

Board of Education Regular Meeting
Monday, June 8, 2026 7:00 PM

Board Room, St. Paul Public School
PO Box 325
St. Paul, NE 68873-0325

Agenda

1. Call to Order
 - 1.1. Recognition of Public Notice of Open Meeting
 - 1.2. Recognition of Posted Notice of the Open Meetings Law
2. Roll Call
 - 2.1. Americanism Quote
3. Minutes of the Previous Regular Meetings
4. Bills As Presented By the Superintendent
5.

Financial Report
6. Communications from the Public
7. New Business
 - 7.1. Principal's Report
 - 7.2. Superintendent's Report
 - 7.3. Discuss and take necessary action regarding policy updates
 - 7.4. Discuss topics for June 29 meeting
 - 7.5. Superintendent Sick and vacation log
8. Adjournment

Regular Meeting of the St. Paul Board of Education

Regular Meeting of the St. Paul Board of Education

The St. Paul School Board met in regular session on May 12, 2026 at 7:00 PM. The following board members were in attendance: Curt Dubas: Present, Jason Meinecke: Present, Marty Mrkvicka: Present, Adam Rensch: Present, Dan Scheer: Present, Philip Thede: Absent.

The meeting was called to order at 7:08 pm.

Motion made to excuse Philip Thede by Dan Scheer and a second by Jason Meinecke.

Dubas: Yea, Meinecke: Yea, Mrkvicka: Yea, Rensch: Yea, Scheer: Yea

Yea: 5, Nay: 0; Motion Carries.

President Mrkvicka noted that notice of the meeting was properly published in the Phonograph Herald, per policy.

President Mrkvicka noted that the Open Meetings Law is posted on the wall of the meeting room.

Vice President Scheer read the Americanism quote. Currently the United States Supreme Court is preparing to rule on the case of birthright citizenship. Here is a quote from 250 years ago that is relevant to that case. In 1776, the British Crown had subjects under their control, all over the world but our founding fathers wanted to absolve that allegiance. James Wilson, a signer of the Declaration of Independence said, "Under the Constitution of the United States there are citizens, but no subjects."

President Mrkvicka asked if there were any additions or corrections to the minutes of the previous meetings. None were made, and the minutes were declared approved.

Motion to approve the bills as presented by the Superintendent Marty Mrkvicka, and a second by Adam Rensch.

Dubas: Yea, Meinecke: Yea, Mrkvicka: Yea, Rensch: Yea, Scheer: Yea

Yea: 5, Nay: 0; Motion Carries.

The Superintendent presented the Financial Report.

Arabella Benzel, Heather Benzel, Tina Headrick, Lew Moorman, and Kevin Moorman spoke during public comment.

The Principals' reports were presented.

The Superintendent's report was presented.

Motion made to adopt the revised Policy 6025 Student Cell Phone and Other Electronic Devices, as presented, by Marty Mrkvicka and a second by Dan Scheer.

Dubas: Nay, Meinecke: Yea, Mrkvicka: Nay, Rensch: Yea, Scheer: Yea

Yea: 3, Nay: 2; Motion Carries.

Motion made to approve the Memorandum of Understanding with the Jobs for America's Graduates program, as presented, for the 2026-2027 school year by Dan Scheer and a second by Jason Meinecke.

Dubas: Yea, Meinecke: Yea, Mrkvicka: Yea, Rensch: Yea, Scheer: Yea

Yea: 5, Nay: 0; Motion Carries.

Discussion for the potential use of an Energy Services Company (ESCO) to be continued. No actions were taken.

Motion made to approve upgrades to the welding area, including welding booths (\$31,665), blower with VFG without a dust collector (\$44,067), and moving power (\$40,000), and allow the Building Committee the power to act on behalf of the Board of Education by Marty Mrkvicka and a second by Jason Meinecke. Dubas: Yea, Meinecke: Yea, Mrkvicka: Yea, Rensch: Yea, Scheer: Yea
Yea: 5, Nay: 0; Motion Carries.

The Superintendent's sick and vacation log was reviewed.

The meeting was adjourned at 8:58 pm.

Curt Dubas

Secretary

Invoice Listing - Summary

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice Amount</u>
Jun 2026 General Fund Bills					
ACTECHNO	A.C. TECHNOLOGIES, LLC	DM1573	Voicemail Service	05/04/2023	752.50
AMAZON	AMAZON CAPITAL SERVICES	11MX-YNRT-F9VG	Class Supplies - SPL (26-27)	06/01/2026	27.43
AMAZON	AMAZON CAPITAL SERVICES	13VV-R3K1-K699	Guidance Office - HS	05/26/2026	94.98
AMAZON	AMAZON CAPITAL SERVICES	13WN-PXNF-9F3T	Tech. Supplies	05/10/2026	34.29
AMAZON	AMAZON CAPITAL SERVICES	1637-7JTJ-HMKD	Class Supplies - HS (26-27)	05/11/2026	21.99
AMAZON	AMAZON CAPITAL SERVICES	166Q-QR1F-7N91	Class Supplies - HS (26-27)	05/13/2026	107.08
AMAZON	AMAZON CAPITAL SERVICES	16HP-TWMR-Y3KW	Maint. Supplies	05/11/2026	179.00
AMAZON	AMAZON CAPITAL SERVICES	177M-C3G4-FHFT	Class Supplies - Elem (26-27)	05/18/2026	20.46
AMAZON	AMAZON CAPITAL SERVICES	191H-TYYL-4XPV	Office Furniture - Busi. Mgr	06/02/2026	109.99
AMAZON	AMAZON CAPITAL SERVICES	1C36-WMKJ-K9DV	Reading Materials - Elem	05/26/2026	13.04
AMAZON	AMAZON CAPITAL SERVICES	1CNM-DL3V-97L6	Class Supplies - HS	05/20/2026	32.99
AMAZON	AMAZON CAPITAL SERVICES	1D31-TK3M-TRGQ	Class Supplies - HS (26-27)	05/26/2026	265.04
AMAZON	AMAZON CAPITAL SERVICES	1DLF-GWYG-F4PC	Class Supplies - Elem (26-27)	06/07/2026	264.17
AMAZON	AMAZON CAPITAL SERVICES	1FVT-NKGX-796X	Printing Toner	05/12/2026	423.89
AMAZON	AMAZON CAPITAL SERVICES	1G9C-KJR3-CF6T	Class Supplies - Elem (26-27)	05/10/2026	6.46
AMAZON	AMAZON CAPITAL SERVICES	1GDW-R93K-7FFK	Maint. Supplies	05/13/2026	6.99
AMAZON	AMAZON CAPITAL SERVICES	1JW1-KRPK-MRWF	Desk and Chair - Art	05/19/2026	194.95
AMAZON	AMAZON CAPITAL SERVICES	1JYL-DYPM-N3PV	Supplies - SPL (26-27)	05/17/2026	96.89
AMAZON	AMAZON CAPITAL SERVICES	1KH9-XWNG-QYKC	Class Supplies-FCS (26-27)	05/12/2026	329.22
AMAZON	AMAZON CAPITAL SERVICES	1L7N-PXD6-6Y46	Class Curriculum - FCS	05/19/2026	26.10
AMAZON	AMAZON CAPITAL SERVICES	1LH1-KJT4-CXRJ	Guidance Supplies - HS	05/25/2026	207.96
AMAZON	AMAZON CAPITAL SERVICES	1LPV-LNLG-WF6N	Class Supplies - Elem (26-27)	05/09/2026	288.25
AMAZON	AMAZON CAPITAL SERVICES	1MV1-66KR-6LD7	Class Supplies - BMTI (26-27)	05/19/2026	485.42
AMAZON	AMAZON CAPITAL SERVICES	1MYN-KMLK-GVVD	Class Supplies - Elem (26-27)	05/11/2026	310.97
AMAZON	AMAZON CAPITAL SERVICES	1N3T-3G3J-XLK3	Maint. Supplies	05/27/2026	43.68
AMAZON	AMAZON CAPITAL SERVICES	1NMY-M9DR-QCCC	Class Materials-Elem	06/03/2026	26.48
AMAZON	AMAZON CAPITAL SERVICES	1P1G-TXTL-C7WT	Tech. Supplies	05/18/2026	37.99
AMAZON	AMAZON CAPITAL SERVICES	1PCR-FMHX-FFY6	Maint. Supplies	05/21/2026	73.00
AMAZON	AMAZON CAPITAL SERVICES	1Q3C-QQY7-XL61	Maint. Supplies	06/01/2026	377.86
AMAZON	AMAZON CAPITAL SERVICES	1QFL-7FNV-GJCM	Class Supplies - Elem (26-27)	05/11/2026	19.97
AMAZON	AMAZON CAPITAL SERVICES	1QTK-1YLC-33D6	Ceiling Tiles - Old Gym	05/26/2026	105.29
AMAZON	AMAZON CAPITAL SERVICES	1QY7-99XK-9M34	Office Supplies - AD	06/05/2026	161.49
AMAZON	AMAZON CAPITAL SERVICES	1T1L-RHG6-CFX6	Class Supplies - Elem (26-27)	05/18/2026	89.04
AMAZON	AMAZON CAPITAL SERVICES	1W9W-GPQH-7VQX	Tech. Supplies	05/20/2026	9.30
AMAZON	AMAZON CAPITAL SERVICES	1YF3-1YTD-3D7R	Trans. Parts	05/08/2026	49.99
AMAZON	AMAZON CAPITAL SERVICES	1YFH-6P74-CKLK	Supplies - SPL	05/23/2026	84.49
AMAZON	AMAZON CAPITAL SERVICES	1YJG-17JT-WDXX	Supplies - Tech	05/24/2026	18.58
AMAZON	AMAZON CAPITAL SERVICES	1YXW-P743-CD3P	Maint. Supplies	05/11/2026	49.49
AMAZON	AMAZON CAPITAL SERVICES	1Q1X-PMDD-NDWT	Class Supplies - SPED (26-27)	05/04/2026	22.49
AMPLIFY	AMPLIFY EDUCATION, INC.	INV-458740	Science Curriculum License - K-8 (26-27)	05/16/2026	5,100.00
ARBORSCIEN	ARBOR SCIENTIFIC	504647	Class Supplies - HS (26-27)	05/20/2026	319.70
AURORACOOP	AURORA COOPERATIVE	7399901	Tire Svcs	05/19/2026	28.00
AWARPLUS	AWARDS PLUS	22866	Staff Award Engraving	05/13/2026	30.00
BCNTELEC	BCN TELECOM INC TBS	6505194	Long-Distance Phone	06/01/2026	64.99
BLACKHILLS	BLACK HILLS ENERGY	06.03.2026 Stmt	Natural Gas	06/03/2026	2,330.96
BOMGAARS	BOMGAARS SUPPLY, INC.	05.16.2026 Stmt	Supplies -Ag/STS/Maint	05/16/2026	1,037.43
BOYSTOWN	BOYS' TOWN	CINV-00020998	SPED Svcs	05/31/2026	6,760.00
BREHMS	BREHM'S HEALTH MART	157476	Nurse Supplies	05/01/2026	30.56
BREHMS	BREHM'S HEALTH MART	158163	Nurse Supplies	05/06/2026	21.28
BREHMS	BREHM'S HEALTH MART	159179	Office Supplies - HS	05/14/2026	7.58
BULLER	BULLER DESIGNSCAPES LLC	7958	Sprinkler Repairs/Maint.	05/29/2026	4,349.02
CAROLINA	CAROLINA BIOLOGICAL SUPPLY CO	53432797 RI	Class Supplies - HS (26-26)	05/13/2026	499.00
CDWGOVER	CDW GOVERNMENT, INC.	6372827	SmartTVs-2 (SP Ed. Found)	05/08/2026	5,597.56
CDWGOVER	CDW GOVERNMENT, INC.	AJ31M7J	SmartTV Mounts (SP Ed. Found)	05/14/2026	2,766.75
CDWGOVER	CDW GOVERNMENT, INC.	AJ4EY7N	Tech. Supplies	05/19/2026	205.00
CDWGOVER	CDW GOVERNMENT, INC.	AJ5X52Y	SmartTVs-3 (SP Ed. Found)	06/01/2026	7,936.89
CENGLEAR	CENGAGE LEARNING	999102715627	Math Curriculum - Elem	05/19/2026	4,422.60
CENTLINK	CENTURY LINK	334017198-0526	Preschool Phone Svcs	05/10/2026	144.64
CENTLINK	CENTURY LINK	334101401-0526	Phone Svcs	05/10/2026	252.18
CITYOFST	CITY OF ST. PAUL	05.31.2026 Stmt	Electric, Water, Sewer	05/31/2026	12,359.57
COMPHARDW	COMPUTER HARDWARE	G26966	iPad Repairs	05/05/2026	119.00
CONTLOGIC	CONTROL LOGI	43469	HVAC Repairs	06/08/2026	467.65
CULLIGAN	CULLIGAN OF GRAND ISLAND	05.31.2026 Stmt	Office Supplies - Elem/HS	05/31/2026	13.00
DASHR	DASHR	INV-000926	Gym Class Supplies	06/02/2026	215.00
DECKEQUI	DECKER, INC.	653619A	Maint. Supplies	05/28/2026	241.95

