retirement Con	38.89	429.14	0.00	750.00	320.86	57.22	01-2-02712-230-000
01-2-02712-237-000	Vehicle Operation - School Age SPED-Increased Retr	17.68	195.07	0.00	250.00	54.93	78.03	01-2-02712-237-000
01-2-02712-626-000	Vehicle Operation - School Age SPED-Gasoline	0.00	35.26	0.00	10,350.00	10,314.74	0.34	01-2-02712-626-000
01-2-02730-431-000	Vehicle Operation - Regular Education-Repairs and	777.46	39,214.91	3,250.71	57,725.00	15,259.38	84.61	01-2-02730-431-000
01-2-03540-733-000	State Early Childhood - Furniture & Fixtures	0.00	0.00	0.00	0.00	0.00	0.00	01-2-03540-733-002
01-2-03551-610-001	Career Education-General Supplies	0.00	0.00	7,713.00	0.00	(7,713.00)	0.00	01-2-03551-610-001
01-2-06200-111-000	Federal Services - Title I, Part A ESSA Improving	2,048.01	21,474.61	0.00	55,000.00	33,525.39	39.04	01-2-06200-111-000

General 01

Account Type X Expense
Source of Revenue/Functi

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
01-2-06200-112-000	Federal Services - Title I, Part A ESSA Improving	3,709.70	33,877.58	0.00	50,000.00	16,122.42	67.76	01-2-06200-112-000
01-2-06200-123-000	Federal Services - Title I, Part A ESSA Improving	0.00	760.00	0.00	100.00	(660.00)	760.00	01-2-06200-123-000
01-2-06200-151-000	Federal Services - Title I, Part A ESSA Improving	0.00	0.00	0.00	5.00	5.00	0.00	01-2-06200-151-000
01-2-06200-211-000	Federal Services - Title I, Part A ESSA Improving	875.58	8,844.20	0.00	25,000.00	16,155.80	35.38	01-2-06200-211-000
01-2-06200-212-000	Title I - Para Salary Group Ins (LTD&Health)	1,124.46	12,588.14	0.00	15,500.00	2,911.86	81.21	01-2-06200-212-000
01-2-06200-213-000	Federal Services - Title (BCB	0.00	244.86	0.00	50.00	(194.86)	489.72	01-2-06200-213-000
01-2-06200-221-000	Federal Services - Title I, Part A ESSA Improving	149.73	1,572.70	0.00	4,000.00	2,427.30	39.32	01-2-06200-221-000
01-2-06200-222-000	Title I - Para Salary SS	220.38	1,882.81	0.00	1,500.00	(382.81)	125.52	01-2-06200-222-000
01-2-06200-223-000	Federal Services - Title I, Part A ESSA Improving	0.00	44.20	0.00	5.00	(39.20)	884.00	01-2-06200-223-000
01-2-06200-231-000	Federal Services - Title I, Part A ESSA Improving	113.78	1,192.99	0.00	3,600.00	2,407.01	33.14	01-2-06200-231-000
01-2-06200-232-000	Title I - Para Salary NPERS	204.47	1,880.30	0.00	1,700.00	(180.30)	110.61	01-2-06200-232-000
01-2-06200-233-000	Federal Services - Title I, Part A ESSA Improving	0.00	37.77	0.00	5.00	(32.77)	755.40	01-2-06200-233-000
01-2-06200-237-000	Federal Services - Title (NPE	144.65	1,414.04	0.00	1,745.00	330.96	81.03	01-2-06200-237-000
01-2-06200-281-000	Federal Services - Title I, Part A ESSA Improving	124.37	1,256.26	0.00	3,300.00	2,043.74	38.07	01-2-06200-281-000
01-2-06200-282-000	Title I - Para HRA	159.20	1,715.65	0.00	1,800.00	84.35	95.31	01-2-06200-282-000
01-2-06200-283-000	Federal Services - Title (HSA	0.00	32.71	0.00	5.00	(27.71)	654.20	01-2-06200-283-000
01-2-06200-610-000	Federal Services - Title I, Part A ESSA Improving	0.00	32.99	0.00	2,000.00	1,967.01	1.65	01-2-06200-610-000
01-2-06200-810-000	Federal Services - Title I, Part A ESSA Improving	0.00	0.00	0.00	100.00	100.00	0.00	01-2-06200-810-000
01-2-06406-320-000	Federal Services - IDEA Preschool (619) Base Alloc	0.00	3,997.50	0.00	0.00	(3,997.50)	0.00	01-2-06406-320-000
01-2-06406-591-000	Federal Services - IDEA Preschool (619) Base Alloc	0.00	0.00	0.00	4,000.00	4,000.00	0.00	01-2-06406-591-000
01-2-06408-111-000	Federal Services - IDEA Enrollment/Poverty (611)-S	10,677.07	92,585.83	0.00	130,000.00	37,414.17	71.22	01-2-06408-111-000
01-2-06408-112-000	Federal Services - IDEA Enrollment/Poverty (611)-S	0.00	0.00	0.00	6,000.00	6,000.00	0.00	01-2-06408-112-000
01-2-06408-211-000	Federal Services - IDEA Enrollment/Poverty (611)-S	1,587.43	16,781.95	0.00	15,000.00	(1,781.95)	111.88	01-2-06408-211-000

Chase Revenue and Expenditure Report

Printed: 07/09/2026 5:22:02PM
Chase County Schools

General 01

Account Type X Expense
Source of Revenue/Functi

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
01-2-06408-212-000	Federal Services - IDEA Enrollment/Poverty (611)-S	0.00	0.00	0.00	500.00	500.00	0.00	01-2-06408-212-000
01-2-06408-221-000	Federal Services - IDEA Enrollment/Poverty (611)-S	790.52	4,400.26	0.00	9,250.00	4,849.74	47.57	01-2-06408-221-000
01-2-06408-222-000	Federal Services - IDEA Enrollment/Poverty (611)-S	0.00	0.00	0.00	350.00	350.00	0.00	01-2-06408-222-000
01-2-06408-231-000	Federal Services - IDEA E (NPE	593.12	1,788.86	0.00	10,000.00	8,211.14	17.89	01-2-06408-231-000
01-2-06408-237-000	Federal Services - IDEA E (NPE	269.59	269.59	0.00	4,500.00	4,230.41	5.99	01-2-06408-237-000
01-2-06408-320-000	Federal Services - IDEA Enrollment/Poverty (611)-S	0.00	1,619.50	0.00	0.00	(1,619.50)	0.00	01-2-06408-320-000
01-2-06408-610-000	Federal Services - IDEA Enrollment/Poverty (611)-G	0.00	0.00	809.94	1,900.00	1,090.06	61.57	01-2-06408-610-000
01-2-06700-650-001	Carl Perkins - Supplies - Technology Related	0.00	0.00	4,759.11	7,630.00	2,870.89	127.05	01-2-06700-650-001
01-2-06992-734-000	REAP - Technology Related Hardware	0.00	46,839.00	0.00	43,000.00	(3,839.00)	108.93	01-2-06992-734-000
01-2-08000-000-000	Transfers (Outgoing)	0.00	0.00	0.00	194,623.00	194,623.00	0.00	01-2-08000-000-000
01-2-08000-913-000	Transfers (Outgoing)-Fund Transfers to Activities	0.00	0.00	0.00	120,000.00	120,000.00	0.00	01-2-08000-913-000
01-2-09000-000-000	Non-Program Expenditure	(25,462.66)	(15,126.10)	0.00	0.00	15,126.10	0.00	01-2-09000-000-000
X Expense		783,882.97	8,276,693.05	219,650.34	11,774,173.00	3,277,829.61	74.54	* Account Type
01 General		57,550.14	(1,561,441.42)	219,650.34	2,994,544.00	4,336,335.08	-35.46	Fund

Chase Revenue and Expenditure Report

Printed: 07/09/2026 5:22:02PM
Chase County Schools

Depreciation 02

Account Type I Revenue
Source of Revenue/Functi

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
Revenue								
02-1-01510-000-000	Interest	8.84	2,242.20	0.00	0.00	(2,242.20)	0.00	02-1-01510-000-000
I Revenue		8.84	2,242.20	0.00	0.00	(2,242.20)	0.00	* Account Type
Expense								
02-2-02900-450-000	Other Support Services-Construction Services	16,800.00	363,999.10	0.00	537,093.00	173,093.90	67.77	02-2-02900-450-000
X Expense		16,800.00	363,999.10	0.00	537,093.00	173,093.90	67.77	* Account Type
02 Depreciation		16,791.16	361,756.90	0.00	537,093.00	175,336.10	67.35	Fund

Chase Revenue and Expenditure Report

Printed: 07/09/2026 5:22:02PM
Chase County Schools

Employee Benefit Fund 03

Account Type I Revenue
Source of Revenue/Functi

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
Revenue								
03-1-01510-000-000	Interest Income	16.96	171.13	0.00	0.00	(171.13)	0.00	03-1-01510-000-000
I Revenue		16.96	171.13	0.00	0.00	(171.13)	0.00	* Account Type
03 Employee Benefit Fund		16.96	171.13	0.00	0.00	(171.13)	0.00	Fund

Chase Revenue and Expenditure Report

Printed: 07/09/2026 5:22:02PM
Chase County Schools

Activities 05

Account Type I Revenue
Source of Revenue/Functi

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
Revenue								
05-1-01710-000-000	Admissions	0.00	16,462.04	0.00	0.00	(16,462.04)	0.00	05-1-01710-000-000
05-1-01730-000-000	Student Organization Membership Dues & Fees	0.00	4,861.00	0.00	0.00	(4,861.00)	0.00	05-1-01730-000-000
05-1-01790-000-000	Other Activity Income	0.00	29,530.00	0.00	0.00	(29,530.00)	0.00	05-1-01790-000-000
05-1-01990-000-000	Miscellaneous Local Revenue	0.00	4,196.23	0.00	0.00	(4,196.23)	0.00	05-1-01990-000-000
Local Receipts								
05-1-1510	Interest Income	746.03	(33,119.70)	0.00	0.00	33,119.70	0.00	05-1-1510-000-000
05-1-1741	Activity Income	0.00	345,601.30	0.00	0.00	(345,601.30)	0.00	05-1-1741-000-000
1000	**Local Receipts**	746.03	312,481.60	0.00	0.00	(312,481.60)	0.00	** Source of Revenue/Function
I	**Revenue**	746.03	367,530.87	0.00	0.00	(367,530.87)	0.00	* Account Type
Expense								
05-2-02900-610	General Supplies	0.00	41,545.94	0.00	0.00	(41,545.94)	0.00	05-2-02900-610-000
05-2-09000-950-000	Non-Program Expenditures - Special Items	0.00	(14,105.87)	0.00	0.00	14,105.87	0.00	05-2-09000-950-000
05-2-03200-610-000	Enterprise Operations	0.00	351,358.39	0.00	0.00	(351,358.39)	0.00	05-2-3200-610-000
05-2-03200-890-000	Enterprise Operations	0.00	587.00	0.00	976,705.00	976,118.00	0.06	05-2-3200-890-000
X	**Expense**	0.00	379,385.46	0.00	976,705.00	597,319.54	38.84	* Account Type
05	**Activities**	(746.03)	11,854.59	0.00	976,705.00	964,850.41	1.21	Fund

Chase Revenue and Expenditure Report

Printed: 07/09/2026 5:22:02PM
Chase County Schools

School Nutrition 06

Account Type I Revenue
Source of Revenue/Functi

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
Revenue								
06-1-01510-000-000	Interest	15.30	168.89	0.00	0.00	(168.89)	0.00	06-1-01510-000-000
06-1-01611-000-000	Daily Sales-School Lunch Program	412.89	219,711.69	0.00	0.00	(219,711.69)	0.00	06-1-01611-000-000
06-1-03150-000-000	State Reimbursement (of Nutrition Programs)	0.00	1,457.69	0.00	0.00	(1,457.69)	0.00	06-1-03150-000-000
06-1-04210-000-000	Federal Reimbursement	15,392.50	256,429.47	0.00	0.00	(256,429.47)	0.00	06-1-04210-000-000
I Revenue		15,820.69	477,767.74	0.00	0.00	(477,767.74)	0.00	* Account Type
Expense								
06-2-01100-352-000	Data Processing	8.92	4,553.27	0.00	0.00	(4,553.27)	0.00	06-2-03100-352-000
06-2-03100-570-000	Food Service Management	36,927.46	405,847.76	0.00	641,519.00	235,671.24	68.32	06-2-03100-570-000
06-2-03100-610-000	Food Service Supplies	80.95	3,160.14	0.00	0.00	(3,160.14)	0.00	06-2-03100-610-000
06-2-03100-733-000	Food Service Furniture and Fixtures	3,435.00	6,935.00	0.00	0.00	(6,935.00)	0.00	06-2-03100-733-000
X Expense		40,452.33	420,496.17	0.00	641,519.00	221,022.83	70.60	* Account Type
06 School Nutrition		24,631.64	(57,271.57)	0.00	641,519.00	698,790.57	-3.88	Fund

Chase Revenue and Expenditure Report

Printed: 07/09/2026 5:22:02PM
Chase County Schools

Bond 07

Account Type I Revenue
Source of Revenue/Functi

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
Revenue								
07-1-01510-000-000	Interest	0.00	0.01	0.00	0.00	(0.01)	0.00	07-1-01510-000-000
I Revenue		0.00	0.01	0.00	0.00	(0.01)	0.00	* Account Type
Expense								
07-2-08000-911-000	Fund Transfers to General Fund	0.00	66.41	0.00	0.00	(66.41)	0.00	07-2-08000-911-000
X Expense		0.00	66.41	0.00	0.00	(66.41)	0.00	* Account Type
07 Bond		0.00	66.40	0.00	0.00	(66.40)	0.00	Fund

Chase Revenue and Expenditure Report

Printed: 07/09/2026 5:22:02PM
Chase County Schools

Special Building 08

Account Type I Revenue
Source of Revenue/Functi

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
Revenue								
08-1-01100-000-000	Taxes Levied/Assessed by the School District	23,064.29	223,419.17	0.00	0.00	(223,419.17)	0.00	08-1-01100-000-000
08-1-01115-000-000	Carline Taxes	0.00	27.36	0.00	0.00	(27.36)	0.00	08-1-01115-000-000
08-1-01510-000-000	Interest	92.25	748.80	0.00	0.00	(748.80)	0.00	08-1-01510-000-000
08-1-03130-000-000	Homestead Exemption	677.23	2,708.92	0.00	0.00	(2,708.92)	0.00	08-1-03130-000-000
08-1-03131-000-000	Property Tax Credit	0.00	193,636.30	0.00	0.00	(193,636.30)	0.00	08-1-03131-000-000
08-1-03180-000-000	Pro-Rate Motor Vehicle	0.00	788.40	0.00	0.00	(788.40)	0.00	08-1-03180-000-000
Local Receipts								
08-1-1140-000-000	Interest & Penalties	27.96	494.49	0.00	0.00	(494.49)	0.00	08-1-1140-000-000
1000	**Local Receipts**	27.96	494.49	0.00	0.00	(494.49)	0.00	** Source of Revenue/Function
I	**Revenue**	23,861.73	421,823.44	0.00	0.00	(421,823.44)	0.00	* Account Type
Expense								
08-2-02610-720-000	Operation of Buildings-Buildings	0.00	3,700.00	0.00	1,970,260.00	1,966,560.00	0.19	08-2-02610-720-000
08-2-05000-831-000	Debt Service-Redemption of Principa	0.00	130,000.00	0.00	0.00	(130,000.00)	0.00	08-2-05000-831-000
08-2-05000-832-000	Debt Service-Interest on Long-Term Debt	0.00	43,312.50	0.00	0.00	(43,312.50)	0.00	08-2-05000-832-000
X	**Expense**	0.00	177,012.50	0.00	1,970,260.00	1,793,247.50	8.98	* Account Type
08	**Special Building**	(23,861.73)	(244,810.94)	0.00	1,970,260.00	2,215,070.94	-12.43	Fund

Chase Revenue and Expenditure Report

Printed: 07/09/2026 5:22:02PM
Chase County Schools

Qualified Capital Purpose Undertaking 09

Account Type I Revenue
Source of Revenue/Functi

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
Revenue								
09-1-01510-000-000	Interest	0.00	0.01	0.00	0.00	(0.01)	0.00	09-1-01510-000-000
I	**Revenue**	0.00	0.01	0.00	0.00	(0.01)	0.00	* Account Type
Expense								
09-2-08000-911-000	Fund Transfers to General Fund	0.00	128.85	0.00	0.00	(128.85)	0.00	09-2-08000-911-000
X	**Expense**	0.00	128.85	0.00	0.00	(128.85)	0.00	* Account Type
09	**Qualified Capital Purpose Undertaking**	0.00	128.84	0.00	0.00	(128.84)	0.00	Fund

Chase Revenue and Expenditure Report

Printed: 07/09/2026 5:22:02PM
Chase County Schools

Student Fee 12

Account Type I Revenue
Source of Revenue/Functi

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
Revenue								
12-1-01510-000-000	Interest	0.10	0.98	0.00	0.00	(0.98)	0.00	12-1-01510-000-000
I	**Revenue**	0.10	0.98	0.00	0.00	(0.98)	0.00	* Account Type
12	**Student Fee**	0.10	0.98	0.00	0.00	(0.98)	0.00	Fund
	Report Total:	(74,348.12)	1,489,889.31	(219,650.34)	(7,120,121.00)	(8,390,359.97)	-13.45	

Amazon Capital Services Report	Totals
Wooden Peg Puzzle- 6 pack	$ 26.99
LCD Writing Tablet	$ 17.96
Kids Art Smocks Water-Resistant	$ 11.99
Wooden Kids Cleaning toy set	$ 26.89
Dinosaur Wooden Puzzles-4 pack	$ 8.49
Floor Sensory Tiles-4 Pack	$ 45.47
All visitors must report to office sign	$ 19.38
invisible ink pen with flashlight	$ 23.97
flashlights	$ 27.19
discounts	$ (27.29)
Cyclone pump	$ 33.34
two wheel utility cart	$ 113.98
50 PK LED Bulbs	$ 341.98
mens work shirts	$ 14.98
mens work shirts	$ 14.99
mens work shirts	$ 29.98
4U Wall mount rack	$ 31.92
wooden bookshelf	$ 99.99
Extra large exercise mat	$ 259.99
Trimmer heads	$ 34.19
50 pack LED bulbs 4ft	$ 341.98
Cable	$ 16.33
rack mount cable bracket	$ 26.78
cable patch 4ft	$ 23.26
Ethernet patch cables	$ 19.28
Cable Management Cord Organizer	$ 15.33
ethernet cable 20 ft	$ 8.07
cable matters 100 pk cat 6	$ 14.39
Air duster	$ 25.62
Label maker tape	$ 14.09
Jack punch down tool stand	$ 6.95
mount cable	$ 39.98
cable tooless jack	$ 6.08
cables	$ 24.23
Puzzles	$ 26.99
Wooden puzzles	$ 9.99
Ocean life figures	$ 12.34
TV wall mount	$ 28.01
50" TV	$ 179.99
3 Ring Binders	$ 127.60
Bristle shape building blocks	$ 24.69
Crayola washable paint	$ 54.44
Sensory floor tiles	$ 45.47
Peg puzzles	$ 23.98
Safari animal figures	$ 12.34
Tonies Clark the Shark Audio Player	$ 17.99

Tonies Gruffalo audio player character	$	13.49
Tonies Elephant and Piggie audio player char	$	19.35
Open ended wooden shape puzzles	$	26.99
Tonies Pout-Pout Fish audio player character	$	17.99
Tonies Going on a Bear Hunt audio player cha	$	14.35
Tonies animal world 4pk	$	22.49
Tonies silicone case	$	22.99
Wooden musical instruments	$	30.88
48 pcs building blocks	$	24.69
Cleaning toy set	$	26.69
Tonies Pigeon audio player character	$	19.00
Art smocks	$	15.99
White 24 x 36 White poster board	$	59.99
Black 24 x 36 Poster board	$	26.24
HD Bun Rack Covers	$	25.70
Office computer desk	$	69.99
Chair mats for hardwood floor	$	92.80
Toniebox 2 Audio Player	$	142.77
Wells Lamont Welding gloves	$	23.10
SM-BL-014 14" TCT Blade for Mild Steel	$	216.58
PHILIPS CR2450 Battery, [5-Pack] cr2450 3v L	$	97.00
Medical Soft Max™ Exam Gloves, 100 Count	$	26.94
Wire Wheel For Bench Grinder, Crimped Wir	$	30.70
Safety Glasses Over Eyeglasses 12 Pack ANSI	$	24.19
Ticonderoga Wood-Cased Pencils, Pre-Sharpe	$	70.46
Elitech PHM-230 Professional pH Pen Meter	$	27.99
moveland 500PCS 3ML Plastic Dropper Pipet	$	18.99
Medical Soft Max™Exam Gloves, 100 Count M	$	26.94
Wells Lamont Blue Lined Welding Gloves	$	34.65
Medical Soft Max™ Nitrile Exam Gloves, 100	$	26.94
Play Doh 36 pack	$	22.53
Costzon Kids Grocery Store Playset	$	139.15
Reading Tent	$	49.99
Mauvalus tape-4 pack	$	57.76
20-Piece Silicone Pen Holders,	$	47.42
DEWALT 42960100 60 Grit Grinding Wheel, 8	$	53.27
Toniebox 2 Audio Player Starter Set	$	137.19
small brown paper bags with handles	$	18.80
Heavy Duty Plastic Folders with Clear Front P	$	51.78
YHHYTOY 48 PCS Wooden Stacking Rocks Sto	$	23.68
24Pcs Mini Multicolor Pens	$	9.99
Mr. Sketch Scented Markers, Chisel Tip, Asso	$	13.99
Tonies Animal World 4: Animals of Africa Cle	$	22.49
Tonies Mo Willems` The Pigeon Series Audio	$	17.99
Tonies The Gruffalo Audio Play Character	$	13.49
Silicone Case for Toniebox 2	$	22.99
108 Pcs Open Ended Wooden Shape Puzzles	$	26.99

Hefty 63 Qt Hi-Rise Storage Bin with Lid-4pac	$	153.98
Tonies Mo Willems` Elephant & Piggie Audio	$	17.99
Tonies Clark The Shark Audio Play Character	$	17.99
Tonies The Pout-Pout Fish and Other Stories	$	17.99
Tonies We`re Going on a Bear Hunt Audio To	$	13.49
Tonies Corduroy Audio Play Character	$	17.99
48 PCS Building Block Stacking Toys	$	24.69
Crayola Washable Paint (12ct)	$	51.99
6 Pack Wooden Animal Puzzles	$	22.99
Safari Animal Figurines Set	$	12.34
Ocean Sea Life Toy Figures Set	$	12.34
Kids Musical Instruments, 33Pcs	$	30.88
100 Pcs Bristle Shape Building Blocks	$	24.69
July 2026 Amazon Capital Expenditures	**$**	**4,748.30**

Vendor_Name	Description	Amount
21st Century Equipment	oil and air filters	$ 135.77
21st Century Equipment	Part	$ 18.88
21st Century Equipment	repair parts-transportation	$ 30.68
A T & T	LD services	$ 86.25
Adams Lumber Co	10 Swivel Casters	$ 72.90
Adams Lumber Co	Maintenance supplies -paint supplies, parts etc.	$ 367.14
Allo Communications	Telephone services	$ 534.58
Amazon Capital Services	General Expenses	$ 4,748.30
Ambience Counseling Center	Med Management 4/29, 5/18, 6/24	$ 350.00
American Reading Company	SchoolPace Annual Subscription	$ 6,000.00
AppCentri LLC	2025-26 site License User fee	$ 310.00
Blick Art Materials	Art Supplies Grades 7-12	$ 787.77
Blick Art Materials	Materials for 26-27 school year I attached a pdf	$ 683.74
Bomgaars	Maintenance supplies	$ 55.66
CCS Activity Fund	Due to Activity - Viaero advertising	$ 5,000.00
Chase County Hospital	PT for student (AH)	$ 1,360.00
Chase County Hospital	CDL Exam- LL	$ 50.00
City Of Imperial	Trash disposal service	$ 51.50
City Of Imperial	Water Meter East Parking lot 5/18-6/17	$ 32.80
City Of Imperial	New FB Field Lights 5/18-6/17	$ 72.00
City Of Imperial	New Bus Barn electric 5/18-6/17	$ 243.20
City Of Imperial	New Bus Barn water/sewer 5/18-6/17	$ 52.50
City Of Imperial	520 E 9th water meter 5/18-6/17	$ 443.50
City Of Imperial	505 E 9th St water/sewer 5/18-6/17	$ 808.00
City Of Imperial	520 E 9th St electric 5/18-6/17	$ 9,803.44
City Of Imperial	520 E 9th St water/sewer 5/18-6/17	$ 2,359.00
City Of Imperial	New Track Electric 5/18-6/17	$ 79.92
City Of Imperial	New Track water/sewer 5/18-6/17	$ 677.65
City Of Imperial	Trash disposal service	$ 32.00
City Of Imperial	505 E 9th electric 5/18-6/17	$ 1,540.04
Cornhusker Internationl Truck	Shield, Shaft, repair parts for bus	$ 101.67
Cornhusker Internationl Truck	V-Belts, fans	$ 308.65
Cornhusker Internationl Truck	filters and fan. 3420002	$ 616.07
Cornhusker Internationl Truck	Tread, Air Filter, parts,	$ 715.76
Cornhusker Internationl Truck	Idler pulley assembly	$ 306.55
Cornhusker Internationl Truck	Repair parts-transportation	$ 195.76
Cornhusker Internationl Truck	Filters	$ 188.73
Creative Sites, LLC	Burke Playground Equipment/installation -PREK	$ 74,375.00
Culligan of McCook	Rental fee for ice/water cooler machine 6/24-7/28	$ 100.00
DataShield	Shredding services	$ 77.42
E D Enterprises	Repair parts for Ford F150, shop	$ 38.97
E D Enterprises	Repair parts-transportation	$ 51.54
E-470 Public Highway Authorit	Toll Fee	$ 5.00
Eakes Office Solutions	13" Pad-maintenance	$ 64.32
Eakes Office Solutions	Contracted Billing 6/20/25-6/19/2026	$ 16,621.16
ESU #10	Print Server-C Drive Almost full	$ 105.00

ESU #10	Firewall Maintenance	$	113.75
ESU #7	LastPass Licenses (15) 26-27	$	120.00
Follett Content Solutions LLC	3rd Shipment of Library books	$	630.28
Frenchman Valley Co-op	ADMN fuel 5/1-5/31/26	$	18.19
Frenchman Valley Co-op	Regular pupil fuel usage 5/11/26-5/31/26	$	7,337.40
Frenchman Valley Co-op	ADMN fuel 6/1-6/30	$	107.21
Frenchman Valley Co-op	Regular pupil fuel 6/1-6/30	$	2,584.49
Graham Tire Kearney	tires for Fusion	$	480.00
Heartland Roofing Consultants	Annual Preventative Maintenance Contract	$	8,300.00
High Plains News	Legal Ads 5/7-5/21	$	18.17
High Plains News	Legal Ads 6/4-6/25	$	221.47
Hills Family Foods	Maintenance supplies	$	7.90
Holiday Farms	862 sqft of Sod	$	775.80
Hometown Leasing	Copier lease pmt 13	$	3,564.59
Ideal Linen Supply Inc	Uniform/rags (bus barn) 6/4-6/25	$	200.26
Imperial Country Ford	Install accessories, super springs/labor	$	757.14
Imperial Country Ford	Cover (transportation repair parts)	$	102.02
Imperial NAPA	Transportation repair parts	$	333.66
Imperial NAPA	Maintenance supplies	$	28.66
Inland Truck Parts & Service	Oil Bath Seals (2)	$	90.63
Jeff Einspahr	Reimburse for mileage for Apple Seminar	$	45.94
Jim Pankonin	Labor/parts (remove show mix valve)	$	290.75
KSB School Law	Contracted legal services 5/2-5/19	$	1,041.00
KSB School Law	Contracted Legal Services 6/9-6/18	$	175.50
Lakeshore Learning Materials,	Feels Real Newborn Dolls	$	113.98
Lakeshore Learning Materials,	Nuts about Counting	$	70.28
Lakeshore Learning Materials,	Indestructible Giant Beads & Patterns	$	94.98
Lakeshore Learning Materials,	Nylon Bristle Paintbrushes	$	28.48
Lakeshore Learning Materials,	No Spill Paint Cups	$	37.98
Lakeshore Learning Materials,	Best Buy Play Food Assortment	$	113.98
Lakeshore Learning Materials,	Magnetic Mosaic Design Board	$	75.98
Lakeshore Learning Materials,	Create a Burger Sequencing Tracker	$	32.28
Lakeshore Learning Materials,	Apple Tree Counting Box	$	56.98
Lakeshore Learning Materials,	Easy Build Bricks Starter Set	$	473.10
Lakeshore Learning Materials,	Lakeshore Career Costume Set	$	758.10
Lakeshore Learning Materials,	Hardwood Community Vehicles	$	94.98
Lakeshore Learning Materials,	Around Town Play Carpet	$	94.98
Lakeshore Learning Materials,	Block Play Taffic Signs	$	56.98
Lakeshore Learning Materials,	Magnetic Designer	$	47.48
Lakeshore Learning Materials,	Design & Build Water Blocks	$	75.98
Lakeshore Learning Materials,	Blocks & Blueprints Learning Center	$	132.98
Lakeshore Learning Materials,	Pet Vet Center	$	75.98
Lakeshore Learning Materials,	Brown Bear Storytelling Kit	$	70.28
Lakeshore Learning Materials,	Pete the Cat	$	70.28
Lakeshore Learning Materials,	No David Storytelling Kit	$	70.28
LaQuinta Inn & Suites-Kearney	Hotel room for Transportation Conf.	$	161.91
Lenovo Financial Services	Lenovo Chromebooks lease pmt	$	13,846.48

McConnell Psychological Servi	Psychological Services-Professional Educational Se	$	6,600.42
McConnell Psychological Servi	Special Education Instructional Programs - School	$	3,734.56
McConnell Psychological Servi	Psych ESU - Ages 3 to 5 - Professional Educational	$	832.79
McConnell Psychological Servi	Special Education Instructional Programs - 3 to 5	$	343.23
McCook Gazette	Legal Ads 5/7-5/28	$	308.06
McCook Gazette	Legal Ads 6/4-6/23	$	327.46
Midwest Bus Repair	Camera installation on bus	$	768.75
Mike Kreiling	Tile floor/mileage	$	1,532.50
Mike Kreiling	Carpet-auditorium/mileage	$	3,697.70
NACIA	2026-27 NACIA Dues (AL)	$	40.00
NE Council School Administrat	NE Ag Ed Conf/banquet	$	392.00
NE Rural Community Schools A	2026-27 NRCSA Dues renewal	$	850.00
Northern Tool + Equipment	10-ton Hudraulic -PR (no lift gate)	$	693.84
Occupational Therapy Services	OT/Mileage 5/7-5/14	$	1,406.25
Omaha Legacy	RB Camera + Sensor cleaning	$	476.00
Omaha Legacy	RB Camera cleaning	$	69.00
Owens True Value	4.5 x 60 grit flap wheel	$	54.95
Owens True Value	4.5" x 80 grit flap wheel	$	59.95
Owens True Value	4.5" x 120 grit flap wheel	$	59.95
Owens True Value	21" Flat Pry Bar	$	22.99
Owens True Value	120 Grit Emery Cloth	$	21.98
Owens True Value	WD 40 Multi Purpose Lubricant	$	18.98
Owens True Value	Maintenance suppllies	$	358.03
Owens True Value	WD 40 Silicone Lubricant	$	19.98
Owens True Value	Aerosol Cleaner & Degreaser	$	22.98
Owens True Value	Milwaukee Cobalt Drill Bit Set	$	48.99
Owens True Value	GoJo Hand Cleaner, 1/2 Gallon	$	53.97
Owens True Value	Bus Barn supplies	$	173.93
Owens True Value	Tech supplies	$	4.79
Pivot Electric	2x2 flat panel LED	$	80.00
Pivot Electric	Motor, Power relay pack, emerg. power relay, switc	$	1,549.94
Pivot Electric	Cord connectors, electrical labor	$	125.50
Platinum Customs, LLC	Vinyl numbers (buses)	$	30.00
Popplers	Shipping	$	24.95
Popplers	Never Let Go	$	87.50
Popplers	Saturn`s Embrace	$	75.00
Popplers	Deep River	$	51.25
Popplers	Ong-Hye-Ya	$	90.00
Popplers	Earth Song	$	68.75
Popplers	All Night I Could Not Sleep	$	123.75
Prairie States Communications	UHF Antenna/installation on new bus	$	170.30
Pye-Barker Fire Safety	Annual sprinkler Inspection/backflow Inspection	$	415.00
Pyramid School Products	Central Office supplies-misc items	$	1,035.81
R.E.I.	Bus cams to up dat for refit of route bus to town	$	706.50
Renaissance	platform & 175 AR licenses	$	2,223.50
Riverside Insights	WJV-Unlimited Subscription	$	790.40
Rowley Welding	T - Argon Gas Bottles	$	275.02