Invoice Listing - Summary

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice Amount</u>
EAKES	EAKES OFFICE SOLUTIONS	9337825-0	School Consumables	05/14/2026	663.94
EAKES	EAKES OFFICE SOLUTIONS	9340776-0	Maint. Supplies	05/21/2026	70.45
EAKES	EAKES OFFICE SOLUTIONS	9342064-0	Class Supplies - HS (26-27)	05/21/2026	54.05
EAKES	EAKES OFFICE SOLUTIONS	INV772228	Fax Service	05/18/2026	51.14
EEMUSICCLA	EE MUSIC CLASS	26-27 Subscription	Music Subscription (26-27)	05/20/2026	299.00
EGAN	EGAN SUPPLY CO.	415887	Zamponi Batteries	05/08/2026	1,530.86
EPSLEARNIN	EPS OPERATIONS, LLC	INV900068798	Vocab Workbooks (7-12) - 26-27	04/23/2026	4,022.13
ESU10	EDUCATIONAL SERVICE UNIT 10	05.26.2026	Pysch & SPED Svcs (May)	05/26/2026	8,546.56
ESU9	EDUCATIONAL SERVICE UNIT 9	26708	SPED Services	05/27/2026	2,170.00
GOPT	GO PHYSICAL THERAPY	06.04.2026	Therapy Svcs (May)	06/04/2026	3,648.15
HEARTDISPO	HEARTLAND DISPOSAL	260624	Trash Service	05/20/2026	1,130.23
HMH	HMH EDUCATION COMPANY	956482131	Reading Curriculum - SPED (6 yr)	05/22/2026	16,434.00
HMH	HMH EDUCATION COMPANY	956484271	Reading Curriculum - SPED (6 yr)	05/27/2026	9,671.68
HOMEMARK	HOMETOWN MARKET	001001100806	Consumables - SPED	05/12/2026	14.95
HOMEMARK	HOMETOWN MARKET	001073740915	Guidance Supplies - Elem	05/01/2026	20.56
HOMEMARK	HOMETOWN MARKET	001080640916	Consumables - FCS	05/04/2026	126.97
HOMEMARK	HOMETOWN MARKET	001084851502	Consumables - SPED	05/05/2026	49.18
HOMEMARK	HOMETOWN MARKET	001098480940	Consumables - FCS	05/11/2026	146.01
HOMEMARK	HOMETOWN MARKET	002005011422	Consumables - FCS	05/04/2026	57.62
HOMETLEAS	HOMETOWN LEASING	2800429-21	Copier Leases (4)	05/15/2026	2,299.55
HOMETLEAS	HOMETOWN LEASING	2801239-11	Copier Lease	05/15/2026	277.18
HOMETLEAS	HOMETOWN LEASING	2801299-9	Copier Lease	05/21/2026	105.15
HOWARDCOM	HOWARD COUNTY MEDICAL CENTER	HBAN485426	Driver Physical	05/15/2026	100.00
HOWARDCOM	HOWARD COUNTY MEDICAL CENTER	HBAN494474	Driver Labs	05/15/2026	47.00
IDEALCLEAN	IDEAL CLEANERS & LAUNDERERS	6869	Dry Cleaning-NHS/Grad.	05/07/2026	303.45
JAMF	JAMF SOFTWARE, LLC	90596694	Apple/Mac Device Mgmt Software	05/11/2026	1,020.00
JIMSTRUC	JIM'S TRUCK STOP	263133	Fuel	05/15/2026	48.87
JOHNLOCK	IRVINE, VIRGINIA	93310	Maint. Supplies	04/24/2026	108.42
JOSTENS	JOSTENS	40025891	Diploma	05/26/2026	31.83
KAHOOT	KAHOOT! ASA	10766468	Class Resources - Elem/HS (25-26)	06/04/2026	1,200.00
KCAV	KCAV	62172	RiseVision Subscription	05/13/2026	1,104.00
KIDACADEMY	KID ACADEMY	0083-B	Preschool Expenses (Mar)	03/31/2026	585.13
KIDACADEMY	KID ACADEMY	0084-B	Preschool Expenses (Apr)	04/30/2026	582.99
KSBSCSCHOLAW	KSB SCHOOL LAW	21627	Legal Svcs (Policy Update)	06/02/2026	1,500.00
MATHLEARNI	MATH LEARNING CENTER, THE	20260603	Math Consumables K-2 (26-27)	05/20/2026	5,211.80
MENARDS	MENARDS	24489	Maint. Supplies	05/05/2026	171.21
MIDWESTA	MIDWEST ALARM SERVICES	10004804	Fire Alarm Inspection - WAC	05/15/2026	85.00
NCSA	NE COUNCIL OF SCHOOL	26-27 D. Pettera	26-27 Membership - HS Princ.	06/01/2026	435.00
NCSA	NE COUNCIL OF SCHOOL	26-27 K. Schulte	26-27 Membership SPED Dir.	05/26/2026	634.00
NCSA	NE COUNCIL OF SCHOOL	e16778-737541	'26 Admin Days - HS Princ	06/01/2026	261.00
NCSPEARS	NCS PEARSON INC	31615137	SPED Testing	05/02/2026	31.36
PARTSBIN	PARTS BIN, INC., THE	04.25.2026	Supplies - Trans./Maint.	06/25/2026	0.00
PHONOGRAPH	HAPP, MICHAEL	05.31.2026 Stmt	Minutes, Help Wanted	05/31/2026	398.67
PLANROAD	PLANK ROAD PUBLISHING, INC.	26-27 Subscription	Music Subscription (26-27)	05/26/2026	147.95
POPPLERS	POPPLERS MUSIC, INC.	3188195	Music Supplies	04/13/2026	189.75
POSTMAST	POSTMASTER, ST PAUL	#325 06.01.2026	PO Box Rental	06/01/2026	368.00
PRESTOX	PRESTO-X COMPANY	96079773	Pest Control	05/15/2026	155.32
PRESTOX	PRESTO-X COMPANY	96079774	Pest Control-Preschool	05/15/2026	53.13
PYRAMIDSCH	PYRAMID SCHOOL PRODUCTS	S1501998.001	Tech. Supplies	05/22/2026	51.84
SCHOHECO	SCHOOL HEALTH CORP	CINV000398369	Workroom Supplies - HS (26-27)	05/27/2026	93.09
SCHOSPEC	SCHOOL SPECIALITY LLC	208137037359	Class Furniture - Elem	05/14/2026	685.94
SCHOSPEC	SCHOOL SPECIALITY LLC	208137062835	Workroom Supplies - HS (26-27)	05/26/2026	26.07
SCHOSPEC	SCHOOL SPECIALITY LLC	308104872097	Principal Supplies - HS (26-27)	05/29/2026	882.61
SESMITH	S.E. SMITH & SONS	05.25.2026 Stmt	Supplies - Ag	05/25/2026	38.43
STAPLES	STAPLES	6061688682	Class Supplies - FCS (26-27)	04/23/2026	146.79
STAPLES	STAPLES	6064282463	Workroom Supplies - HS (26-27)	05/22/2026	98.92
STAPLES	STAPLES	6064395489	Workroom Supplies - HS (26-27)	05/23/2026	352.99
STPAULAC	ST. PAUL ACTIVITY ACCT.	05.26.2026	Robotics Nationals Hotels	05/26/2026	1,514.24
SUMMITACA	SUMMIT ACADEMY LLC	SA872-C01	SPED Svcs	05/31/2026	18,198.50
TAESEUSU	TAESE/USU	26TriReg_43	SPED Law Conf.	06/05/2026	305.00
THEDRAIN	DRAIN CLEANER, LLC, THE	00004324	Drain Maintenance	05/22/2026	375.00
TIMEMANA	TIME MANAGEMENT SYSTEMS	365222	Time Clock Support (Annual)	05/20/2026	135.00
WELLSPLU	WELLS PLUMBING & HEATING CO., INC.	66441	WAC HVAC Repairs	05/20/2026	353.30
WEXBANK	WEX BANK	05.31.2026	Fuel	05/31/2026	7,997.33
WOODYCARRI	WOODY, CARRIE	05.22.2026	Mileage to Summit (May)	05/22/2026	543.75
ZANEBLOS	ZANER-BLOSER	INVZB103501	Prek-2nd Handwriting Curriculum	05/29/2026	3,178.07
					<u>161,929.62</u>

Invoice Listing - Summary

Vendor ID	Vendor Name	Invoice Number	Description	Invoice Date	Invoice Amount
Jun 2026 General Fund Credit Card - US Bank					
ACT	ACT	05.15.2026	ACT Testing	05/15/2026	75.00
ANTHROPIC	ANTHROPIC, PBC	34442E12-0028	AI Subscription	04/30/2026	20.00
CASEYS	CASEYS	04.28.2026	Bus Driver Appreciation	04/28/2026	28.00
CASEYS	CASEYS	05.08.2026	Teacher Appreciation Day	05/08/2026	206.49
THEDEN	DEN, THE	05.19.2026	Staff Recognition Breakfast	05/15/2026	178.54
DUGOUTTHE	DUGOUT, THE	05.01.2026	Kitchen Staff Appreciation Day	05/01/2026	97.54
EDPUZZLE	EDPUZZLE, INC.	2142B1AA-0017	Class Subscription - Elem	05/16/2026	13.50
FRIDAS	FRIDAS MEXICAN CUISINE	05.19.2026	Staff Collab/Career Dev (CAG Funded)	05/15/2026	60.00
GRAMMARLY	GRAMMARLY, INC.	05.23.2026	Software - Business Manager	05/23/2026	144.00
KAHOOT	KAHOOT! ASA	10683344	Classroom Subscription - HS (26-27)	05/13/2026	95.09
LINCOLNZOO	LINCOLN CHILDREN'S ZOO	75336823	NSCAS Incentive- Elem	05/18/2026	511.00
MANDTSYSTE	MANDT SYSTEM, INC., THE	US-33354	MANDT Materials	05/06/2026	29.97
NELITASSOC	NEBRASKA LITERACY ASSOCIATION	01830	Literacy Training - Elem	05/11/2026	150.00
RAISINGCAN	RAISING CANE'S	04.29.2026	Senior Lunch (Admin Pd)	04/29/2026	455.56
RAISINGCAN	RAISING CANE'S	05.19.2026	Xello Engagment (CAG Funded)	05/19/2026	263.94
RUNZA	RUNZA	05.06.2026	Nurse Appreciation Day	05/06/2026	20.08
SAMSLUB	SAM'S CLUB	04.28.2026	Teacher Pot Luck	04/28/2026	33.26
SAMSLUB	SAM'S CLUB	800000036091823	Student Meal (Last Day)	05/14/2026	291.68
SKYLINECAF	SKYLINE CAFE	05.15.2026	MAPS Incentive - HS	05/15/2026	123.05
SPRINGCITY	SPRING CITY	145902125-401630	Reading Challenge Incentive	05/19/2026	152.83
STRATIGICA	STRATIGIC AIR AND SPACE MUSEUM	ON26221	MAPS Incentive - Elem	05/05/2026	474.75
SUPERTEAC	SUPER TEACHER WORKSHEETS	3435319	Class Resources - SPED (26-27)	05/21/2026	24.95
TPT	TEACHER PAY TEACHER	336670880	Class Resources - Elem (26-27)	05/07/2026	40.11
WALMART	WALMART	2000146-26337261	Teacher Appreciation Supplies	05/04/2026	69.57
WALMART	WALMART	2000147-34664351	Teacher Appreciation Supplies	05/04/2026	31.98
WALMART	WALMART	2000150-05798642	Class Supplies - BMIT (26-27)	05/11/2026	97.67
					3,688.56
Jun 2026 General Fund District Reimbursements					
BECKLIBBY	BECK, LIBBY	05.25.2026	State Track Meal - Coach	05/25/2026	20.32
CAMDENJAIM	CAMDEN, JAIME	05.04.2026	Office Supplies - HS	05/04/2026	13.98
CITIZENSBA	CITIZENS BANK & TRUST CO.	05.20.2026	Bank Fee	05/20/2026	5.00
HAZENROBER	HAZEN, ROBERTA	05.06.2026	Class Supplies - SPED	05/06/2026	7.91
MONTEMMARI	MONTEMAGNI, MARIA	05.18.2026	Class Supplies - FCS	05/18/2026	248.66
SCHEERDAN	SCHEER, DAN	05.11.2026	Travel - BOE Conf.	05/11/2026	1,296.20
STAPELMEGA	STAPEL, MEGAN	05.19.2026	Mileage Reimb.	05/19/2026	33.35
TIBBSHAYLA	TIBBETTS, SHAYLA	04.30.2026	Mileage - Sr. Sch. Awards	04/30/2026	39.15
TIMEMANA	TIME MANAGEMENT SYSTEMS	364156	Time Clock Subscription	05/01/2026	139.40
					1,803.97
Jun 2026 General Fund Total					167,422.15
Jun 2026 Building Maintenance Fund Bills					
MENARDS	MENARDS	25235	Old Gym Window Project	05/19/2026	885.57
MORRISPLUM	MORRIS PLUMBING, INC.	20222174307	Bathroom Remodel - Materials	05/26/2026	10,100.00
MORRISPLUM	MORRIS PLUMBING, INC.	20222174313	Welding Shop Maint.	06/02/2026	504.72
RICEELECTR	RICE, RUSSELL	19-C3380	Bus Barn Exhaust	05/29/2026	8,694.00
SHERWILL	SHERWIN-WILLIAMS CO., THE	12360141290526	Painting Supplies	05/20/2026	1,552.75
TCCEILINGS	T-C CEILINGS INC	24082	Cafeteria Ceiling Project	05/22/2026	2,881.92
TCCEILINGS	T-C CEILINGS INC	24099	Cafeteria Ceiling Project	06/03/2026	68.00
Jun 2026 Building Maintenance Fund Total					24,686.96

St. Paul Public School

Adam Patrick, Superintendent
 Richard Moore, Secondary Principal
 Alex Egger, Elementary Principal
 Rob Wegner, AD/Assistant Principal
 Kim Schulte, Special Education Director

1305 Howard Ave.
 POB 325
 St. Paul, NE 68873
 Phone (308) -754-4433
 Fax (308)-754-5374
www.stpaulpublicschools.org



BOARD OF EDUCATION

PAGE 1

June 8, 2026

FINANCIAL REPORT

GENERAL FUND

BEGINNING BALANCE		\$ 4,200,120.34
<u>RECEIPTS:</u>		
Local County Taxes - Howard	\$ 2,985,917.96	
Local County Taxes - Greeley	\$ 7,616.33	
SPED School Age 24-25	\$ 111,753.00	
State Aid	\$ 102,671.00	
IDEA School Age	\$ 85,793.00	
SPED School Age Trans 24-25	\$ 29,274.00	
St. Paul NE Ed Foundation - 5 Smart Boards	\$ 16,760.65	
Howard County - Crime Comm. Grant (School Inter.)	\$ 5,785.41	
Medicaid Direct Svcs (24-25)	\$ 4,217.38	
IDEA Preschool	\$ 2,868.00	
Medicaid Direct Svcs (Apr & May)	\$ 5,640.58	
Heartland UW - Backpack Program	\$ 1,500.00	
Senior Lunch Reimb. - Camden, Wegner, Moore	\$ 455.56	
Elba Public School - School Interventionist	\$ 300.00	
Vendor Refund - Overpayment	\$ 139.92	
Student Fees - Tech. Fees/Lib. Fees	\$ 364.00	
Sale of Surplus Equipment	\$ 100.00	
Misc Revenue - Teacher Tech Repair	\$ 50.00	
Interest	\$ 14,746.52	
TOTAL RECEIPTS:		\$ 3,375,953.31
<u>LESS DISBURSEMENTS:</u>		
Bills	\$ (386,920.93)	
Salaries & Benefits	\$ (678,631.14)	
Transfer to Activity Fund	\$ -	
		\$ (1,065,552.07)
GRAND TOTAL GENERAL FUND MONTH ENDED - May 31, 2026		\$ 6,510,521.58
<i>FUND TOTAL FROM PREVIOUS YEAR</i>		<i>\$ 6,719,264.97</i>

Budget 2025-2026	\$ 10,259,781.00	
Sept. - May Expenditures	\$ (7,852,916.08)	76.54%
Remaining Budget	\$ 2,406,864.92	
Current Month:		
Bills	\$ (167,422.15)	
Salary & Wages	\$ (652,415.89)	
Local Property Taxes	\$ 252,395.00	
	\$ (567,443.04)	
Fund Account Total	\$ 5,943,078.54	

<u>BUILDING MAINTENANCE FUND</u>			
CHECKING	BEGINNING BALANCE		\$ 2,098.96
	Transfer from MMA	\$ -	
	Vendor Checks	\$ -	
	Misc.	\$ -	
	Interest	\$ 1.25	
			\$ 1.25
	ACCOUNT TOTAL		\$ 2,100.21
MONEY MARKET	BEGINNING BALANCE		\$ 1,092,623.19
	Local County Taxes - Howard	\$ 143,729.70	
	Local County Taxes - Greeley	\$ 370.54	
	Transfer to Checking	\$ -	
	Interest	\$ 1,602.10	
			\$ 145,702.34
	ACCOUNT TOTAL		\$ 1,238,325.53
GRAND TOTAL BUILDING MAINTENANCE FUND - May 31, 2026			\$ 1,240,425.74

Budget 2025-2026	\$ 1,448,051.00	
Sept. - May Expenditures	\$ (116,246.83)	8.03%
Remaining Budget	\$ 1,331,804.17	
Current Month:		
Bills	\$ (24,686.96)	
Local Property Taxes	\$ 10,907.96	
Fund Account Total	\$ 1,251,333.70	

<u>BOND FUND</u>			
CHECKING	BEGINNING BALANCE		\$ 5,549.04
	Transfer from MMA	\$ -	
	Bond Payment	\$ -	
	Interest	\$ 3.31	
			\$ 3.31
	ACCOUNT TOTAL		\$ 5,552.35
MONEY MARKET	BEGINNING BALANCE		\$ 200,722.49
	Local County Taxes - Howard	\$ 395.80	
	Local County Taxes - Greeley	\$ -	
	Transfer to Checking	\$ -	
	Interest	\$ 119.73	
			\$ 515.53
	ACCOUNT TOTAL		\$ 201,238.02
GRAND TOTAL BOND FUND - May 31, 2026			\$ 206,790.37

Budget 2025-2026	\$ -	
Sept. - May Expenditures	\$ -	
Remaining Budget	\$ -	
Current Month:		
Bond Payment	\$ -	
Local Property Taxes	\$ -	
	\$ -	
Fund Account Total	\$ 206,790.37	

DEPRECIATION FUND			
CHECKING	BEGINNING BALANCE		\$ 146.19
	Transfer from MMA	\$ -	
	Vendor Bills	\$ -	
	Purchased Vehicle	\$ -	
	Interest	\$ 0.09	
			\$ 0.09
	ACCOUNT TOTAL		\$ 146.28
MONEY MARKET	BEGINNING BALANCE		\$ 593,156.77
	Transfer to Checking	\$ -	
	Transfer from General Fund	\$ -	
	Interest	\$ 824.73	
			\$ 824.73
	ACCOUNT TOTAL		\$ 593,981.50
GRAND TOTAL DEPRECIATION FUND - May 31, 2026			\$ 594,127.78

Budget 2025-2026	\$ 604,498.00	
Sept. - May Expenditures	\$ -	0.00%
Remaining Budget	\$ 604,498.00	
Current Month:		
Fees Refunded	\$ -	
Equipment Sold	\$ -	
Fund Account Total	\$ 594,127.78	

LUNCH FUND			
CHECKING	BEGINNING BALANCE		\$ 31,620.41
	Federal/State Receipts	\$ 18,717.43	
	Meal Account Receipts	\$ 15,265.34	
	Milk Account, ASP and Other Receipts	\$ 1,943.36	
	Head Start and Preschool Tuition	\$ 2,894.20	
	Vendor Rebate	\$ 110.66	
	Interest	\$ 19.11	
	Payroll	\$ (22,336.87)	
	Exp.: Food, Milk/Juice, etc.	\$ (30,770.06)	
			\$ (14,156.83)
	ACCOUNT TOTAL		\$ 17,463.58
MONEY MARKET	BEGINNING BALANCE		\$ 64,640.90
	Deposits	\$ -	
	Transfer Checking	\$ -	
	Interest	\$ 38.52	
			\$ 38.52
	ACCOUNT TOTAL		\$ 64,679.42
GRAND TOTAL LUNCH FUND - May 31, 2026			\$ 82,143.00

Budget 2025-2026	\$ 543,500.00	
Sept. - May Expenditures	\$ (410,743.12)	75.57%
Remaining Budget	\$ 132,756.88	