Rowley Welding	K- Oxyen Bottles	$ 90.58
Rowley Welding	50# Co2 Gass Bottles	$ 165.44
Rowley Welding	WS Acetylene Gass Bottle	$ 136.60
Rural Rehabilitation Services, I	Speech services/mileage April	$ 3,420.50
Rural Rehabilitation Services, I	Speech services/mileage May	$ 1,887.50
Rural Rehabilitation Services, I	Speech services/mileage June	$ 722.50
S & S Lock and Key	4 keys for locker rooms	$ 32.00
Savvas Learning Company	Env-Mth27 Diff Lbry Pkg G3	$ 614.39
Savvas Learning Company	Env MTH 27 Diff Lbry Pkg G2	$ 614.39
Savvas Learning Company	Env Mth27 Diff Lbry Pkg G4,5	$ 1,228.77
Savvas Learning Company	Env MTH27 SP 1Y SE+NAT 1Y G4,5	$ 104.48
Savvas Learning Company	ENV MTH27 Diff Lbry Pkg GK	$ 614.39
Savvas Learning Company	ENV MTH27 DIFF Lbry Pkg G1	$ 614.39
School Specialty	Art Supplies for 26-27 school year	$ 1,738.19
School Specialty	MS Math Supplies	$ 114.97
Staples	Clear tape, bic pens, easel pads, post it notes	$ 660.56
Staples	Masking tape	$ 71.40
Staples	Bic pens, post it notes	$ 293.20
The Waldinger Corporation	Labor,materials/parts, equipment usage/mileage	$ 985.75
TK Elevator Corporation	Annual Maintenance	$ 925.34
Unitech	UDI Eclipse Floor Finish	$ 285.00
Unitech	UDI Eclipse Floor Finish	$ 855.00
United Way of the Midlands	School Fee as per agreement July 2026-June 2027	$ 10,000.00
US Bank	Activity/General Expenses	$ 47,344.26
Yost Farm Supply	Transportation parts	$ 182.10
Yost Farm Supply	Transportation parts	$ 75.63
Zaner-Bloser Educational Publ	Grade 2 Manuscript Handwriting Books	$ 596.00
Zaner-Bloser Educational Publ	Shipping & Handling	$ 59.60
	July 2026 General Fund Expenses	**$ 280,008.47**
	July 2026 General Payroll Expenses	**$ 581,411.49**
	July 2026 Total General Fund Expenditures	**$ 861,419.96**

Brenda Ledall	Refund for lunch account	$ 6.35
OPAA! Food Management, Inc	June 2025 Contracted meals	$ 32,402.13
	July 2026 Total Lunch Fund Expenditures	**$ 32,408.48**

US Bank Report	Totals
REad Theory-Subscription	$ 10.00
Mosyle-ONEk12 License fee	$ 1,620.00
Blinds.com-blinds	$ 132.93
USPS.com-The herd postage	$ 110.41
USPS.com-The herd postage	$ 304.80
Activity Expenses	$ 24,352.00
Grizzly-shipping	$ 216.47
Shipping	$ 259.00
Kaplan Learning.com- Conf	$ 632.44
Graco Paint Sprayer: Airless, Cart, Pressure	$ 1,064.11
Shipping	$ 133.80
Discount on Grizzly order	$ (217.47)
Shipping	$ 921.95
BHE-505 E 9th gas usage 5/8-6/8	$ 999.61
BHE-1110 Shorthorn gas usage 5/8-6/8	$ 64.06
BHE-520 E 9th gas usage 5/8-6/8	$ 546.02
Chase Co Motor Vehicle-registration	$ 16.00
Crowne Plaza-Kaplan Early Learning Conf	$ 322.04
Grizzly G1066Z - 24" 5 HP Drum Sander	$ 3,695.00
DeWalt Cordless Sliding Miter Saw	$ 531.44
21" Scross Saw w/ Foot Pedal & Stand	$ 749.00
Benchtop Wood Lathe	$ 850.00
17" Floor Variable Speed Drill Press	$ 1,225.00
12" Disc Combo Sander	$ 1,695.00
1HP V/S Oscillating Spindle Sander	$ 2,695.00
Really Good Stuff-KD classroom supplies	$ 114.41
Really Good Stuff-KD classroom supplies	$ 106.30
Comfort Inn-Hotel Career Ed Conf	$ 489.06
Casey`s-Fuel	$ 28.85
Bomgaars-AG supplies	$ 225.60
Sweetwater-MS instruments	$ 346.66
Maverick-fuel	$ 76.86
Maverick-fuel	$ 65.80
Pump/Pantry-fuel	$ 33.86
USPS.com-envelopes	$ 1,801.25
OTC-2nd Grade classroom supplies	$ 235.31
OTC-2nd Grade classroom supplies	$ 50.59
Chase Co Motor Vehicle-registration	$ 2.00
USPS PO-The Herd postage	$ 39.03
Allo Communications-telephone service	$ 561.62
LaQuinta-Admn Training hotel room	$ 170.65
Casey`s-fuel	$ 50.73
Panda Express-Bus training meal	$ 17.07
July 2026 Total US Bank Expenditures	**$ 47,344.26**

2008
Meetings

The formation of policy is public business and will be conducted openly in accordance with the Nebraska Open Meetings Act.

1. Types of Meetings

   a. The board shall hold its regular meetings on or before the third Monday of each month.

   b. Special and emergency meetings may be called as provided by law.

   c. The board may schedule work sessions and retreats in order to provide board members and administrators with the opportunity to plan, research, and engage in discussion.

2. Notice

~~The board shall give reasonable advance publicized notice of the time and place of each of its meetings, which generally will be 48 hours or more in advance of the meeting. Such notice shall be transmitted to all members of the board and to the public.~~

Method of Publishing Notice of Meetings. The board will publish reasonable advanced notice of all meetings on its website. The notice will contain a statement that the current agenda is available for inspection at the Superintendent's office during normal business hours. The Superintendent or designee may but is not required to provide information about meetings in other ways, such as social media or posting notices in physical locations in the district.

Publication of Notice Method and Regular Meeting Schedule. Four times per year, in a newspaper of general circulation, the board will publish its regular meeting schedule, location of regular meetings, and the designated method of publishing meeting notices.

~~**Publication Procedure if the Newspaper Will Be Finalized for Printing Prior to the Time and Date of the Meeting.** Notice of regular and special meetings shall be (1) published in a newspaper of general circulation within the district that is finalized for printing prior to the time and date of the meeting, (2) posting on the newspaper's website, if available, and (3) posting on a statewide website, if available, established and maintained as a repository for such notices by a majority of Nebraska newspapers.~~

Publication Procedure if the Newspaper Will Not Be Finalized for Printing Prior to the Time and Date of the Meeting. Notice of regular and special meetings shall be (1) posting on the newspaper's website, if available, and (2) posting on a statewide website, if available, established and maintained as a repository for such notices by a majority of Nebraska newspapers if no edition of a newspaper of general circulation within the school district's jurisdiction is to be finalized for printing prior to the time and date of the meeting.

Newspapers of general circulation in the district include the _____. Such notice shall contain a statement that the agenda shall be readily available for public inspection at the administration office of the school during the normal business hours. In addition, the superintendent is authorized, but not required, to publish the notice of any meeting on the school district's website, posting in three prominent places within the school district, or by any other appropriate method designated by the board.

In case of refusal, neglect, or inability of the newspaper to timely publish the notice, the school district will (1) post the notice on its website, if available, (2) request the newspaper submit a post on a statewide website, if available, established and maintained as a repository for such notices by a majority of Nebraska newspapers, and (3) post the notice in a conspicuous public place in the school district's jurisdiction. The school district will keep a written record of the posting and the written request to the newspaper.

When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes of the meeting, and any formal action taken in such meeting shall pertain only to the emergency. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public no later than the end of the next regular business day.

3. Weather Delays

In the event of inclement weather which makes it dangerous or unreasonable for board members or members of the public to attend a meeting for which notice has already been given, such meeting may be postponed by the board president. The board will communicate the delay to members of the public by posting it on the district's website and by following the same communication protocol that the district follows when student attendance at school is called off due to inclement weather. When possible, the board president and superintendent will attempt to communicate the information to local media

~~members and business owners to assist in notifying the public of the delay. Notice of the date, time, and location of the postponed meeting will be advertised as required in the "Notice" section above.~~

~~4.~~3. Minutes

a. The board shall keep minutes of all meetings showing the time, place, members present and absent, the method(s) and date(s) of the meeting notice, and the substance of all matters discussed.

b. Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the board in open session, and the record shall state how each member voted, or if the member was absent or not voting.

c. ~~The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public record~~The ~~and~~meeting minutes shall be published on the school district's website within ten working days of the last meeting or prior to the next convened meeting, whichever occurs earlier. The minutes shall be available on the website for at least six months.

The Superintendent will make a copy of the Open Meetings Act available at all meetings.

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

3003
Bidding for Construction, Remodeling, Repair, or Site Improvement

I. Applicability of this policy.

Construction and contracts undertaken with federal funds, whether those funds are derived directly from the federal government (e.g. award of a federal grant) or are derived by pass-through awards from the Nebraska Department of Education (e.g. special education funds, school lunch funds, Title I funds) are subject to the policy on Construction with Federal Funds, which is found elsewhere in this section.

This policy applies to all other purchases and contracts made by the school district for construction, remodeling, repair and other site improvements.

II. Projects with an Estimated Cost of Less than $~~109~~136,000

A. The school district will solicit quotes and/or estimates for all projects with an estimated cost of less than $~~109~~136,000.
B. Prior to solicitation of the quotes and/or estimates, the superintendent will determine whether the district will accept oral submissions.
C. Quotes and/or estimates may be solicited by the superintendent or his/her designee without board action.
D. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.
E. The district may use a Nebraska state-wide cooperative purchasing program in lieu of obtaining quotes or bids under this policy to the extent such a bid or quote is not otherwise independently required by law.
F. Nothing in this subsection prohibits or requires the use of the formal bidding procedures. If the district is going to solicit formal bids for projects of less than $~~109~~136,000 they must follow the formal procedures outlined in this policy.

III. Formal Bidding for Major Purchases and Construction

A. Pursuant to section 73-106 of the Nebraska statutes, the board will advertise for bids when the contemplated expenditure of the project

exceeds $~~109~~136,000 for the construction, remodeling or repair of a school-owned building or for site improvement.

B. In projects that involve professional engineering or architecture, the board will have a registered professional engineer or architect prepare the plans, specifications, and estimates when the anticipated cost of the project exceeds $144,000.

C. Advertising for Bids

1. The superintendent or designee will arrange to advertise for bids under this section by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date on which bids are due.

2. Nothing in this policy shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

D. Bid Documents

1. The bid documents shall identify the day upon which the bids shall be returned, received or opened and shall identify the hour at which the bids will close or be received or opened.

2. The invitation for bids will be sufficiently certain and specific, will include any specifications and pertinent attachments, and will define the items or services in order to allow the bidder to properly respond.

3. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.

4. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.

5. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.

6. Sealed bids will be opened in a place and at the specific time

stated in the bid form. Bidders shall be notified of the opening and invited to be present.

7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications.

E. Any or all bids may be rejected if there is a sound documented reason

F. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.

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

3003.1
Bidding for Construction, Remodeling, Repair, or Related Projects Financed with Federal Funds

I. Applicability of the Policy

This policy applies only to construction and contracts undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

The District will also comply with the requirements of the public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106) when the contemplated expenditure for the complete project exceeds $~~109~~136,000, the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. §§ 13-2901 through 13-2914), energy financing contracts (NEB. REV. STAT. §§ 66-1062 through 66-1066), other applicable state laws, and the board's general policy on Bidding for Construction and Related Projects. In addition, all procurement and construction shall comply with the rules and requirements of 2 CFR part 200.317 through 200.~~326~~327 and 34 CFR sections 75.601 through 75.615. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

II. All projects undertaken pursuant to this policy will be subject to the following bond requirements

A. A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

B. A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

C. A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with

a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

III. Construction Projects with an Anticipated Cost of Under $~~250~~350,000

A. Methods of Bidding/Soliciting Quotations or Estimates

The type of procedures required depends on the anticipated cost of the project.

1. Construction with an Anticipated Cost of up to $~~10,000~~15,000 (Micro-Purchases)

Micro-purchase means an individual procurement transaction for supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed $~~10,000~~15,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing.

2. Construction with an Anticipated Cost of between $~~10,000~~15,000 and $~~250~~350,000 (Simplified Acquisition Procedures)

For construction projects subject to this policy, simplified acquisitions are purchases that, in the aggregate amount, is more than $~~10,000~~15,000 and less than $~~250~~350,000 annually. For simplified acquisitions, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts.

B. Construction Projects with an estimated cost of between $~~109~~136,000 and $~~2~~349,999 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~~136,000 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~~136,000 and $~~250~~350,000.

IV. Construction Projects with an Anticipated Cost Over $~~250~~350,000

A. Sealed Bids: All constructions projects subject to this policy with an anticipated cost of $~~250~~350,000 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.~~322~~327 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards. This includes a "Buy American" provision that provides that as appropriate and to the extent consistent with law, the District and contractor should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of the Buy American provision must be included in all subawards including all contracts and purchase orders for work or products under this award.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are used when possible and consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in the U.S. or processed in the U.S. substantially using agricultural commodities produced in the U.S.

C. Full and Open Competition

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

D. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, public policy compliance, proper classification of employees (see the Fair Labor Standards Act, 29 U.S.C. 201, chapter 8), record of past performance, and financial and technical resources when conducting a procurement transaction.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over $25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by ~~revising~~ reviewing the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

E. Settlements of Issues Arising Out of Contract

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

F. Record Keeping

1. Record Retention

a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an

effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding construction projects for a minimum of five (5) years after the sale or demolition of the building. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.~~333~~334.

c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Construction Records for Projects Financed with Federal Funds

a) The District must maintain records sufficient to detail the history of all construction projects financed with federal funds. These records will include, but are not necessarily limited to the following: rationale for the method of construction, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.

b) Retention of construction records shall be in accordance with applicable law and Board policy.

VI. Conflict of Interest and Code of Conduct

A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.

B. Contracts covered by this policy are subject to the following additional provisions.

1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.

2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

An employee, officer, agent, and board member of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, with the limited exception of unsolicited items of nominal value.

D. Enforcement

Disciplinary Actions will be applied for violations of such standards by officers, employees, board members, or agents of the District at the board's discretion.

VII. Financial Management

A. Identification.

The District will identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as applicable, the CFDA title and

number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

B. Financial Reporting

The District will make an accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

C. Accounting Records

The District maintains records which adequately identify the source and application of funds provided for federally-assisted activities. These records must contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

D. Internal Controls

The Superintendent or his/her designee must maintain effective control and accountability for all funds, real and personal property, and other assets through board review and approval of claims, an annual audit of the district's finances pursuant to the applicable Nebraska Department of Education and federal rules and regulations, and comparison of expenditures and outlays to budgeted amounts. The District adequately safeguards all such property and assures that it is used solely for authorized purposes.

E. Budget Control

Actual expenditures or outlays will be compared with budgeted amounts for each federal award at least annually and more often as required by law or deemed prudent by the board or administrative staff.

F. Payment Methods

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the Nebraska Department of Education on a reimbursement basis. 2 CFR § 200.305. However, if the District receives an advance in federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up

to $500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for the Nebraska Department of Education to review upon request.

G. Allowability of Costs

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval.

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part 200, Subpart E. The Superintendent or his/her designee must consider these factors when making an allowability determination.

The Superintendent or his/her designee will consider Part 200's cost guidelines when federal grant funds are expended. The Superintendent or his/her designee will also consider whether all state - and District-level requirements and policies regarding expenditures have been followed.

H. Use of Program Income – Deduction, Addition, or Cost Sharing or Matching

The default method for the use of program income for the District is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The District may also request prior approval from the federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award. 2 C.F.R. § 200.307(e)(2). The District may also request prior approval from the federal awarding agency to use the cost sharing or matching method.

While the deduction method is the default method, the District always refers

to the grant award notice prior to determining the appropriate use of program income.

I. Cost Sharing or Matching

For all Federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the non-Federal entity's cost sharing or matching when such contributions meet all of the following criteria:

(1) Are verifiable from the non-Federal entity's records;
(2) Are not included as contributions for any other Federal award;
(3) Are necessary and reasonable for accomplishment of project or program objectives;
(4) Are allowable under subpart E (Cost Principles) of this part;
(5) Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
(6) Are provided for in the approved budget when required by the Federal awarding agency; and
(7) Conform to other provisions of this part, as applicable.

J. Documentation of Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VIII. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.~~326~~ 327 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus

area firms are used when possible consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in US or processed in US substantially using agricultural commodities produced in US.

C. Record Keeping

1. Record Retention

a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Procurement Records

a) The District must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.

b) Retention of procurement records shall be in accordance with applicable law and Board policy.

D. Privacy

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the requirements of the Family Educational Rights and Privacy Act (FERPA) and State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

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

3004.1
Fiscal Management for Purchasing and Procurement Using Federal Funds

I. Applicability of Policy

This policy applies only to non-construction related purchases undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

All other non-construction purchases will be governed by the Board's general purchasing policy, which can be found earlier in this subsection. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

This procurement policy shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. The district's goal is to fully implement all required procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the Nebraska Department of Education.

II. Procurement System

The District maintains the following purchasing procedures.

A. Responsibility for Purchasing

The authority to make purchases shall be governed by the District's purchasing policy, which can be found elsewhere in this section. Except as otherwise provided in the District's purchasing policy, the acquisition of services, equipment, and supplies shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the purchasing program of the school district. Purchases or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.

B. Methods of Purchasing

The type of purchase procedures required depends on the cost of the item(s) being purchased.

1. Purchases up to $~~10,000~~15,000 (Micro-Purchases)

Micro-purchase means an individual procurement transaction for supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed $~~10,000~~15,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing, which can be found earlier in this subsection.

2. Purchases between $~~10,000~~15,000 and $~~250,000~~350,000 (Simplified Acquisition Procedures)

Simplified acquisitions are purchases that, in the aggregate amount, are more than $~~10,000~~15,000 and less than $~~250,000~~350,000 annually. For simplified acquisitions, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts, which can be found earlier in this subsection.

3. Purchases Over $~~250,000~~350,000

a) Sealed Bids (Formal Advertising)

For purchases over $~~250,000~~350,000, the district will generally follow the bidding process outlined in the board's policy on Bidding for Construction, Remodeling, Repair or Site Improvement. If sealed bids are not accepted for a purchase of over $~~250,000~~350,000, the district will retain an explanation for that decision.

b) Contract/Price Analysis

The District performs a cost or price analysis in connection with every procurement action in excess of $~~250,000~~350,000, including contract

modifications. The district will make an independent estimate of costs prior to receiving bids or proposals.

4. **Noncompetitive Proposals (Sole Sourcing)**

a) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

1) The procurement transaction can only be fulfilled by a single source;

2) The public exigency or emergency for the requirement will not permit a delay resulting from providing public notice of a competitive solicitation;

3) The federal awarding agency or pass-through entity expressly authorizes written approval of noncompetitive proposals in response to a written request from the District; or

4) After solicitation of a number of sources, competition is determined inadequate.

b) Noncompetitive proposals may only be solicited with the approval of the superintendent or the board. Sufficient and appropriate documentation that justifies the sole sourcing decision must be maintained by the superintendent or designee.

c) A cost or price analysis will be performed for noncompetitive proposals when the price exceeds $~~250,000~~350,000.

5. **Competitive Proposals.**

a) The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered;

2) Proposals must be solicited from an adequate number of qualified sources; and

3) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

b) The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used to procure A/E professional services. The method may not be used to purchase other services provided by A/E firms are a potential source to perform the proposed effort.

c) The District may select a proposal that offers the best value and that is based upon the proposer's responsiveness to the proposal, experience, reputation, staff qualifications, ability and capacity to carry on the work, price, honesty, integrity, skills, business judgment, financial stability, past performance, and other relevant factors. The evaluation may be conducted by the school board, a designated committee, or another designee of the school board.

C. Use of Purchase (Debit & Credit) Cards

District use of purchase cards is subject to the policy on purchase cards which can be found elsewhere in this subsection.

D. Federal Procurement System Standards

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

The District will maintain and follow general procurement standards consistent with 2 C.F.R. §200.318.

E. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, public policy compliance, proper classification of employees (see the Fair Labor Standards Act, 29 U.S.C. 201, chapter 8), record of past performance, and financial and technical resources when conducting a procurement transaction.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over $25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by revising the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

F. Settlements of Issues Arising Out of Procurements

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

III. Conflict of Interest and Code of Conduct

A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.

B. Purchases covered by this policy are subject to the following additional provisions.

1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.

2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

An employee, officer, agent, and board member of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, except that this provision does not prohibit the receipt of unsolicited items of nominal value. For purposes of this policy, "nominal value" means a fair market value of $25 or less.

D. Enforcement

Disciplinary Actions including, but not limited to, counseling, oral reprimand, written reprimand, suspensions without pay, or termination of employment, will be applied for violations of such standards by officers, employees, board members, or agents of the District.

IV. Property Management Systems

A. Property Classifications

1. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or $10,000.

2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the

capitalization level established by the District for financial statement purposes or $10,000, regardless of the length of its useful life. 2 C.F.R. §200.94.

3. Computing Devices means machines that acquire, store, analyze, process, and publish data and other information electronically, including accessories (or "peripherals") for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.

4. Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:

    a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and

    b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

B. Inventory Procedure

Newly purchased property shall be received and inspected by the staff member who ordered it to ensure that that it matches the purchase order, invoice, or contract and that it is in acceptable condition.

Equipment, Computing Devices, and Capital Assets must be tagged with an identification number, manufacturer, model, name of individual who tagged the item, and date tagged).

C. Inventory Records

For equipment, computing devices, and capital assets purchased with federal funds, the following information is maintained in the property management system:

1. Serial number;
2. District identification number;
3. Manufacturer;

4. Model;
5. Date tagged and individual who tagged it;
6. Source of funding for the property;
7. Who holds title;
8. Acquisition date and cost of the property;
9. Percentage of federal participation in the project costs for the federal award under which the property was acquired;
10. Location, use and condition of the property; and
11. Any ultimate disposition data including the date of disposal and sale price of the property.

The inventory list shall be adjusted by the superintendent of schools or his/her designee for property that is sold, lost, stolen, cannot be repaired, or that cannot be located.

D. Physical Inventory

1. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.

2. The Superintendent or his/her designee will ensure that the physical inventory is performed. The physical inventory will generally occur during the months of June or July, but may be conducted during other time periods with the approval of the superintendent.

E. Maintenance

In accordance with 2 C.F.R. 313(d)(4), the District maintains adequate maintenance procedures to ensure that property is kept in good condition.

F. Lost or Stolen Items

The District maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property. The District will notify the Federal agency or pass-through entity of any loss, damage, or theft of equipment that will have an impact on the program.

G. Use of Equipment

Equipment must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the federal award, and the District will not encumber the

property for any non-federal program use without prior approval of the federal awarding agency and the pass-through entity.

H. Disposal of Equipment

When it is determined that equipment acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the Superintendent or his/her designee will contact the awarding agency (or pass-through for a state-administered grant) for disposition instructions.

If the item has a current fair market value of $10,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency or pass-through entity. The Superintendent or his/her designee will utilize sales procedures which ensure the highest possible return on the disposal of the equipment.

I. Equipment Retention

When included in the terms and conditions of the Federal award, the Federal agency may permit the recipient to retain equipment, or authorize a pass-through entity to permit the recipient to retain equipment, with no further obligation to the Federal Government unless prohibited by Federal statute or regulation.

J. Equipment and Capital Expenditures

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

K. Depreciation

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

L. Reporting and Recording Federal Property Interest

The district will comply with federal interest reporting and submit annual reports, if required, regarding a real property interest due to a renovation, major remodeling, construction, or real property project funded by federal grant funds.

V. Financial Management

A. Identification

The District will identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as applicable, the CFDA title and number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

B. Financial Reporting

The District will make an accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

C. Accounting Records

The District maintains records which adequately identify the source and application of funds provided for federally-assisted activities. These records must contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

D. Internal Controls

The Superintendent or his/her designee must maintain effective control and accountability for all funds, real and personal property, and other assets through board review and approval of claims, an annual audit of the district's finances pursuant to the applicable Nebraska Department of Education and federal rules and regulations, and comparison of expenditures and outlays to budgeted amounts. The District adequately safeguards all such property and assures that it is used solely for authorized purposes. The District takes reasonable cybersecurity and other measures to safeguard information including protected personally identifiable information.

E. Budget Control

Actual expenditures or outlays will be compared with budgeted amounts for each federal award at least annually and more often as required by law or deemed prudent by the board or administrative staff.

F. Payment Methods

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the Nebraska Department of Education on a reimbursement basis. 2 CFR § 200.305. However, if the District receives an advance in federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up to $500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for the Nebraska Department of Education to review upon request.

G. Allowability of Costs

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval.

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part 200, Subpart E. The Superintendent or his/her designee must consider these factors when making an allowability determination.

The Superintendent or his/her designee will consider Part 200's cost guidelines when federal grant funds are expended. The Superintendent or his/her designee will also consider whether all state - and District-level requirements and policies regarding expenditures have been followed.

H. Use of Program Income – Deduction, Addition, or Cost Sharing or Matching

The default method for the use of program income for the District is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The District may also request prior

approval from the federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award. 2 C.F.R. § 200.307(e)(2). The District may also request prior approval from the federal awarding agency to use the cost sharing or matching method.

While the deduction method is the default method, the District always refers to the grant award notice prior to determining the appropriate use of program income.

I. Cost Sharing or Matching

For all Federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the non-Federal entity's cost sharing or matching when such contributions meet all of the following criteria:

(1) Are verifiable from the non-Federal entity's records;
(2) Are not included as contributions for any other Federal award;
(3) Are necessary and reasonable for accomplishment of project or program objectives;
(4) Are allowable under subpart E (Cost Principles) of this part;
(5) Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
(6) Are provided for in the approved budget when required by the Federal awarding agency; and
(7) Conform to other provisions of this part, as applicable.

J. Documentation of Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VI. Written Compensation Policies

A. Time and Effort Standards

All employees who are paid in full or in part with federal funds must keep specific documents to demonstrate the amount of time they spent on grant activities. This includes an employee whose salary is paid with state or local

funds but is used to meet a required "match" in a federal program. These documents, known as time and effort records, are maintained in order to charge the costs of personnel compensation to federal grants. Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

(1) Be supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
(2) Be incorporated into official records;
(3) Reasonably reflect total activity for which the employee is compensated, not exceeding 100% of compensated activities;
(4) Encompass both federally assisted and all other activities compensated by the District on an integrated basis;
(5) Comply with the established accounting policies and practices of the District and
(6) Support the distribution of the employee's salary or wages among specific activities or costs objectives.

B. Time and Effort Procedures

Time and effort procedures will follow and comply with 2 CFR 200.430(i).

C. Fringe Benefits

Except as provided otherwise by federal law, the costs of fringe benefits will be allowable provided that the benefits are reasonable and required by law, a district-employee agreement, or another policy of the District.

D. Leave

The cost of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if they are provided under established written District leave policies.

E. Unexpected or Extraordinary Circumstances

In the event of a pandemic or other unexpected or extraordinary circumstance, the District may close school or individual buildings. In such case, the District may compensate federally funded or other employees during such closure to ensure the return of staff to employment after the closure as allowed by state or federal law.

F. Documentation for Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VII. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are used when possible consistent with state law.

Buy American. The District participates in the National School Lunch Program and School Breakfast Program and is required to use the nonprofit food service funds, to the maximum extent practicable, to buy domestic commodities or products for Program meals. A "domestic commodity or product" is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. as provided in 7 CFR 210.21(d).
The District may deviate from this general requirement only if:

- The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or
- Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product.

C. Record Keeping

1. Record Retention

    a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show

compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Procurement Records

a) The District must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.

b) Retention of procurement records shall be in accordance with applicable law and Board policy.

D. Privacy

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the requirements of the Family Educational Rights and Privacy Act (FERPA) and State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

E. Travel Costs

All travel expenses paid with federal grant funds shall meet the federal requirements such as:

(1) All travel costs must be reasonable and necessary;
(2) All travel costs must be consistent with District policy; and
(3) All travel costs must be directly related to the grant award.

In addition, all travel expenses funded with federal grant funds must be preapproved by the Superintendent or designee. The state per diem rates for lodging shall be used to determine that maximum amount charged to a federal grant. For reimbursement of meals, the per diem rate and rules set by the State of Nebraska through the Nebraska Department of Administrative Service's Expense Reimbursement Document "ERD" Guidelines will apply. There will be no reimbursement for breakfast if the staff member's lodging provides continental breakfast at no cost. For reimbursement for mileage or fuel, the State of Nebraska mileage rate will apply. If a District-owned vehicle is available for travel, the District-owned vehicle must be utilized unless preapproved by the Superintendent or designee. All expenditures claimed by staff must include receipts and a completed voucher.

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

3048
Communicable Disease

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

~~**Communicable Diseases.** Communicable diseases are defined by the Nebraska Department of Health and Human Services in Title 173 Nebraska Administrative Code Chapter 1 and include HIV/AIDS, Hepatitis (A, B, and E), Measles, Mumps, and Tuberculosis.~~

~~**School Attendance and Participation in School Sponsored Activities.** A student who has been~~**Definitions.** Terms used in this policy have the meanings given in 173 NAC 3-002. A "reportable communicable disease" means a disease that must be reported under 173 NAC, Chapter 1.

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

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

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

Exclusion From School. The district will exclude a student with a confirmed communicable disease for at least the minimum isolation period in Attachment 1 to 173 NAC, Chapter 3. The student must be free of acute signs and

symptoms. The student must be fever-free for 24 hours without fever-reducing medication before returning to school.

School Attendance and Participation in School Sponsored Activities. The district will provide educational services to a student diagnosed with a communicable disease ~~shall be provided with educational services in accordance with state law and board policy. Generally, individuals with a communicable disease will be restricted only to the extent necessary~~as required by law. The district will restrict the student as needed to prevent the ~~transmission~~spread of ~~the~~ disease, to protect ~~their~~the student's health and ~~rights of~~ privacy, and to protect ~~the health and safety of~~ others. ~~The decision regarding a student's education program and placement shall be made on an individual basis in light of current medical and educational information and recommendations. These will be determined by the superintendent, the student's Section 504 or Individualized Education Program (IEP) team, or the district's Crisis Team. In addition, participation in Nebraska School Athletic~~Participation in Nebraska School Activities Association (NSAA) events ~~will be~~is subject to ~~its~~NSAA rules and ~~procedures, if any~~the provisions of the district activity handbook.

Infection and Exposure Control Procedures/Universal Precautions. The district will monitor the information available through the Federal Centers for Disease Control, the Nebraska Department of Health and Human Services, and the Occupational Safety and Health Administration. This policy and any procedures, universal precautions, or exposure control ~~plan~~plans will be modified, if appropriate, based upon the best new medical information provided by the above sources.