Invoice Listing - Summary
Posted - All; Batch Description 3 Records Selected

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Check Date</u>	<u>Checking Account ID</u>	<u>Check Number</u>	<u>CC:</u>	<u>Invoice Amount</u>
BEBERNISSM	BEBERNISS, MELISSA	04.30.2026	Lunch Fund Balance Refund	04/30/2026	05/14/2026	6	6893		20.50
BECKERMELO	BECKER, MELODY	04.30.2026	Lunch Account Balance Refund	04/30/2026	05/14/2026	6	6905		39.65
HANSELSBOT	HANSEL, SCOTT & KRISTINE	04.30.2026	Lunch Fund Balance Refund	04/30/2026	05/14/2026	6	6894		29.40
HILADAIR	HILAND DAIRY FOODS	1127217	Milk & Juice	04/06/2026	05/14/2026	6	6895		910.26
HILADAIR	HILAND DAIRY FOODS	1127218	Refund Milk	04/06/2026	05/14/2026	6	6895		(32.64)
HILADAIR	HILAND DAIRY FOODS	1127219	Milk	04/06/2026	05/14/2026	6	6895		21.47
HILADAIR	HILAND DAIRY FOODS	1127349	Food, Milk & Juice	04/13/2026	05/14/2026	6	6895		1,176.80
HILADAIR	HILAND DAIRY FOODS	1127350	Milk	04/13/2026	05/14/2026	6	6895		42.93
HILADAIR	HILAND DAIRY FOODS	1127351	Juice	04/13/2026	05/14/2026	6	6895		90.00
HILADAIR	HILAND DAIRY FOODS	1127420	Milk & Juice	04/16/2026	05/14/2026	6	6895		883.05
HILADAIR	HILAND DAIRY FOODS	1127421	Refund Juice	04/16/2026	05/14/2026	6	6895		(7.50)
HILADAIR	HILAND DAIRY FOODS	1127476	Food, Milk & Juice	04/20/2026	05/14/2026	6	6895		490.32
HILADAIR	HILAND DAIRY FOODS	1127533	Milk	04/23/2026	05/14/2026	6	6895		431.78
HILADAIR	HILAND DAIRY FOODS	1127534	Juice	04/23/2026	05/14/2026	6	6895		67.50
HILADAIR	HILAND DAIRY FOODS	1127535	Milk	04/23/2026	05/14/2026	6	6895		42.93
HILADAIR	HILAND DAIRY FOODS	1127595	Food, Milk & Juice	04/27/2026	05/14/2026	6	6895		636.84
HILADAIR	HILAND DAIRY FOODS	1127596	Milk	04/27/2026	05/14/2026	6	6895		21.47
HILADAIR	HILAND DAIRY FOODS	1127659	Milk & Juice	04/30/2026	05/14/2026	6	6895		802.08
HILADAIR	HILAND DAIRY FOODS	1127713	Milk & Juice	05/04/2026	05/14/2026	6	6895		464.04
HILADAIR	HILAND DAIRY FOODS	1127775	Milk	05/07/2026	05/14/2026	6	6895		224.26
HOMEMARK	HOMETOWN MARKET	001074890812-2	Food	03/23/2026	05/14/2026	6	6896		3.73
HOMEMARK	HOMETOWN MARKET	002073080822	Food	04/14/2026	05/14/2026	6	6896		16.96
KRAMERDARC	KRAMER, JARED & DARCEY	04.30.2026	Lunch Fund Balance Refund	04/30/2026	05/14/2026	6	6897		21.55
MEINECKEJA	MEINECKE, JASON & SALLY	04.30.2026	Lunch Fund Balance Refund	04/30/2026	05/14/2026	6	6898		35.31
STPAULSGEN	ST PAUL PUBLIC SCHOOL - GENERAL FUND	04.30.2026	Tech. Fees	04/30/2026	05/14/2026	6	6899		50.00
SPPSGENFUN	ST PAUL PUBLIC SCHOOL GENERAL FUND	05.15.2026	05.15.2026 LF Payroll Payback	05/15/2026	05/15/2026	6	6907		22,336.87
SWANSONJAN	SWANSON, JANELLE	04.30.2026	Lunch Fund Balance Refund	04/30/2026	05/14/2026	6	6900		7.60
SYSCLINC	SYSCO LINCOLN	161A8721Z	Supplies	04/23/2026	05/14/2026	6	6901		53.85
SYSCLINC	SYSCO LINCOLN	661888564	Food & Supplies	04/02/2026	05/14/2026	6	6901		2,301.12
SYSCLINC	SYSCO LINCOLN	661888565	Food	05/14/2026	05/14/2026	6	6901		38.15
SYSCLINC	SYSCO LINCOLN	661899775	Food & Supplies	04/09/2026	05/14/2026	6	6901		3,269.26
SYSCLINC	SYSCO LINCOLN	661910985	Food & Supplies	04/16/2026	05/14/2026	6	6901		2,982.93
SYSCLINC	SYSCO LINCOLN	661923973	Food & Supplies	04/23/2026	05/14/2026	6	6901		3,298.95
SYSCLINC	SYSCO LINCOLN	661935705	Food & Supplies	04/30/2026	05/14/2026	6	6901		3,243.11
SYSCLINC	SYSCO LINCOLN	661935706	Food	04/30/2026	05/14/2026	6	6901		158.48
SYSCLINC	SYSCO LINCOLN	661935707	Food-ASP	04/30/2026	05/14/2026	6	6901		73.65

Invoice Listing - Summary

Posted - All; Batch Description 3 Records Selected

Vendor ID	Vendor Name	Invoice Number	Description	Invoice Date	Check Date	Checking Account ID	Check Number	CC:	Invoice Amount
USFOODS	US FOODS GRAND ISLAND	3210582	Food & Supplies	04/02/2026	05/14/2026	6	6902		960.70
USFOODS	US FOODS GRAND ISLAND	3417111	Food	04/09/2026	05/14/2026	6	6902		1,269.28
USFOODS	US FOODS GRAND ISLAND	3608927	Food & Supplies	04/16/2026	05/14/2026	6	6902		1,930.62
USFOODS	US FOODS GRAND ISLAND	3662602	Food	04/17/2026	05/14/2026	6	6902		325.80
USFOODS	US FOODS GRAND ISLAND	3814753	Food & Supplies	04/23/2026	05/14/2026	6	6902		2,141.30
USFOODS	US FOODS GRAND ISLAND	3814754	Food	04/23/2026	05/14/2026	6	6902		23.14
USFOODS	US FOODS GRAND ISLAND	4013388	Food	04/30/2026	05/14/2026	6	6902		2,026.15
USFOODS	US FOODS GRAND ISLAND	4013390	Food	04/30/2026	05/14/2026	6	6902		107.43
WELLERSTEV	WELLER, STEVE & TERESA	04.30.2026	Lunch Fund Balance Refund	04/30/2026	05/14/2026	6	6903		22.85
WELLSBREND	WELLS, BRENDA	04.30.2026	Lunch Fund Balance Refund	04/30/2026	05/14/2026	6	6904		53.00
Report Total:									53,106.93

06/04/2026 11:55 AM

Regular; Processing Month 05/2026; Function Number 80 Records Selected; Fund
Number 01

User ID: TJJ

Function Number		Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	Unencumbered Balance
01	GENERAL FUND						
1100	REGULAR INSTRUCTION	4,939,658.66	593,557.04	3,929,719.32	80.17	1,009,939.34	979,456.63
1150	LIMITED ENGLISH PROF PROGRAMS	0.00	564.83	6,756.61	0.00	(6,756.61)	(6,756.61)
1160	PROVERTY PROGRAMS	371,988.12	31,458.05	280,231.02	75.33	91,757.10	91,757.10
1190	EARLY CHILDHOOD ED PROGRAMS	93,443.18	10,971.33	74,484.06	79.71	18,959.12	18,959.12
1200	SPECIAL ED INSTRUCTIONAL PROGRAMS S-A	966,914.89	101,422.33	786,556.71	84.05	180,358.18	154,252.50
1291	SPECIAL EDUCATION INST PROGRAMS AGE 3-5	0.00	0.00	0.00	0.00	0.00	0.00
1292	SPECIAL EDUCATION INST PROGRAMS AGE 0-2	0.00	0.00	0.00	0.00	0.00	0.00
1300	SUMMER SCHOOL	37,500.00	0.00	0.00	0.00	37,500.00	37,500.00
2110	ATTENDANCE AND SOCIAL WORK SERVICES	70,144.00	6,308.65	64,830.31	92.42	5,313.69	5,313.69
2120	GUIDANCE SERVICES	68,137.61	5,463.25	46,296.62	67.95	21,840.99	21,840.99
2130	HEALTH SERVICES	48,658.88	6,043.94	44,373.99	91.19	4,284.89	4,284.89
2141	PSYCHOLOGICAL SERVICES SPED SCHOOL AGE	95,000.00	7,437.84	73,828.89	77.71	21,171.11	21,171.11
2142	PSYCHOLOGICAL SERVICES SPED AGE 3-5	9,000.00	0.00	0.00	0.00	9,000.00	9,000.00
2143	PSYCHOLOGICAL SERVICES SPED AGE 0-2	9,000.00	0.00	0.00	0.00	9,000.00	9,000.00
2151	SPEECH PATH AND AUDIOLOGY SERV SPED S-A	72,036.73	3,804.94	34,196.59	47.47	37,840.14	37,840.14
2152	SPEECH PATH AND AUDIOLOGY SERV SPED 3-5	0.00	2,515.61	22,640.52	0.00	(22,640.52)	(22,640.52)
2153	SPEECH PATH AND AUDIOLOGY SERV SPED 0-2	0.00	869.17	7,822.53	0.00	(7,822.53)	(7,822.53)
2161	OCCUPATIONAL THERAPY SPED SCHOOL AGE	40,000.00	3,254.45	31,519.87	78.80	8,480.13	8,480.13
2162	OCCUPATIONAL THERAPY SPED AGE 3-5	7,000.00	331.88	2,946.37	42.09	4,053.63	4,053.63
2163	OCCUPATIONAL THERAPY SPED AGE 0-2	2,000.00	139.77	2,135.40	106.77	(135.40)	(135.40)
2171	PHYSICAL THERAPY SPED SCHOOL AGE	3,250.00	165.10	2,479.11	76.28	770.89	770.89
2172	PHYSICAL THERAPY SPED AGE 3-5	0.00	117.60	582.32	0.00	(582.32)	(582.32)
2173	PHYSICAL THERAPY SPED AGE 0-2	2,250.00	0.00	340.50	15.13	1,909.50	1,909.50
2181	VISUALLY IMPAIRED/VISION SERV SPED S-A	0.00	0.00	0.00	0.00	0.00	0.00
2182	VISUALLY IMPAIRED/VISION SERV SPED 3-5	0.00	0.00	0.00	0.00	0.00	0.00
2183	VISUALLY IMPAIRED/VISION SERV SPED 0-2	0.00	0.00	0.00	0.00	0.00	0.00
2190	SUPPORT SERVICES STUDENT OTHER	102,423.00	7,002.93	74,902.28	73.16	27,520.72	27,490.72
2210	IMPROVEMENT OF INSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00

Expenditure Report by Function/Object -
Summary

06/04/2026 11:55 AM

Regular; Processing Month 05/2026; Function Number 80 Records Selected; Fund
Number 01

User ID: TJJ

Function Number		Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	Unencumbered Balance
2211	SCHOOL IMPROVEMENT	0.00	0.00	1,135.29	0.00	(1,135.29)	(1,135.29)
2213	INSTRUCTIONAL STAFF TRAINING	1,500.00	0.00	0.00	0.00	1,500.00	1,500.00
2214	IMPLEMENTATION OF STANDARDS	0.00	0.00	0.00	0.00	0.00	0.00
2220	LIBRARY/MEDIA SERVICES	157,972.28	17,675.36	120,519.80	76.29	37,452.48	37,452.48
2224	EDUCATIONAL TELEVISION SERVICES (DL)	0.00	0.00	0.00	0.00	0.00	0.00
2230	INSTRUCTION-RELATED TECHNOLOGY	25,132.32	2,088.50	18,796.46	74.79	6,335.86	6,335.86
2240	ACADEMIC STUDENT ASSESSMENT	0.00	0.00	0.00	0.00	0.00	0.00
2310	BOARD OF EDUCATION	146,788.69	10,568.14	105,015.97	71.54	41,772.72	41,772.72
2320	EXECUTIVE ADMINISTRATION	273,334.63	22,674.46	201,573.08	73.75	71,761.55	71,761.55
2330	DISTRICT LEGAL SERVICES	15,000.00	0.00	9,604.50	64.03	5,395.50	5,395.50
2410	OFFICE OF THE PRINCIPAL	531,957.53	45,599.58	399,267.74	75.06	132,689.79	132,689.79
2490	SCHOOL ADMINISTRATION OTHER	8,250.00	337.87	518.32	6.28	7,731.68	7,731.68
2510	FISCAL SERVICES	32,000.00	664.55	20,614.69	64.98	11,385.31	11,205.31
2530	PRINTING, PUBLISHING AND DUPLICATING	0.00	0.00	0.00	0.00	0.00	0.00
2570	PERSONNE SERVICES TRAINING ETC	0.00	0.00	0.00	0.00	0.00	0.00
2580	ADMINISTRATIVE TECHNOLOGY SERVICES	175,721.44	9,748.25	121,216.06	69.56	54,505.38	53,485.38
2610	OPERATION OF BUILDINGS	498,128.90	45,835.44	416,219.04	83.56	81,909.86	81,909.86
2620	MAINTENANCE OF BUILDINGS	572,209.90	38,976.63	250,670.46	43.81	321,539.44	321,539.44
2630	CARE AND UPKEEP OF GROUNDS	39,600.00	3,604.97	13,963.65	35.26	25,636.35	25,636.35
2640	CARE AND UPKEEP OF EQUIPMENT	2,000.00	231.16	1,351.92	67.60	648.08	648.08
2650	VEHICLE OPERATION, MAINTENANCE, PURCHASE	1,500.00	177.70	891.69	59.45	608.31	608.31
2660	SECURITY	0.00	136.10	321.34	0.00	(321.34)	(321.34)
2670	SAFETY	15,000.00	6,334.00	15,318.83	102.13	(318.83)	(318.83)
2710	VEHICLE OPERATION REGULAR ED	319,568.32	15,584.08	132,106.50	41.34	187,461.82	187,461.82
2712	SCHOOL AGE SPED VEHICLE OPERATION	32,129.39	5,455.20	34,260.22	106.63	(2,130.83)	(2,130.83)
2730	VEHICLE SERVICING AND MAINT-REG ED	73,075.06	9,087.54	200,901.37	274.92	(127,826.31)	(127,826.31)
2732	VEHICLE SERVICING SPED TRANSPORTATION SA	0.00	0.00	0.00	0.00	0.00	0.00
3400	CATEGORICAL GRANTS FROM CORP/PRIVATE	0.00	1,292.30	12,645.58	0.00	(12,645.58)	(12,645.58)
3512	DISTANCE EDUCATION INCENTIVE PAYMENTS	5,500.00	0.00	5,420.26	98.55	79.74	79.74
3535	HIGH ABILITY LEARNER PROGRAM	4,865.00	0.00	4,884.83	100.41	(19.83)	(19.83)
3541	EARLY CHILDHOOD ENDOWMENT GRANTS	89,250.00	24,945.48	69,104.59	77.43	20,145.41	20,145.41
3551	CAREER EDUCATION	7,500.00	0.00	0.00	0.00	7,500.00	7,500.00

Expenditure Report by Function/Object -
Summary

06/04/2026 11:55 AM

Regular; Processing Month 05/2026; Function Number 80 Records Selected; Fund
Number 01

User ID: TJJ

Function Number	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	Unencumbered Balance
3599 OTHER STATE CATEGORICAL PROGRAMS	0.00	0.00	0.00	0.00	0.00	0.00
4600 SITE IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00
4700 BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00
6200 TITLE I, PART A ESSA IMPROVG BASIC PROG	113,466.83	8,328.03	75,927.99	66.92	37,538.84	37,538.84
6310 TITLE II, PART A ESSA CLASS SIZE REDUCT	0.00	0.00	0.00	0.00	0.00	0.00
6404 IDEA PART B(611) BASE ALLOC BIRTH TO 4	0.00	0.00	0.00	0.00	0.00	0.00
6406 IDEA PRESCHOOL(619) BASE ALLOC AGE 3-4	5,911.50	478.13	4,303.18	72.79	1,608.32	1,608.32
6408 IDEA SPED B-21	174,027.76	14,903.65	129,719.70	74.54	44,308.06	44,308.06
6410 IDEA ENROLLMENT/POVERTY TO AGE 21	0.00	0.00	0.00	0.00	0.00	0.00
6421 IDEA ARP School AGE	0.00	0.00	0.00	0.00	0.00	0.00
6422 IDEA ARP 3-5	0.00	0.00	0.00	0.00	0.00	0.00
6700 FED VOC & APP TECH ED (CARL PERKINS)	0.00	0.00	0.00	0.00	0.00	0.00
6990 OTHER FEDERAL CATEGORICAL RECEIPTS	0.00	0.00	0.00	0.00	0.00	0.00
6996 CARES	0.00	0.00	0.00	0.00	0.00	0.00
6997 ESSER II	0.00	0.00	0.00	0.00	0.00	0.00
6998 ESSER III ARP	0.00	0.00	0.00	0.00	0.00	0.00
01 GENERAL FUND	10,259,794.62	1,066,155.83	7,852,916.08	77.10	2,406,878.54	2,349,060.15

Expenditure Report by Function/Object -
Summary

06/04/2026 11:55 AM

Regular; Processing Month 05/2026; Function Number 80 Records Selected; Fund
Number 01

User ID: TJJ

Function Number	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	Unencumbered Balance
Grand Total:	10,259,794.62	1,066,155.83	7,852,916.08	77.10	2,406,878.54	2,349,060.15

Activity Fund Balance Report - Summary - Exclude Encumbrances

05/2026 - 05/2026

Regular; Beginning Month 05/2026; Processing Month 05/2026; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 STUDENT ACTIVITY

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0100	GENERAL FUND EQUITY	1,036.14	0.00	0.00	0.00	1,036.14
05 704 0101	STUDENAT AGENDA EQUITY	1,096.48	0.00	0.00	0.00	1,096.48
05 704 0103	CIRCLE OF FRIENDS EQUITY	2,479.43	112.00	0.00	0.00	2,367.43
05 704 0104	ELEMENTARY EQUITY	(104.13)	1,614.00	1,589.00	0.00	(129.13)
05 704 0105	ESU REIMB EQUITY	3,036.03	0.00	0.00	0.00	3,036.03
05 704 0106	INTEREST EQUITY	7,249.73	0.00	302.28	0.00	7,552.01
05 704 0113	YEARBOOK 2015 EQUITY	7,663.87	200.00	150.00	0.00	7,613.87
05 704 0213	SOPHOMORES CLASS EQUITY	2,460.00	0.00	0.00	0.00	2,460.00
05 704 0214	SENIORS CLASS EQUITY	3,057.52	0.00	0.00	0.00	3,057.52
05 704 0215	FRESHMEN CLASS EQUITY	1,050.00	0.00	0.00	0.00	1,050.00
05 704 0217	JUNIORS CLASS EQUITY	401.42	0.00	0.00	0.00	401.42
05 704 0302	CHEER SQUAD EQUITY	2,484.99	659.91	0.00	0.00	1,825.08
05 704 0303	ROBOTICS EQUITY	4,789.65	1,934.88	1,106.50	0.00	3,961.27
05 704 0304	DANCE SQUAD EQUITY	475.20	0.00	0.00	0.00	475.20
05 704 0320	SCHOLARSHIP EQUITY	14,502.42	0.00	12,500.00	0.00	27,002.42
05 704 0340	VOCAL MUSIC EQUITY	1,184.33	0.00	0.00	0.00	1,184.33
05 704 0350	INSTRUMENTAL MUSIC EQUITY	765.17	0.00	0.00	0.00	765.17
05 704 0351	MUSIC TRIP EQUITY	16,286.16	280.80	0.00	0.00	16,005.36
05 704 0359	ONE ACT EQUITY	336.58	0.00	0.00	0.00	336.58
05 704 0360	MUSICAL/VARIETY SHOW EQUITY	527.34	0.00	0.00	0.00	527.34
05 704 0362	ALL SCHOOL PLAY EQUITY	1,715.07	0.00	0.00	0.00	1,715.07
05 704 0370	STUDENT COUNCIL EQUITY	1,167.48	0.00	0.00	0.00	1,167.48
05 704 0380	SENIOR ART TRIP EQUITY	1,564.36	0.00	0.00	0.00	1,564.36
05 704 0381	ART CLUB EQUITY	1,166.43	0.00	0.00	0.00	1,166.43
05 704 0390	TRANSPORTATION FUND EQUITY	2,855.62	0.00	0.00	0.00	2,855.62
05 704 0500	ACTIVITIES EQUITY	(27,803.49)	6,397.89	967.00	0.00	(33,234.38)
05 704 0501	BOYS WRESTLING FUND EQUITY	281.44	0.00	0.00	0.00	281.44
05 704 0502	?? EQUITY	0.00	0.00	0.00	0.00	0.00
05 704 0503	FOOTBALL FUND EQUITY	1,348.70	0.00	0.00	0.00	1,348.70
05 704 0504	GIRLS BASKETBALL FUND EQUITY	807.60	0.00	0.00	0.00	807.60
05 704 0505	GIRLS GOLF EQUITY BALANCE	628.55	0.00	255.00	0.00	883.55
05 704 0506	BOYS BASKETBALL	2,147.40	0.00	1,600.00	0.00	3,747.40
05 704 0507	VOLLEYBALL EQUITY	3,034.96	0.00	0.00	0.00	3,034.96
05 704 0508	SOFTBALL EQUITY	2,316.05	0.00	0.00	0.00	2,316.05
05 704 0509	CONCESSIONS EQUITY	3,721.79	954.34	984.50	0.00	3,751.95
05 704 0510	TENNIS EQUITY	20.49	0.00	100.00	0.00	120.49

Activity Fund Balance Report - Summary - Exclude Encumbrances

05/2026 - 05/2026

Regular; Beginning Month 05/2026; Processing Month 05/2026; Accounts to Include Accounts with Activity; Fund
Number 05

Fund: 05 STUDENT ACTIVITY

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0511	BASEBALL EQUITY	384.08	0.00	1,160.00	0.00	1,544.08
05 704 0512	TRACK AND FIELD EQUITY	681.72	0.00	200.00	0.00	881.72
05 704 0513	ATHLETIC TECH EQUITY	11,800.00	0.00	0.00	0.00	11,800.00
05 704 0514	GIRLS WRESTLING EQUITY	2,038.94	0.00	0.00	0.00	2,038.94
05 704 0515	BOYS GOLF EQUITY	2,936.75	404.48	100.00	0.00	2,632.27
05 704 0516	XC EQUITY	0.00	69.40	0.00	0.00	(69.40)
05 704 0600	FFA EQUITY	8,845.05	3,463.88	7,176.00	0.00	12,557.17
05 704 0602	MATILDA EQUITY	10,583.92	713.52	936.80	0.00	10,807.20
05 704 0700	FCCLA EQUITY	3,067.53	162.24	139.00	0.00	3,044.29
05 704 0800	FBLA EQUITY	527.02	0.00	0.00	0.00	527.02
05 704 0801	MATH/SCIENCE CLUB EQUITY	10,914.46	0.00	452.04	0.00	11,366.50
Fund Total: 05		117,530.25	16,967.34	29,718.12	0.00	130,281.03

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M E M O R A N D U M

To: KSB Policy Service Subscribers

FROM: KSB School Law

DATE: May 26, 2026

RE: Annual Policy Updates

It's time for the 2026 KSB School Law policy updates. Below, we discuss the policy changes, the changes to our standard forms, and some issues raised by certain laws that do not require a policy change but present new obligations or information to know. As usual, we have broken these down into 3 sections: "Policy Changes;" "Forms Changes;" and "Other Issues to Consider."

Please keep in mind that most approved bills go into effect 3 months after the legislature adjourns. This year the Unicameral adjourned sine die on April 17, so the effective date of most bills will be July 17, 2026. If a bill has a specific effective date or an emergency clause, we'll note that. There are also a few bills that passed in previous sessions but go into effect this summer or for the 2026-27 school year. We'll note those, too.

To assist subscribers in implementing these changes and the other considerations laid out in this Memo, **KSB will hold a webinar on Monday, June 2, 2026, at 9:00 a.m. Central Time.** The link to join us live is [here](#). In the webinar, we will give a brief overview of the changes and then answer questions from attendees regarding the policies, forms, and other items noted. We will also record the webinar and post it in the KSB School Law portal in the Policy Updates section. Please contact us if you have any additional questions about the policy updates or portal.