~~The superintendent will take appropriate measures if there is an~~ **Outbreaks.** In an outbreak or epidemic ~~or outbreak~~ of a communicable disease ~~which may include, but is not limited to~~, the ~~emergency exclusion or alternative placement of~~ superintendent may exclude students, reassign students, or close one or more schools. The superintendent will coordinate with the ~~closure of a school building or the entire school district.~~ local health department and the Nebraska Department of Health and Human Services as needed.

Confidentiality. The ~~existence of an individual's~~district will keep information about a person's communicable disease ~~shall be treated as~~ confidential ~~and will be limited to school~~. The district will share information only with staff on a ~~"~~need-to-know~~"~~ basis. ~~If it is necessary to~~When the district must inform a person ~~of another's~~about another person's condition ~~(due to exposure, for instance), the person will be notified of,~~ the ~~confidentiality of~~district will inform that ~~disclosure. In addition, any communication~~person of the duty to keep the information confidential. The district will communicate about a student's

communicable disease ~~shall be~~ consistent with ~~that~~the student's IEP or Section 504 Plan, if any.

Staff Training. Staff will receive training regarding communicable diseases and the requirements of this policy and any adopted procedures as part of the training received under the Workplace Injury Prevention and Safety Committee policy.

~~**Reporting.** School staff who learn that an individual has a communicable disease will report it to the proper authority as required by Title 173 Nebraska Administrative Code Chapter 1~~

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

3061
ACH Originator

The District sends electronic payments through the ACH (Automated Clearing House) Network such as payroll direct deposits and/or vendor payments. Because of these payments, the District is classified as an ACH Originator. As an ACH Originator, the District complies with the National Automated Clearing House Association (NACHA) Operating Rules which govern the ACH Network. The District's bank requires compliance with the Rules as a condition of the District's ability to send ACH Payments.

Responsibilities. The District follows all terms of its Originating Depository Financial Institution/Originator Agreement with its bank. The District obtains a written authorization before sending any ACH payment. The District meets all processing deadlines set by the bank and NACHA. The District gives authorization records to the bank upon request within NACHA's required timeframes. The District keeps all sensitive banking information secure. When the District receives a Notification of Change, it updates the payment record before the next ACH transaction. When the District receives a return due to an error or unauthorized activity, it stops all related subsequent payments until instructions are received from the Bank. The District keeps its computer systems and network secure in line with its bank agreement. The District uses procedures to spot unauthorized payments. All employees with ACH duties will complete training, if required by the Bank or NACHA, and respond to audit requests. The District will implement internal controls and procedures to mitigate errors and risk of unauthorized ACH entries.

Fraud Monitoring. The District reviews ACH transactions for unusual patterns or amounts before submitting each file. If the District suspects an error or unauthorized ACH transaction, the District will: determine whether the problem is fraud, a scam, or an internal error; notify the bank right away; contact law enforcement if needed; and stop all related future ACH transactions.

Employee Training. All employees with ACH duties will complete any ACH origination training required by the District's designated bank(s).

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

4017
Relations with Employee Collective Bargaining Associations

The board of education recognizes the right of staff members to belong to professional employee organizations ~~for bargaining purposes pursuant to state statutes~~. The board will negotiate with ~~employee associations~~ organizations that have been ~~established~~ certified or recognized in accordance with public employee bargaining statutes ~~and will negotiate with local collective bargaining unit representatives at mutually agreeable times~~. The board or administration will coordinate with certified or recognized organizations for purposes of collective bargaining.

~~To facilitate an amicable relationship between the district and any local employee associations, the~~The district will allow professional employee ~~associations~~ organizations to make reasonable use of district facilities for meetings outside the ~~school's~~ district's and the employees' work hours. With administrative approval, ~~associations~~ organizations may use district resources, post notices of meetings, and provide other information on bulletin boards designated for this purpose, and use district e~~-~~mail and ~~mail boxes~~mailboxes for delivery of ~~employment-related~~ information specific to the organization. ~~Associations~~ Organizations must pay for all supplies used, damage caused, or the loss or theft of borrowed property.

For purposes of recruiting new members, organizations may host or attend certain meetings of certificated staff outside the district's and the employees' work hours. Attendance at any staff meetings does not include all-staff, building-level, committee, or other meetings called by the district, unless those meetings are open to other organizations or if required by law.

Unless otherwise specified in this policy or permitted law, organizations will be treated equally, and the district will not designate any day or break by reference to any specific organization.

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

4019
Workplace Injury Prevention and Safety Committee

The school district is committed to providing and maintaining a safe work environment, and to taking reasonable precautions for the safety of the students, employees, visitors, and all others having business with this school district. Every employee should show concern for the safety of fellow employees, students, and members of the public. The district shall have a safety committee as required by Nebraska law. Members of the safety committee ~~shall~~ may be established through the collective bargaining process.

The committee ~~shall~~ will adopt and maintain a written injury prevention program. The committee ~~shall~~ will participate in the development of safety education, training, and the establishment of safety rules, policies and procedures pursuant to this policy, the district's written injury prevention program, or as otherwise provided by law. Training for employees ~~shall~~ will be conducted annually.

The workplace injury prevention and safety committee ~~shall~~ will maintain minutes of all meetings and file them in the district office. The committee ~~shall~~ will implement accident investigation, record keeping procedures, safety rules, safety and health training, and policies. The district ~~shall~~ will maintain records for at least three years, or longer if directed by the Department of Labor.

The committee ~~shall~~ will meet at least once every three months or more frequently in the event of an employee complaint or of a job-related injury or death. The workplace injury prevention and safety committee ~~shall~~ will keep written minutes of all meetings, and provide a copy to the superintendent or designee who ~~shall~~ will maintain the minutes in the district's administrative offices for a period of at least three years, unless otherwise instructed by the Department of Labor.

The workplace injury prevention and safety committee ~~shall~~ will develop an injury prevention plan and present it to the board. The plan should be developed and presented in the spirit of employees working together in a cooperative, non-adversarial effort to promote safety at the work sites within the district.

The superintendent or designee ~~shall~~ will assure that the safety training for employees is reviewed annually or more frequently, if needed. He or she ~~shall~~ will provide the following, as set forth in the initial written Employer's Injury Prevention Plan:

1. Initial safety orientation on rules, policies, and job specific procedures for new employees or employees who are assuming new and different duties within the school district, if appropriate.
2. Job specific training for employees before they perform potential hazardous work.
3. Periodic refresher training and dissemination of information on an annual basis, or more frequently if so designated by the administrator, for employees regarding the injury prevention plan of the unit and safety rules, policies, and procedures pertaining to safety within the school district.

In the event of a death in the workplace, the workplace injury prevention and safety committee ~~shall~~ will forward to the Department of Labor within 15 working days a copy of any review of the matter made by the workplace injury prevention and safety committee.

The superintendent or designee ~~shall~~ will establish or cause to be established record-keeping procedures to control and maintain all accident and injury records pertaining to accidents and injuries within the district or activities under the control of the district. Such records ~~shall~~ will be kept for at least three years, or longer if so advised by the Department of Labor.

The workplace injury prevention and safety committee will confer with the district's crisis team and ~~shall~~ will review the district's All-Hazard School Safety Plan upon its adoption by the crisis team.

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

4047
SICK LEAVE BANK

Purpose: The sole purpose of the Sick Leave Bank (SLB) is to provide to eligible employees who have Exhausted all of their accumulated paid leave and would otherwise be on unpaid leave, by reason of Prolonged absence caused by serious medical conditions suffered by either themselves or an immediate Family member (An immediate family member only includes the employee's child, step-child or adopted child. Parents or children-in-law are not included in the definition of "immediate family member." A "dependent" only includes those individuals who the employees are eligible to claim as a dependent on the employee's tax return.), the means of obtaining additional sick leave days upon proper approval, thus reducing their financial hardship.

Eligibility: Any employee of Chase County Schools with sick leave benefits (hereafter referred to as member) may voluntarily participate in the SLB. Days donated to the SLB may not be withdrawn if the member decides to withdraw membership from the plan at a later date.

Membership: Membership will be taken only during the first five working days of the contractual year. Newly hired employees will be eligible to enroll during their first five working days. **THIS WAS EXTENDED TO SEPTEMBER FOR THIS INITIAL YEAR.**

To become an eligible member, an employee must donate one (1) day of sick leave at the beginning of each school year. Once the SLB reaches 50, and the balance in the SLB falls below 50 days, each member with available days will be required to donate one additional day. The maximum number of days in the bank will be 200 days. Each employee will be required to enroll/waive in writing, at the beginning of each contract year, membership in the SLB.

Application for SLB Day usage: Eligibility for an employee to receive sick leave days will be granted by a committee consisting of the Human Resource secretary, the employee's principal, and a representative of the Imperial Education Association. The employee will submit their request, consisting of an explanation of the serious medical condition substantiated by a signed statement from the physician with an estimation of the number of days leave the employee will need. The physician's explanation must be submitted in writing and dated within 14 days of the employee's request for leave. The committee may waive the 14-day requirement upon a showing of good cause.

Guidelines: The following are the specific guidelines which the SLB committee will use when determining the merit of an application and the distribution of SLB days.

1. Participation in the SLB is on a voluntary basis. The donating employee may not receive compensation in any form for the donation of sick leave.
2. The applicant's own paid leave accumulation must be exhausted before the applicant is eligible to draw from the SLB.
3. SLB days will only be granted for circumstances which require five or more full school/work days of consecutive absences.
4. No applicant will be granted more than 30 days per 12-month period.
5. Individuals who use the maximum number of SLB days within a 12-month period are not eligible for SLB day usage for one full calendar year.

6. Maternity leave shall not be included as part of the SLB unless medically necessary and accompanied by physician's documentation.
7. SLB days will not be used in lieu of disability retirement.
8. SLB will not be granted for elective surgery that could be scheduled during designated vacation periods or for treatment plans that could be scheduled outside the normal work hours.
9. Members who are receiving temporary disability payments from the Workers' Compensation Insurance Fund, Short-term Disability, or Long-term Disability are not eligible to receive SLB days.
10. Members who are receiving payments from a third party as a result of an accidental bodily injury or sickness caused by the negligence or wrong doing of a third party shall not be eligible to receive SLB days.
11. Approved SLB days will be granted to the member at their usual daily rate of pay. No member shall receive more than his or her annual salary as a result of SLB assistance.
12. All granted, but unused days must be returned to the SLB. The member will receive written verification from the Human Resource secretary if unused days are returned to the SLB.
13. Employees may not receive SLB for disability incurred in the course of the commission of a felony (including driving while impaired) or assault.

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.

~~SELECT **ONE** OF THE FOLLOWING PARAGRAPHS~~

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

~~OR~~

~~Staff members who submit their resignations to the board of education after _____ but before _____ [**insert whatever date your district uses**] will be released from the next school year's contract so long as the board is able to obtain the services of a suitable replacement. Suitability determinations will be made solely by the district and will be based upon, but not limited to, experience, quality, availability of adequate candidates, effect on extracurricular programs, class offerings, and effect on students. Staff members who refuse to fulfill their contractual obligations will be reported to the Commissioner of Education~~Professional Practices Committee of the ~~Nebraska Department of Education.~~

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

4065
Staff Use of AI Tools

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

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

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

I. Staff Expectations for Use of AI Tools in Education

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

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

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

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

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

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

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

1. Upload FERPA-protected information about students without the express, written authorization from administrators who have assured themselves that such disclosure is lawful;
2. Relying solely on an AI Tool to grade student work that counts toward a grade or transcript or otherwise evaluate student academic progress;
3. Make or share deepfakes or fake images, audio, or video of any real person.
4. Make or share sexual or intimate images of any real person—even if the image is AI-generated;
5. Use AI to harass, bully, threaten, or impersonate any student, staff member, parent, board member, or community member;
6. Use AI to watch, track, or scan faces of students or staff outside of systems the board has approved;
7. Upload materials to AI if the copyright or license does not allow it;

8. Share district AI accounts or passwords with students or others;
9. Use district AI accounts for personal or business reasons; or
10. Use AI to bypass district network security, content filters, or device controls.

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

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

5001
Compulsory Attendance and Excessive Absenteeism

Required Attendance

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

Mandatory Attendance Age

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

Exceptions

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

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

Discontinuing Enrollment – 5 Year Old Students

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

Discontinuing Enrollment – 16 and 17 Year Old Students

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

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

Prohibition on Discontinuing Enrollment – Abuse or Neglect Investigation

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

Attendance Officer

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

Excused Absences – Physical or Mental Illness

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

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

Excused Absences – Others

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

~~1. Physical or mental illness of the student (a physician's verification is required after four (4) consecutive days of absence for illness)~~

~~2.~~1. Severe weather

~~3.~~2. Medical appointments for the student

~~4.~~3. Death or serious illness of the student's family member

~~5.~~4. Attending a funeral

~~6.~~5. Appearance at court or for other legal matters

~~7.~~6. Observance of religious holidays of the student's own faith

~~8.~~7. College planning visits

Excessive Absenteeism

When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer may send written notification of the student's total absences to the student's parent or guardian. When a student receives 10 unexcused absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student's total absences to the student's parent or guardian and offer to meet with the student's parents or guardians to discuss any barriers to the student's attendance. When a student receives 15 unexcused absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student's total absences to the student's parent or guardian and shall schedule a meeting with relevant stakeholders to discuss and address any barriers to the student's attendance, unless the Attendance

Officer determines that such a meeting would not be productive in facilitating the student's regular attendance.

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

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

5003
Admission of Part-Time Students

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

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

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

The parent or guardian must meet all of the district's admission requirements and file an application for enrollment on forms provided by the school district by _____ prior to the year of enrollment. For second semester high school courses, the application must be filed by _____. December 1 preceding 2nd semester of the year they intend to enroll. For students who move into the district mid-semester, the application must be filed within 20 days of moving into the district. The administration shall review the application, determine whether to approve or deny it, notify the parent or guardian, and schedule enrollment at an educationally appropriate time in the building or attendance center of the administration's choice. Enrollment does not carry over from one school year to the next, and the parent or guardian must apply for enrollment each school year.

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

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

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

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

Extracurricular Sports and Activities. ~~[OPTION 1: accredited private school students can't participate] Students who are enrolled in a private, denominational, or parochial school may not participate in extracurricular sports and activities sponsored by the school district.~~

[OPTION 2: accredited private school students can participate]. Students who are enrolled in a private, denominational, or parochial school may not participate in extracurricular sports and activities sponsored by the school district if they participate in extracurricular sports and activities at any other public, private, denominational, or parochial school. Any such students who desire to participate in extracurricular sports and activities at the school district must enroll in the following number of credit hours from the school district:

1. For extracurricular sports and activities regulated by an athletics or activities association in which this school district is a member: 5 credit hours.
2. For extracurricular sports and activities governed by a national or state organization other than an athletics or activities association, such as FFA: the minimum number of credit hours offered by the school district as required by that national or state organization.
3. For extracurricular sports and activities not regulated or governed by any such entity: Minimum of [INSERT NUMBER 0-5 credit hours]. must be enrolled in 5 credit hours in this school district to participate. [Choice A: let them participate in non-regulated activities without enrolling in classes] Students seeking to participate in extracurricular sports and activities not regulated by such an entity may participate without enrolling in any classes at the school district but must still fill out the application form. [Choice B: require some number of credit hours from the district to participate in non-regulated activities]. Students seeking to participate in extracurricular sports and activities not regulated by such an entity may only participate if they enroll in at least [insert your number here] credit hours on a part-time basis.

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

1. For extracurricular sports and activities regulated by an athletics or activities association in which this school district is a member: 5 credit hours.
1.2. For extracurricular sports and activities governed by a national or state organization other than an athletics or activities association, such as FFA: the minimum number of credit hours offered by the school district as required by that national or state organization.
2.3. For extracurricular sports and activities not regulated or governed by any such entity: [INSERT NUMBER 0-Minimum of 5 credit hours]Any such students who desire to participate in extracurricular sports and activities regulated by an athletics or activities association in which this school district is a member must be enrolled in 5 credit hours in this school district to participate. [Choice A: let them participate non-

~~regulated activities without enrolling in classes]~~ ~~Students seeking to participate in extracurricular sports and activities not regulated by such an entity may participate without enrolling in any classes at the school district but must still fill out the application form.~~ ~~[Choice B: require some number of credit hours from the district to participate in non-regulated activities]~~. ~~Students seeking to participate in extracurricular sports and activities not regulated by such an entity may only participate if they enroll in at least [insert your number here] credit hours on a part-time basis~~.

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

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

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

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

5004
Option Enrollment

The board of education supports the concept embodied in the Enrollment Option Program that parents and legal guardians have the primary responsibility for ensuring that their children receive the best education possible. Accordingly, the school district will participate in the option enrollment program and receive option students as provided herein.

1. Definitions

a. Option Student Defined. Option student means a nonresident student who has chosen to attend the school district under the provisions of the option enrollment program.

b. Resident School District Defined. Resident school district means the school district in which a student resides or in which the student is admitted as a resident of the school district pursuant to state law.

c. Option School District Defined. Option school district means the school district that a student chooses to attend other than his or her resident school district.

d. Elementary School Defined. Elementary school means grades K - 4~~5~~.

e. Middle School Defined. Middle school means grades 5~~6~~ - 8~~9~~.

f. High School Defined. High school means grades 9~~10~~ through 12.

g. Individual Student Defined. Individual Student means the individual person seeking to begin attendance as an option student in the school district and who such person's parent or legal guardian has identified in a written~~n~~ application for option enrollment submitted to the school board.

h. Applicants Defined. Applicants means the Individual Student together with all siblings of the Individual Student.

i. Siblings Defined. Siblings means all children residing in the same household on a permanent basis who have the same mother

or father or who are stepbrother or stepsister to each other who have not received a high school diploma or its equivalent.

2. **Persons Entitled to Apply for Option Enrollment of Students.** Only parents and legal guardians may apply for option enrollment of students. Applications filed by foster parents and adults acting *in loco parentis* are not authorized and will be automatically denied.

3. **Duties, Entitlements and Rights of Option Students.** Except as otherwise provided herein, once an option student's option enrollment application has been accepted he/she shall be treated as a resident student of the school district.

4. **Automatic Acceptance.** The option school district must automatically accept applications of Individual Students under the following circumstances:

   a. The Individual Student relocates in a different school district but wants to continue attending his or her original resident school district and the Individual Student has been enrolled in his or her original resident school district for the immediately preceding two years (in which case the time deadlines are waived);

   b. The Individual Student relocates in a different school district but wants to continue attending the option school district (in which case the time deadlines are waived); or

   ~~3.~~c. The Individual Student is a sibling of an option student enrolled in the option school district.

~~4.~~5. **Standards for Acceptance or Rejection of All Other Option Students.** ~~N~~For Individual Students not entitled to automatic acceptance as described in the preceding section, no application for option enrollment may be accepted if enrollment in the school district if any of the Applicants would exceed the school district's capacity as described in this section.

   a. **Special Education Capacity.** Capacity for special education services will be determined on a case-by-case basis. If an application for option enrollment received by the school district indicates that any of the ~~student~~Applicants has an individualized education program under the federal Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq., or has been identified as a student with a disability as defined in section 79-1118.01, the

application will be evaluated by the director of special education services or the director's designee who must determine if the school district and the appropriate class, grade level, or school building has the capacity to provide all of the ~~applicant~~Applicants the appropriate services and accommodations. The Federal Educational Rights and Privacy Rights Act (FERPA) (20 U.S.C. § 1232g) permits the release of education records when a student seeks or intends to enroll in a different school district.

b. **Numeric Capacity**. The board of education may set the numeric capacity of programs, classes, grade levels, or school buildings by operation of this policy or through freestanding action by the board. Numeric Capacity will be determined based upon available staff, facilities, projected enrollment of resident students, and projected number of students with which the option school district will contract based on existing contractual arrangements. Individuals seeking information about the numeric capacity set by the board may contact the superintendent for a copy of that resolution.

c. **Programmatic Capacity.** In addition to the numeric capacity standards referred to above, the board may, by resolution, prior to October 15 of each school year, declare a program, a class, or a school unavailable for the next school year to option students due to lack of capacity. Individuals seeking information about the programs that have been declared to be unavailable due to lack of capacity may contact the superintendent for a copy of the board's resolution.

d. **Other Standards for Acceptance or Rejection of Option Enrollment Applications.** In addition to the numeric and programmatic capacity standards outlined above, the school district shall not accept ~~an~~any application for option ~~student~~enrollment when ~~acceptance~~enrollment of any of the ~~student~~Applicants:

i. Would increase the operating costs of the school district, such as by requiring the hiring of new staff or contracting with outside entities to provide services to any of the ~~student~~Applicants;
ii. Would require the procurement of new equipment, technology, or furnishings;
iii. Would cause or require the rearrangement of caseloads for staff and contracted professionals;

iv. Is reasonably deemed by appropriate school staff to pose a potential risk to the health or safety of students or staff;

v. May pose a risk of adversely affecting the quality of educational services being provided to resident students, as determined by appropriate school staff.

e. Prohibited Standards. The school district shall not base the decision to accept or reject ~~an option student on the student's~~the application of the Individual Student on any of the Applicants' previous academic achievement, athletic or other extracurricular ability, disabling condition(s), proficiency in the English language, or previous disciplinary proceedings.

f. Order of Acceptance. If there are more option student applicants for any program, class, grade level or school building than can be accepted into such program, class, grade level or school building, applicants shall be accepted ~~in the following order:~~

~~i. students with brothers or sisters attending the school district, either as resident students or as option students, shall be granted first priority;~~

~~ii.~~i. ~~thereafter, option students shall be accepted into such program, class, grade level or school building~~ in the order in which written applications were received by the school district.

g. Maximum Capacity Report. The school district will annually establish, publish, and report the capacity for each school building under the district's control pursuant to procedures, criteria, and deadlines established by the Nebraska Department of Education.

~~5.~~6. False or Misleading Option Applications. If, prior to the ~~student's~~Individual Student's attendance as an option student, the school district discovers that a previously accepted option application contained false or substantively misleading information about any of the Applicants, the option application will be rejected.

~~6.~~7. Academic Credits and Graduation. The school district shall accept credits toward graduation that were awarded by another school district, and shall award a diploma to an option student if the student meets the graduation requirements of the school district.

~~7.~~8. **Information Regarding Schools, Programs, Policies and Procedures.** The school district, its officers and employees, shall make information about the school district and its schools, programs, policies and procedures available to all interested people.

~~8.~~9. **Procedure for Students Optioning Into or Out of the School District.**

a. The parent or legal guardian of any student desiring to option into or out of the school district shall submit a proper and timely application to the board of education and the other affected school district for enrollment during the following and subsequent school years. Any application requiring the approval of the school district shall be deemed submitted when the application is actually received in the school district's business office.

b. On or before April 1st, the school district shall notify the parent or legal guardian of any ~~student~~Individual Student who has submitted an application to option into the school district and the resident school district, in writing, whether the application is accepted or rejected. If an application is rejected, the reason for such rejection shall be stated in the notification. This written notice shall be sent via certified mail to the address listed on the option application.

~~9.~~10. **Late Applications and Requests for Release**

a. The board of education may refuse a request of a student seeking to option out of the school district when the option application is submitted after March 15th under the following conditions:

i. When the district has already entered into contracts with teaching staff for the following school year;

ii. When the district has already contracted for the performance of specific services for the student;

iii. When the release of the student would have a negative financial impact or loss of revenue for the district.

b. The board of education will approve late applications to option into the district under the following conditions:

i. When the resident district has released the student, or if the student is an option student at the time of such application and applying to become an option student at a subsequent option school district, a release approval from the option school district the student is attending at the time of such application;

ii. When the student's late enrollment into the district meets the standards for acceptance or rejection of option students contained elsewhere in this policy;

OR

b. The board of education will deny all applications to option into the district that are received by the district after March 15 of the school year prior to the student's requested enrollment.

c. The superintendent will notify parents or guardians who have submitted properly completed option applications after March 15th no later than 60 days following submission of the application of the board's acceptance or rejection of the application.

~~10.~~11. Students Who Do Not Need a Release from the Resident District

a. A student does not need to be released from his/her resident district or the option school district the student is attending at the time of application under the following circumstances:

i. When the student has relocated to a different resident school district after February 1

ii. When a student's option school district merges with another district effective after February 1

b. The school district shall accept or reject an application from a student under this paragraph using the criteria set forth in this policy and will accept or reject the application within forty-five days.

11. Cancellation of Option.

Students who option either into or out of the school district shall:

a. Attend the option school district until graduation or relocation/re-option in a different resident school district unless the student chooses to return to the resident school district, in which case the student's parent or legal guardian shall timely submit a cancellation form to the school board or board of education of the option school district and the resident school district for approval for the following year.

b. Attend an option school district for not less than one school year unless the student relocates to a different resident school district, completes requirements for graduation prior to the end the school year, transfers to a parochial or private school, or upon mutual agreement of the resident and option school districts cancels the enrollment option and returns to the resident school district.

12. Authority of Superintendent.

The board of education authorizes the superintendent of schools to make decisions on its behalf pursuant to and to apply the criteria articulated by this policy in determining whether to grant or deny option enrollment applications.

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

5035
Student Discipline

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a ~~parent or guardian~~Parent to such counseling or evaluation. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

Any disciplinary action taken by staff must be consistent with the requirements of other applicable laws, including but not limited to the IDEA, Section 504, and Title IX.

In this policy, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

"Parent" means parent, guardian, or educational decisionmaker of the student. "Educational decisionmaker" means a person designated or ordered by a court to make educational decisions on behalf of a child.

Any statement, notice, recommendation, determination, or similar action specified in this policy shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her ~~parent or guardian~~Parent.

Any student who is suspended or expelled from school pursuant to this policy may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

Pre-Kindergarten through Second Grade Students

Notwithstanding any other provision of this policy, an elementary school shall not suspend a student in pre-kindergarten through second grade unless the student:

1. Bbrings a deadly weapon as defined in section 28-109 onto school grounds, into a vehicle owned, leased, or contracted by a school being used for a school purpose or into a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event; or
2. Engages in violent behavior capable of causing physical harm to another student or school employee.

As an alternative to suspension, the school district may take any action authorized by law, including those provided in section 79-258.

Makeup Work for Suspended Students

Any student who is suspended must be given an opportunity to complete any classwork and homework missed during the period of suspension, including, but not limited to, examinations ("makeup work"). Any makeup work must be completed and turned in within 2 school days after completion of the suspension. This makeup guideline shall be provided to the student and a parent or guardianParent at the time of suspension. Suspended students may not be required to attend the school's alternative program for expelled students in order to complete classwork or homework.

Short-Term Suspension

The Principal may exclude students from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

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

The following process applies to short-term suspension:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to

further school purposes, or to prevent an interference with school purposes.

2. ~~Prior~~ After the principal has determined that a short-term suspension is necessary, but prior to commencement of the short-term suspension, the student and the Parent will be given oral ~~or~~ and written notice of the charges against the student. They ~~student~~ will be advised of what ~~he or she~~the student is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to ~~explain~~ and present evidence of the student's version of the facts.

3. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, following the suspension, the Principal will send a written statement to the student, and the student's ~~parent or guardian~~Parent, describing:

   a. ~~T~~the student's conduct, misconduct or violation of the rule or standard ~~and~~ ;

   b. ~~T~~the reasons for the action taken;

   c. The actions made by the school to try to discontinue or alleviate the behavior of the student prior to considering suspension;

   d. Resources the school is able to provide or recommend to assist the student; and

   e. How the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school.~~.~~

~~3.~~4. ~~.~~ An opportunity will be given to the student, and the student's ~~parent or guardian~~Parent, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school and shall document such effort in writing. The Principal shall determine who, in addition to the ~~parent or guardian~~Parent, is to attend the conference. If no conference has been held, a Parent may submit a written request to the suspending principal before the student returns to school.

~~4.~~5. Students who are short-term suspended must be given the opportunity to complete classwork and homework missed during the period of suspension, including but not limited to examinations, as provided herein.

Emergency Exclusion

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

Weapons and/or Firearms

Weapons. No student may possess, handle, or transmit any weapon while on school grounds, in a school vehicle, or at any school activity or event off school grounds except as permitted by this policy. ***Definition of Weapon.*** The term "weapon" means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.

Firearms. No student may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy. ***Definition of Firearm.*** The term "firearm, as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

Exceptions Regarding Firearms and Weapons. The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:

1. The issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training or
2. Firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

Consequences - Firearm. Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one calendar year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

Consequences – Weapon. State law and this policy provide that any student who violates this policy by knowingly bringing, possessing, handling or transmitting a weapon, other than a firearm, on school grounds, in a school owned vehicle, or at a school activity or event off school grounds may be suspended on a long-term basis, mandatorily reassigned, or expelled for the remainder of the school year in which the expulsion takes effect (if the misconduct occurs during the first semester) or the remainder of the second semester, summer school, and the first semester of the following school year (if the misconduct occurs during the second semester).

Confiscation of Firearms and Weapons. Administrative and teaching personnel are statutorily authorized, without a warrant, to confiscate any firearm or weapon possessed in violation of this policy. Any firearm that is

confiscated by school personnel shall be delivered to a peace officer as soon as practicable. Such firearms are subject to being destroyed by law enforcement authorities.

Report to Law Enforcement Authorities. All school personnel are required to report any violation of this policy to a principal or the superintendent of schools. Pursuant to state and federal law, school personnel are required to report to law enforcement authorities when a student brings a firearm to school.

Long-Term Suspension

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

Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. **Summer Review**. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's ~~parent or guardian~~Parent. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted

for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.

3. **Suspension of Enforcement of an Expulsion**: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall either provide an alternative school, class or educational program for expelled students, or shall follow the pre-expulsion procedures outlined in NEB. REV. STAT. 79-266.
5. **Conclusion of Expulsion.** At the conclusion of an expulsion, the school district will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.

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

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

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes. The board has determined that the use of synthetic media such as deepfakes may constitute "similar conduct";
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;

4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes:
    a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
    b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health

and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;

c. Violating school bus rules as set by the school district or district staff;
d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation or electronic cigarettes, vapor pens, etc.;
e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
f. Possession of pornography, including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically), including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
h. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;
i. Bullying which shall include cyberbullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and

posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;

j. Violations of the district's acceptable computer use policy;
k. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
l. Using any object to simulate possession of a weapon;
m. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation;
n. Violation of the school's audio and video recording policy; and
o. Any other violation of any board policy, handbook provision, or rule or regulation established by a school district staff member pursuant to authority delegated by the board.

Due Process Afforded to Students Facing Long-term Suspension or Expulsion

The following procedures shall be followed regarding any long-term suspension, expulsion, or mandatory reassignment:

1. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's ~~parents or guardian~~Parent with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:

    a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;

b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;

c. Resources the school is able to provide or recommend to assist the student;

~~b.~~d. How the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school;

~~c.~~e. A statement that, before long-term suspension, expulsion, or mandatory reassignment can be invoked, the student has a right to a hearing, upon request, and that if the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension pursuant to district guidelines which shall not require the student to attend the school district's alternative programs for expelled students in order to complete classwork or;

~~d.~~f. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;

~~e.~~g. A statement that the principal, legal counsel for the school, the student, the student's ~~parent~~Parent, or the student's representative ~~or guardian~~ has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and

~~f.~~h. A form on which the student, the student's ~~parent, or the student's guardian~~Parent may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail to the address provided on the form.

3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

4. Nothing in this policy shall preclude the student, the student's ~~parents, guardian~~Parent, or representative from discussing and settling the

matter with appropriate school personnel prior to the time the long-term suspension, expulsion, or mandatory reassignment takes effect.

5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's ~~parent or guardian~~Parent may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's ~~parent or guardian~~Parent must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.
6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's ~~parent or guardian~~Parent of the time and place for the hearing.
7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's ~~parent or guardian~~Parent, except with the consent of all the parties.
8. The principal or legal counsel for the school, the student, ~~and~~ the student's ~~parent, guardian,~~Parent, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.
9. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
10. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294).

Reporting Requirement to Law Enforcement

Violations of this section will result in a report to law enforcement if:

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed solely by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students;
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes;
6. The report is required or requested by law enforcement or the county attorney.