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Policy Changes

REVISION OF POLICY 2008: MEETINGS

LB 596 eliminates the requirement to publish notice of meetings in a newspaper. Instead, the board selects the method. We strongly encourage all schools to provide official notice on the school's website. You can provide information about meetings in other ways, such as on social media or in your local paper, but this should be voluntary. The law requires your selected method of notice to be published in your meeting minutes, so be sure your minutes include the meeting notice publication method (website) when you implement this change.

Instead of newspaper publication for all meeting notices, the law adds a "notice of notice" publication requirement. Four times per year, in a newspaper of general circulation in the district, you must publish (1) your regular meeting schedule, (2) the location of regular meetings, and (3) your method of publishing meeting notices (website). There is no requirement that this occurs quarterly, just 4 times per year. In theory, you could publish this "notice of notice" 4 straight weeks in a weekly paper and be done for the year. Something like this would be sufficient:

[SCHOOL] generally schedules regular board meetings for the second Monday of each month. Regular meetings are typically held [LOCATION]. Official meeting notices for each regular and special meeting, including the date, time, and location, will be posted on the school district's website. Please check our website for all meeting notices as the date, time, or location may change.

We recommend that you publish your first "notice of notice" in your preferred newspaper of general circulation starting in July 2026 so that all future meeting notices (regular and special) after July 17, 2026, can be published on your website.

This revision is required.

REVISION OF POLICY 3003: BIDDING FOR CONSTRUCTION, REMODELING, REPAIR, OR SITE IMPROVEMENT

In general, when a school district “expends public funds for the construction, remodeling, or repair of any school-owned building or for site improvements,” the school district is required to advertise for and solicit competitive bids. However, the law provides an exception to this competitive bidding requirement when the “contemplated expenditure for the complete project” will not exceed a specific dollar amount. This statutory dollar amount is subject to adjustment by the State Board of Education every fifth year. In August 2025, the State Board updated the dollar amount of this threshold to \$136,000. Our recommended changes to Policy 3003 reflect this higher dollar amount for the projects that are exempt from the competitive bidding requirements.

This change is required.

REVISION OF POLICY 3003.1: BIDDING FOR CONSTRUCTION REMODELING REPAIR OR RELATED PROJECTS FINANCED WITH FEDERAL FUNDS

Effective October 1, 2025, the federal government updated the dollar thresholds for micro-purchases (from \$10,000 to \$15,000) and for purchases made pursuant to the simplified acquisition procedures (from \$250,000 to \$350,000). This policy has been updated to reflect these new dollar thresholds. We also updated some regulatory citations.

This change is required.

REVISION OF POLICY 3004.1: FISCAL MANAGEMENT FOR PURCHASING AND PROCUREMENT USING FEDERAL FUNDS

The federal government changed the micro-purchase (from \$10,000 to \$15,000) and simplified acquisition (from \$10,000 to \$15,000 and from \$250,000 to \$350,000) dollar amounts. In addition, NDE conducted desk audits and concluded that travel costs must now be included in this policy. The policy has been updated to reflect these changes.

This change is required.

REVISION OF POLICY 3048: COMMUNICABLE DISEASE

We revised this policy to align better with the admittedly confusing DHHS requirements in the DHHS regulations. The revisions give staff clearer steps to assess and respond to signs and symptoms of communicable disease. These revisions are timely given rising absenteeism rates, falling immunization rates, and more frequent reports of the potential transmission of communicable diseases (measles schmeasles, right?). You'll want to review this policy with your school nurse and other staff with health screening and reporting obligations.

This change is required.

REVISION OF POLICY 3057: TITLE IX (FULL VERSION)

The federal regulations (upon which the full version of Policy 3057 is based) define "sexual assault" by reference to a federal statute, which itself references the FBI's "uniform crime reporting system." This reporting system was updated in 2025, and the updates modified how certain sex offenses are defined. The prior, separate subdefinitions for sodomy, sexual assault with an object, and fondling have been removed in favor of more broad definitions of "rape" and "criminal sexual contact." The policy updates reflect the updated definitions.

If you use the full version of the policy, make sure your Title IX team members review and understand these new definitions. They replace definitions we encountered frequently over the last several years.

This change is required *if you use the "full" version of this policy.*

NEW POLICY 3061: ACH ORIGINATOR POLICY

If your school sends electronic payments through your bank, such as payroll direct deposits or vendor payments, your school is an ACH Originator under NACHA Operating Rules. The easiest way to confirm your status is to call your bank and ask whether you have an Originator Agreement on file. If the

answer is yes, you are an Originator. Simply receiving electronic payments does not make you an Originator.

Effective June 19, 2026, [NACHA](#) (the organization that governs the ACH network) requires all Originators to have a written fraud monitoring process in place for ACH transactions. This is a new requirement based on a rule change. We recommend you contact your bank(s) to determine if this policy is needed. Some or all of these measures may already be captured in your Originator Agreement with your bank. Your bank may also want to review the policy to determine if it aligns with their Originator Agreement.

We considered adding fraud monitoring and prevention measures to this policy. We know many banks include prevention procedures in their own systems. They vary, so we did not include a specific monitoring or verification system in the policy. We did not want to put something in writing that won't align with your practices. However, now is a good time to review and establish your own fraud protection and internal control measures. For example, your school may consider practices such as: 1) before sending any ACH payment, the District will receive a written, signed authorization and keep it on file; 2) the District will submit all ACH files through its bank's online portal using multi-factor authentication; 3) before acting on any new payment or any change to existing payment instructions over \$X, the District will confirm the information by a separate method, such as a phone call to a known number; 4) the District stores banking data securely and limits access to authorized staff only.

This policy is required if your district is an ACH Originator.

REVISION OF POLICY 4017: RELATIONS WITH EMPLOYEE COLLECTIVE BARGAINING ASSOCIATIONS

LB 429 basically requires schools to treat all “professional employee organizations” equally. They must have equal access to things like physical mailboxes, email, and bulletin boards. Schools cannot designate certain days or breaks by reference to a specific organization. For example, you can’t designate a time during inservice days as “XYZ Education Association Presentation.”

The existing policy accomplished some of these requirements already, but we made a few small tweaks to comply with some of the more vague concepts in LB 429. For example, a “professional employee organization” is one which offers “liability coverage” or “collective bargaining” assistance. In

theory, a local insurance agent (think Farm Bureau) could say they are a “professional employee organization” and thereby want access to your commons area during inservice days, email, mailboxes, etc. We’ll explain some of the intended and unintended consequences of the bill when we cover it during the policy webinar.

This change is required.

REVISION OF POLICY 4019: WORKPLACE INJURY PREVENTION AND SAFETY COMMITTEE

Every public employer subject to the Nebraska Workers’ Compensation Act is required to establish a safety committee that must adopt and maintain an effective written injury prevention program. This requirement has not changed. Previously, schools were required to establish the safety committee through the collective bargaining process. **LB 397** changes this requirement and now allows, but does not require, that the safety committee be established through the collective bargaining process. Policy 4019 has been updated to reflect this change.

This change is required.

REVISION OF POLICY 4056: RESIGNATION OF CERTIFICATED STAFF

This revision replaces an outdated reference to the Professional Practices Commission.

KSB NOTE: If you have not reviewed this policy recently, it’s a great time to do so. We strongly encourage schools to adopt the first option in the policy which uses the legal defaults for renewals and resignations. Schools that use the second option and include a specific date, especially if it’s after April 15, have been stung with late resignation requests even after staff have signed a renewal agreement for the next school year.

This change is required.

NEW POLICY 4065: STAFF USE OF AI TOOLS

We have had a student AI policy for several years, but staff are using ChatGPT, Gemini, Claude, and AI tools built into other software every day, and the risks are different from student use. This new policy is designed to work in concert with Policy 4012 on staff computer and internet use.

This policy has an AI tool approval process so that staff must obtain the permission of an upline administrator before putting student information into an AI tool. The same requirements for using student data with other classroom and educational apps (under COPPA, FERPA, etc.) apply equally to AI tools, yet most staff members are not vetting them the same way.

This policy also prohibits staff from using AI to make decisions like student grading that should be based on professional judgment. Finally, this policy includes detailed prohibitions on misuse of AI tools and guidelines on when it is permissible to use an AI recording or transcription tool.

This policy is not required, but you should strongly consider it in light of the existing legal requirements for vetting education software and apps.

REVISION OF POLICY 5001: COMPULSORY ATTENDANCE AND EXCESSIVE ABSENTEEISM

LB 937 provides more concrete processes for the excusal of absences for physical or mental illness. We updated the policy to reflect the process, which calls for verification from a certified medical professional. Additionally, LB 937 requires educational stability for students whose parents, guardians, or educational decisionmakers are subject to an active child abuse or neglect investigation from the Department of Health and Human Services and/or law enforcement. It prohibits their disenrollment or transfer for fourteen days, or unless otherwise permitted by the Department.

This change is required.

REVISION OF POLICY 5003: ADMISSION OF PART-TIME STUDENTS

LB 937 revised the part-time enrollment statute, yet again. This law has been changed more than Karen's shoes. Thankfully, this year's changes are fairly straightforward. The law has always allowed part-time enrollment of resident students, including for activity participation. Last year, the law created new enrollment rights for students attending private and exempt schools in other districts. Those rules have not changed.

This year, the Unicameral divided sports and activities into 3 buckets, with each bucket having a different number of minimum credit hours required to participate as a part-time enrollee. These are:

- (1) Activities regulated by an athletic/activities association (like NSAA): 5 credit hours;
- (2) Activities regulated by some other governing body (like FFA): the number of credit hours the school offers based on what the governing body requires; and
- (3) Activities not regulated by any governing body or athletic/activities association (like prom and chess club): the board may require up to 5 credit hours but can require fewer, even 0.

This change is required.

REVISION OF POLICY 5004: OPTION ENROLLMENT

LB 653 revised the option enrollment laws. Starting July 17, 2026, the law now requires school districts to "automatically accept" option enrollment applications of "siblings of options students enrolled in the option school district without regard to capacity limitations." In other words, from a practical standpoint, the only point in time at which a school district can deny an option application for all children who are considered siblings of one another is at the time that the first sibling applies for option enrollment.

By doing so, the new laws now make it relevant to a school district evaluating an option application whether granting the application of the individual student applying—or admitting the siblings of any such student

now or in the future—will exceed the district’s capacity limitations. We heard from many of you with questions and concerns about what this means.

We have prepared optional policy revisions. These say that a school district evaluating the application of any individual student can also consider whether admitting the student’s siblings (even if not applying at the moment) will exceed any capacity limitations. We’ve also developed updated versions of our option resolution, denial letter, and a new supplemental “application” you would use for this purpose.

If you do not choose to go with this new approach, there’s no updating you have to do to policy 5004. The new sibling acceptance requirement does not need to be in policy.

This change is optional. If you do not adopt this approach, there are no changes required to your option policy.

REVISION OF POLICY 5035: STUDENT DISCIPLINE

LB 653 revised the Student Discipline Act yet again this year. On the positive side, lawmakers added an exception to the suspension prohibition for pre-K through second-grade students. Schools may now suspend students in this age range for violent behavior “capable” of causing physical harm.

On the challenging side, LB 653 also heightened notice standards for both short- and long-term discipline, requiring additional disclosures about how a school responds to behaviors.

For short-term suspensions specifically, the requirements are more difficult to comply with at a practical level. Schools must now provide oral and written notice to the student and their parent, guardian, or educational decisionmaker before the suspension begins (“*Goss v. Lopez*”) and give the student an opportunity to present evidence prior to the suspension. Prior to this change, a simple conversation with the student was sufficient. Now, in theory, the student will have to sit in your office or remain in the building so you can provide this new “oral and written” notice to the student and parent, before sending the student home and starting the suspension. Keep in mind this new pre-suspension notice does not replace the requirement to send a letter home after the decision is made.

The law already requires principals to schedule a meeting with the student and parent(s) prior to the student returning to school from a short-term suspension. Now, the law says if a principal has not arranged that meeting, the parent can request one.