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

5048
Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)

School employees will comply with the requirements of the NDE Rule 59 ~~"Protocol:~~protocol entitled, "Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)" (Protocol) to address incidents of anaphylaxis involving students at school when those students do not have existing response plans. For students with individual self-management plans, Section 504 plans, or Individualized Education Programs (IEP) addressing asthma or anaphylaxis responses, school employees will comply with those plans. The district shall procure and maintain the equipment and medication necessary to implement the ~~protocol~~Protocol.

The superintendent shall obtain the required signature(s) of one or more ~~physicians~~ Prescribing Health Care Practitioners ~~licensed to practice medicine in Nebraska~~ on the Protocol form ~~entitled "Protocol: Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)" ("Protocol")~~. The superintendent shall publish this policy and Protocol in each student and employee handbook.

The superintendent shall arrange to have a qualified medical ~~person~~ professional train employees, and for training updates as necessary. This may be a medical doctor, qualified school nurse, or other person qualified to train staff on the medication of students.

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

6009
Grade Placement and Academic Credits of Transfer Students

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

Transfer from an Accredited School District.

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

~~**Elementary Level Students**~~

The ~~appropriate level of placement for elementary level students may be determined by, but not limited to, consideration of~~ student's building principal may place a student into a grade level that is different from the accredited school from which the student is transferring after considering the following information:

~~Chronological~~

- Student's chronological age
- Previous ~~public school or private~~ school experience

~~• Diagnostic test data~~
~~• Achievement test data~~
~~• Criterion-referenced test data~~

~~**Secondary Level Students**~~

~~The appropriate level of placement for secondary students may be determined by, but not limited to, consideration of the following information:~~

- ~~Chronological age~~
- ~~Previous public school or private school experience and~~ Academic transcript received from the accredited school of origin
- ~~Standardized~~Testing data from the accredited school of origin, including but not limited to, standardized achievement test data
- ~~Criterion~~, criterion-referenced test data, classroom testing data, and diagnostic test data
- ~~Final examination test~~Testing data
- ~~Diagnostic test data~~

- ~~The district will accept credits toward graduation that were awarded by an accredited school district and which, in the professional judgment of the administrative team, are sufficiently rigorous and comparable to the district's offered courses of study. A student transferring into~~ from any tests or assessments conducted by the school district ~~in grades 9-12 will be responsible for meeting all graduation requirement in order to be awarded a diploma from the district.~~

~~Students who transfer from~~All credits awarded to a student by an ~~exempt (home) school and/or a non-~~accredited ~~school may be awarded credits to~~ institution will be counted ~~toward high school~~ towards applicable graduation requirements ~~at~~ for the transferring student.

Commented [1]: Do we need to define what we men by accredited? I could see (and I think we have had) a parent say, "No, really. This online program has been accredited by the national associate of fake virtual schools. You HAVE to recognize these credits!!"

Transfer From a Non-Accredited School.

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

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

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

Multiple Enrollments and Re-enrollments In the Same Semester

Students from non-accredited schools who disenroll and then re-enroll in the district multiple times during the same semester will be permitted to resume the grade placement that the student was in at the time of the prior enrollment. However, students who fail to attend the total number of days per semester required of enrolled students will not be eligible to receive credit for the partial semester of enrollment.

The district will not retroactively award credit for time spent in exempt or non-accredited status.

A student's eligibility to participate in extracurricular activities upon re-entry is subject to all eligibility rules and the district's policies governing extracurricular eligibility.

Placement of International Students.

The district administration, in conjunction with the building principal, will determine the appropriate grade level/credit status of a student transferring from a ~~foreign~~ country~~.~~ other than the US.

Graduation Requirements

Regardless of the school(s) previously attended, a student transferring into the school district in grades 9-12 will be responsible for meeting all graduation requirements to be awarded a diploma from the district.

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

6038

Use of Artificial Intelligence by StudentsStudent Use of AI Tools

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

The board recognizes that among other resources, when properly used, AI Tools may be useful to student learning. However, students and staff must ensure that provide valuable source information to students and teachers in relation to the district's academic curriculum and assignments. Sstudent use of AI Tools should focus on using such tools as a resource and for background material, rather than using the AI Tools to complete the assignment. Therefore, AI Tools may only be used by students in accordance with the following requirements:

1. Students may not use AI tools on any assignment, test, or project unless the staff member has given express permission for the student to do so. Staff Member permission to use an AI tool on one assignment does not carry over to other assignments. Unless an individual teacher affirmatively communicates to students that AI Tools may be used for a specific assignment, then AI Tools may not be used. Individual teachers staff members will decide for each individual assignment the extent to which students may use AI Tools for such assignment. Teachers are encouraged to make such a decision in advance of students being given the individual assignment in question.

2. Teachers will communicate to all students responsible for completing an assignment the extent to which such students may use AI Tools in connection with such assignment. Teachers will endeavor to include in such communications examples of permissible and impermissible uses of AI Tools.

3.2. If a student uses any AI Tools in connection with a school assignment, the student must comply with the following:

   a. Tell the teacher The student must explicitly disclose to the teacher in writing that the student used an AI Tool and identify the specific AI Tool used.

~~b.~~a. Give ~~In any student work (whether hard copy, electronic, digital, or otherwise), the student shall~~ give proper attribution to the specific AI Tool(s) used to the same extent that students are expected to give proper attribution to other sources of information such as books, texts, encyclopedias, secondary sources, and other traditional media. Such attribution may include, but is not necessarily limited to, accurate quotations, citations, footnotes, endnotes, and/or bibliography entries.

~~c.~~b. Never copy and paste ~~In no instance may~~ the output from ~~one~~ the ~~or more~~ AI Tool ~~s be copied and placed within~~into the ~~a~~ student's work as if the student wrote such section himself or herself. ~~For example and not limitation, students may not outsource the organization or the writing of any written work to any AI Tool.~~

3. Students may never use AI Tools to:
   a. Cheat on any assignment, test, or quiz;
   b. Help answer questions on a test or quiz without staff member permission;
   c. Make or share deepfakes or fake images, audio, or video of any real person;
   d. Make or share sexual, nude, or intimate images of any real person—even if the image is fake or AI-made;
   e. Bully, harass, threaten, intimidate or impersonate any person;
   f. Place another student or staff member name, photo, voice, or personal information into an AI Tool without staff member authorization;
   g. Use AI Tools to bypass accommodations, content filers, or school security.

4. A student may use AI Tools as an accommodation if his/her IEP team or Section 504 committee has approved use of the tool. The student must disclose the use of AI Tools to the staff member grading the assignment.

~~4.~~5. A student's failure to meet the requirements stated in this policy will constitute a violation of the district's prohibitions against cheating plagiarism and/or academic dishonesty, including but not necessarily limited to such prohibitions stated in the Student Handbook, which violation will subject the student to discipline up to and including expulsion.

~~5.~~6. The student requirements stated above are the minimum requirements for any student assignment. An individual teacher may

impose more stringent requirements for any specific academic assignment or coursework.

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

Chase County Schools
Activities Handbook

Rules and Regulations
2026 - 2027

Table of Contents

Section One:
General Information About The Activities Program

Academic Eligibility 6
Attendance at Practices/Contests 6
Closings 7
Colors 7
Complaint Procedure 7
Concussion Awareness 7
Dances 9
Electronic Communication 11
Equipment 11
Fundraising 11
Individual Training Rules and Conduct 12
Initiations and Hazing 12
Injuries 12
Insurance 13
Lettering Requirements 13
Mascot 13
Practices 13
Secret Organizations 14
Student Manager, Helpers, or Activity Aids 14
Sunday and Wednesday Night Activities 14
Transportation 14
Weight Room 14

Section Two:
Available Activities

Athletic Teams 16
Other Activities/Clubs 16

Section Three
Code of Conduct

Standard of Conduct 17
Coach and Sponsor Rules 17
Prohibited Conduct 17
Discipline 19
Drugs and Alcohol Violations 20
Steroid Offenses 21
Evaluation, Counseling, and Treatment 21
Reporting of Incident 21

Discipline Procedures 21
Review of Investigator's Decision.....22
Misrepresentations 22
Questions.....22
Assistance 22
Parent's Guide to Concussions 23

Introduction

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

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

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

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

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

Notice of Nondiscrimination

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

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the Section 504 Coordinator: any building principal at (308) 882-4304, email them (email address found on school website) or in person at school.

Students who believe that they have been the subject of unlawful discrimination or harassment on the basis of sex, or that have other related concerns or questions, should contact the following Title IX Coordinator: Jacci Paisley at (308) 882-4304, email (found on school website), 520 E. 9th St. Imperial, NE 69033 or in person at school. The School District's specific Notice of Nondiscrimination on the Basis of Sex may be accessed within the policy section of the school website.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the following Title VI Coordinator: Superintendent of Schools at (308) 882-4304, email (found on school website), 520 E. 9th Imperial, NE 69033 (mailing address) or in person at school.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact a building principal at (308) 882-4304, email (found on school website) or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

For additional prohibited discrimination and related information, please review school district Policies.

SECTION ONE:
GENERAL INFORMATION ABOUT THE ACTIVITIES PROGRAM

Academic Eligibility

To be eligible to participate in the school's activity programs, each student must (1) meet Nebraska State Activities Association (NSAA) requirements concerning scholastic eligibility, (2) meet the requirements of board policy including all rules applicable to the activity, and (3) have not less than a 70% grade in two or more classes for a period of one week to remain eligible to participate in any portion of the activities program. Participants must attend practices and participate in all conditioning during any period of ineligibility.

Student academic eligibility for participation in extra-curricular activities will be determined on a weekly basis. A student will become ineligible by maintaining an average of less than seventy percent (70%) in two or more classes weekly. Eligibility will be based on the weekly cumulative semester mathematical average of each student. The grading period will end at the conclusion of school on the last school day of the week. Beginning on the 3rd full week of each semester. Teachers must keep all grades up to date as eligibility will be pulled by 9am on Monday morning and again at 9am on Tuesday morning to officially create the ineligibility list. Eligibility runs from Wednesday to Tuesday at midnight every week. At the discretion of the sponsor, ineligible students will be allowed to participate in practice. Activities affected by the eligibility rule are:

1. All interscholastic contests, including but not limited to, athletics, FFA, FBLA, FCCLA, Once Act Competitions, E-Sports, speech contests, and similar organizations or events not listed.
2. Cheerleading.
3. Music competitions and out of district performances and clinics.
4. All school dances.
5. Other activities deemed appropriate by the principal.

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

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

Attendance at Practices and Contests

Participants in the activities program are expected to attend and be on time at all practices and meetings scheduled by the coach or sponsor. Participants

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

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

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

Closings

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

Colors

The Chase County Schools colors are Orange, Black and White

Complaint Procedure

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

Concussion Awareness

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

The School District will:

a. Require all coaches and trainers to complete a training course approved by the Chief Medical Officer on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury.

b. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:
    1 The signs and symptoms of a concussion;
    2 The risks posed by sustaining a concussion; and
    3 The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

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

a. has been evaluated by a licensed health care professional;

b. has completed the Return to Learn and Return to Play District protocols. (please reference the end of the handbook for full procedure)

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

a. the date and approximate time of the injury suffered by the student,

b. the signs and symptoms of a concussion or brain injury that were observed, and

c. any actions taken to treat the student.

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

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

Dances

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

General Rules of Student Conduct at Dances. In addition to all rules of student conduct in the Student handbook, students attending dances shall adhere to the following rules of conduct:

1. Who Can Attend: Only students of Chase County Schools and their guests may attend.
   a. Students currently attending Chase County High School or another high school who have not been restricted from attending extracurricular activities at Chase County High School or their own school are generally considered appropriate dates or invited guests.
   b. Persons who are younger than 16 and not attending high school or older than 20 years of age cannot attend.
   c. Some school dances may be restricted to students attending specified grades levels at Chase County Schools. For any dances at the middle school level, only students attending Chase County Schools in the grade(s) for which the dance is being held may attend.
   d. Students who have been suspended from school or from extracurricular activities may not attend.
   e. The school reserves the right to exclude persons who may or do cause a disruption or detract from the event. Dates or invited guests not attending our school are expected to follow the same rules of conduct which apply to our students.
   f. Rules for dances may restrict students and their guests from leaving the dance until the dance ends without written parental permission on a form provided.
   g. Students or their guests who engage in inappropriate behavior, whether on or off of the dance floor, may be asked to leave.

2. Prohibited Substances: Alcoholic beverages, illegal drugs, vape devices and tobacco are prohibited. Anyone using prohibited

substances or showing the affects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their parents may be contacted.

Students and their dates may be required to submit to a breathalyzer prior to gaining entrance. Those who choose not to submit to a breathalyzer will not gain entrance. Law enforcement will be contacted if there is reasonable suspicion that the student or a student's date is under the influence of alcohol or drugs.

3. Appropriate Attire: Students and their guests must meet the dress code requirements established for each dance. Teachers or administrators will make the final decision as to whether or not a student's attire is appropriate. Students will be asked to change unacceptable items, which may mean that the student may have to return home to change the inappropriate clothing. It is advisable to check in advance of the dance with the Principal or staff sponsor for the event if you are uncertain about your attire.

Junior High/Middle School Dances

Junior high/middle school (7-8) dances are restricted to students currently enrolled in the junior high school and will be sponsored by junior high teachers and parents. Any organization wishing to sponsor a junior high dance must obtain permission from the principal regarding date and times. Each dance must be sponsored by a faculty member and at least one additional adult. Once admitted to the dance, students must remain until the close of the dance. Students who leave the dance will not be readmitted. Students who are academically ineligible will not be allowed to attend school dances.

High School Dances

All high school dances are restricted to 9-12 High School students and their guests. Any organization wishing to sponsor a dance must obtain permission from the principal regarding date and times. Each dance must be sponsored by a faculty member and at least one additional adult. Once admitted to the dance, students must remain until the close of the dance. Students who leave the dance will not be readmitted. Students who are academically ineligible will not be allowed to attend school dances.

Homecoming and Prom

The Homecoming dance is open to students and guests of Chase County High School.

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

Electronic Communication

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

Equipment

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

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

Fundraising

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

Individual Training Rules and Rules of Conduct

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

Initiations and Hazing

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

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

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

Injuries

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

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

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

Insurance

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

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

Lettering Requirements

Head coaches are required to have a handbook that spells out each individual activities lettering requirements. Please see the head sponsor for any questions.

Mascot

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

Practices

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

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

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

Secret Organizations

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

Student Manager, Helpers, or Activity Aids

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

Sunday and Wednesday Night Activities

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

The school does not regularly allow Sunday practice sessions. Practices scheduled for a Sunday must have the prior approval of the activities director or building principal.

Transportation

All participants are expected to ride to and from away activities by means of approved school transportation.

The school district provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle. Students who wish to take private transportation home from a school event must submit a release form to the sponsor that has been signed by that student's parent/guardian. If requesting to go home with someone other than a parent/guardian needs to be approved through the AD's office no less than 24 hours prior.

Parents are discouraged from requesting to take their children home after an away contest or performance. Travel to and from an event provides time for the students to further develop a strong team concept.

Weight Room

The weight room has been developed to help each athlete or student to maintain a level of physical fitness. No one may use the weight room or equipment without proper supervision. The school will develop a schedule for

use of the weight room by athletes during the school year and during the summer months.

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

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

SECTION TWO:
AVAILABLE ACTIVITIES

Athletic Teams

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

Other Activity/Clubs

Multicultural Club
National Honor Society
FFA
FCCLA
FBLA
E-Sports
Musical
Band
Choir
Jazz Band
Show Choir
Quiz Bowl
Year Book
Speech
One Act
Student Counsel
Red Cross Blood Drive Team
Interact
Cheerleading

SECTION THREE:
CODE OF CONDUCT

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

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

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

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

1. Receipt of a criminal citation by law enforcement for any reason.
2. Conviction of a crime in adult court or the adjudication of a criminal charge in juvenile court.
3. Any behavior that is illegal under the laws of Nebraska or the United States of America regardless of whether it results in a criminal charge or conviction.
4. Any conduct that substantially interferes with the educational process or disrupts the activity or event.
5. Possession, consumption, use, distribution, or being under the influence of alcohol, illicit drugs, tobacco, controlled substances, or any lookalike or imitations thereof; or being in the presence of alcohol, illicit drugs,

controlled substances, or any lookalike or imitations thereof that are being possessed, consumed, used, or distributed by any person under twenty-one (21) years of age without parental supervision. "Lookalike or imitations" means substances such as K2 and products like electronic nicotine delivery systems, vapor pens, etc. (Note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the use or abuse of any substance for the purpose of inducing a condition of intoxication, stupefaction, depression, giddiness, paralysis, inebriation, excitement, or irrational behavior, or in any manner changing, distorting, or disturbing the auditory, visual, mental, or nervous processes).

6. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.
7. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault.
8. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post, or text message

images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks, or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums; posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages, or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target.

9. Using any Internet or social networking websites to make statements, post pictures, or take any other actions that are indecent, vulgar, lewd, slanderous, abusive, threatening, harassing, or terrorizing.
10. Violating any school policy, handbook provision, or a coach's or activity sponsor's training rules or rules of conduct.
11. Dressing or grooming in a manner which is (A) dangerous to the student's health and safety or a danger to the health and safety of others, (B) lewd, indecent, vulgar, or plainly offensive, (C) materially and substantially disruptive to the work and discipline of the school or an extracurricular activity, (D) interpreted to advocate the use of illegal drugs or other substances by a reasonable observer.
12. Failing to report for an activity at the beginning of a season unless excused by the coach or activity sponsor.
13. Failing to attend scheduled practices and meetings unless excused by the coach or activity sponsor.

Such conduct is prohibited during the school year, regardless of whether it occurs on-campus or off-campus. School year means the period commencing on the first day of fall sports practice through the last day of spring sports practice, events, or attendance at school for a given school year.

Discipline. Students who violate any provision of these Activity Participation Rules may be subject to discipline up to and including expulsion from extracurricular activities and school sponsored events. (including but not limited to graduation ceremony and related activities). These disciplinary consequences and this Activity Code of Conduct are in addition to and do not prejudice, diminish, impede, or reduce any discipline that is authorized by the Nebraska Student Discipline Act, NEB. REV. STAT. §§ 79-254 to 79-294, Board Policy, or the Student Handbook. Disciplinary action may include a probationary period and conditions that must be satisfied prior to or following

reinstatement. Administrators and coaches will take the following into consideration when making disciplinary decisions:

1. Any prior or additional misconduct;
2. The nature and seriousness of the offense;
3. The motivation for the offense;
4. The amount of violence involved;
5. The student's demeanor and attitude regarding the violation;
6. The actual, threatened, or potential risk to the student and others due to the student's behavior;
7. Whether the student has compensated or will compensate the victim in the event of property damage or personal injury;
8. Whether the circumstances of the violation are likely to recur;
9. The student's willingness to participate in evaluations, counseling, or other programs;
10. Any mitigating factors;
11. Any other relevant factors.

If suspended, the student must continue to participate in practices and conditioning during the suspension if required by the coach or activity sponsor. The failure to comply with the practice and conditioning requirement will make the student ineligible for reinstatement to the activity.

Drugs and Alcohol Violations

An activity participant who violates the drug or alcohol rules (other than steroids) shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 10 school days or a minimum of the next (1) school activity.
2. Second Violation: 20 school days or a minimum of the next two school activities.
3. Third Violation: If a student is caught a 3rd time, they will be ineligible to participate in ALL extra-curricular activities for the remainder of that school year.
4. Reduction for Self-Reporting: If the student has self-reported, the penalty will be reduced to 5 school days for the first offense and 10 school days for subsequent offenses. Minimum missed activities will not be reduced. ***A reduction for self-reporting does not qualify for a 3rd violation.***
5. Reduction for Participation in Chemical Dependency Program: If the student and parents agree to participate in a school-approved program for chemical dependency, the consequence will be reduced to only the

next activity in which the student was to participate (including at least one contest). If a student drops out of the approved chemical dependency program, the full violation will be put back into place starting the day after they quit. ***A reduction for participating in a chemical dependency program does not qualify for a 3rd violation.***

6. The program must be administered by a certified alcohol and drug abuse counselor and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of the program must be submitted in writing to the Activities Director. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from extracurricular activities for one (1) calendar year. All costs associated with the program are to be borne by the student/parent or guardian.
7. More Serious Violations: In the event of more serious drug or alcohol violations, such as students engaging in use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not restricted by the foregoing, and may be established in the good discretion of the administration.

Steroid Offenses

A student who possesses, dispenses, delivers, or administers anabolic steroids shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: Thirty (30) consecutive days.
2. Second or Any Subsequent Offense: One (1) calendar year.

Evaluation, Counseling, and Treatment. Apart from any other disciplinary procedures, students who violate any provision of these rules may be required to undergo a formal clinical evaluation at the administration's discretion. Based upon the results of that evaluation, the student may be encouraged or required to participate in an education program, counseling, or other treatment deemed appropriate by the evaluating professional.

Reporting of Incident. Students shall report any violation of these rules to the coach, principal, or superintendent no later than 30 minutes after the beginning of the next school day after the violation has occurred. Failure to report an incident will constitute a violation of these rules and will be taken into consideration in making disciplinary determinations under this policy.

Discipline Procedures. Prior to any disciplinary action under this activities code, the following procedures shall be followed:

As used in this "Discipline Procedures" section, "Investigator" means the coach or activity sponsor of the team or activity in which the student is participating, or any teacher, school official, or school representative whom the Principal or the Superintendent has authorized to perform the duties and responsibilities of "Investigator" as described below.

1. The Investigator shall make an investigation of alleged violation and provide an opportunity for the student to present his or her version of the facts surrounding the alleged violation.

2. The Investigator shall consider all information obtained as a result of the investigation, including information obtained from the student, and shall render a decision regarding disciplinary action. Within a reasonable period of time of the Investigator's decision, the student and his/her parent or guardian shall be given written notice of the disciplinary action taken by the Investigator.

Review of Investigator's Decision. A student or the student's parents may, within five (5) school days of the notice of disciplinary action from the Investigator, notify the superintendent in writing of their request for a review of the coach or activity sponsor's determination. The superintendent or his or her designee shall review the situation and render a decision within three (3) school days from the date of the request for review. The superintendent's decision shall be in writing and shall be final.

Misrepresentations. Any misrepresentation of fact by a student regarding any alleged violation of these rules shall be considered a separate violation of these rules, and the student shall be subject to additional disciplinary action.

Questions. Any parent or student who has questions about board policy, this code, training rules, or rules of conduct of coaches or activity sponsors, or their interpretation or application shall consult with the activities director and/or the superintendent.

Assistance. Students are encouraged to consult with their coach, an administrator, a counselor, or a teacher to obtain access to educational, counseling, and other programs and resources that may be available to help avoid misconduct that may result in discipline under this policy.

A Parent's Guide to Concussions

WHAT IS A CONCUSSION?

A concussion is a brain injury that results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. An athlete does not have to lose consciousness ("knocked-out") to suffer a concussion.

CONCUSSION FACTS

- It is estimated that more than 140,000 high school athletes across the United States suffer a concussion each year. (Data from NFHS Injury Surveillance System).
- Concussions occur most frequently in football, but girl's lacrosse, girls' soccer, boy's lacrosse, wrestling, and girls' basketball follow closely behind. All athletes are at risk.
- A concussion is a traumatic injury to the brain.
- Concussion symptoms may last from a few days to several months.
- Concussions can cause symptoms that interfere with school, work, and social life.
- Athletes who have symptoms from a concussion should not return to sports because they are still at risk for prolonging symptoms and further injury.
- A concussion may cause multiple symptoms. Many symptoms appear immediately after the injury, while others may develop over the next several days or weeks. The symptoms may be subtle and are often difficult to fully recognize.

WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

<u>Signs Observed by Parents or Guardians</u>

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

Symptoms Reported by Athlete

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not "feel right"

WHAT SHOULD I DO IF I THINK MY CHILD HAS HAD A CONCUSSION?

An athlete who is suspected of having a concussion must be removed from play immediately, whether it is in a game or practice. Continuing to participate in physical activity after a concussion can lead to worsening concussion symptoms, increased risk of further injury, and even death. Parents and coaches are not expected to be able to "diagnose" a concussion, as that is the job of a medical professional. However, they must be aware of the signs and symptoms of a concussion and if they are suspicious, the child must stop playing:

WHEN IN DOUBT – SIT THEM OUT!

Every athlete who sustains a concussion needs to be evaluated by a health care professional who is familiar with sports concussions. Parents should call their child's physician, explain what has happened, and follow the physician's instructions. A child who is vomiting, has a severe headache, or has difficulty staying awake or answering simple questions should be taken to the parent's doctor or emergency room immediately.

WHEN MAY AN ATHLETE RETURN TO PLAY FOLLOWING A CONCUSSION?

No athlete who has suffered a concussion should return to play or practice the same day. Previously, athletes were allowed to return to play if their symptoms resolved within 15 minutes of the injury. Studies have shown that the young brain does not recover quickly enough for an athlete to return to activity in such a short time.

Concerns about athletes who return to play too quickly have led state lawmakers in Oregon and Washington to pass laws stating that **no athlete shall return to play on the day he or she suffered a concussion and the athlete must be cleared by an appropriate health care professional before he or she are allowed to return to play in games or practices**. The laws also mandate that coaches receive education on recognizing the signs and symptoms of concussion.

Once an athlete is free of symptoms of a concussion and has completed the Return to Play and Return to Learn protocol he/she may proceed with the activity.

If symptoms occur at any step, the athlete should cease activity and be re-evaluated by a health care provider.

HOW CAN A CONCUSSION AFFECT SCHOOLWORK?

Following a concussion, many athletes will have difficulty in school. These problems may last from days to months and often involve difficulties with short and long-term memory, concentration, and organization.

In many cases, it is best to reduce the athlete's class load after the injury. This may include staying home from school for a few days, followed by a lightened schedule for a few days or perhaps a longer period of time if needed. Decreasing the stress on the brain soon after a concussion may reduce symptoms and shorten the recovery period.

WHAT CAN YOU DO?

- Both you and your child should learn to recognize the "Signs and Symptoms" of a concussion as listed above.
- Emphasize to administrators, coaches, teachers, and other parents your concerns and expectations about concussion and safe play.
- Teach your child to tell the coaching staff if he or she experiences such symptoms.
- Teach your child to tell the coaching staff if he or she suspects that a teammate has a concussion.
- Monitor sports equipment for safety, fit, and maintenance.
- Ask teachers to monitor any decrease in grades or changes in behavior that could indicate concussion.
- Report concussions that occurred during the school year to appropriate school staff. This will help in monitoring injured athletes as they move to the next season's sports.

OTHER FREQUENTLY ASKED QUESTIONS:

Why is it so important that an athlete not return to play until they have completely recovered from a concussion?

An athlete who has not fully recovered from an initial concussion is very vulnerable to recurrent, cumulative, and even catastrophic consequences of a second concussive injury. Such difficulties are prevented if the athlete is allowed time to recover from the concussion and return-to-play decisions are carefully made. No athlete should return to sport or other at-risk participation when symptoms of a concussion are present and recovery is ongoing.

Is a "CT scan" or MRI needed to diagnose a concussion?

Diagnostic testing which includes CT ("CAT") and MRI scans are rarely needed following a concussion. While these are helpful in identifying life-threatening brain injuries (e.g., skull fracture, bleeding, swelling), they are not normally used, even by athletes who have sustained severe concussions. A concussion is diagnosed based upon the athlete's story of the injury and the health care provider's physical examination.

What is the best treatment to help my child recover more quickly from a concussion?

The best treatment for a concussion is rest. There are no medications that can speed the recovery from a concussion. Exposure to loud noises, bright lights, computers, video games, television, and phones (including text messaging) may exacerbate the symptoms of a concussion. You should allow your child to rest as much as possible in the days following a concussion. As the symptoms decrease, you may allow increased use of computers, phone, video games, etc., but the access must be reduced if symptoms worsen.

How long do the symptoms of a concussion usually last?

The symptoms of a concussion will usually go away within one week of the initial injury. You should anticipate that your child will likely be out of sports for about two weeks following a concussion. However, in some cases, symptoms may last for several weeks or even months. Symptoms such as headache, memory problems, poor concentration, and mood changes can interfere with school, work, and social interactions. The potential for such long-term symptoms indicates the need for careful management of all concussions.

How many concussions can an athlete have before he or she should stop playing sports?

There is no "magic number" of concussions that determine when an athlete should give up playing contact or collision sports. The circumstances surrounding each individual injury, such as the way the injury happened and length of symptoms following the concussion are very important and must be considered when assessing the athlete's risk for further and potentially more serious concussions. The decision to "retire" from sports is a decision best reached following a complete evaluation by your child's primary care provider and consultation with a physician or neuropsychologist who specializes in treating sports concussion.

I've read recently that concussions may cause long-term brain damage in professional football players. Is this a risk for high school athletes who have had a concussion?

The issue of "chronic encephalopathy" in several former NFL players has received a great deal of media attention lately. Very little is known about what may be causing dramatic abnormalities in the brains of these unfortunate retired football players. At this time, we have very little knowledge of the long-term effects of concussions that happen during high school athletics.

In the cases of the retired NFL players, it appears that most had long careers in the NFL after playing in high school and college. In most cases, they played football for over 20 years and suffered multiple concussions in addition to hundreds of other blows to their heads. Alcohol and steroid use may also be contributing factors in some cases. Obviously, the average high school athlete does not come close to suffering the total number or sheer force of head trauma seen by professional football players. However, the fact that we know very little about the long-term effects of concussions in young athletes is further reason to carefully manage each concussion.

Adapted from A Parent's Guide to Concussion in Sports, National Federation of High School Associations.

Some of this information has been adapted from the CDC's "Heads Up: Concussion in High School Sports" materials by the NFHS's Sports Medicine Advisory Committee. See www.cdc.gov/ncipc/tbi/Coaches_Tool_Kit.htm for more information.

AUTHORIZATION AND ACKNOWLEDGEMENT

WARNING: SERIOUS CATASTROPHIC AND PERHAPS FATAL INJURY MAY RESULT FROM ATHLETIC PARTICIPATION

Many forms of athletic competition result in violent physical contact among players, the use of equipment that may result in accidents, strenuous physical exertion, and numerous other exposures to risk of injury. Students and parents must assess the risks involved in such participation and make their choice to participate in spite of those risks. No amount of instruction, precaution, or supervision will eliminate these risks. Students have suffered accidents resulting in death, paraplegia, quadriplegia, and other very serious permanent physical impairment while playing sports. By granting permission for your student to participate in athletic competition, you, the parent or guardian, acknowledge that such risk exists. Students will be instructed in proper techniques to be used in athletic competition and in the proper utilization of all equipment worn or used in practice and competition. Students must adhere to that instruction and utilization and must refrain from improper uses and techniques.

I understand the statement above and I understand that by allowing my student to participate in athletic events, I assume the risk that he/she may be injured, perhaps severely.

_____

Signature of Parent

_____ _____

Printed Name of Parent Date

ACKNOWLEDGEMENT OF CONDUCT CODE

I understand that as a student representing the school district in activities, I am obligated to comply with the athletic handbook, including the code of conduct. This means that I may not possess, use, or be at parties in the presence of alcohol, illicit drugs, or controlled substances at any time during the school term. I understand that if I violate the code of conduct or other rules in this handbook, I may be suspended from participation in all co-curricular activities and/or school sponsored activities or events.

_____

Signature of Student

_____ _____

Printed Name of Student Date

I understand that my student is obligated by this handbook, including the statements above.

_____
Signature of Parent

_____ _____
Printed Name of Parent Date

Chase County Schools Concussion Protocol Flowchart

1. When a concussion is suspected during an activity, the coach will immediately remove the athlete from play and complete the district-provided concussion form to document the incident.
2. The coach will notify the athlete's parents and the athletic director or building principal of the suspected concussion. The AD or principal will notify the school nurse of the incident.
3. Parents or guardians will be required to pick up their child and will receive a copy of the incident report, along with district-provided information about concussions and the steps that will be taken
4. The school district is not authorized to diagnose a concussion; the athlete must see a Licensed Health Care Professional (LHCP) for an official diagnosis. The written diagnosis from the LHCP must be provided to the school.
5. The athlete will take the ImPACT test in the school nurse's office between 24 and 72 hours after the incident.
6. The school nurse will manage the athletes' return-to-learn procedures based on their symptoms, in accordance with district policy guidelines.
7. The student may begin the first two steps of the return-to-play process when they are determined to be symptom-free by ImPACT testing completed by the school nurse and have received written permission from a parent or guardian.
8. Before the athlete can proceed to the next steps in the return-to-play process, they must be cleared by a licensed healthcare provider and submit documentation to the school nurse.
9. If the athlete completes the return-to-play process without symptoms, they may fully return to participation in their sport.

Chase County Schools – Concussion Response Summary

#1) When a Concussion Is Suspected

1. Remove the student immediately if a concussion is suspected.
    - No same-day return to practice or competition under any circumstances.
2. Monitor & Escalate if Needed
    - Do not leave the student alone.
    - Monitor closely for worsening symptoms.
    - Call 911 immediately for red-flag symptoms such as worsening headache, repeated vomiting, seizure, increasing confusion, unusual behavior, neck pain, weakness/numbness, or decreasing level of consciousness.
3. Notify Parent or Guardian as soon as possible and document:
    - Approximate date/time of injury
    - Observed signs and symptoms
    - Actions taken by school staff

#2) Medical Evaluation – Required Before Any Exertion

The student may not participate in any school-supervised physical activity until the school has all of the following:

- Written, signed clearance from a Licensed Health Care Professional (LHCP)
- Written parent/guardian permission to resume

#3) Return to Learn (RTL) – Academic Recovery Comes First

Nebraska law requires a gradual, monitored return to academics.
Step 1: Initial Rest & Coordination (typically Days 0–2)
Step 2: Light Academic Return - Reduced workload and symptom-limited activity
Step 3: Gradual Increase - Slowly increase workload while monitoring symptoms.
Step 4: Full Academic Return - Full day and normal expectations without symptom flare.
Important: If academic accommodations are still needed due to symptoms, the student is not ready for physical activity.

#4) Return to Play (RTP) – Stepwise & Supervised

Medical clearance + parent permission must be on file before starting.
Prerequisites

- LHCP written clearance
- Parent/guardian permission
- Successful return to full academics

CDC 6-Step Return to Play (Minimum 24 Hours Each Step)

Advance only if no symptoms return.

1. Back to regular school activities
2. Light aerobic activity (bike/walk/jog; no weights)
3. Moderate activity (moderate running/biking/weights)
4. Heavy, non-contact activity (sprints, sport drills)
5. Practice with full contact (if appropriate)
6. Competition

If symptoms return: Stop, rest, contact a medical provider, and resume at the last symptom-free step.

Chase County Schools

Return-to-Play (RTP) Tracker – CDC 6-Step Protocol

Student Name: _____

Sport: _____

Medical Clearance on File: ☐ Yes ☐ No

Parent Permission on File: ☐ Yes ☐ No

Minimum of 24 hours per step. Advance only if symptom-free.

Step	Activity Level	Date Completed	Symptoms? (Y/N)	Staff Initials
1	Back to regular activities (school)	_____	☐ Y ☐ N	_____
2	Light aerobic activity	_____	☐ Y ☐ N	_____
3	Moderate activity	_____	☐ Y ☐ N	_____
4	Heavy, non-contact activity	_____	☐ Y ☐ N	_____
5	Practice with full contact	_____	☐ Y ☐ N	_____
6	Return to competition	_____	☐ Y ☐ N	_____

STOP RULE

If symptoms return at any step:

- Stop activity immediately
  Rest until symptom-free
  Resume at the previous symptom-free step
- Notify medical provider if symptoms persist

Final Clearance Verified By: _____ **Date:** _____

Chase County Schools

Return-to-Learn (RTL) Plan

Student Name: _____

Date of Injury: _____

Medical Provider (if known): _____

Current Symptoms Affecting Learning

☐ Headache
☐ Fatigue
☐ Difficulty concentrating
☐ Memory issues
☐ Sensitivity to light/noise
☐ Vision problems

Academic Accommodations (Check all that apply)

☐ Shortened school day
☐ Rest breaks during day
☐ Reduced homework load
☐ Extended time on assignments/tests
☐ Postponed quizzes/tests
☐ No timed tests
☐ Limited screen use
☐ Quiet testing environment
☐ Note-taking assistance
☐ Other: _____

Plan Timeline

- RTL Start Date: _____
- Review Date #1: _____
- Review Date #2 (if needed): _____

Progress Notes / Adjustments

RTL Status

Chase County Schools
Suspected Concussion Incident Report

Student Name: _____

Date of Birth: _____ **Grade:** _____

Sport / Activity: _____

Location of Incident: _____

Date of Injury: _____ **Time (approx.):** _____

Person Completing Report: _____

Description of Incident (Check all that apply)
☐ Hit to head
☐ Hit to body with head movement
☐ Fall
☐ Collision with person/object
☐ Unknown/unwitnessed

Brief description of what happened:

Observed Signs and Reported Symptoms (Check all that apply)
Observed by staff
☐ Appeared dazed/confused
☐ Slow to respond
☐ Balance problems
☐ Loss of consciousness (if yes, duration: _____)
☐ Behavior/personality change

Reported by student
☐ Headache
☐ Dizziness
☐ Nausea
☐ Sensitivity to light/noise
☐ Blurred vision
☐ Feeling “foggy”
☐ Other: _____

Immediate Action Taken
☐ Student removed from play/activity immediately
☐ Student NOT allowed to return same day
☐ Parent/guardian notified
☐ Referred for medical evaluation
☐ EMS activated (911)

Additional notes:

3057
Title IX Policy

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

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

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

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

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

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

ANAPHYLACTIC SYMPTOMS OF BODY SYSTEM: Any of the symptoms may occur within seconds. The more immediate the reaction, the

more severe the reaction may become. Any of the symptoms present require several hours of monitoring.

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

EMERGENCY PROTOCOL:

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

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

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

Chase County Schools
Staff Handbook

2026-2027

TABLE OF CONTENTS
Policies and Procedures ALL Staff

Accidents and Injuries....4
Activity Accounts and Fundraising....5
Activity Tickets....5
Agents, Salesmen and Other Business Representatives....5
Announcements and Circulars....5
Bell Schedule....5
Board Policies, Rules, and Directives....6
Child Abuse....6
Complaint Procedure....7
Special Education and Related Services Rules....11
Computers and the Internet: Acceptable Use by Staff and Policy 4012....12
Conflict of Interest....15
Contact Information....16
Copyright and Fair Use....16
Corporal Punishment....16
Crisis Response Team....16
Disability Leave (Short-Term)....17
Discrimination and Harassment....17
Driving (both school and personal vehicles)....17
Dress Code....18
Drug and Alcohol....19
Duty to Report....19
Electronic Communication While Driving....19
Expenses....20
FMLA....20
In-School Communication....20
Intellectual Property....20
Jury and Witness Duty Leave....21
Keys....21
Locker room Supervision....21
Maintenance & Cleaning Request Forms....21
Meals Program....21
Military leaves of Absence....21
Milk Expression....22
News and Press Releases....22
Newsletters....22
Obligations Related to American Civics Instruction....22
Outside Employment....23
Political Activities....23
Pregnant or Parenting Students....23

Professional Boundaries Between Staff and Students 23
Professional Growth....24
Purchasing....24
Records and Reports 25
School Calendar....25
School Property....25
School Vehicle Use....26
Security 26
Smoking on School Premises or at School Activities....26
Sniffer (Drug) Dog....26
Social Media Usage by Staff....27
Solicitation and Distribution of Merchandise 27
Staff Room 27
Student Interviews 27
Telephones 27
Threat Assessment and Response 27
Ticket Taking and Other Home Event Duties....31
Transportation Request Forms....31
Visitors....31
Wage and Salary Payments....31
Weather Related Closings....32
Workplace Searches....32

Policies and Procedures Regarding Certified Staff

Absences 34
Assemblies 35
Smart Pass....35
Assignment of Teachers....35
Certificates, Teacher Contracts, Salary Information....35
Cheating 36
Check-out Forms....36
Class Record Books 36
Classroom Management and Student Discipline 36
Classroom Sanitation 37
Coaching Supplies 38
Collection of Student Money 38
Community Involvement 38
Display of Classroom Work in the School and Community....38
Duties of Certified Staff....39
Eligibility Grades 7-12....39
Extracurricular Activities....40
Evacuations 41
Evaluations....42

Examinations....42
Faculty Meetings....42
Field Trip Request Forms....42
Grading Policy....43
Guest Lecturers....44
Hall Duty....44
Homework Policy....44
Instructional Materials....44
Lesson Plans....44
Media Center....45
Paraeducators....45
Parent-Teacher Communication....45
Parking....46
Parties....46
Planning Time....46
Student Information System....46
Private Tutoring....47
Projection Maps....47
Pupils' Records....47
Rights of Certified and Probationary Teachers....48
School Day....48
Sponsors....48
Student Activities....49
Student Aides....49
Student Attendance....49
Student Attire....50
Student Illness....50
Student Medication....50
Student Searches....50
Substitute Teaching During Planning Period....51
Teaching Controversial Issues....51
Textbooks....51

Policies and Procedures Regarding Classified Staff

At-Will Employment....52
Holidays....52
Hours....52
Overtime and Compensatory Time....52
Personal Leave....52
Reporting When School is Closed....53
Sick Leave....53
Vacation....53
Title IX....53

INTRODUCTION

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

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

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

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

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

Notice of Nondiscrimination

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

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the ADA/Title II Coordinator: Superintendent at (308) 882-4304 (phone number), please check the school website for an up to date email address or in person at school.

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the Title IX Coordinator: Jacci Paisely at (308) 882-4304 (phone number), email (please check school website), 520 E. 9th St. Imperial, NE 69033 (mailing address) or in person at school. The School District's specific Notice of Nondiscrimination on the Basis of Sex may be accessed at on the school's website.

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the Title VI Coordinator: Superintendent at (308) 882-4304 (phone number), email (please see the website), 520 E. 9th St. Imperial, NE 69033 (mailing address) or in person at school.

Individuals who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent at (308) 882-4304 (phone number), email (on the school website) or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

For additional prohibited discrimination and related information, please review school district Policies.

DRUG-FREE WORKPLACE REQUIREMENTS

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

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

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

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

POLICIES AND PROCEDURES REGARDING ALL STAFF

Accidents and Injuries

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

Activity Accounts and Fundraising

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

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

Activity Tickets

All staff, spouses, and their school-age children will be admitted to home games free of charge. Activity tickets will be issued to staff through the building offices. These passes only work for home events that are not NSAA sanctioned (ie. Districts, State etc.).

Agents, Salesmen and Other Business Representatives

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

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

Announcements and Circulars

No announcements shall be made until authorization of the principal or superintendent has been obtained.

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

Bell Schedule

	Begin	**End**
First Period	8:00	8:50
Second Period	8:53	9:43
Third Period	9:46	10:36
Fourth Period	10:39	11:29
Fifth Period	11:32	12:22
Sixth Period	12:54	1:44
Seventh Period	1:47	2:37
Eighth Period	2:40	3:30

Board Policies, Rules, and Directives

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

Child Abuse

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

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately. Employees shall also personally report or cause a report to be made to local law enforcement or to the Department of Health and Human Services.

2. When the principal makes a report of suspected child abuse or neglect, he/she shall inform the employee(s) who made the initial report.

3. Nothing in the paragraph above shall hinder a school employee from fulfilling his/her/their obligation to report suspected abuse or neglect if he, she or they have reasonable cause to believe that a child has been abused or neglected.

4. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

Complaint Procedure

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

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

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

Complaint and Appeal Process.

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

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

    a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.

    b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.

c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.

d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

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

a) Determine whether the complainant has discussed the matter with the respondent.

1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.

2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:

1) All relevant details of the complaint;

2) All witnesses and documents which the complainant believes support the complaint;

3) The action or solution which the complainant seeks.

d) Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.

4. If either the complainant or the respondent is not satisfied with the decision he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal.

   a) The appeal must be in writing.

   b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.

   c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate..

   d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.

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

c) When the board is required by law, policy, or contract to hear a complaint or appeal.

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

d) This appeal must be in writing.

e) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.

f) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.

g) The board president will notify the complainant and any other person legally required to receive the decision in writing of its decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.

h) There is no appeal from any decision of the board unless authorized by law.

6. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:

a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex

discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.

b) Determine whether the complainant has discussed the matter with the superintendent.

   1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.

   2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.

c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.

d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.

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

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

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

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access

to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

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

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

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

Computers and the Internet: Acceptable Use by Staff

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

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.

Conflict of Interest

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

Contact Information

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

Copyright and Fair Use

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

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

Corporal Punishment

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

Crisis Response Team

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

Disability Leave (Short-Term)

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

Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with an employee's school performance, or (3) otherwise adversely affects an employee's employment opportunities. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: principals at (308) 882-4304 (phone number), email (found on school website) or in person at school. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Jacci Paisley at (308) 882-4304 (phone number), email (found on school website), 520 E. 9th Imperial, NE 69033 (mailing address), or in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact the superintendent at (308) 882-4304 (phone number), email (found on the school website) or in person at school. Employees may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Driving (both school and personal vehicles)

Staff members should not transport students in a personal vehicle without prior written approval from the superintendent of schools. Staff members who drive school vehicles or have prior approval to use their personal vehicle to transport students must have a valid driver's license and proof of insurance. Staff members will be provided a Driver's Certification form to verify this information. Staff members who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Staff members are not to use cell phones while driving a school vehicle or while transporting students. Please see the school district's policy on school vehicle use for further information.

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

Dress Code

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

Certified staff, paraeducators, and office staff should generally dress in business casual attire that is clean and professional.

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

- For men: shirts without collars, unless the shirt can be deemed professional by other standards.
- Athletic wear, including sweat, jogging and wind suits, except when teaching a physical education activity in the gymnasium, on a playing field, or at athletic or other activity practices.
- Shorts, except when teaching physical education class or at athletic or other activity practices.
- Blue jeans, except at athletic or other activity practices, or on days considered to be "dress down" days.
- Hats, except when worn outside for sun coverage.
- Rubber soled 'flip flop' thong sandals.
- Any attire which is excessively wrinkled or torn, so that it is no longer neat and professional.
- Any attire which is immodest or may distract other employees or students in the learning environment.
- No athletic headbands or leggings should be worn during official duty time.

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

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

Drug and Alcohol Testing

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

Duty to Report

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

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

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

Electronic Communication While Driving

Except as provided below, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle or while using a school-issued electronic communication device while operating a private vehicle. This prohibition includes but is not limited to answering or making telephone calls not related to the transportation and reading or responding to e-mails, instant messages, or text messages.

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

Expenses

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

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

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

Family and Medical Leave (FMLA)

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

In-School Communication

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

A great deal of information is distributed to staff via the school's e-mail system. Each staff member must check his or her e-mail account frequently throughout the school day. Staff members are allowed to use their school e-mail accounts for a moderate amount of personal e-mail correspondence. However, sending or receiving personal e-mail during class time is prohibited, regardless of whether that personal e-mail is received on the staff member's school e-mail account or a personal account.

Intellectual Property

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

Jury and Witness Duty Leave

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

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

Keys

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

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

Locker Room Supervision

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

Maintenance & Cleaning Request Forms

Staff members should contact an administrator as soon as they need or see a maintenance problem. The administration and superintendent will approve or deny all maintenance request and will communicate such decisions with the head of maintenance.

Meals Program

Staff may take advantage of meals offered through the district's foods program. Staff may purchase lunches from the school cafeteria for $4.05 per day. The lunch price includes one carton of milk. Staff members must deposit funds in their lunch accounts before purchasing meals. Staff members will not be allowed to run a large deficit in their lunch accounts.

Military Leaves of Absence

Leaves of absence without pay for military or Reserve duty are granted to all employees as required by law. An employee who is called to active military duty or to Reserve or National Guard training or who volunteers for the same should submit copies of the military orders to the Superintendent as soon as

is practicable. An administrator, at his or her discretion, may require an employee who requests leave under the Nebraska Family Military Leave Act to provide certification from the proper military authority to verify the employee's eligibility for the leave requested.

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

Milk Expression

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

News and Press Releases

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

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

Newsletters

The district secretary will inform staff of the relevant deadlines for each newsletter. Staff members are encouraged to submit articles for the newsletter that reports recent classroom activities and emphasizes positive aspects of the district's mission.

Obligations Related to American Civics Instruction

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

Outside Employment

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

Political Activities

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

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

Pregnant or Parenting Students

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

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

Professional Boundaries Between Staff and Students

All district employees must follow board policy when interacting with students in any way. School district employees are responsible for conducting themselves professionally and for teaching and modeling high standards of

behavior and civic values, both at and away from school. District employees must be aware of professional boundaries between students and staff, and they must never blur the boundaries. These standards of behavior apply to social networking sites, such as Facebook, Twitter, Instagram, etc., along with communications and interactions of any kind between staff and students.

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

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

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

Professional Growth

All employees must complete all offered professional development and shall be provided opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties.

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

Purchasing

All requisitions for books and school supplies must be filed with the building principal. The requisition must include the name of the article being requested, where it may be purchased, how many articles are required and their cost. Requisition forms are available on the district ordering platform. Orders should not be placed until the district office has issued a purchase order. Once an order has been received, the staff member must notify the building secretary so payment can be processed. Failure to follow the procedure for requisitions may prevent the staff member from receiving the items requisitioned. All orders or supplies must be authorized by the administration. Staff may be personally liable for any orders placed without

such authorization.

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

Records and Reports

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

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

Recordings of Students and Classrooms

Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator. Staff should refer to Board Policy 3059 for information on recording by students.

School Calendar

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

School Property

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

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

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

School Vehicle Use

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

Security

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

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

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

Smoking on School Premises or at School Activities

The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

Sniffer (Drug) Dogs

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

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

Social Media Usage by Staff

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. All staff members must refer to and comply with the board's policies regarding Staff Internet and Computer Use and Staff and District Social Media Use. Staff members who are uncertain about the applicability of board policy 4051 to a particular situation must confer with their supervising administrator prior to posting on social media.

Solicitation and Distribution of Merchandise

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

Staff Room

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

Staff Use of AI Tools

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

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

Tool Approval. Staff may not use an AI Tool with students or with student information unless a member of the district's administration has approved it. To use a new tool, staff must request approval from his/her supervising administrator first. Before approving a tool, the district will review the vendor's privacy and security practices, the kind of student information the

tool would use, and whether a written data-sharing agreement with the vendor is required. The district will keep a list of approved AI Tools and the allowed uses for each.

Staff Expectations for Use of AI Tools in Education

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

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

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

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

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

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

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

1. Upload FERPA-protected information about students without the express, written authorization from administrators who have assured themselves that such disclosure is lawful;
2. Relying solely on an AI Tool to grade student work that counts toward a grade or transcript or otherwise evaluate student academic progress;
3. Make or share deepfakes or fake images, audio, or video of any real person.
4. Make or share sexual or intimate images of any real person—even if the image is AI-generated;
5. Use AI to harass, bully, threaten, or impersonate any student, staff member, parent, board member, or community member;
6. Use AI to watch, track, or scan faces of students or staff outside of systems the board has approved;
7. Upload materials to AI if the copyright or license does not allow it;
8. Share district AI accounts or passwords with students or others;
9. Use district AI accounts for personal or business reasons; or
10. Use AI to bypass district network security, content filters, or device controls.

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

Student Interviews

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

Telephones

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

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

Threat Assessment and Response

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

1. Definitions

a. A **threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.

i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.

ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.

iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.

b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assessment them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.

i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.

ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

2. Obligation to Report Threatening Statements or Behaviors.

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

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

3. Threat Assessment Team

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

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

4. Threat Assessment Investigation and Response

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

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

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the team determines to be reasonable and useful.

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

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

5. Communication with the Public about Reported Threats

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

6. Coordination with the Crisis Team After Resolution of Threat

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

Ticket Taking and Other Home Event Duties

All staff will be expected to take tickets or work one time or another at home events. Staff members who coach a sport may take tickets or work at an event they do not coach. Staff members who are unavailable to take tickets or work an event they are assigned to work must find their own replacements and notify the building principal of who will be taking their place. This does not include running a concession stand where such employee is the sponsor of the group in assigned to that event.

Transportation Request Forms

Staff members must complete transportation request forms as soon as they know they need school-provided transportation to allow the activities director adequate time to schedule drivers and vehicles.

Visitors

Staff should welcome members of the public who wish to visit school, but should ensure that visitors follow the district's requirements.

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

Visitors must comply with the following guidelines:

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

Wage and Salary Payments

Staff members are paid on the 10th of each month. The district provides direct deposit of paychecks to designated financial institutions. Otherwise, paychecks will be delivered personally at school or mailed to the address on file in the district office. Staff who wish to activate or modify their direct deposits or who wish to have paychecks mailed to a different address must contact the district office. The school district will mail staff paychecks to the last address on file for each employee during months when school is not in session. Employees shall not be paid in advance under any circumstances.

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

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

Weather-Related Closings

If school is called off because of bad weather or for any other reason, it will be announced on CCS media and communication platforms.

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

Workplace Searches

To safeguard the property and interests of our students, employees, and patrons; to help prevent the possession, sale, and use of illegal drugs on school grounds, and in keeping with the spirit and intent of the district's drug-free workplace policy and other policies, the school district reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from school when it has reasonable grounds to do so. The school also reserves the right to search any employee's office, desk, files, locker, or any other area or article on school grounds. All offices, desks, files, lockers, and so forth, are school

district property and are issued or provided for the use of employees only during their employment with the district. Inspections may be conducted at any time at the discretion of the administration. Employees who refuse to cooperate with this provision will be subject to disciplinary action up to and including discharge.

POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF

Absences

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

1. **Sick Leave**
   Certified staff members who are too ill to perform their teaching duties must contact their building principal by 6:00 a.m.

2. **Personal Leave**
   Certified staff who wish to take personal leave must submit a leave request to their building principal at least three days in advance of the proposed leave. Building principals may deny personal leave requests. (reference the current negotiated agreement) Staff members may not take personal leave adjacent to a school break. It is also understood that teachers will do their best to not miss contracted professional development days/teacher Inservice days.

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

4. **Substitute Folders**
   Each teacher must prepare a substitute folder and it should be left in a place that is easily accessible by the substitute (ie. on top of teacher desk). The folder must contain:
   a.) the current seating chart for each class;
   b.) the daily routine followed by each class;
   c.) all schedules (fire drill procedures, lunch schedule, etc.);
   d.) plans for the day if the teacher's absence was anticipated. (These plans are in addition to the teacher's regular lesson plan book.)

Certified staff members may work with the building principal if requesting a specific sub.

Assemblies

Classroom teachers must attend assemblies and pep rallies and sit with the students that they are assigned to during that period to help maintain order.

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

Smart Pass

All teachers and subs are required to use the Smart Pass platform for the safety of all staff and students when allowing a student to leave a class. Students may not be in the hallways during class time without being signed into Smart Pass and approved by the classroom instructor. Every time a student leaves class during class time, Smart Pass should be utilized. This way, other staff can ascertain where the student has permission to be.

Students may not go to another classroom without permission from the teacher they want to go to through Smart Pass. No student may be in the halls during class or study time without utilizing Smart Pass and the specific destination. If a teacher retains a student after the period ends, staff must communicate with the student's next period teacher why the student is late, rather than sending the student to the office for a tardy slip.

Assignment of Teachers

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

Certificates, Teacher Contracts, Salary Information

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

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

a. social security number,
b. retirement number,
c. withholding form W-4, and
d. authorization to withhold for insurance benefits.

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

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

Cheating

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

Check-out Forms

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

Class Record Books

A class record book is the school's official record of matters relating to each student in each teacher's class. It may be maintained in paper or electronic form and must be complete in scope and accurately maintained. All classroom teachers are required to keep class record books which list students in each class in alphabetical order and show the attendance and all grades earned by each student. At the end of each school year, classroom teachers must turn their record books into the building office. Record books are subject to examination by the building principal or superintendent at any time.

Commented [MOU1]: Add two grade min. per week?

Classroom Management and Student Discipline

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

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

Classroom teachers may not close the door to their rooms until they have left the building or unless they are sponsoring some other group in other areas.

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

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

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

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

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

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

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

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

Serious discipline issues need to be communicated to the building principal as soon as possible. Any physical altercation between students needs to be communicated immediately.

Classroom Sanitation

1. **Handling of Body Fluids**

All body fluids of all persons should be considered to potentially contain infectious agents (germs). Hand washing after contact with a school child is recommended if physical contact has been made with any child's blood or body

fluids. The term "body fluids" includes: blood, semen, drainage from scrapes and cuts, tears, feces, urine, vomit, respiratory secretions, and saliva.

2. **Infectious Diseases**

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

Coaching Supplies

Coaching supplies will be distributed by the athletic director. Such items include tape, prewrap, heel pads, band aids, ankle braces, game balls, etc. Coaches should request additional supplies from the activities directory only when they have run out of supplies.

Coaches must fill out and submit inventory forms to the activities director immediately after the season is complete.

Collection of Student Money

Staff members must comply with the school district's student fee policy before collecting any funds from students.

Money collected from students should be turned into the office on the day it is collected for deposit in the proper activity or school district fund. Any checks written by students or parents for various payments should be made out to Chase County Schools, unless otherwise instructed. Certified staff must submit a financial accountability form when they turn funds into the office.
When students purchase items such as coats, rings, etc., through the school district, they must pay for these and other major items before the order is sent.

Community Involvement

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

Display of Classroom Work in the School and the Community

Classroom teachers are encouraged to display student work for public viewing. The public display of work should not include any type of grade for the public to see. Students and parents enjoy viewing the display and may be even more supportive of their school because the display shows them many of the things the students do. Classroom teachers may use any of the building with prior approval from an administrator to display student work or they may use during a night activity. Certified staff must contact the principal before displaying student work at an evening activity.

Duties of Certified Staff

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

a) Becoming acquainted with board policies, district rules and regulations, and the state laws concerning teachers and pupils.
b) Attending such education conferences as are required by law or administrative directives.
c) Attending school assemblies unless excused by the principal.
d) Instructing pupils in the proper use of equipment and instructional supplies.
e) Reporting in writing to the principal any injury to any child while under the jurisdiction of the school, including athletic injuries.
f) Complying with the Teachers Professional Code of Ethics which has been promulgated by the Nebraska Department of Education (92 Neb. Admin. Code § 27) and adopted by the Board of Education of the district.
g) Discussing a student only with the child's parents and the superintendent, principal, guidance counselor or classroom teachers who may know the circumstances and have a need to know. It is unprofessional and inappropriate to discuss student or other staff members in the staff lounge.
h) Being responsible for students whom they keep in school at times other than during regular school time. Certified staff will be responsible for any special work done by their students, including field trips, joint assemblies, school programs, etc.
i) Refraining from joining book clubs or film clubs using the school name.
j) Turning in all monies collected to the main office by the end of the school day.
k) Clearing all class meetings or trips through the principal's office.
l) Participating in Student Assistance Teams pursuant to board policy.
m) Assisting with the administration of standardized testing as assigned by the administration.
n) Provide homebound instruction as assigned by the administration.
o) Performing additional duties as assigned by the administration.

Eligibility Grades 7-12

Student academic eligibility for participation in extra-curricular activities will be determined on a weekly basis. A student will become ineligible by maintaining an average of less than seventy percent (70%) in two or more classes weekly. Eligibility will be based on the weekly cumulative semester mathematical average of each student. The grading period will end at the conclusion of school on the last school day of the week. Beginning on the 3rd

full week of each semester. Teachers must keep all grades up to date as eligibility will be pulled by 9am on Monday morning and again at 9am on Tuesday morning to officially create the ineligibility list. Eligibility runs from Wednesday to Tuesday at midnight every week. At the discretion of the sponsor, ineligible students will be allowed to participate in practice. Activities affected by the eligibility rule are:

1. All interscholastic contests, including but not limited to, athletics, FFA, FBLA, FCCLA, Once Act Competitions, E-Sports, speech contests, and similar organizations or events not listed.
2. Cheerleading.
3. Music competitions and out of district performances and clinics.
4. All school dances.
5. Other activities deemed appropriate by the principal.

Extracurricular Activities

Staff must schedule all events and other extracurricular activities at the activity director's office to avoid conflicts. Activities must be put on the school calendar by the beginning of each school year. Any additional events need to be communicated to the administrative team no later than one month prior to the event. Staff should avoid or shorten practices and activities on Wednesday evenings and Sundays, in order to give students sufficient time away from school for family-related activities.

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

Regular classroom work in all grades will have precedence over any other activity. Students will not be dismissed from classes to participate in extra-curricular activities without permission from the principal. All evening activities, except practices, must have no less than two school sponsors. Non-school sponsors must be approved by the administration. If vehicles are used for transportation, the drivers must be adults who have been approved by the school and whose license is on file in the central office.

The principal who oversees the 7-12 building and the activities director has the responsibility for all activities. Therefore, any ruling or handbook decision he/she makes will be school regulation in lieu of further board action.

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

Evacuations

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

1. Fire Drills

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

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

a) Students nearest the windows will close them before leaving.
b) The classroom teacher will be the last to leave the room. He or she will turn out all lights, close the door, and place the green magnet outside of the door frame as he or she leaves.
c) Classroom teachers will take their fire drill packets and class grade books with them when they leave their classrooms.
d) The first two students reaching the exit doors will hold the doors wide open until everyone has filed out.
e) Staff and students will move far enough away from the building to avoid possible injury from fire and falling embers, and also, to remain clear of emergency vehicle traffic.
f) Once outside, each teacher must account for every student in the class. Classroom teachers will take roll for their class, enter it in Raptor and;
    1) hold up a Green Card (all students accounted for)
    2) hold up a Red Card (missing student (s) listed)

The signal to return to the school building will be announced by the administrative team. Once cleared, students will return in an orderly manner.

2. Tornado Drills

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

a) All students and staff should proceed to the designated tornado shelter.

b) Once in the designated area, each teacher must account for every student in the class.
c) Classroom teachers should be sure that each student is sitting with his or her back to the wall, their knees up and their heads should be between their legs.

3. **Protocol for all Evacuations**

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

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

Evaluations

The appropriate district administrator will evaluate tenured and probationary teachers as required by law and district policy. Additional evaluations, both formal and informal, may be conducted as the district administration deems appropriate.

Examinations

Semester examinations will be given in all high school classes. Tests and final exams will not be given ahead of time. Students are not to type tests or grade any major tests.

Faculty Meetings

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

IEP meetings are mandatory meetings and cannot be missed by staff members without prior administrative approval.

Field Trip Request Forms

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

Elementary grades will be limited to one field trip per year. Additional requests may be granted on a case by case basis.

Grading Policy

Teachers must keep all grades up to date as eligibility will be pulled by 9am on Monday morning. Teachers are expected to enter a minimum of 2 grades per week to help with eligibility status for students.

Grades are given as letter or percentage as requested by the building principal. No incompletes, condition grades or the waiving of an assignment for select students will be allowed (unless it follows a 504 or IEP plan or with administrative approval due to an unforeseen situation), but grades may be changed by request of the classroom teacher to the principal. If a student fails the first semester and passes the second semester, a classroom teacher may pass a student for the full year.

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

Participation Grade Policy:

Students are excused from participation grades when having an excused absence or participating in an approved school activity. Students that have an unexcused absence and a participation grade is given for the day, the teacher can excuse the participation grade or have the student make up the participation grade during the designated times of the school day and follow the make-up work policy. Teachers must communicate with the parents/students pertaining to the guidelines of how students earn points for participation and make up participation points within the classroom.

Classroom teachers should provide students and parents with frequent updates regarding the student's progress during the quarter. At the conclusion of each quarter, students will receive an end-of-quarter report card. Classroom teachers should use the following symbols for each subject area:

A+	99-100	A	95-98	A-	93-94
B+	91-92	B	878-90	B-	856-867
C+	834-845	C	8079-823	C-	777-798
D+	754-766	D	72-74	D-	70-71
F	0-69				

The following scale will be used in grades K-3

Advanced	4
Proficient	3
Progressing	2
Beginning	1
Exceeds Grade Level	+
Meets Grade Level Expectations	o
Developing Skills	-
Not Assessed at this time	x

Each teacher will define the grading procedures to be used in their classes.