If these changes feel overwhelming and like you'll have to tweak your discipline processes and forms, welcome to the club. KSB will host a student discipline workshop to unpack these changes on June 18, which will include updated discipline forms. It will also be recorded if you can't make it that day. Consider [registering now](#) if you have not done so.

This change is required.

REVISION OF POLICY 5048: EMERGENCY RESPONSE TO LIFE THREATENING ASTHMA OR SYSTEMIC ALLERGIC REACTIONS (ANAPHYLAXIS)

LB 457 (2025), now in statute section 79-227, requires schools to implement a policy to address general incidents of anaphylaxis involving students at school. The policy must be implemented as of July 1, 2026.

As discussed in the form change below, NDE and DHHS updated the standard anaphylaxis response protocol contained in NDE Rule 59. Policy 5048 already required the school district to comply with the protocol. LB 457 required slight tweaks to the policy, including (1) that a general response protocol does take the place of existing self-management plans, 504 plans, or IEPs already in place for specific students; and (2) that a copy of the policy and the protocols be included in every school handbook.

We also receive a lot of questions about who can sign the protocol form and who can train staff on any individual plans or the protocols. The protocol form requires the signature of a "Prescribing Health Care Practitioner," defined as "a certified registered nurse anesthetist, a certified nurse midwife, a dentist, an optometrist, a nurse practitioner, a pharmacist, a physician assistant, a physician, or a podiatrist credentialed under the Uniform Credentialing Act."

The training requirements are less strict. Someone like a school nurse, or other individual who can train staff on the medication of students, may provide the staff training. If you or your school nurse have any questions or concerns, reach out to one of us.

This policy revision (and updated protocol form) is required.

REVISION OF POLICY 6009: GRADE PLACEMENT AND ACADEMIC CREDITS OF TRANSFER STUDENTS

A few subscribers have flagged a recurring headache with students transferring back from exempt (home) schools or non-accredited schools: no verified curriculum, no transcript, and an increasingly familiar revolving-door pattern (family flips into exempt status after a truancy report or a teacher dispute, asks to re-enroll later, often timed around activity eligibility). We have revised 6009 for more clarity, including two new sections that apply only to non-accredited school students and returns from non-accredited schools.

The revision more explicitly decouples grade placement from credit. The principal can place a student at a high school grade for enrollment, activities eligibility, and age-cohort purposes—which addresses the NSAA constraint—while only awarding actual credit toward graduation on a course-by-course basis. This may be after the student demonstrates proficiency on a district-administered or district-approved assessment and/or based on a review of the curriculum, student work, and transcripts provided. That remains administrator discretion, just like it was in the previous version of this policy.

The revision also adds an assessment battery selected by the principal, written placement notice to parents, a provisional placement option so the student can start school while assessments are completed, a ten-day parent appeal to the superintendent, a default re-entry timing of "start of a semester" with superintendent discretion to allow exceptions, and a cross-reference to the applicable state activities association rules for extracurricular eligibility.

This policy revision is optional.

REVISION OF POLICY 6038: STUDENT USE OF AI TOOLS

AI has changed a lot since we first drafted 6038, and the policy needed to catch up. The revised version keeps the rule that has been working—students cannot use AI on an assignment unless the teacher has

specifically approved it. The major additions are an explicit list of prohibited uses (AI deepfakes and other AI-generated harassment, nonconsensual intimate images of real people, putting classmates' personal information into AI tools, and using AI to get around accommodations or content filters); a carve-out for AI approved as assistive technology through the IEP or Section 504 process; and authority to reach off-campus AI conduct that disrupts school.

This policy, and the changes, are optional.

NEW POLICY 6046: RIGHT TO ACCESS SCHOOL LIBRARY MATERIALS

LB 390 (2025) requires each school board of a public school district to adopt a policy relating to access by a parent, guardian, or educational decisionmaker to certain school library information. The new policy provides parents, guardians, and educational decisionmakers the right to access a catalog of all books in the school district's library and the right to opt into certain notifications when their student checks out a library book.

The law does not specify a specific method by which school districts must distribute the request for notification form, or how parents can submit such requests. We recommend that you think about whether you want to require submission of a written form or will allow an alternative method of requesting notification. We have included a simple placeholder in the student handbook, as well, in the event you choose to handle the "opt in" process via handbooks.

The deadline for adopting this policy is "for implementation at the beginning of the 2026-27 school year."

This policy is required.

Form Changes

Special Education Procedures

Special education compliance is, unfortunately, an ever-moving target. We revised the procedures slightly, adding timelines for initial evaluations—districts must complete them within 45 school days or 60 calendar days, whichever comes first. This has always been the law, but it wasn't spelled out in the procedures (because it has always been the law). Please note: if the Department ordered your district to modify its procedures, this draft may not reflect what you currently have in place. We have maintained, and continue to maintain, that these procedures comply with the law and meet all required legal standards. **This procedure change is required.**

Policy 5004 - Related Option Enrollment Resources

These optional policy updates include three update resources for your option enrollment program: (1) an update board resolution on option enrollment; (2) a supplemental application for parents applying for option enrollment to supplement the information on the NDE form; and (3) an updated supplemental denial letter that many schools use alongside NDE's form when an application is denied.

You should only use these updated documents if you implement the optional policy changes. *If you implement the optional policy changes, you must approve the updated option resolution prior to using those new sibling criteria.*

This supplemental application is designed to provide you with the relevant information that you will need in order to be in a position to accept or reject an application, in light of all of the siblings who may gain the right to automatic acceptance once the first sibling is accepted. **These form changes are required if you adopt the new sibling consideration provisions.**

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

DHHS and NDE have updated this protocol form. You should replace your existing form with this updated version if you haven't already. The differences are subtle but important. For example, the student's weight

dictating when to use a junior epinephrine dose compared to an adult dose increased from 50 to 60 pounds. NDE Rule 59 is the binding regulation on schools, so that is the version of the form we have now included in the policy service. This protocol form is functionally your policy and what will be used to train staff. As noted above, the policy and form must also be in “all” school handbooks. **This form change is required.**

Policy 6046 - Right to Request Notification of Library Books

These updates include an optional form for you to use for parents who decide to request notification that their student has checked out a library book, as addressed in new Policy 6046. **This form isn’t required** if you choose to allow opt-ins another way.

Other Issues To Consider

LB 258: Minimum Wage

LB 258 revises the way in which the state minimum wage is calculated. The current state minimum wage is \$15.00 per hour. The minimum wage must be increased each January 1st by one and three-quarters percent. Different, lower rates may be paid to student learners and “youth” (14- and 15-year-olds who are not emancipated minors). **Section 48-1202(2) specifically excludes Nebraska public school districts from the definition of “employer” to which the minimum wage applies.** Therefore, the federal minimum wage of \$7.25 per hour applies to Nebraska school districts. **However**, there are retirement implications if the school does not pay at least the state minimum wage. Section 79-902 says that “[c]reditable service does not include . . . services rendered for which the retirement board determines that the member was paid less in compensation than the minimum wage as provided in the Wage and Hour Act.” In other words, if your school pays classified staff a rate below NE minimum wage, there won’t be creditable service given for those activities under the school plan. That may also mean modifying wages mid-school year, when the state minimum wage changes.

LB 383 (2025): Sexting Laws and Parent Consent for Social Media Accounts

LB 383, enacted in 2025, created the Child Sexual Abuse Material Prevention Act. This is the law that now contains many of Nebraska’s

“sexting” statutes, new and old. For example, it criminalizes the creation of AI or “computer-generated” content depicting minors. You often hear these referred to as “deep fakes.” While the law raises some interesting constitutional issues in terms of criminal enforcement, it actually helps schools address “deep fakes” and similar generated content. The Student Discipline Act permits discipline for a violation of Nebraska law, including these laws. None of these changes made by LB 383 required policy updates last year, but they will continue to shape our digital citizenship presentations and your digital citizenship education efforts.

Here’s what’s new. LB 383 also created the Parental Rights in Social Media Act. It is set to take effect July 1, 2026. Essentially, any person creating a social media account must go through an age verification process. The law prohibits any “minor” from creating a social media account. “Minor” is defined as an individual “known or reasonably believed by a social media platform to be under eighteen years of age.” The law only permits a minor to have an account if a parent consents, signs an oath, and completes an age verification process on behalf of the child. Even a 17-year-old senior in high school will need parent consent to hold an account if the law takes effect. Any social media company that violates the new consent requirements can be fined up to \$2,500 per violation.

Of course, social media companies including Meta (Facebook, Instagram) and TikTok filed a lawsuit in Nebraska seeking to stop the law from taking effect on July 1. They have stopped the enforcement of similar laws in other states. If they are not successful in Nebraska, this will be a significant change across the state. Under current law, most students aged 13 or older can establish their own accounts without parental consent or oversight. The only real safeguard is external parental controls (human and technological), which rely on the diligence of busy parents who are less technologically sophisticated than their kids. If the law goes into effect, we think it presents a good opportunity to educate parents on its requirements and also their role as digital parents.

LB 745: High School Equivalency Diploma

LB 745 removes the age restriction and waiting period previously required to obtain a high school equivalency diploma in Nebraska. Under the old law, applicants had to be at least 18 years old and wait until their former graduating class had been out of school for at least one year. The new law eliminates both of those requirements entirely. The bill retains the existing eligibility criteria: applicants must still establish 30-day Nebraska residency

(or have last earned credits at a Nebraska high school), and they must demonstrate educational achievement equivalent to a typical high school graduate through approved testing.

LB 803: Pink Postcards for Everyone!

LB 803 made changes to school districts' budget adoption procedures. Among other details, this will require all school districts (including at least one member of the board) to participate in a joint public hearing that must occur between July 1 and July 14. Although different components of LB 803 have different effective dates, the provisions affecting school district budget procedures will be **effective January 1, 2027**. In other words, school districts need not make changes to their budget adoption procedures for adopting the 2026–27 budget (by the end of September 2026). But you will see this again next year as we update policies and send out information on its impact for 2027-28 budgeting processes.

LB 824: NPERS 120 Days

LB 824 takes effect May 1, 2026 and changes the separation period for School Plan members from 180 days to 120 days. The new law also tightens the rules significantly. During the 120-day period, a member who terminates service and takes a distribution cannot perform any work for a School Plan employer, including substitute teaching, volunteering, independent contracting, or working through a third-party organization that serves School Plan employers. Schools need to pay close attention, because even informal arrangements like training a replacement, coaching, officiating/referring, or participating in programs like Teammates can be a violation. If NPERS finds that a true separation did not occur, the district must pay back contributions plus interest. Members who filed a valid distribution application before May 1, 2026 follow the old 180-day rules, which allow up to 8 days per calendar month of substitute or volunteer service. More information is available [here](#).

LB 935: Swatting

LB 935 creates a new criminal offense of swatting. A person commits the offense of swatting if such person:

- Knowingly makes, causes to be made, or directs a false or misleading report of criminal activity or a need for emergency medical services or assistance from firefighters;

- Such report is made to a law enforcement agency, public safety answering point, or any other emergency response organization;
- The person knows or reasonably should know the report is false or misleading; and
- The report results in the dispatch of law enforcement, firefighters, or emergency response personnel.

A typical violation is a Class I misdemeanor. However, a violation of the new law will be a Class II felony if the violation proximately: (1) results in serious bodily injury to any person or (2) causes a law enforcement officer to deploy or threaten to deploy deadly force. A violation of the new law will be a Class IB felony if the violation proximately results in the death of any person.

LB 935: Attorney Fees

LB 935 allows a political subdivision to request an award of costs and attorney's fees if: (1) the political subdivision is a defendant against a claim that is frivolous or intended primarily to harass the political subdivision or its public officials; or (2) another party asserts a defense against a claim of the political subdivision and such defense is frivolous or intended primarily to harass the political subdivision or its public officials.