Guest Lecturers

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

Hall Duty

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

Homework Policy

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

Instructional Materials

Instructional materials are made available by the district. Teachers are expected to use board approved instructional materials when instructing their classes. Any additional instructional materials need to be approved by the building principal/superintendent.

Lesson Plans

Each teacher will prepare and complete proper lesson plans which need to be inputted into the district approved lesson plan platform. Plans should be available for principal review by 7:30am on the Monday for the week of instruction. These plans must be written so that they are clear to any substitute teacher and readily available to any teacher. An up-to-date seating chart of the class or classes should be available. Other regulations relative to lesson plans will be made by individual building principals. The lesson plans

of all classroom teachers are subject to review of the building principal or other members of the school district's administration at any time.

Media Center

The media center is set up to serve the needs of certified staff and students. Certified staff who need assistance with textbooks, literature sets, magazines and other reference materials should consult with the media specialist assigned to their building.

Students may use the media center during study halls, before or after school. Classroom teachers may send individual students to use the media center during class time, but should contact the media staff before sending a group of students during class. The media staff may send disruptive students back to class or study hall, or may exclude unruly students from the media center for a specified period of time. Classroom teachers who send their entire class to the media center must accompany and supervise the students, unless prior arrangements have been made with the media specialist.

Audiovisual materials are available to certified staff through the media center. Certified staff may obtain these materials by filling out the required requisition form and sending it to the media specialist in their building. When certified staff return media, they should complete the film report card and return it to the media specialist.

Paraeducators

Paraeducators provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraeducator must not, however, assume teaching responsibilities. The classroom teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Paraeducators may be used to assist the classroom teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, and/or preparing bulletin boards. Paraeducators are to work only on and within their assigned work days. If the classroom teacher desires the paraeducator to work hours other than the assigned work hours or assigned work day, he or she must contact the administration for approval.

Parent-Teacher Communication

Students' academic success has been closely linked to parental involvement in school. Certified staff should strive to develop open and supportive relationships with parents and guardians. Each classroom teacher is responsible for keeping a student's parents informed about the student's

progress. This may be done by letter, telephone, e-mail, or personal conference. Certified staff must attend parent teacher conferences, promptly return phone calls, participate in teacher events for students and parents, and where necessary utilize a planner as a communication tool. Certified staff who need additional support in communicating with parents should contact their building principal.

Parking

Staff members have the south teacher's parking lot reserved for them. **Students are not to park their cars in the staff lot.** Staff members may not allow students to park in the staff lot when groups leave early in the morning on a school day for field trips or athletic events.

Parties

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

Planning Time

Each classroom teacher is provided with duty-free time for planning, preparation of school-related materials, and a brief respite from the duties of the day.

The Board defines planning time as time for educational planning and other task-related functions that cannot normally be accomplished during instructional periods. Planning time should not be confused with personal time. **Planning time is not to be used for running personal errands, conducting personal business, or pursuing non-school hobbies and/or interests.**

Student Information System

All teachers/classroom aides will be required to use the district's SIS platform. Attendance will be taken as follows: Elementary – at the beginning of the morning, and right after lunch; and Secondary – at the beginning of every period. Attendance must be taken within the first five minutes of each period / beginning session. Lunch count will also be entered.

Certified staff who have trouble/problems with the SIS platform, should contact building principal.

Private Tutoring

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

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

Projection Maps

The school district will only use the Gall-Peters projection map or a similar cylindrical equal-area projection map or the AuthaGraph projection map for display or use in the classroom. Use of the Mercator projection map is prohibited unless:

1. The Mercator projection map is used in conjunction with other projection maps in a teaching exercise to demonstrate that all maps are flawed in some way and different map projections serve different functions and may affect how individuals view the world; or

2. The Mercator projection map is part of any:

    a. book or material obtained prior to July 19, 2024; or geographic information system; or computer program that renders a three-dimensional representation of Earth based primarily on satellite imagery, such as Google Earth or similar software; and
    b. a Gall-Peters projection map or similar cylindrical equal-area projection map or an AuthaGraph projection map is displayed in the classroom or shown to students during the lesson in which a Mercator projection map is used.

Pupils' Records

1. Each classroom teacher must keep a set of records in the daily class record book of the class recitations, tests, exams, daily work, notebook, etc. This serves as a justification of the final grade in case of dispute between teacher and pupil, or teacher and parent, and assists in making out the final grades.

2. Report cards will be issued within one week following the end of the quarter unless otherwise announced.
    a) Reports should be conscientiously and accurately made because they are a serious estimate of the degree of success of the pupil.
    b) Each classroom teacher should be adequately prepared to defend all decisions given on the report card.
    c) Each classroom teacher is responsible for distribution of class cards on time.
    d) Classroom teachers must confer with the principal before recording any incomplete or conditional grades on report cards.

Rights of Certified and Probationary Teachers

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

School Day

All certified staff must be at school or on duty between the hours of 7:45 a.m. and 3:45 p.m., Monday through Friday. On Fridays and days preceding certain holidays or vacation periods, certified staff are permitted to leave after the students are dismissed. Under special circumstances, certified staff may seek permission from their building principal to vary these duty hours. In addition, certified staff may be assigned responsibilities at other hours by the principal or superintendent for supervising or directing school activities or affairs or for participation in affairs under the direct sponsorship of the school.

Each teacher will be in his or her classroom and ready to teach at 7:45 a.m. each day. Classroom teachers will stand at their doors when class is dismissed and must be outside their classroom doors before each class period. Classroom teachers must be physically present in their classrooms at all times during class periods and conference periods.

Personal work may not be done on school time.

Sponsors

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

Student Activities

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

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

Student Aides

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

Student Attendance

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

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

Students returning from an absence must report to the office prior to going to class. A returning absentee must show each classroom teacher the admittance pass that was issued by the school office. No student should be accepted back into class after an absence without this pass.

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

Student Attire

The responsibility for proper daily grooming and dress is primarily the responsibility of students and parents/guardians. However, certified staff members must insist that students do not remain in school while wearing attire that violates the dress code set forth in the Student Handbook.

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

Student Illness

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

Student Medication

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

No staff members other than the school nurse may dispense medications (prescription or over-the-counter) to students at any time. Students may, with written parental or guardian permission, self-administer medications such as aspirin and cough syrup or cough drops.

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

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

Student Searches

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

Substitute Teaching During Planning Period

Certified staff may be required to substitute during their planning period. Substituting during a teachers plan time will be compensated at the approved district rate.

Teaching Controversial Issues

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

- The issues discussed must be relevant to the curriculum and be part of a planned educational program.
- Students must have free access to appropriate materials and information for analysis and evaluation of the issues.
- The teacher must encourage students to consider and discuss a variety of viewpoints.
- The topic and materials used must be within the range, knowledge, maturity, and competence of the students.
- The teacher must inform parents and the building principal before discussing sensitive or controversial issues.
- The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.
- Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda through any classroom or a school device; however, a teacher shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.

Textbooks

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

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

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

POLICIES AND PROCEDURES REGARDING CLASSIFIED STAFF

At-Will Employment

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

Holidays

Employees will receive paid time off if school is not in session on the following holidays: New Year's Day, Martin Luther King, Jr. Day, Presidents Day (Washington's Birthday), Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving and the day after Thanksgiving, and Christmas Day.

Holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday.

Classified employees will generally be required to work their regularly scheduled hours the workday preceding and workday following the holiday in order to be eligible to receive holiday pay.

Hours

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

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

Overtime and Compensatory Time

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

Personal Leave

Classified employees will receive up to 3 days of paid personal leave each school year for personal business that cannot be taken care of outside regular business hours and other events of personal significance. Personal leave must be approved in advance by the employee's immediate supervisor or the

Superintendent. There shall be no carryover of personal days from year to year. Classified employees shall be paid for any unused personal days at the end of the school year or in the event of termination of employment.

Reporting When School is Closed

Unless the superintendent directs otherwise, staff shall not be required to report when school is canceled due to inclement weather.

Sick Leave

Classified employees will receive 10 days of sick leave. A staff member who is too ill to come to work, or who has a qualifying family member who is too ill to be left alone, must notify his or her immediate supervisor at least three hours prior to the time he/she regularly reports to work. Sick leave accumulates to the district approved maximum amount. Classified employees shall not be paid for accrued unused sick days at the end of the school year or in the event of termination of employment.

Vacation

Eligible classified employees will receive paid vacation each school year. Employees should consult with their immediate supervisor for vacation information.

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

Title IX Policy

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

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

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

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

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

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

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

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

EMERGENCY PROTOCOL:

1. CALL 911.

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

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

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

2026-2027 DISTRICT CALENDAR

10 New Teacher Orientation
11 School Board Meeting
17 Teacher Inservice (No School)
18 Teacher Inservice (No School)
19 Teacher Inservice (No School)
20 First Day of School

Student Days 8
Teacher Days 13 (2 floating days Aug 3-14)

AUGUST 2026

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

7 Labor Day (No School)
8 School Board Meeting
25 Teacher Inservice (No School)

Student Days 20
Teacher Days 21

SEPTEMBER 2026

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

13 School Board Meeting
16 End of Quarter 1
22 PT Conferences 1-7pm (No School)
23 Fall Break (No School)

Student Days 20
Teacher Days 21.5

OCTOBER 2026

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

10 School Board Meeting
25-27 Thanksgiving Break (No School)

Student Days 18
Teacher Days 18

NOVEMBER 2026

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

8 School Board Meeting
18 End of Quarter 2/Semester 1
21-31 Christmas Break (No School)

Student Days 14
Teacher Days 14

DECEMBER 2026

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

1 New Years Day (No School)
4 Teacher Inservice (No School)
12 School Board Meeting
29 Teacher Inservice (No School)

Student Days 18
Teacher Days 20

JANUARY 2027

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

FEBRUARY 2027

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

9 School Board Meeting
18 PT Conferences 1-7pm (No School)
19 Winter Break (No School)

Student Days 18
Teacher Days 19.5

MARCH 2027

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

9 School Board Meeting
10 End of Quarter 3
11 Teacher Inservice (No School)
12 Spring Break (No School)
26-29 Easter Break (No School)

Student Days 19
Teacher Days 20

APRIL 2027

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

13 School Board Meeting

Student Days 22
Teacher Days 22

MAY 2027

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

11 School Board Meeting
15 Graduation
21 Last School Day
24 Teach Inservice (No School)

Student Days 15
Teacher Days 16

Total Student Days 172
Total Teacher Days 185

JUNE 2027

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

8 School Board Meeting

JULY 2027

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

13 School Board Meeting

ACKNOWLEDGMENT OF RECEIPT

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

_____ _____

Signature Date

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.

Chase County Schools

STUDENT HANDBOOK

2026-2027

520 E. 9th Street
Imperial, NE 69033

Phone: (308) 882-4304
Fax: (308) 882-5629

Table of Contents

Section One
Basic School Rules and General Practices

Attendance 8
Band 11
Books and Supplies 11
Breastfeeding and Lactation 11
Bulletin Boards 12
Bullying 12
Cafeteria Rules 13
Food and Drink 13
Cell Phones and Other Electronic Devices 14
Cheating, Plagiarism, and Academic Dishonesty 15
Child Abuse and Neglect 16
Class Dismissal 16
Classroom Behavior 16
Closed/Open Campus 17
Coats and Boots 17
Communicable Diseases 17
Communicating with Parents 17
Complaint Procedure 18
Computer Network Use by Students 23
Conferences 26
Copyright and Fair Use 26
Damage to School Property 27
Dating Violence 27
Discrimination and Harassment 27
Dress Code 28
Driving and Parking Personal Vehicles 29
Drug Free Schools 29
Emergency Contact Information 29
Evacuations 29
Eye Exams 29
Food Service Program 30
Field Trips 31
First-Aid 32
Head Lice 32
Health Problems Limiting Activities 32
Homebound Instruction 32
Homeless Children and Youth 32
Illness or Injury at School 33
Immunizations 33
Initiations and Hazing 34
Lockers and Other School Property 34

Lost and Found 35
Medications....35
Media Center....35
Memorials 36
Opting Out of Assessments....36
Parental Involvement 36
Parties....37
Personal Items....38
Physical Education....38
Physical Exam....38
Pictures....38
Playground Rules 38
Police Questioning and Apprehension....39
Protection of Student Rights 39
Public Display of Affection 40
Reasonable Suspicion Testing 40
Rights of Custodial and Non-Custodial Parents 40
Secret Organizations 41
School Day....41
Self-Management of Diabetes or Asthma/Anaphylaxis 41
Smoking and Tobacco....41
Sniffer (Drug) Dogs 42
Standardized Testing....42
Student Assistance 42
Student Fee Policy 42
Student Illness....48
Student Government 48
FERPA 48
Student Schedule Changes....51
Tardiness 52
Telephone Calls 53
Threat Assessment and Response 53
Transportation Services 56
Video Surveillance, Recordings, and Photographs....59
Weather-Related School Closing....60
Withdrawal from School....60
Work Permits 60

Section Two
Academic Information

Grading System....61
Dual Credit....62
Teacher's Aide Policy....62
High School Yearly Course 63
Graduation Requirements 63

FASFA 64
Credit Hours 64
Promotion and Retention 65
Class Rank 65
Valedictorian or Salutatorian 65
Credit for Non-Academic Work 66
Graduation Awards 66
Homework 66
Honor Roll 67
National Honors Society 67
Early Graduation 68
Report Cards 68
Interim Reports 68
Eligibility Grades 7-12 69

Section Three
Student Discipline

General Discipline Philosophy 70
Forms of School Discipline 70
Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignments 76
Due Process for Long Term Suspension or Expulsion 80

Section Four

Health and Wellness Policy Information 84
Title IX Policy 89
District Calendar 90

WELCOME

Dear Students and Parents:

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

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

There are several forms at the end of this handbook that you must read, sign, and return by the start of the school year.

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

Intent of Handbook

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

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

Notice of Nondiscrimination

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

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the following Section 504 Coordinator: any principal at (308)882-4304, email address (found on the school website) or in person at school.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the Title IX Coordinator: Jacci Paisley at (308)882-4304, e-mail address (found on the school website), 520 E. 9th St. Imperial, NE 69033 or in person at school. The School District's specific

Notice of Nondiscrimination on the Basis of Sex may be accessed on the school website under policies:

Students who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the following Title VI Coordinator: Superintendent of Schools at (308)882-4304, email address (found on the school website), 520 E. 9th St. Imperial, NE 69033 or in person at school.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact Jacci Paisley at (308)882-4304, e-mail address (found on the school website), 520 E. 9th St. Imperial, NE 69033 or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

For additional prohibited discrimination and related information, please review the school districts policies on the school website; – Nondiscrimination.

MISSION STATEMENT
Creates exceptional opportunities, fosters strong relationships, and empowers students to succeed.

BELIEF STATEMENTS
Small Town Kids, Big time Success

SECTION ONE

BASIC SCHOOL RULES AND GENERAL PRACTICES

Attendance

Required Attendance

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

Mandatory Attendance Age

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

Exceptions

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

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

Discontinuing Enrollment – 5- Year- Old Students

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

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

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request that demonstrates that the student meets the

district's legal criteria allowing for disenrollment to the superintendent using the applicable district form. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

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

Prohibition on Discontinuing Enrollment – Abuse or Neglect Investigation

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

Attendance Officer

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

Excused Absences – Physical or Mental Illness

Absences shall be excused by a parent, guardian, or educational decision maker, as defined in section 79-530, of the child for physical or mental illness and as documented by a credentialed health professional, provided the documentation supports such absence. In the instance of chronic illness, documentation shall be reviewed each semester.

Excused Absences

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

1. Physical or mental illness of the student or of a child whom the student is parenting (a physician's verification is required after three (3) consecutive days of absence for illness)

2. Severe weather

3. Medical appointments for the student or for a child whom the student is parenting.

4. Death or serious illness of the student's family member

5. Attending a funeral

6. Appearance at court or for other legal matters

7. Observance of religious holidays of the student's own faith

8. Up to 2 College planning visits (prior administrator approval)

Excessive Absenteeism
When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer will follow the district's policy to address barriers to the student's attendance.

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

Absences due to illness
The school district will contact parents if a student becomes ill at school. A student who is absent due to illness has two days from the time they return to complete missed assignments unless otherwise specified by a building principal.

Planned absences
Parents who know in advance that a student will be absent must call the school or send a written note at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence. Parents should make every attempt to schedule medical and other appointments after school hours when possible.

Students are obligated to:

1) Complete all class work in advance for any absence that can be anticipated and provided.
2) Attend school a full day before attending practice or participating in a scheduled student activity except in cases of family emergencies or prearranged absences.
3) Check out of school at the office if leaving school during the school day.
4) Make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed.

Parents are obligated to:

1) Call the appropriate building office to inform the school of the reason for each absence.
2) Submit a doctor's statement, if requested, for each period of absence due to illness that exceeds four days.

Pregnant and Parenting Students

The District will not discriminate in its education program or activity against any student based on the student's current, potential, or past pregnancy. Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming in collaboration with the Title IX Coordinator.

Band

Students may participate in the elementary band and begin taking band lessons in the 5th grade. Students in grades 7-8 may participate in the middle school band; grades 9-12 may participate in the high school band. Instruments will be provided by students or the school as provided by school policy. Fees may be charged as allowed or provided in the Public Elementary and Secondary Student Fee Authorization Act and the school's student fee policy or other applicable policy.

Bills

Students should pay bills for supplies, fines, shop materials, clothing orders, etc. in the school bookkeeper's office. Any check for these payments should be made out to Chase County Schools unless otherwise instructed. Pursuant to board policy, the district will assess an additional penalty of $30 for any check returned from the bank for insufficient funds.

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

Books and Supplies

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

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

Breastfeeding and Lactation

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

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

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

Bulletin Boards

Bulletin boards are maintained throughout the building to communicate general information, material, and school announcements.

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

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

2. All postings must identify the student or the student organization posting or publishing the notice.

3. Material shall be removed after a reasonable time to assure full access to the bulletin boards or electronic publishing media.

Bullying

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

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

Reporting Bullying

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

Bullying Investigations

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

Cafeteria Rules

1. All food must be consumed in the areas designated by the school.
2. After students have eaten, they must return trays to the kitchen. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray on to the correct container. Forks and spoons should be placed in the pan with water, NOT THROWN AWAY!

3. Students are to use proper manners including eating quietly.
4. Students may not throw food or other items.
5. Second servings are available and have requisite funds as required by board policy.
6. Students should remain at their tables until they are dismissed.
7. Parents who wish their child to eat lunch away from school must follow the proper sign out procedures at the front office.
8. Students must treat lunch personnel with respect.
9. Students who violate the above rules will be disciplined.

Food, Drink and Backpacks

Food (seeds, candy, etc), drinks (with the exception of water), and backpacks are not allowed in the school classrooms during the school day without administrative approval.

Cell Phones and Other Electronic Devices

Students may not use cell phones or other electronic devices while at school, except as permitted in this handbook.

Students may use cell phones or other electronic devices on the school sidewalks and in the common areas of the school before and after school, so long as they do not create a distraction or a disruption. Students may not use cell phones or other electronic devices while they are in locker rooms or restrooms.

Personal electronic devices such as cell phones, smart watches, and music players are not required by the school. If students choose to bring personal electronic devices they are subject to the following expectations and consequences:

Grades K-4: The use of personal electronic devices are not allowed in the classrooms, restrooms, during recess, or at lunch. Students should keep their devices turned off and stored in their book bags.
Grades 5-8: The use of personal electronic devices are not allowed in the classrooms, restrooms, during recess, or at lunch. Students should keep their devices turned off and stored in their lockers.
Grades 9-12: The use of personal electronic devices are not allowed between 8:00am and 3:30pm (excluding lunch). This includes, but is not limited to, classrooms, restrooms, hallways, locker rooms etc.

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

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

Students who violate this policy will have their cell phones or other electronic devices confiscated immediately.

First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device from the building principal.

Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until the end of the school day.

Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall be turned in to the school administration for 20 consecutive school days. The student will get possession of the electronic device at the end of each day.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of

obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution, and possible inclusion on sex offender registries.

Cheating, Plagiarism, and Academic Dishonesty

Students may not cheat, plagiarize, or otherwise participate in any academic dishonesty in any form. Prohibited behavior includes:

- Obtaining, attempting to obtain, or aiding another person to obtain credit for work by any dishonest or deceptive means.
- Lying.
- Copying another person's work or answers.
- Discussing the answers or questions on a test or assignment unless specifically authorized by the teacher.
- Taking or receiving copies of a test without the permission of the teacher.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Submitting work or any portion of work completed by another person.
- Failing to give credit for ideas, statements, facts, or conclusions which rightfully belong to another person.
- Failing to use quotation marks or other appropriate means of attribution when quoting directly from another person or source.
- The use of AI per policy 6038

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty is subject to discipline, up to and including expulsion.

Child Abuse and Neglect

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

Class Dismissal

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

Classroom Behavior

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

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

Teachers will establish classroom conduct rules that students must obey.

Closed/Open Campus

Students may not leave the building without permission from the administration. We encourage students to eat a nutritious lunch. All students are required to remain on campus during the school day, except grades 9-12 who are allowed to leave campus during lunch. Open Campus is a privilege and may be revoked for students who violate school rules, need extra time to complete school work or are on the ineligible list.

Coats and Boots

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

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

Communicable Diseases

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The school district uses the Title 173- Nebraska Health and Human Services/Control of Communicable Disease, Chapter 3 of the Nebraska Administrative Code as a "best practice" guideline for contagious and infectious diseases. If there are questions regarding the communicability of your child's health condition or if you know your child has contracted a contagious or communicable disease or

condition not otherwise specified in board policy or this handbook, please contact the school nurse.

Communicating with Parents

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

Complaint Procedure

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

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

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

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who

is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant reasonably believes speaking directly to the person would subject complainant or complainant's student to discrimination or harassment.

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

    a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.

    b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.

    c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.

    d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

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

    a) Determine whether the complainant has discussed the matter with the respondent.

        1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.

2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:

1) All relevant details of the complaint;

2) All witnesses and documents which the complainant believes support the complaint;

3) The action or solution which the complainant seeks.

d) Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.

4. If either the complainant or the respondent is not satisfied with the decision, he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal.

a) The appeal must be in writing.

b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.

c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate.

d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other

appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.

5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:

    a) When the complaint is about a board policy, not implementation of the policy;

    b) When the complaint involves the budget or school expenditures that have been or must be approved by the board; or

    c) When the board is required by law, policy, or contract to hear a complaint or appeal.

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

    a) This appeal must be in writing.

    b) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.

    c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.

    d) The board president will notify the complainant and any other person legally required to receive the decision in writing of its decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall

submit the decision within 180 calendar days after receiving the written appeal.

e) There is no appeal from any decision of the board unless authorized by law.

7. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:

a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.

b) Determine whether the complainant has discussed the matter with the superintendent.

1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.

2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.

c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.

d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in

writing and shall be submitted within 180 calendar days after the president received the complaint.

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

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

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

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

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

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

Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Individuals who file complaints (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative

burden; (c) at a volume unreasonable to expect satisfactory resolution; or (c) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Computer Network Use by Students

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

I. **Student Expectations in the Use of the Internet**

A. **Acceptable Use**

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.
4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.

B. **Unacceptable Use**

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use e-mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.

7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
8. Students shall not erase, rename, or make unusable anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
11. Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not falsify electronic mail messages or web pages.

II. Enforcement

A. Methods of Enforcement

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

protection measure for the student to access a site with legitimate educational value that is wrongly blocked.

4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

B. Consequences for Violation of this Policy

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
   a. Loss of computer privileges;
   b. Short-term suspension;
   c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
   d. Other discipline as school administration and the school board deems appropriate.
2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

III. **Protection of Students**

A. **Children's Online Privacy Protection Act (COPPA)**

1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
2. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

B. **Education About Appropriate On-Line Behavior**

1. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
2. Staff will specifically educate students on
   a. Appropriate interactions with other individuals on social networking websites and in chat rooms.
   b. Cyberbullying awareness and response.
3. The School District's technology coordinator shall inform staff of this educational obligation and shall keep records of the instruction which occurs in compliance with this policy

Conferences

Students' academic success has been closely linked to parental involvement in school. The school district has formal parent-teacher conferences at or near the end of the first quarter and during the third quarter.

In addition to formal conferences, classroom teachers will communicate with parents as necessary. Parents are encouraged to communicate with their student's teacher or the building principal to discuss parental concerns, student needs or any other issue.

Copyright and Fair Use

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

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

Damage to School Property

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

Dating Violence

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

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

Discrimination and Harassment

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: any building principal at (308) 882-4304, e-mail address (found on the school website) or in person at school. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Jacci Paisley at (308) 882-4304, email address (found on the school website), 520 E. 9th St. Imperial, NE 69033 (mailing address) or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact a building principal at (308) 882-4304, email address (found on the school website) or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Dress Code

The District prohibits student attire or appearance that:

a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants or open back tops) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
b. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
c. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).
d. Head wear including hats, caps, bandannas, scarves, headphones, and earbuds
e. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
f. Clothing or jewelry that is gang related.
g. Clothing that has a hood including, but not limited to coats, hoodies, long sleeved t-shirt etc. may be permitted, but the hood/head covering is not allowed to be over a student's heads anytime during the school day.
h. Winter coats are prohibited during academic hours including classrooms, hallways or common areas. Students may wear winter coats before and after school.

Violations of the dress code shall be addressed in a manner consistent with the Student Code of Conduct. The District reserves the right to request immediate attire changes from students. The District will require students to adhere to uniform standards and/or wear district approved or issued uniforms in order to participate in activities.

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

Driving and Parking Personal Vehicles

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

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

Drug Free Schools

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

Any student who violates any school policy regarding drug, alcohol, and tobacco use will be disciplined, up to and including short-term suspension,

long-term suspension, or expulsion from school and/or referral to appropriate authorities for criminal prosecution.

Emergency Contact Information

Parents must complete an emergency information form for each child enrolled in the district. The form should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes during the school year.

Evacuations

The school district will hold routine evacuation drills throughout the school year. Classroom teachers will provide students with detailed instructions on building evacuations.

Eye Exams

All students enrolling in kindergarten or transferring into the school district from out of state must undergo a visual examination by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, which consists of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity, except that no such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing. They must provide evidence of the vision examination within six months prior to entrance. The cost of such physical examination and visual evaluation shall be borne by the parent or guardian of each child who is examined.

Food Service Program

The school district provides a food service program that is designed to provide adequate nutrition and an educational experience for students.

Breakfast

The school will serve breakfast daily from 7:30 a.m. until 7:50 a.m. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast. The school district charges students $1.75 and adults $2.50 for breakfast. Students also have the opportunity for second chance breakfast which is served right after first period. The cost is the same for breakfast.

Lunch

Lunch prices depend on the federal funding that the program receives. Lunch for K-8 is $3.05. Lunch for 9-12 lunch is $3.20 for students and $4.05 for adults.

Payment for Meals

Students are encouraged to pay for meals several weeks in advance. Payment should be made to the bookkeeper in the office or paid online through the student information services platform.

If a student has no funds available to pay for a meal, the student will be provided a meal and charged for a limited time.

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

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

Collection of Delinquent Meal Charge Debt

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

Notice of Non-discrimination

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

(2) Fax: (202) 690-7442; or
(3) Email: program.intake@usda.gov

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

Field Trips

Classes occasionally take field trips off school property for educational enrichment. A student's parent, or "caregiver" as that term is defined in the Nebraska Strengthening Families Act, must authorize a student to participate in a field trip by signing a permission slip and providing it to the school before the field trip. Students who have not completed classroom work on time may not be allowed to attend field trips. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

First-Aid

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

Head Lice

Students found to have live head lice or louse eggs will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice or louse eggs the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately.

Students will not be permitted to return to school until the district finds that no live lice or eggs can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined.

The student cannot ride the school bus until the district has cleared the student to return to school.

Health Problems Limiting Activities

Parents who do not want their children to play outdoors or participate in physical education for health reasons must send a written request to school.

If a student persistently requests to be excused from these activities, the building principal or classroom teacher may require a doctor's verification.

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

Homebound Instruction

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

Homeless Children and Youth

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

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

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

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is the superintendent of schools, who may be contacted at (308) 882-4304.

Illness or Injury at School

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. The

school will contact parents to pick students up from school whenever necessary. When school officials determine that a student needs immediate medical attention but the parents cannot be reached by phone, emergency services will be summoned or the student will be taken directly to the doctor and/or hospital. Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions.

Immunizations

All students must furnish one of the following to school officials:

- proof of adequate immunizations for mumps, measles, rubella; diphtheria, pertussis, tetanus; polio; and hepatitis B series; or
- a signed parental statement of refusal to provide the immunization history. Homeless students who are in need of immunizations will be referred to the homeless coordinator, who shall assist in obtaining necessary immunizations or medical records.

Provisional Enrollment. Students who meet the statutory requirements for provisional enrollment shall be allowed to attend school for sixty days without the necessary immunizations.

Students who are excepted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

Initiations and Hazing

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

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

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm

any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

Lockers and Other School Property

The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Students should not expect privacy regarding usage of or items placed in or on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers, and other such property may be conducted at the discretion of the administration. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause.

School Locker Use

Lockers are provided for students to store books, backpacks, coats, and other personal belongings during the school day. Students are expected to use their assigned lockers and keep them clean and orderly.
Students may bring backpacks, book bags, duffel bags, and similar items to and from school; however, these items must be stored in lockers during the school day and may not be carried from class to class. Students should bring only the materials needed for each class period.
The administration may grant exceptions for medical needs or other circumstances as deemed appropriate.
Lockers remain the property of the school district and may be inspected by school officials when there is reasonable cause or as permitted by district policy and state law.
Failure to follow locker and backpack expectations may result in disciplinary action.

Lost and Found

All lost and found articles are to be taken to the lost and found area. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each quarter.

Medications

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for

school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled *Methods of Competency Assessment of School Staff Who Administer Medication*), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

Prescription medication. (1) Parents/guardians must provide a physician's written authorization for the administration of the medication. (2) Parents/guardians must provide their own written permission for the administration of the medication. (3) The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

Non-prescription medication. (1) Parents/guardians must provide written permission for the administration of the medication. (2) The medication must be brought to the school in the manufacturer's container. (3) The container must be labeled with the child's name and with directions for provision or administration of the medication

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

Media Center

Students must check out materials from the librarian on duty. Each borrower is responsible for all books checked out in his/her name. A fine of five cents per day per book may be charged for overdue books. Each student is responsible for any fine that accumulated on a book charged to him/her. If a book is lost and not found by the end of the semester, the student must pay for it. Students must also pay for any damage they cause to library books.

Memorials

Memorials or plaques honoring deceased students are generally not allowed in or on the school grounds unless authorized by board policy. Dedications to students will not be allowed.

Scholarships in the deceased person's name will not be set up by the school. Scholarships set up by outside organizations or individuals, such as a foundation, will be allowed.

Opting Out of Assessments

The Board of Education has adopted a policy on approval and denial of state and federal assessment opt-out requests, which is based on requirements in law. The policy can be requested by contacting the Superintendent of Schools or it can be accessed on the school website under policies.

Parental Involvement

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family engagement in the Title I program. Parent and family engagement in the Title I Program shall include, but is not limited to:

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.

2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination, and integration with other Federal, State, and district programs, and evaluations of progress.

3. Opportunities for participation in parent involvement activities, such as training to help parents work with their children to improve achievement. A goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.

4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.

5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.

6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.

7. The district will educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with, and work with parents as equal partners.

Parties

Elementary classes may have seasonal parties during the year. Parents shall communicate with their student's classroom teacher for the teacher's rules regarding birthday and holiday parties. Invitations for private parties and non-school-sponsored events may not be distributed at school. All food and drinks should be store bought and pre-packaged due to allergies. Please notify your classroom teacher if your child has a specific food allergy.

Personal Items

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

Physical Education

The school district requires students to receive physical education to assist them in developing gross and fine motor skills. Students are not required to wear P.E. uniforms, but are required to wear tennis shoes for P.E.

Physical Exam

Students entering kindergarten and the seventh grade, and those entering school from another state, are statutorily required to show evidence that they have had a physical examination within six months prior to the date of entering school.

Pictures

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

Playground Rules

Students must follow these rules to keep the playground safe when they are using the playground as part of the school day:

1. Students must obey the playground supervisor at all times.
2. Students may not enter the street/highway to retrieve a ball.
3. Students must play away from the school windows.
4. Touch and flag football are permitted, but tackle football is prohibited. Students may only play football on grassy areas.
5. Students may throw balls and other authorized play equipment. They may not throw rocks, gravel, snowballs, and clothing.

6. Students must use the playground equipment properly and in a safe manner.
7. Students may not leave the playground after they have arrived at school for the day.

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

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

Police Questioning and Apprehension

Police or other law enforcement officers may be called to the school at the request of school administration, or may initiate contact with the school in connection with a criminal investigation. The school district shall inform parents when law enforcement officers seek access to their student prior to the student being questioned unless the officers are investigating charges that the student has been the victim of abuse or neglect. Members of the school district staff will comply with board policy regarding police questioning of students.

Protection of Student Rights

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

ACT Exam

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

Public Displays of Affection

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

Reasonable Suspicion Testing

Students may be required to submit to drug or alcohol testing if there is a reasonable suspicion that the student is under the influence of drugs or alcohol. If a student refuses a request for a drug test, they may be subject to a consequence per administration discretion.

Rights of Custodial and Non-Custodial Parents

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

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

The district will not restrict the access of custodial and non-custodial parents to their students and their students' records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order.

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

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

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

Secret Organizations

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

School Day

The school day typically begins at 8:00 a.m. and ends at 3:30 p.m. Students are to leave the school grounds after dismissal. School staff will provide supervision for students on school grounds 15 minutes before the school day begins and 15 minutes after the school day ends. **There will be no supervision provided by the school before or after these times**. Parents must arrange for their children to leave school promptly at the end of the day.

Self-Management of Diabetes or Asthma/Anaphylaxis

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

Smoking and Tobacco

The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

Sniffer (Drug) Dogs

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

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

Standardized Testing

The NSCAS and MAP test are administered annually in grades 3-8, with the ACT administered for grades 9-12 to determine the students' achievement probability for individual success. Tests are administered throughout the school year, and the results are sent home.

Student Assistance

Parents who believe their students have any learning, behavior, or emotional needs that they believe are not being addressed by the school district should contact the student's teacher. If appropriate, the teacher may convene the MTSS Team. The MTSS team can explore possibilities and strategies that will best meet the educational needs of the student.

Student Fee Policy

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

Definitions.

1. "Students" means students, their parents, guardians, or other legal representatives.

2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.

3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

Listing of Fees Charged by this District.

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

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

3. **Personal or Consumable Items**. The district doesn't provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers, and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with

facilities, equipment, materials, and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

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

5. **Technological Devices.** The district will provide students with the technological devices necessary to complete all basic curricular projects. To the extent that a student is not required by the district's curriculum to utilize a device off district property, the district may charge students a convenience fee to take the device off district property.

   As with all school property, students may be charged for damage to such devices and will be determined on a case by case basis.

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

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

- All Club fees should not exceed $50 per club
- Cheerleading:
    - Students must purchase uniforms and shoes selected by the sponsor and/or student group.
- Sports
    - The district will provide the majority of all necessary sports equipment. Students are responsible for their own shoes and any other necessary personal sport specific equipment (ie. Mouthpiece, ball glove, practice clothes etc.)

7. **Post-Secondary Education Costs**. Some students enroll in post-secondary courses while still enrolled in high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who 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. The costs of these items will naturally vary and are determined on an annual basis.

8. **Transportation Costs**. The district will charge students reasonable fees for district-provided transportation services to the extent permitted by federal and state statutes and regulations. The maximum dollar amount of the transportation fee charged by this district shall be $0 per mile.

9. **Copies of Student Files or Records**. The school district will charge a fee for making copies of a student's files or records for the student's parents or guardians. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Students' parents have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records. The district will charge a fee of $.10 cents per page for reproduction of student records.

10. **Participation in Before-School, After-School or Pre-Kindergarten Services**. The district may charge reasonable fees for participation in before-school, after-school or pre-kindergarten services offered by the district pursuant to statute.

11. **Participation in Summer School or Night School.** The district may charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses.

12. **Charges for Food Consumed by Students**. The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

    The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

    - Breakfast Program – Grades K-8
      Regular Price $1.75
      Reduced Price $0.30
    - Breakfast Program – Grades 9-12
      Regular Price $1.75
      Reduced Price $0.30
    - Lunch Program – Grades K-8
      Regular Price $3.05
      Reduced Price $0.40
    - Lunch Program – Grades 9-12
      Regular Price $3.20
      Reduced Price $0.40
    - Second milk or second entrée (each) $0.50 (milk) $1.80 (entrée)

13. **Charges for Musical Extracurricular Activities.** Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school

district will require students to provide the following equipment and/or attire:

- Band students must provide their own instruments or rent a school's instrument at fee of $25.
- Show choir students may have to purchase outfits and shoes selected by the sponsor and/or student group. This is determined on an annual basis.

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

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

Fund-Raising Activities
Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray. All fundraising activities need to be approved by the building principal prior to the fundraising activity.

Student Illness

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

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

Student Government

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

Student Records

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

request the amendment of the student's education records that you believe to be inaccurate.

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

Directory Information. FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children. The school district has designated the following as directory information:

> name and grade, name of parent and/or guardian, address, telephone number, including the student's cell phone number, e-mail address, date and place of birth, dates of attendance, the image or likeness of students in pictures, videotape, film or other medium, major field of study, participation in activities and sports, degrees and awards received, social media usernames and handles, weight and height of members of athletic teams, most recent previous school attended, certain class work which may be published onto the Internet, classroom assignment and/or home room teacher, student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems (but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user). Directory information does not include a student's social security number.

Directory information about students may be disclosed to outside organizations without a parent's prior written consent. Outside organizations

include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

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

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

Non-Directory Information

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

One FERPA exception permits disclosure to school officials with legitimate educational interests without consent. A school official includes, but is not necessarily limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted

with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

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

Transfer of Records Upon Student Enrollment

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

Complaints

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

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

Student Schedule Changes

Student schedule changes may be made without penalty during the first week of each semester. Drop and Add slips are to be obtained from the office of the Guidance Counselor and must be signed by the guidance counselor and building principal before they are presented to the teacher of the class that is to be added or dropped.

After the first week of the semester, students who insist on dropping a class, except for instances of an extended illness, or administrative approval will receive a "0" on their permanent records, and that grade will be averaged into the student's cumulative grade point average. If an extended illness makes it impossible or impracticable for a student to successfully complete a class or classes, the student may be allowed to withdraw from a class or classes as (WP)-Withdraw Passing or (WF)-Withdraw Failing. If permission to withdraw as WP or WF is given by the building principal and guidance counselor, the grade(s) will not be averaged into the cumulative grade point average of the student.

Before students are allowed to withdraw from a class as WP or WF, the student, the parents of the student, the guidance counselor, and the building principal must meet and review the circumstances of the situation. All available means that could be utilized to allow the student to successfully complete the course(s) must be reviewed before permission to withdraw as WP or WF is given by the building principal and guidance counselor.

Student Use of AI Tools

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

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

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

members will decide for each individual assignment the extent to which students may use AI Tools.

2. If a student uses any AI Tools in connection with a school assignment, the student must:
    a. Give proper attribution to the specific AI Tool(s) used to the same extent that students are expected to give proper attribution to other sources of information such as books, texts, encyclopedias, secondary sources, and other traditional media. Such attribution may include, but is not necessarily limited to, accurate quotations, citations, footnotes, endnotes, and/or bibliography entries.
    b. Never copy and paste the output from the AI Tool into the student's work as if the student wrote such section himself or herself.

3. Students may never use AI Tools to:
    a. Cheat on any assignment, test, or quiz;
    b. Help answer questions on a test or quiz without staff member permission;
    c. Make or share deepfakes or fake images, audio, or video of any real person;
    d. Make or share sexual, nude, or intimate images of any real person—even if the image is fake or AI-made;
    e. Bully, harass, threaten, intimidate or impersonate any person;
    f. Place another student or staff member name, photo, voice, or personal information into an AI Tool without staff member authorization;
    g. Use AI Tools to bypass accommodations, content filers, or school security.

4. A student may use AI Tools as an accommodation if his/her IEP team or Section 504 committee has approved use of the tool. The student must disclose the use of AI Tools to the staff member grading the assignment.

5. A student's failure to meet the requirements stated in this policy will constitute a violation of the district's prohibitions against cheating

plagiarism and/or academic dishonesty, including but not necessarily limited to such prohibitions stated in the Student Handbook, which violation will subject the student to discipline up to and including expulsion.

6. The student requirements stated above are the minimum requirements for any student assignment. An individual teacher may impose more stringent requirements for any specific academic assignment or coursework.

Tardiness

Students will be considered tardy to school if they are not seated in their assigned class or ready and attentive in their assigned area when the bell for their first class rings.

Tardy to Class (5-12). A tardy is defined as up to five (5) minutes missed at the beginning of a period. Anything over 5 minutes will be counted as an absence. Almost all tardiness, except possibly caused by transportation before school, is avoidable.

For K-4 a tardy is defined as up to 15 minutes late per half day. If a student shows up unexcused beyond 15 minutes they will be considered absent for that half day.

Three or more tardies in any one quarter will be subject to a consequence at the discretion of the administration.

Telephone Calls

The school's telephone may be used only with permission of staff.

Threat Assessment and Response

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

1. Definitions

a. A **threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.

i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.

ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.

iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.

b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assessment them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.

i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.

ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

2. Obligation to Report Threatening Statements or Behaviors.

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

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

3. Threat Assessment Team

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

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

4. Threat Assessment Investigation and Response

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

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

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the team determines to be reasonable and useful.

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

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

5. Communication with the Public about Reported Threats

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

6. Coordination with the Crisis Team After Resolution of Threat

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

Transportation Services

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

Transportation to School

Students who ride the bus to school will arrive in time for them to eat breakfast at school. Parents must contact bus dispatch if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

Non-resident or option enrollment students may ride the bus and they may be charged a fee to be established by the board of education. Non-resident students will also not be picked up at their place of residence, but a pick up/drop off point may be established within the district boundaries for such student. The Superintendent will schedule bus routes, and questions concerning them should be directed to that office.

Bus Regulations

Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as teachers while transporting students. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

a) **Rules of Conduct on School Vehicles:**

1) Students must obey the driver promptly.
2) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
3) Students are prohibited from fighting, engaging in bullying, harassment, or horseplay.
4) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
5) Students must remain seated and keep aisles and exits clear while the vehicle is moving.

6) Students are prohibited from throwing or passing objects on, from, or into vehicles.
7) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
8) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
9) Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
10) Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
11) Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
12) Student must respect the rights and safety of others at all times.
13) Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
14) Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
15) Video cameras may be placed on buses, at random, to monitor student behavior on the bus.
16) No eating, drinking, use of tobacco, alcohol, drugs or flammables.

b) **Consequences**

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include a

note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school suspension, short- term or long-term suspension from school, and/or expulsion.

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

c) **Records**

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

Requests for new drop off or pick up points will not be accommodated, unless extenuating circumstances arise and the request is approved by the transportation director or administration.

Students who are not regular route riders may not ride the bus home with a friend, unless the parent of the non-route student has communicated with bus dispatch 24 hours ahead of time. The request should include the date, the non-route rider's name, and the place approved for drop off. Such requests may not be granted if they cause overcrowding of the vans or buses or if such notice wasn't given in an adequate timeframe (Vans-10 riders only, plus driver).

Transportation to Activities

The school district provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle. Students who wish to take private transportation home from a school event must submit a release form to the sponsor that has been signed by that student's parent/guardian. If requesting to go home with someone other than a parent/guardian needs to be approved through the AD's office no less than 24 hours prior.

Video Surveillance, Recordings, and Photographs

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare, and safety of all staff, students and visitors, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Recordings Made by Parents/Guardians and Patrons. Parents/guardians and patrons may make recordings of school activities intended to be public in a non-disruptive manner including things like athletic contests and school board meetings to the extent permitted by law unless otherwise lawfully restricted by the administration. Parents/guardians or patrons may not make recordings if they are volunteering or visiting school during the school day without permission of the administration or supervising staff member and subject to this policy, such as recording their child's classroom activities or recess. Parents may not record meetings with administrators or staff, including meetings related to a student's IEP or 504 Plan. Violation of this policy will result in immediate termination of any meeting that is being recorded and may be grounds for exclusion from school property, loss of volunteer privileges, or other restrictions deemed appropriate by the administration.

Recordings Made by Students. This policy applies to students during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event. Students may make recordings of school activities in a non-disruptive manner including things like athletic contests and other extracurricular performances to the extent permitted by law. Students generally are not permitted to record classroom instruction or members of the school community during the school day without the express consent of a staff member or as required by the student's education plan. Student use of assistive technology that has the capacity to record and/or transmit recordings (e.g. AngelSense) must be approved by the student's education team or administration. Students remain subject to all other district policies and rules. In no event shall recordings be

taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

Weather-Related School Closing

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow, or ice. School closings will be announced on CCS media and communication platforms. Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the district office.

If schools are closed due to severe weather conditions, all after-school activities will be canceled.

Withdrawal From School

Students who are moving from the district must notify the school office.

Work Permits

The building principal or other authorized school official shall be responsible for the issuance of work permits for children in accordance with state law.

SECTION TWO

ACADEMIC INFORMATION

Grading System

Students will receive letter grades on report cards and transcripts. The following scale will be used in grades 4-12 to assign letter grades and a grade point average from a percent:

A+	99-100	A	95-98	A-	93-94
B+	91-92	B	878-90	B-	856-867
C+	834-845	C	8079-823	C-	777-798
D+	754-766	D	72-74	D-	70-71
F	0-69				

Participation Grade Policy:
Students are excused from participation grades when having an excused absence or participating in an approved school activity. Students that have an unexcused absence and a participation grade is given for the day, the teacher can excuse the participation grade or have the student make up the participation grade during the designated times of the school day and follow the make-up work policy. Teachers must communicate with the parents/students pertaining to the guidelines of how students earn points for participation and make up participation points within the classroom.

Grading Scale and Weighted Courses:
Examples of weighted courses are all dual credit courses (whether taken for credit or not), trigonometry, precalculus, chemistry, and physics and any other courses that the administration deems appropriate. For the purpose of selecting Valedictorian and Salutatorian, weighted classes will figure into the grade point average using the following scale:

Regular	Weighted
A--4 points	A--5 points
B--3 points	B--4 points
C--2 points	C--3 point
D--1 point	D--1 point

Chase County Schools Weighted Courses:

Chemistry	Trigonometry&Analytical Geometry
Advanced Chemistry	Precalculus
Anatomy and Physiology	American History, DC
Physics	Information Technology I & II
Advanced English I, II, III	Personal Finance
Senior Composition I and II	Introduction to Visual Arts
Speech, Dual Credit (MPCC)	Design

Dual Credit Courses:
1. The course must be an ADVANCED course.
2. All courses must be pre-approved by the academic team consisting of: Principal, School Counselor, Superintendent, and Department representative.
3. All Dual Credit Courses OUTSIDE of CCS without prior approval from the academic team do not count toward H.S. GPA

The following scale will be used in grades K-3

Advanced	4
Proficient	3
Progressing	2
Beginning	1
Exceeds Grade Level	+
Meets Grade Level Expectations	o
Developing Skills	-
Not Assessed at this time	x

Each teacher will define the grading procedures to be used in their classes.

Teacher's Aide Policy:
Students may serve as teacher aides in kindergarten – fourth grade classrooms. Teacher aides may be assigned in the library at times to assist secondary teachers. Students must meet the following criteria to become a teacher aide:
1. Sign the Teacher Aide Contract
2. High School graduation credits are in good standing
3. Students will receive 5 credits per semester if the student is rated satisfactory by the cooperating teacher.

High School Yearly Course Requirements:
Chase County Schools recommends students register in the following courses: Math, Social Studies, Science, Health and Physical Education, and Language-Arts Core.

All students are required to successfully complete six (6) semesters of exploratory courses. Students also have the option of taking band or a vocal music/study hall combination.

Graduation Requirements:
To participate in commencement exercises or receive a Chase County Schools' diploma a student must fully complete all requirements for graduation prior to the official commencement exercises, and complete other administrative requirements or conditions.

To be eligible for graduation from Chase County High School, a student must have earned a minimum of 275 credit hours in grades 9 through 12 inclusive. Credit hours will be computed in accordance with the Nebraska Department of Education.

Other Graduation Requirements:
Transfer students must meet the minimum hour requirement for graduation both in terms of total number and specific subject areas. Substitutions may be made for deficiencies in required courses, provided that it was not possible to include the courses on the student's schedule while enrolled at this school district.

Students who receive special education services are mainstreamed into the regular education curriculum when appropriate. The curriculum content of regular education classes may be modified to accommodate the individual needs and abilities of verified special education students. Each curriculum modification will be included on the student's Individual Education Plan by the Multi-Disciplinary Team and/or school staffing teams composed of special and regular education staff. Hours in special education will be counted toward a high school diploma.

Parents of students who may not qualify for their high school diploma because of academic deficiencies will be notified of this possibility by the beginning of the second semester of the student's senior year.

FASFA

Each student shall also complete and submit a Free Application for Federal Student Aid prior to graduation, unless the required opt-out form is completed by either: (1) the student's parent or legal guardian; (2) the Principal, if the Principal determines that good cause exists not to require the student to complete the FAFSA; or (3) an emancipated student or student of at least 19 years of age.

Credit Hours:
Satisfactory completion of the following courses must be presented in the candidate's record:

English	40 semester hours
Social Sciences	30 semester hours
Science	30 semester hours
Math	30 semester hours
P.E.	10 semester hours
Fine Arts	10 semester hours
Speech	Incorporated into English 2/3
CTE	10 Semester hours: 5 from Personal Finance and 5 from IT Fundamentals (IT Fund. '27-'28 Cohort)

10 hours per year of community service or 40 hours over the course of high school must be documented. Community service opportunities during the school day will be offered to the students as well. Exceptions to these requirements may be made by the board upon the recommendation of the administration, who will support the recommendation with justifiable reasons. The candidates for graduation shall be presented to the Board of Education for approval.

A student who has not met the requirements for graduation but who has attended school regularly may, with the recommendation of the Superintendent, be granted a Certificate of Attendance.

Promotion and Retention:
Students will be placed at the grade level and in the courses best suited to them academically, socially and emotionally as determined by the professional staff. Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program

when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program.

Class Rank

Student class rank shall be determined by using a numeric grade point average derived from all classes graded on a numeric basis. To be included in the class ranking, a student must have received a numeric grade for each core curriculum class in which he/she was enrolled. For the purposes of this policy, core curriculum shall include all courses in the areas of language arts, mathematics, science, and social studies.

Students who transfer into the school district will be eligible to be included in class ranking after two semesters of attendance.

Students who transfer into the school district in middle of their senior year will be eligible to be included in class ranking, although a mid-year transfer will not displace the ranking of a student who has not transferred mid-year. In those circumstances there will be two students holding the relevant class ranking. Mid-year transfer students will not be eligible to receive senior awards such as valedictorian and salutatorian unless the student has been enrolled in the district's high school for the last two semesters.

For students to receive valedictorian or salutatorian recognition, the following will apply:

1. The students must have attended Chase County High School for a minimum of two complete consecutive semesters prior to graduation, which must be completed as a full-time student enrolled at Chase County High School. Students who choose to graduate early will not be considered for valedictorian or salutatorian.

2. The highest grade point average will be determined by all semester grades in all courses taken during grades 9-12 that are accepted for credit by Chase County Schools. All grades will be calculated using the Chase County Schools weighted grade point system. The grade point average is calculated to the thousandths place.

3. If two or more students have the same grade point average, the following criteria in rank order will be used to determine the eligible student:

a. The highest composite American College Test (ACT) score available as of 10 days before graduation.

In the event of a tie through step 3(b), all students who tie will qualify for valedictorian/salutatorian. In the event that there are two valedictorians, there will be no salutatorian.

Credit for Non-Academic Work

Credit is not awarded for participation in extracurricular activities such as sports, speech, drama, etc.

Graduation Awards

Graduating seniors will be awarded for their academic achievements during the annual commencement activities. The winners of these awards will be determined on the basis of student academic achievement in the core curriculum: English, mathematics, science, social studies, business education, foreign language, and computer science.

Homework

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

Each student is expected to spend some time preparing for studies outside of school hours. The amount of time that is needed will depend upon each student. Normally, at least an hour a day should be spent in preparing for an average assignment.

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

Honor Roll
The purpose of the honor roll is to recognize those students who demonstrate academic excellence in grades 7-12. Honor rolls will be determined by semester. Students will be recognized accordingly:

1. Students receiving all "A's" will be classified as high honor roll.
2. Students receiving no lower than a "B" will be classified as regular honor roll.
3. All class grades are figured the same for honor roll status.
4. Honor roll lists are published in school and community publications.

National Honor Society
The National Honor Society chapter of Chase County School is a duly chartered and affiliated chapter of this prestigious national organization.

Admission to the National Honor Society
In order to apply to the NHS chapter, you will need to be at least a sophomore with a 3.75 or higher GPA. In order to be selected, the applicant must document on the application at least two leadership roles held in grades 9-12, at least 10 hours of community service completed in grades 9-12, participation in at least one school or community activity with a significant accomplishment or award, and completion of a personal statement demonstrating how character is evident in his or her daily life. Applications will be reviewed by a faculty committee and if the criteria is met, the applicant will be selected into the NHS.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance in all four criteria (or better) that led to their selection. This obligation includes regular attendance at chapter meetings and participation in the chapter service projects.

Students or parents who have questions regarding the selection process or membership obligations can contact the chapter adviser.

Removal from National Honor Society

A student may be removed from the NHS by action of the Principal upon a determination by the Principal that the student:

1. Prior Conduct. Engaged in conduct prior to induction which was not known at the time of induction and which, if known, would have caused denial of induction;

2. Post-Induction Conduct. Engaged in conduct after induction which is grounds for a student to be long-term suspended or expelled from school under the student code of conduct; which is grounds for suspension or removal from any extracurricular activity of the school, or which would cause denial of induction if such conduct had taken place prior to the time of induction.

The student may appeal the Principal's decision to the Superintendent by giving written notice of appeal to the Superintendent within ten calendar days of receipt of the Principal's removal decision. The appeal procedures shall be established in the discretion of the Superintendent such as to allow a fair opportunity for the student's views and information to be considered.
The decision of the Superintendent on the appeal shall be final.

Early Graduation

Students are generally required to attend four years of high school (minimum of seven semesters) to be eligible to receive a diploma from the school district.

The Board of Education, upon receiving administrative recommendation, may grant early graduation based off of School Board Policy

To be considered for early graduation from high school, the student and his/her parents or guardian should apply by February 1st of the students' senior year. The Board of Education will act on all requests. Any student who is granted early graduation from high school forfeits all privileges of high school enrollment, except the right to participate in commencement exercises.

Report Cards

K- 6 report cards are sent home the week following the end of the nine-week reporting period.

7-12 report cards are available on Infinite Campus

Interim Reports

Various supplemental reports may be sent to parents throughout the school year concerning student's performance. These reports may describe student work of an exceptional nature or work which needs improving. These reports will be sent as the teacher determines appropriate.

Included in the academic improvement report will be a request from the teacher for parents to contact the teacher by phone to discuss the student's academic progress. Teachers will arrange with the parents for days when the student can meet with the teacher outside the regular class period until the student returns to satisfactory academic standing.

Eligibility Grades 7-12

Student academic eligibility for participation in extra-curricular activities will be determined on a weekly basis. A student will become ineligible by maintaining an average of less than seventy percent (70%) in two or more classes weekly. Eligibility will be based on the weekly cumulative semester mathematical average of each student. The grading period will end at the conclusion of school on the last school day of the week. Beginning on the 3rd full week of each semester. Teachers must keep all grades up to date as eligibility will be pulled by 9am on Monday morning and again at 9am on Tuesday morning to officially create the ineligibility list. Eligibility runs from Wednesday to Tuesday at midnight every week. At the discretion of the sponsor, ineligible students will be allowed to participate in practice. Activities affected by the eligibility rule are:

1. All interscholastic contests, including but not limited to, athletics, FFA, FBLA, FCCLA, Once Act Competitions, E-Sports, speech contests, and similar organizations or events not listed.
2. Cheerleading.
3. Music competitions and out of district performances and clinics.
4. All school dances.

5. Other activities deemed appropriate by the principal.

SECTION THREE

STUDENT DISCIPLINE

General Discipline Philosophy

The school district has the authority to discipline students who behave inappropriately on the way to school, at school, during lunch, on the way home, and at all school activities (home and away or any time while on school or district property).

The school district's discipline is guided by the following principles:

1. The school district's discipline policy is intended to ensure that students take responsibility for their behavior.
2. Behavior expectations and the consequences for failing to meet those expectations will be clearly communicated to all students and their parents.
3. The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each instance of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.
4. Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
5. Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement.

Extracurricular activities, including athletics, cheerleading, band, chorus, and club activities, are governed by the Student Activity Handbook. Students who

are involved in extracurricular activities may face consequences related to the activity in addition to the consequences discussed in this handbook.

The school district reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county, or local law. The administration will cooperate with these agencies in their investigations.

Forms of School Discipline

Administrative and teaching personnel may take actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day or mandatory attendance at Saturday school. When in-school suspensions, after-school assignments, Saturday School, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures; a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school. District administrators may develop building-specific protocols for the imposition of student discipline.

In this section, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

For purposes of this section, “Parent” means parent, guardian, or educational decisionmaker of the student. “Educational decisionmaker” means a person designated or ordered by a court to make educational decisions on behalf of a child.

Any statement, notice, recommendation, determination, or similar action specified in this section shall be effectively given at the time written evidence

thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent.

Any student who is suspended or expelled from school pursuant to this section may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

After School Sessions and Detentions
Teachers and administrators may require students to stay after school or to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given a 24-hour notice of after-school time or a detention so that the parents may make plans to pick up the student the following day.

- After-school sessions will not exceed 30 minutes from the time of dismissal and are to be served in the teacher's room. A student who fails to attend an after-school session may be given a detention by the teacher or may face additional disciplinary consequences up to and including long-term suspension and/or expulsion. A student who has a conflict with an after-school session is responsible for working it out with the teacher.

- Detentions are 30 minutes, served in the central office, detention room designated by the building principal, or in the teacher's classroom that the detention is being served.

Saturday School
The building administrator may require a student to attend Saturday School for four hours on Saturday morning. Saturday School is held from 8:00 AM to 12:00 PM in a classroom staffed by teachers. Students follow strict rules and must work on assignments the entire time, except for short breaks.

Students who do not follow Saturday School rules will be removed from the classroom and will face further disciplinary action.

In-School Suspension
The building administrator may require a student to serve in-school suspension. Students may be required to attend up to a full day of school-sponsored suspension at a designated location where they will study and participate in campus clean up. There will be zero tolerance for behavior problems from students placed in in-school suspension. Students not completing their In-School Suspension will face further disciplinary action.

Emergency Exclusion
Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

Short-Term Suspension
The Principal or the Principal's designee may exclude a student from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Any of the conduct described in the subsections under "Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignment" below irrespective of the location at which such misconduct; or

2. Other violations of rules and standards of behavior adopted by the board of education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to

further school purposes, or to prevent an interference with school purposes.

2. After the principal has determined that a short-term suspension is necessary, but prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.

3. Within 24 hours or such additional time as is reasonably necessary following the suspension (not to exceed an additional 48 hours), the Principal will send a written statement to the student and the student's parent, describing the student's conduct, misconduct, or violation of the rule or standard; and the reasons for the action taken; the actions made by the school to try to discontinue or alleviate the behavior of the student prior to considering suspension; resources the school is able to provide or recommend to assist the student; and how the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school.

An opportunity will be given to the student, and the student's Parent, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school and shall document such effort in writing. The Principal shall determine who, in addition to the Parent, is to attend the conference. If no conference has been held, a Parent may submit a written request to the suspending principal before the student returns to school.

4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations.

Firearms. No student may bring, possess, handle, or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy.

Definition of Firearm. The term "firearm," as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or

may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

Exceptions Regarding Firearms. The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:

1. The issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training or
2. Firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

Consequences - Firearm. Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one calendar year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

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

Pre-Kindergarten through Second Grade Students
An elementary school shall not suspend a student in pre-kindergarten through second grade unless the student

1. Brings a deadly weapon as defined in section 28-109 on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event; or
2. Engages in violent behavior capable of causing physical harm to another student or school employee

As an alternative to suspension, the school district may take any action authorized by law, including those provided in section 79-258.

Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

2. **Summer Review**. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise, the student may be readmitted by action of the Superintendent.

3. **Suspension of Enforcement of an Expulsion**: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.

4. **Alternative School or Pre-expulsion Procedures.** The school shall provide either an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

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

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

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes. The board has determined that the use of synthetic media such as deepfakes may constitute "similar conduct";
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term*

"under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);

7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults that occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:
    a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, sex, national origin, or religion;
    b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;

c. Violating school bus rules as set by the school district or district staff;
d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.;
e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
f. Possession of pornography, including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically), including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
h. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent;
i. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful

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

j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
k. Violation of the district’s computer acceptable computer use policy are subject to discipline, up to and including expulsion;
l. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or “look-a-like” weapon;
m. Using any object to simulate possession of a weapon;
n. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other

school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and

o. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

The length of any suspension, expulsion, or mandatory reassignment shall be as provided or allowed by law.

Reporting Requirement to Law Enforcement

Violations of this section will result in a report to law enforcement if:

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students; or
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes.

Due Process Afforded to Students Facing Long-term Suspension or Expulsion

The following procedures shall be followed regarding any long-term suspension, expulsion, or mandatory reassignment:

1. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parent with a written notice by registered or certified mail or personal service within

two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:

a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
c. Resources the school is able to provide or recommend to assist the student;
d. How the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school;
e. A statement that, before long-term suspension, expulsion, or mandatory reassignment can be invoked, the student has a right to a hearing, upon request, and that if the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension pursuant to district guidelines which shall not require the student to attend the school district's alternative programs for expelled students in order to complete classwork or;
f. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
g. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
h. A form on which the student, the student's parent may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail to the address provided on the form.

3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
4. Nothing in this policy shall preclude the student, student's parent or representative(s) from discussing and settling the matter with appropriate school personnel prior to the time the long-term suspension, expulsion, or mandatory reassignment takes effect.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's parent may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's parent must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.
6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's parent of the time and place for the hearing.
7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to

the principal, the student, and the student's parent or guardian, except with the consent of all the parties.

8. The principal or legal counsel for the school, the student, and the student's parent or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.
9. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
10. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294).

SECTION FOUR

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

1. Goals for Nutrition Promotion and Education

a. The district will promote healthy food and beverage choices for all students, as well as encourage participation in school meal programs by such methods as implementing evidence-based healthy food promotion techniques through the school meal programs and promoting foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards.

b. The health curriculum will include information on good nutrition and healthy living habits.

c. Teachers will incorporate information on nutrition and wellness into the classroom curriculum as appropriate.

d. The district will collaborate with public and private entities to promote student wellness.

e. Water will be made available to students throughout the school day.

2. Goals for Physical Activity

a. The school district's curriculums shall include instruction on physical activity and habits for healthy living.

b. Students will be encouraged to engage in physical activities throughout the school day and will be provided with opportunities to do so.

c. The district encourages parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

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

a. The district will participate in state and federal child nutrition programs as appropriate.

b. The district will provide professional development, support, and resources for staff about student wellness.

c. Students will be provided sufficient time in which to eat school-provided meals.

d. The district's lunchrooms will be attractive and well-lighted.

e. The district will allow other health-related entities to use school facilities for activities such as health clinics and screenings so long as the activities meet the district's requirements and criteria for the use of facilities.

f. The district may partner with other individuals or entities in the community to support the implementation of this policy.

g. The district will strive to provide physical activity breaks for all students, recess for elementary students, and before and after school activities, as well as encourage students to use active transport (walking, biking, etc.)

h. The district will use evidence-based strategies to develop, structure, and support student wellness.