LB 940: Color Additives

Beginning August 1, 2027, public schools may not offer or make available to any student any food served as part of a school meal that contains the following color additives: Blue No. 1; Blue No. 2; Green No. 3; Red No. 40; Yellow No. 5; or Yellow No. 6. A "school meal" means a meal served pursuant to the federal Richard B. Russell National School Lunch Act or the federal Child Nutrition Act of 1966, and does not include any other food offered or made available to students.

LB 1126: Public-Private Partnership Contracts

Part of LB 1126 amended the *Political Subdivisions Construction Alternatives Act* to add a new project delivery system: public-private partnership contracts. The new law contemplates that school districts can enter into a public-private partnership contract as a method "for construction or financing of capital projects or procurement of services" in response to unsolicited proposals. If a school district is interested in using this project delivery system, the law requires that it adopt specific policies for entering into these contracts. We will have such optional policies available in the future for your use. If you have more questions about this alternative, please contact us.

KSB Evaluation Platform Suite

We are also excited to announce that the KSB Board Self Evaluation Platform is now live and available for use. Board self evaluation is essential to overall school district success and we've worked closely with several prominent administrators across the state to make sure this tool is a valuable resource for you and your district. We have a short video about the board self evaluation [here](#).

This addition completes our suite of evaluation platforms aligned across all of your district leadership - superintendent, principal and building administrator, and board self evaluation. If you subscribed to the evaluation platform during the 2025-26 school year, your district has access to this module at no additional charge. If you have not yet subscribed to the evaluation portion of the platform, [please visit our website for more information](#) and don't hesitate to reach out.

CONCLUSION

It is all too easy to adopt policies that look good but that do not actually reflect how the school operates or assist the school in accomplishing its goals. Every year, we stress that it is very important to us to provide you with a working, useful set of policies and ongoing ***policy service***. For our Complete Service subscribers, there is no additional charge for revisions to our policies or consultation about them. Please don't hesitate to contact any of us with questions about the updates or other policies. Our group e-mail address is ksb@ksbschoollaw.com.

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

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.

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. 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 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 \$136,000

- A. The school district will solicit quotes and/or estimates for all projects with an estimated cost of less than \$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 \$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 \$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 \$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 200.327 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 \$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 \$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 \$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 \$15,000 and \$350,000 (Simplified Acquisition Procedures)

For construction projects subject to this policy, simplified acquisitions are purchases that, in the aggregate amount, is more than \$15,000 and less than \$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 \$136,000 and \$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 \$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 \$136,000 and \$350,000.

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

A. Sealed Bids: All constructions projects subject to this policy with an anticipated cost of \$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 200.327 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 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. § 200.334.
 - 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 200.327 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 \$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 \$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 \$15,000 and \$350,000 (Simplified Acquisition Procedures)

Simplified acquisitions are purchases that, in the aggregate amount, are more than \$15,000 and less than \$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 \$350,000

a) Sealed Bids (Formal Advertising)

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

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

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

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

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

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

School Attendance and Participation in School Sponsored Activities. The district will provide educational services to a student diagnosed with a

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

Infection and Exposure Control Procedures/Universal Precautions.

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

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

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

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.

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. The board will negotiate with organizations that have been certified or recognized in accordance with public employee bargaining statutes. The board or administration will coordinate with certified or recognized organizations for purposes of collective bargaining.

The district will allow professional employee organizations to make reasonable use of district facilities for meetings outside the district's and the employees' work hours. With administrative approval, organizations may use district resources, post notices of meetings, and provide other information on bulletin boards designated for this purpose, and use district email and mailboxes for delivery of information specific to the organization. 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 may be established through the collective bargaining process.

The committee will adopt and maintain a written injury prevention program. The committee 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 will be conducted annually.

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

The committee 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 will keep written minutes of all meetings and provide a copy to the superintendent or designee who 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 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 will assure that the safety training for employees is reviewed annually or more frequently, if needed. He or she 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 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 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 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 will review the district's All-Hazard School Safety Plan upon its adoption by the crisis team.

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 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. Severe weather
2. Medical appointments for the student
3. Death or serious illness of the student's family member
4. Attending a funeral, wedding or graduation
5. Appearance at court or for other legal matters
6. Observance of religious holidays of the student's own faith
7. College planning visits
8. Personal or family vacations

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 is absent more than twenty days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer

Making Up Absences (Optional – Remove or revise based on your District’s practices.)

When a student receives [X] unexcused absences or the hourly equivalent in any semester, the student shall be required to make up those absences through attendance in [insert program]. Absences shall be made up at a rate of [insert rate.]

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

The parent or guardian must meet all of the district's admission requirements and file an application for enrollment on forms provided by the school district by August 1st, prior to the year of enrollment. For second semester high school courses, the application must be filed by December 1st. 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. Students who are enrolled in a private, denominational, or parochial school may not participate in extracurricular sports and activities sponsored by the school district.

Exempt school students may only participate in extracurricular sports and activities if they are enrolled in at least 20 credit hours per semester 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 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. 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. 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: July 10, 2017

Revised on: July 14, 2025

Reviewed on: August 11, 2025

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 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.

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

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

Makeup Work for Suspended Students

Any student who is suspended must be given an opportunity to complete any classwork and homework missed during the period of suspension, including, but not limited to, examinations ("makeup work"). Any makeup work must be completed and turned in within 2 school days after completion of the suspension. This makeup guideline shall be provided to the student and a Parent 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. After the principal has determined that a short-term suspension is necessary, but prior to commencement of the short-term suspension, the student and the Parent will be given oral and written notice of the charges against the student. They will be advised of what the student is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to present evidence of the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary, 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, describing:
 - a. The student's conduct, misconduct or violation of the rule or standard;
 - b. The reasons for the action taken;
 - c. The actions made by the school to try to discontinue or alleviate the behavior of the student prior to considering suspension;
 - d. Resources the school is able to provide or recommend to assist the student; and
 - e. How the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school.
4. 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.
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. 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 Parent with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:

- a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
 - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
 - c. Resources the school is able to provide or recommend to assist the student;
 - d. How the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school;
 - e. A statement that, before long-term suspension, expulsion, or mandatory reassignment can be invoked, the student has a right to a hearing, upon request, and that if the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension pursuant to district guidelines which shall not require the student to attend the school district's alternative programs for expelled students in order to complete classwork or;
 - f. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - g. A statement that the principal, legal counsel for the school, the student, the student's Parent, or the student's representative has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
 - h. A form on which the student, the student's Parent may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail to the address provided on the form.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a

- personal injury to the student himself or herself, other students, school employees, or school volunteers.
4. Nothing in this policy shall preclude the student, the student's 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 may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's Parent must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.
 6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's Parent of the time and place for the hearing.
 7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's Parent, except with the consent of all the parties.
 8. The principal or legal counsel for the school, the student, the student's Parent, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.
 9. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.

10. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

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

Reporting Requirement to Law Enforcement

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

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

The superintendent shall obtain the required signature(s) of one or more Prescribing Health Care Practitioners on the Protocol form. The superintendent shall publish this policy and Protocol in each student and employee handbook.

The superintendent shall arrange to have a qualified medical 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

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

Transfer from an Accredited School District

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

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

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

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

Transfer From a Non-Accredited School

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

- Student's chronological age
- Previous school experience
- Materials submitted by the student or family pursuant to this policy

- Testing data from any tests or assessments conducted by the school district

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

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 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

Student Use of AI Tools

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

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

1. Students may not use AI tools on any assignment, test, or project unless the staff member has given express permission for the student to do so. Staff Member permission to use an AI tool on one assignment does not carry over to other assignments. Individual staff members will decide for each individual assignment the extent to which students may use AI Tools.
2. If a student uses any AI Tools in connection with a school assignment, the student must:
 - a. Give proper attribution to the specific AI Tool(s) used to the same extent that students are expected to give proper attribution to other sources of information such as books, texts, encyclopedias, secondary sources, and other traditional media. Such attribution may include, but is not necessarily limited to, accurate quotations, citations, footnotes, endnotes, and/or bibliography entries.
 - b. Never copy and paste the output from the AI Tool into the student’s work as if the student wrote such section himself or herself.
3. Students may never use AI Tools to:
 - a. Cheat on any assignment, test, or quiz;
 - b. Help answer questions on a test or quiz without staff member permission;
 - c. Make or share deepfakes or fake images, audio, or video of any real person;

- d. Make or share sexual, nude, or intimate images of any real person—even if the image is fake or AI-made;
 - e. Bully, harass, threaten, intimidate or impersonate any person;
 - f. Place another student or staff member name, photo, voice, or personal information into an AI Tool without staff member authorization;
 - g. Use AI Tools to bypass accommodations, content filters, or school security.
4. A student may use AI Tools as an accommodation if his/her IEP team or Section 504 committee has approved use of the tool. The student must disclose the use of AI Tools to the staff member grading the assignment.
5. A student's failure to meet the requirements stated in this policy will constitute a violation of the district's prohibitions against cheating plagiarism and/or academic dishonesty, including but not necessarily limited to such prohibitions stated in the Student Handbook, which violation will subject the student to discipline up to and including expulsion.
6. The student requirements stated above are the minimum requirements for any student assignment. An individual teacher may impose more stringent requirements for any specific academic assignment or coursework.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6046
Right to Access to School Library Materials

Definitions. As used in this policy,

- “Parent” means the parent, guardian, or educational decisionmaker of any student currently attending the school district; and
- “Educational decisionmaker” means a person designated or ordered by a court to make educational decisions on behalf of a child.

Catalog of Library Books. The superintendent or designee shall create and maintain a catalog of all books in the school district’s library, categorized by school building, that shall be accessible by a Parent.

Opportunity for Notification. A Parent shall have the opportunity to be notified when the Parent’s student checks out a book from the school library, which notification shall include the title of the book, the author(s) of the book, and the date the book is due to be returned to the school library. The administration may elect to allow a Parent to exercise the opportunity to receive such notifications by means of a website, application notification, or by opting into email notifications.

Nothing in this policy shall be construed to create any rights of access or rights to notification in favor of any person that does not meet the definition of Parent stated above.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4056: Resignation of Certificated Staff

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

Staff members who submit their resignations to the board of education after contracts are required to be returned by March 15, 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.

Adopted on: July 10, 2017

Revised on: July 11, 2022

Reviewed on: July 14, 2025

July 1st-14th

No vacation or sick days were used.

Sick Days-30 of 30 Remaining

Vacation Days- 20 of 20 Remaining

July 14th-August 11th

No vacation or sick days were used.

Sick Days-30 of 30 Remaining

Vacation Days- 20 of 20 Remaining

August 11-September 8

No vacation or sick days were used.

Sick Days-30 of 30 Remaining

Vacation Days- 20 of 20 Remaining

September 8-October 13

1 vacation day used, September 12.

Sick Days-30 of 30 Remaining

Vacation Days- 19 of 20 Remaining

October 14-November 10

No days used

Sick Days-30 of 30 Remaining

Vacation Days- 19 of 20 Remaining

November 10-December 8

.25 on November 24

1 on November 26

Sick Days-30 of 30 Remaining

Vacation Days- 17.75 of 20 Remaining

December 8-Jan 12

No days used

Sick Days-30 of 30 Remaining

Vacation Days- 17.75 of 20 Remaining

January 13-February 9

.5 on January 23

Sick Days-30 of 30 Remaining

Vacation Days- 17.25 of 20 Remaining

February 10-March 9

No days used

Sick Days-30 of 30 Remaining

Vacation Days- 17.25 of 20 Remaining

March 9-April 13

1 vacation day 3-10

.5 vacation day 3-26

Sick Days-30 of 30 Remaining

Vacation Days- 15.75 of 20 Remaining

April 13-May 11

No Days used

Sick Days-30 of 30 Remaining

Vacation Days- 15.75 of 20 Remaining

May 12-June 8

No Days used

Sick Days-30 of 30 Remaining

Vacation Days- 15.75 of 20 Remaining