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

a. The district will ensure that student access to foods and beverages meet federal, state and local laws and guidelines including, but not limited to:

   i. USDA National School Lunch and School Breakfast nutrition standards

   ii. USDA Smart Snacks in School nutrition standards.

b. The district will offer students a variety of age-appropriate, healthy food and beverage selections with plenty of fruits, vegetables, and whole grains aimed at meeting the nutrition needs of students within their calorie requirements in order to promote student health and reduce childhood obesity.

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

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

6. Food and Beverage Marketing

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

a. This requirement does not apply to marketing that occurs at events outside of school hours such as after school sporting or any other events, including school fundraising events.

b. The district will not immediately replace menu boards, coolers, tray liners, beverage cups, and other food service equipment with depictions of noncompliant products or logos to comply with the new USDA Smart Snacks in Schools nutrition requirements. All

previously purchased products will be used, and all existing contracts honored.

c. All equipment that currently displays noncompliant marketing materials will not be removed or replaced (e.g., a score board with a Coca-Cola logo). However, as the district reviews and considers new contracts, and as scoreboards or other such durable equipment are replaced or updated over time, any products that are marketed and advertised will meet or exceed the USDA Smart Snacks in School nutrition standards

7. Public Participation

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

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

a. Definitions. "Competitive food" means all food and beverages other than meals reimbursed under programs authorized by the Richard B. Russell National School Lunch Act and the Child Nutrition Act of 1966 available for sale to students on the school campus during the school day. For the purpose of competitive food standards implementation, "school day" means the period from the midnight before to 30 minutes after the end of the official school day.
b. Applicability. Except as otherwise allowed by the Nebraska Department of Education (NDE) or applicable law, all competitive food sold during the school day must meet the USDA Smart Snacks Standards and the nutrition standards found in 7 CFR § 210.11. The competitive food restrictions do not apply to food sold during non-school day hours, weekends, and off-campus fundraising events such as concessions during after-school sporting events, school plays or concerts; or to bulk food items

that are sold for consumption at home. (Ex: frozen pizzas, cookie dough tubs, etc.)

c. Fundraiser Exemptions. A special exemption is allowed for the sale of food and/or beverages that do not meet the competitive food standards as required in this section for the purpose of conducting an infrequent school-sponsored fundraiser. The specially exempted fundraisers must not take place more than the frequency specified by NDE during such periods that schools are in session. No specially exempted fundraiser foods or beverages may be sold in competition with school meals in the food service area during the meal service.
d. Other Exemptions. The only other nutrition exemptions from the competitive food requirements are those found in 7 CFR § 210.11.
e. Other Limitations. No competitive food can be sold to children anywhere on school premises beginning one half hour before breakfast and/or lunch service until one half hour after meal service unless all proceeds earned during these time periods go to the school nutrition program.

9. Triennial Assessment

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

a. Compliance with this policy;

b. How this policy compares to NDE model wellness policies;

c. Progress made in attaining the goals of this policy.

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

10. Public Notice

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of this policy at least annually to the public and other stakeholders identified in this policy by one or more of the following methods: on its webpage, in its newsletter, in the

student and employee handbooks, newspaper advertisements, direct mailings, electronic mail, and public postings.

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

11. Recordkeeping

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

12. Operational Responsibility

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

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

3057
Title IX Policy

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

and in the district's student and staff handbooks. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator.

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

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

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

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

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

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

- **Skin:** warmth, itching, and/or tingling of underarms/groin, flushing, hives
- **Abdominal:** pain, nausea and vomiting, diarrhea

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

EMERGENCY PROTOCOL:

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

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

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

2026-2027 DISTRICT CALENDAR

10 New Teacher Orientation
11 School Board Meeting
17 Teacher Inservice (No School)
18 Teacher Inservice (No School)
19 Teacher Inservice (No School)
20 First Day of School

Student Days 8
Teacher Days 13 (2 floating days Aug 3-14)

AUGUST 2026

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

7 Labor Day (No School)
8 School Board Meeting
25 Teacher Inservice (No School)

Student Days 20
Teacher Days 21

SEPTEMBER 2026

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

13 School Board Meeting
16 End of Quarter 1
22 PT Conferences 1-7pm (No School)
23 Fall Break (No School)

Student Days 20
Teacher Days 21.5

OCTOBER 2026

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

10 School Board Meeting
25-27 Thanksgiving Break (No School)

Student Days 18
Teacher Days 18

NOVEMBER 2026

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

8 School Board Meeting
18 End of Quarter 2/Semester 1
21-31 Christmas Break (No School)

Student Days 14
Teacher Days 14

DECEMBER 2026

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

1 New Years Day (No School)
4 Teacher Inservice (No School)
12 School Board Meeting
29 Teacher Inservice (No School)

Student Days 18
Teacher Days 20

JANUARY 2027

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

FEBRUARY 2027

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

9 School Board Meeting
18 PT Conferences 1-7pm (No School)
19 Winter Break (No School)

Student Days 18
Teacher Days 19.5

MARCH 2027

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

9 School Board Meeting
10 End of Quarter 3
11 Teacher Inservice (No School)
12 Spring Break (No School)
26-29 Easter Break (No School)

Student Days 19
Teacher Days 20

APRIL 2027

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

13 School Board Meeting

Student Days 22
Teacher Days 22

MAY 2027

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

11 School Board Meeting
15 Graduation
21 Last School Day
24 Teach Inservice (No School)

Student Days 15
Teacher Days 16

Total Student Days 172
Total Teacher Days 185

JUNE 2027

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

8 School Board Meeting

JULY 2027

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

13 School Board Meeting

SECTION FIVE

FORMS

This section contains forms that students and their parents must complete and return to the school office **NO LATER THAN** _____.

RECEIPT

This Student Handbook is distributed in accordance with Nebraska State Law, Section 79-262, paragraph three which states in part: "Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment…"

Parents (or guardians) and students are required to sign & return the receipt form below before _____.

PARENT/STUDENT AGREEMENT

I have received and read the Student Handbook that describes the _____ School District's discipline policies, regulations, rules, and expectations to be followed by students enrolled in the _____ Public Schools, including the Drug Free School Policy. My child and I have discussed these policies and understand that we must comply with them.

RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS

The rules and information provided in this handbook may be supplemented or amended by the School District's administration at any time, consistent with applicable law and board policy. All parents shall be provided notice of any such changes by the district's regular means of contact. By signing below, you agree that you will read any such information and communications, discuss them with your child, and recognize that you must comply with all rules, procedures, and requirements as they apply at that time.

Student's Signature Date

Cell Phone Number (Optional)

_____

Parent's Email Address (Optional)

Parent/Guardian's Signature Date

Cell Phone Number (Optional)

_____

Parent's Email Address (Optional)

EMERGENCY INFORMATION:

Student's Name

Parent/Guardian's Name(s)

- Mailing Address
  Home Phone

- Father's Employer
  Business Phone

- Mother's Employer
  Business Phone

- Other Person Who May Be Contacted in Case of Emergency
  Phone

- Choice of Doctor
  Phone

PARENTAL AUTHORIZATION AND RELEASE FORM
ADMINISTRATION OF NON- PRESCRIPTION DRUGS TO STUDENTS

While the administration of medications to students should be scheduled outside of school hours whenever possible, occasionally it may be necessary for school personnel to administer nonprescription drugs to a student as authorized by the student's parents, guardians, or medical professionals and state law. School personnel will only dispense those nonprescription drugs which have been approved by state and federal law for use as a drug and meet the definition of nonprescription drugs in Nebraska's Medication Aide law which states:

> Nonprescription drugs means nonnarcotic medicines or drugs which may be sold without a medical order and which are prepackaged for use by the consumer and labeled in accordance with the requirements of the laws and regulations of this state and the federal government.

In order for students to be administered nonprescription medication by school personnel, a parent or guardian must:

- Complete and return this authorization form.
- Provide the district with any nonprescription drugs you wish to be administered in its original container from the manufacturer, which must include legible, unadulterated manufacturer instructions. The container must be labeled with the student's name.
- Provide the district with specific written instructions regarding the requested nonprescription drug's administration, including the date(s) the student is to be administered the drug, the dosage to be administered, the frequency of administration, and any other details or conditions relevant to administration.

School personnel will not administer nonprescription drugs in a manner inconsistent with the manufacturer instructions or state law. School personnel will not administer non-prescription drugs that is expired.

The undersigned are the parent(s), guardian(s), or person(s) in charge of

_____.
(name of the student)

I authorize and request school personnel to administer nonprescription drugs to my student. I release the school district, its officials, and employees from any and all liability concerning the administration of nonprescription drugs to my student.

DATED this _____ day of_____, 20__.

_____
Parent/Guardian

PARENTAL AUTHORIZATION AND RELEASE FORM
ADMINISTRATION OF PRESCRIPTION DRUGS TO STUDENTS

The undersigned are the parent(s), guardian(s), or person(s) in charge of

_____.
(name of the student)

It is necessary that the student receive (name of drug) _____, a physician-prescribed drug, during school intervals beginning on (date) _____ and continuing through_____. (date)

I hereby request that the School District, or its authorized representative, administer the drug named above to my child named above, in accordance with the prescribing physician's instructions, and agree to:

1. Submit this request to the teacher.
2. Make certain the Physician's Request for the Administration of Prescription Medication by School Personnel is submitted to the teacher.
3. Make sure personally that the drug is received by the teacher and/or county nursing service administering it, in the container in which it was dispensed by the prescribing physician or licensed pharmacist.
4. Make sure personally that the container in which the drug is dispensed is marked with the drug name, dosage, interval dosage, and date after which no administration should be given.
5. Submit a REVISED STATEMENT signed by the physician prescribing the drug to the teacher IF ANY OF THE INFORMATION PROVIDED BY THE PHYSICIAN CHANGES.
6. Release the School District and the Board of Education of the School District and all employees, agents, and the representatives of the School District from any liability concerning the giving or non-giving of the drug to the student.

DATED this _____ day of_____, 20__.

_____
Parent/Guardian

ADMINISTRATION OF MEDICATION TO STUDENTS
PHYSICIAN'S REQUEST FOR ADMINISTRATION OF PRESCRIPTION MEDICATIONS BY SCHOOL PERSONNEL

DATE _____

CHILD'S FULL NAME _____ is under my care and must take medication which I have prescribed during the school day.

Name of medication (as it appears on container in which the drug is stored)

_____

Dosage and time_____

Date administration of drug is to begin _____

Possible adverse reactions to be reported to physician _____

_____

Special instructions for the administration and storage of the drug _____

_____

I or my designee(s) have trained school personnel or approved alternative training as adequate to administer the medication, have evaluated the situation, the general administration plan and if applicable, the self-administration plan or emergency care plan, and deemed each to be safe and appropriate, and if applicable authorize the use of hypodermic syringes and needles or similar medical terms.

Name of Physician and Designee

_____

Print or Type

_____

Primary Phone Number

_____

Secondary Phone Number

_____

Signature of Physician

RECORD OF SELF-ADMINISTRATED MEDICINE

Parent's Phone_____
Student Name_____ Grade _____
Date to Begin _____ Date to End _____
Name of Medication _____
Dosage of Medication _____ Time _____
Doctor_____ Phone #1_____
Phone #_____
Possible Adverse Reaction:_____
_____ gives permission for _____ our son/daughter to self-administer specific medications at school. This medication cannot be taken at any other non-school time.
DATED this _____day of_____. 20___.

Students who are able to self-administer specific medication may do so provided:

1. The physician provides written authorization allowing self-administration of said medication.
2. The parent provides written authorization allowing self-administration of said medication.
3. Such medication is transported to the school and maintained under the student's control in the original, properly labeled package and (a) is not opened except when self-administrating the medication, (b) is not self-administered during instructional time or in the presence of other students unless medically necessary, and (c) is not shown or exhibited to other students.
4. The student's physician or physician's designee has (1) evaluated the situation and deemed it to be safe and appropriate; (2) documented this on the physician's authorization for the student's cumulative health record, and (3) approved the general administration plan.
5. The student and the student's physician or physician's designee have developed a plan for reporting and supervising self-administration.
6. The principal and appropriate teacher are informed that the student is self-administering prescribed medication.

Doctor's Signature
_____

VEHICLE LEASE AGREEMENT Lease # L26-026

THIS AGREEMENT made and entered into by and between**, Chase County Schools, 520 E 9th St., Imperial, NE 69033** hereinafter designated as "Lessee", and **PRESTIGE GROUP INC. 6410 HWY 30 EAST KEARNEY, NE 68847**, hereinafter designated as "Lessor".

General Information:
Lease Term: 12 **MONTH**
Base Payment**: $3650 Per month per bus**
Security Deposit**: $1000**
Free Miles: **N/A**
Commencement Date: August 15, 2026
Lease Ending Date: August 15, 2027
Delivery Fee: **PICK UP AT KEARNEY**
Mileage Fee: **N/A**

Description of Equipment:
PR 21020 **2007 MCI J4500** **VIN#:** 2M93JMDA0**7W064140** **56 PASSENGER** **VALUE: $100,000**

WITNESSETH:
Lessor, for and in consideration of the rents, conditions and agreements hereinafter contained, on the part and behalf of Lessee to be paid, kept and performed, does hereby lease to Lessee, and Lessee does hereby Lease and rent from Lessor the motor vehicle(s) described above, said vehicle(s) being hereinafter referred to as the "vehicle(s)."

This lease is expressly made subject to the following terms, conditions, and agreements:

1. TERMS OF LEASE: The term of this Lease shall be as stated above, unless earlier terminated as provided herein. Lessee shall be deemed in possession of the vehicle(s) from the date of delivery by the Lessor to the Lessee to the date Lessee redelivers said vehicle(s) to the Lessor. If Lessee remains in possession of all or any part of the leased vehicle(s) after the expiration of the term of this lease or any extension hereof, lessee shall be on a month to month lease rate same as stated above and all terms and conditions of this lease shall apply until such possession is relinquished.

2. PAYMENTS: For the use of the vehicle(s), Lessee shall pay to the Lessor at the above stated address, rent in the following amounts
   a. **$3650** Month per vehicle not including any applicable taxes. The first payment and a security deposit of **$1000**
      i. 1st day of each month following.
      ii. 15th of month, payment considered past due and Lessor will be assessed a late fee
      iii. 25th of month, payment delinquent, lease considered in default and vehicle is to be returned.

3. CONDITION OF THE VEHICLE(S): Lessee acknowledges that it is qualified to inspect the vehicle(s), that it has inspected the vehicle(s), knows the condition thereof, and that the same is in good condition and repair. LESSOR MAKES NO REPRESENTATION OR WARRANTIES EITHER EXPRESS OR IMPLIED AS TO ANY MATTER WHATSOEVER, INCLUDING WITHOUT LIMITATION, THE DESIGN OR CONDITION OF THE VEHICLE(S), ITS MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE, AND HEREBY DISCLAIMS ANY SUCH WARRANTIES.

4. USE OF VEHICLE(S):
   a. Delivery and return of the vehicle(s) shall be at Lessor's place of business. If delivery and return is necessitated at a location other than Lessor's place of business, a delivery fee will be assessed. Lessee shall have care, custody and control of the leased vehicle(s) and will conduct all required and necessary safety inspections to insure safe operation.
   b. Upon acceptance of vehicle(s), Lessee (or authorized representative) shall inspect the vehicle(s) and complete a Vehicle Acceptance/Inspection form for each vehicle leased.
   c. Lessee and Drivers will abide by vehicles usage procedures outlined in Schedule A.
   d. Lessee shall register and license the vehicle(s) and comply with all applicable federal, state, county or municipal laws relating to licensing, registration, taxes and operation of vehicle(s).
   e. Lessee shall pay all taxes, licensing and/or registration fees, and all other governmental fees or regulatory charges during the term of this Agreement, as well as any taxes, licensing and/or registration fees, and all other governmental fees or regulatory charges incurred by Lessor upon the termination of this Agreement and Lessee's return of the vehicle(s).
   f. Lessee is responsible to comply with all DOT requirements applicable to the area in which the vehicle will be operated.
   g. Lessee shall permit only safe, careful, authorized and properly licensed and insured drivers to operate the vehicle(s). Drivers must submit a copy of their commercial license to Lessee for vehicle(s) over 15 passengers.
   h. Lessee shall not permit the vehicle(s) to be used in violation of any federal, state, county or municipal statutes, laws, ordinances, rules or regulations, or contrary to the provisions of any applicable insurance policy. Lessee shall indemnify and hold Lessor harmless from any and all fines, forfeitures, damages, or penalties resulting from violation of such statues, laws, ordinances, rules or regulations.

5. DRIVERS: All drivers must be at least 25 years of age, possess a valid driver's license (for vehicles over 15 passengers, must possess a commercial license with passenger endorsement, be covered by Lessee's insurance policy, and submit copies of driver's license to Lessee.

6. MAINTANCE AND REPAIRS:
   a. Lessee shall at all times during the term hereof be responsible for all necessary labor, material, parts, fuel, oil, antifreeze and supplies for routine maintenance and shall maintain and keep the vehicle(s) in a safe and good running condition and working order. Lessee agrees to reimburse Lessor for all expenses, including but not limited to, parts and labor, for mechanical and physical damage repairs to the vehicle(s) caused by Lessee's neglect or failure to maintain the vehicle(s) in good operating condition while under Lessee's custody or control. Lessor will reimburse Lessee for the preauthorized repairs to engine, transmission and differential with no assumed liability. All repairs and maintenance expense are to be preauthorized by the lessor.
   b. If, during lease period, vehicle is involved in an accident or has mechanical failure **exceeding $500.00**, Lessee shall contact Lessor at **308-627-7520** within **twenty-four (24) hours** after such incident, and put Lessor in contact with service/repair facility.
   c. Required Routine Maintenance. See Schedule A.
7. RETURN OF VEHICLE(S):
   a. Lessee shall return the vehicle(s) at the end of the normal lease term or any extension thereof, or upon either termination of the Lease, in the same condition, as when delivered (ordinary wear and tear excluded) or pay as additional rent, Lessor's cost of replacing the vehicle(s) or repairing any damage to the vehicle(s) in excess of ordinary wear and tear.
   b. Lessee further agrees to keep the vehicle(s) free of any and all claims and encumbrances by any person which interfere with the right, title or interest of the Lessor in said vehicle(s).

8. INSURANCE: Lessee, at its own expense shall obtain and keep effective during the entire term of this Lease, insurance policies insuring the vehicle(s) against loss or damage because of fire, theft, collision, flood, windstorm or other casualty, to the extent of the full cash value of such vehicle(s) as shown on Page 1, less any deductible permitted under this agreement. Lessee, at its own expense, shall obtain and keep effective during the entire term of this Lease, an insurance policy naming Lessor as “additional insured and loss payee" against liability for the death of or injury to any person or any property loss as a result, in whole or in part, of the use, condition or maintenance or operation of the vehicle(s) during the Lease term. The policy shall expressly provide coverage for Lessee's contractual obligation and liability under paragraph 9 of this Lease. Such policy may include a deductible of not more than **$1,000** and shall contain a stipulation or agreement by the insurance carrier that the Lessor shall receive notice of any cancellation or intended cancellation of the coverage provided herein or of any lapse of said coverage due to nonpayment. In the event Lessee fails to provide the coverage provided for in this agreement, Lessee's rights under this agreement may be terminated immediately and the Lessor shall be entitled to immediate possession of the vehicle(s) leased under this agreement. Further, Lessee shall provide minimum liability coverage for any loss arising out of death, injury or property damage in the minimum amounts of **$5,000,000** In the event of any loss arising out of the possession, use, operation or condition of the vehicle(s) while in the Lessee's possession, Lessee shall immediately provide notice of such loss to the Lessor.

9. INDEMNITY: Lessee shall defend, indemnify and hold harmless Lessor and the officers and employees of Lessor and its insurer from and against any damage, loss, theft, or destruction of the vehicle(s) and against all losses, liabilities, damages, injuries, claims, demands, costs and expenses of every kind and nature, including bodily injury, property damage and death, whether or not covered by insurance, including legal fees and disbursements arising out of and in connection with the use, condition, maintenance or operation of the vehicle(s) during the Lease term or while the vehicle(s) is in the Lessee's possession or under its control; the performance or nonperformance of Lessee hereunder and any act or omission of Lessee, and its agents, servants or employees. Lessee shall further indemnify and hold harmless Lessor for any and all governmental fees or regulatory charges due pursuant to paragraph 4.e of this Agreement including any late penalties or interest accrued thereupon

10. DEFAULT: An Event of Default shall occur if: (i) Lessee is delinquent on any payment due hereunder and in default as provided in paragraph 2 of this Agreement or (ii) Lessee breaches any other agreement, term, covenant, or condition which this Agreement requires and such breach continues for a period of ten (10) days after notice from Lessor to Lessee. Upon occurrence of any Event of Default, Lessor may, in addition to any other right or remedy given by law, terminate this Agreement immediately and require Lessee to return the vehicle(s) pursuant to paragraph 6 of this Agreement within three (3) days of the Event of Default. Lessor shall be entitled to, and Lessee agrees to pay damages equal to the sum of (i) accrued and unpaid rent, including interest; (ii) the present value of the rent for the remaining lease term under this Agreement; (iii) any and all costs, expenses, penalties, fees or charges of any kind incurred by Lessor as a result of or relating to Lessee’s default; and (iv) as permitted by applicable law, and all attorney fees, legal expenses or litigation costs Lessor incurs as a result of or relating to Lessee’s default. If, after Lessee’s payment of damages as provided in this paragraph, Lessor disposes of the vehicle(s) to a third party prior to the end of the term of this Agreement, Lessor shall credit Lessee with the present value of the portion of the new lease applicable to the remaining term of this Agreement.

11. GOVERNING LAW AND FORUM SELECTION: This Vehicle Lease Agreement and all issues of Lessee’s relationship with Lessor shall be governed by and determined by application of Nebraska law. Further, Lessor and Lessee acknowledge Lessor’s home office is in Kearney, Nebraska and all payments hereunder are to be received in Kearney, Nebraska. Lessor and Lessee select the state courts sitting within Buffalo County, Nebraska and the United States District Court for the District Court of Nebraska as exclusive venue for all disputes, claims, causes of action or the liking involving Lessor and Lessee.

12. GENERAL AND MISCELLANEOUS:
    a. No forbearance to exercise any rights or privileges under this Lease, or waiver of any breach of any of its terms, shall be construed as a waiver of Lessor's rights or privileges under any such terms, and the same shall continue and remain in full force and effect as if no such forbearance or waiver had occurred.
    b. The terms of this Lease shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns. This Lease constitutes the entire agreement between the parties hereto and may not be amended except in writing signed by the duly authorized representative of the parties hereto.
    c. In the event that any provision of this Lease shall be held by any court of competent jurisdiction to be invalid or unenforceable, such holding shall not invalidate or render unenforceable any other provision hereof.
    d. This Lease shall be deemed to be a Nebraska contract and shall be governed by the laws of the State of Nebraska. Any legal proceedings pertaining to the Lease will be processed in the State of Nebraska, County of Buffalo.
    e. In the event that any provision of this Lease is in any way breached by the Lessee or Lessee fails in any way to perform as agreed herein, the Lessor may, at its election, terminate this Lease after first providing Lessee notice and ten (10) days in which to cure said breach. If Lessee fails to cure within the agreed upon time frame, Lessor may have the immediate right to possession of the vehicle(s) leased hereunder and shall be entitled to immediate payment of all amounts due under this Agreement.
    f. This agreement has been issued in duplicate and an executed copy given to the Lessee.

13. EXTENSION OPTION: Lessor hereby agrees to extend the term of this lease to Lessee provided:
    a. All terms and conditions of this lease except where specifically modified by an addendum signed by both parties shall apply.
    b. Lessee shall not be in default in lease payment or in performance of any other terms and conditions of this lease.

The parties hereto have executed this Lease as of the day and year first above written:

Lessor: **PRESTIGE GROUP, INC.**

Address: **6410 HIGHWAY 30 EAST, KEARNEY NE 68847**

_____ Date: ___/___/___
Signature

_____
Printed Name

Lessee: _____

Address: _____

_____ Date: ___/___/___
Signature

_____
Printed Name

SCHEDULE A

VEHICLE(S) USAGE & RETURN PROCEDURES

DRIVERS: All drivers must be at least 25 years of age, possess a valid driver's license (for any vehicle over 15 passengers, must possess a commercial license), be covered by Lessee's insurance policy, and submit copies of driver's license to Lessee.

PASSENGERS: The total of passengers transported at any one time in each vehicle shall not exceed the maximum capacity shown for each vehicle listed on page 1 of this agreement.

NO SMOKING OR ALCOHOL BEVERAGES allowed in vehicle(s).

VEHICLE ACCEPTANCE/INSPECTION: Lessee (or authorized representative) shall inspect the vehicle(s) and complete a Vehicle Acceptance/Inspection form for each vehicle leased at time of possession of vehicle(s).

REQUIRED ROUTINE MAINTENANCE: shall include, but not be limited to, the performance of the following services and at the time indicated below.

SERVICE:	WHEN:
* Lubrication – Check all fluid levels	Every 5,000 miles
* Oil & Filter Change	Every 5,000 miles
* Tire Tread Depth Check (minimum: 4/32nds front; 2/32nds rear)	Every 5,000 miles
* Air Filters	Every 12,000 miles
Worn out Parts	Immediately
Body, Glass, & Seat Damage	Repair as required

RETURN PROCEDURES: Vehicle(s) are to be returned in same condition as at time of possession with emphasis on:
Exterior - washed; Interior - cleaned, swept and/or vacuumed; Fuel Tank – FULL

$425 Cleaning Fee and/or $3/Gal Fuel Fee will be assessed if not returned in same condition as picked up.

D.O.T. Safety Equipment: Fire Extinguisher, I.C.C. Kit (triangle reflectors), & First Aid Kit Equipment are on each vehicle. $50 Replacement Fee will be assessed for each item found to be missing, used or discharged.

A Damage Estimate will be invoiced to Lessee for any NEW exterior damage (scrapes, dents, chips in windshield, etc.) and/or any NEW interior damage (torn or stained seats, stains or tears in carpet, or foul odors etc.)

REMINDER: In event of breakdown, call **PRESTIGE GROUP, INC.** **BEFORE** taking vehicle to an authorized repair facility.

308-234-5444 -- After hours: **308-627-7520**

I hereby acknowledge and will abide by the above listed procedures:

Lessee: Signature: _____ Date: _____

Printed Name: _____

Sub Pay Comparisons 26-27							If based was used to calculate	
	Base Pay		Base rate		long term rate	notes	1/250	1/185
Brady	$40,800	Days 1-15	**$175**	Days 16+	**$200**	free lunch as well. Staying the same as 25-26.	$163	$220
Gothenburg	$47,574	Days 1-10	**$175**	Days 11+	**$210**		$190	$257
Maxwell	$41,272	Days 1-15	**$170**	Days 11+	**$200**			
Hershey	$39,100	Days 1-10	**$170**	Days 11+	**$253**		$156	$211
Ogallala	$41,275	Days 1-10	**$175**	Days 11+	**$190**		$165	$223
Paxton	$41,000	Days 1-19	**$160**	Day 30+	**$224**	Free Lunch	$164	$221
Sutherland	$39,600	Days 1-14	**$160**	Days 15+	**$170**	Free Lunch	$158	$214
Wallace	$41,825	Days 1-11	**$155**	Days 12+	**$225**		$167	$228
McPherson Co	41,180.56	Day 1-14	**$140**	Days 15+	**$150**		$164	$221
Mullen	$40,200	Day 1-15	**$150**	Days 15+	**$165**		$160	$217
Chase County	$42,000.00	Day 1-15	**$150.00**			Free Lunch		
Perkins County			**$150.00**			Free Lunch		
Dundy County			**$160.00**	10+				
Wauneta			**$165.00**		1/185 of Base	Free Lunch		
McCook			**$180.00**					
		AVERAGE	**$162**					

Support Staff Salary Schedule

STEP	Hourly Rate	% Increase	$ Increase
0	$0.00	0.00%	$0.00
1	$12.00	0.00%	$0.00
2	$12.38	3.15%	$0.38
3	$12.76	3.10%	$0.38
4	$13.15	3.05%	$0.39
5	$13.55	3.00%	$0.39
6	$13.95	3.00%	$0.41
7	$14.37	3.00%	$0.42
8	$14.80	3.00%	$0.43
9	$15.25	3.00%	$0.44
10	$15.70	3.00%	$0.46
11	$16.17	3.00%	$0.47
12	$16.66	3.00%	$0.49
13	$17.16	3.00%	$0.50
14	$17.67	3.00%	$0.51
15	$18.20	3.00%	$0.53
16	$18.75	3.00%	$0.55
17	$19.31	3.00%	$0.56
18	$19.89	3.00%	$0.58
19	$20.49	3.00%	$0.60
20	$21.10	3.00%	$0.61
21	$21.74	3.00%	$0.63
22	$22.39	3.00%	$0.65
23	$23.06	3.00%	$0.67
24	$23.75	3.00%	$0.69
25	$24.46	3.00%	$0.71
26	$25.20	3.00%	$0.73
27	$25.95	3.00%	$0.76
28	$26.73	3.00%	$0.78
29	$27.54	3.00%	$0.80
30	$28.36	3.00%	$0.83
31	*Increase will be cost of living from here forward*		
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Beyond Maximum Step		COLA
Cost of Living Annual Increase		1.9%

Position Start and Maximum Wages and Benefits

Position	Beginning Step
Part-Time (Food Service, Custodial and Public Librarian)	1
Paraprofessional and Custodial	1
Paraprofessional SPED Duties and Librarian Assistant	4
Head of Departments (Transportation and Custodial)	18
Building Secretary	10
District Secretary	14
Business Manager and Nurse	21

Special Considerations:	Extra Steps
Advisor (NSSRS) Manager, Translator, 4-yr College Degree, Activity Budget	1
Food Service/Nutrition Budget, Yearbook	2
Teaching Certificate (Benefits the District)	3

*Past years experience in field of duty allowed at discretion of superintendent

Special Considerations: Departure from the District

-When you return, every step of previous experience will equal .5 steps

-Non whole numbered years will be rounded up (ex: .5=1 year)

Classified (12 Month) Benefits Schedule	Sick	Personal
Sick and Personal Days	12 ACCUM 50	4 ACCUM 4
Insurance	Family Health/Family Dental	
Vacation Details		
0 - 3 Year of Employment	2 Week (10 Days = 80hrs)	
4 Years of Employment	2 Weeks + 1 Day (11 Days = 88hrs)	
5 Years of Employment	2 Weeks + 2 Day (12 Days = 96hrs)	
6 Years and Beyond of Employment	2 Weeks + 3 Day (13 Days = 104hrs)	
7 Years and Beyond of Employment	2 Weeks + 4 Day (14 Days = 112hrs)	
8 Years and Beyond of Employment	3 Weeks (15 Days = 120hrs)	

Classified (9-10 Month) Benefits Schedule	Sick	Personal
Sick and Personal Days	10 ACCUM 50	3 ACCUM 3
Insurance		
-Building Secretaries	Family Health/Single Dental	
-Paraprofessionals/Custodians	60%-Family Health/Single Dental	

Classified (ALL) Benefits Schedule

School Year Employees Paid Holidays:

-Labor Day, Thanksgiving (+Friday following), Christmas (+Day following), .5 Day New Years Eve

New Years Day, & Easter (Good Friday)

Summer Employees Paid Holidays:

-Paid holidays for Summer Employees: Memorial Day & Independence Day

-If a nine month employee is hired they receive one week (40hrs) of vacation.

Substitute and Other Positions	Hourly/Daily Rate	
-Substitutes (Paras, Cooks, etc…)	$12.00	Hourly
-Summer Para Educators (Custodial)	$10.00	Hourly

Transportation Positions	Hourly/Route Rate	
-Activity	$22.00	Hourly
-Level III Drivers	$25.00	Route
-Certified Bus Drivers (Routes) - based off 2hrs. NON-CDL DRIVERS -$10 on each experience level.		
*0-2 Years of experinence	$50.00	Per Route
*3-6 Years of experinence	$55.00	Per Route
*7-9 Years of experinence	$60.00	Per Route
*10-11 Years of experience	$65.00	Per Route
*12 Years of experience and beyond	3% Raise per year	Per Route