

## **Board of Education Regular Meeting**

Monday, June 10, 2024 7:00 PM

Media Center at the Palmyra District OR-1 Public Schools

425 F Street

Palmyra, NE 68418

1. Call to Order and Pledge of Allegiance
2. Announcement of the Open Meetings Act Posting
3. Staff and Student Presentations
4. Consent Agenda
  - 4.1. Approval of Board Agenda
  - 4.2. Approval of minutes of previous meetings
  - 4.3. Approval of Claims/Payment of Bills and Payroll
  - 4.4. Certificated/Classified Hire(s)/Reassignment(s)/Resignation(s)
  - 4.5. Financial Report
5. Public Comment
6. Administrative Reports
  - 6.1. Superintendent's Report
  - 6.2. Administrative Team Report
7. Discussion Items- Committee Reports
  - 7.1. Americanism and Multicultural Reports
  - 7.2. District Activities Committee
  - 7.3. District Wellness Committee
8. Policy Review
9. Action Items
  - 9.1. Presentation, discussion, and or official action to approve the depository for the third issuance of the 2022 General Obligation Bonds.
  - 9.2. Presentation, discussion, and or official action to approve the updated District OR.1 Preschool Selection Criteria Policy.
  - 9.3. Presentation, discussion, and or official action to determine the tuition for preschool at Bennet Elementary School
  - 9.4. Presentation, discussion, and or official action to approve the 2024-2025 Pre-School Student Handbook.
  - 9.5. Presentation, discussion, and or official action to approve the 2024-2025 Bennet Elementary Student Handbook.
  - 9.6. Presentation, discussion, and or official action to update food service student prices for the 2024-2025 school year.
  - 9.7. Presentation, discussion, and or official action to approve a calendar change to the 2024-2025 School District Calendar.
  - 9.8. Presentation, discussion, and or official action to reschedule the Monday, July 8th, 2024 board meetings
  - 9.9. Presentation, discussion, and or official action to purchase an additional school bus.
10. Board of Education Development
11. Closed Session

12. Topics for Next Month's Agenda
13. Adjournment

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Chairperson

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Superintendent



## District OR-1 Schools Project Summary as of 5-13-2024

### **Bennet Elementary School**

#### Progress to Date:

- West addition acoustic pad installation started.
- West addition cabinets are delivered & being installed.
- West addition finishing plumbing & electrical.
- East addition brick & windows substantially complete.
- East addition drywall
- New kitchen tile

#### Upcoming Activities:

- West addition finish acoustic pad installation.
- West addition finish cabinet installation.
- East addition ceiling grid & HVAC & electrical fixture.
- Kitchen equipment relocation to start.
- Demolition of existing office at the end of the school year.
- Demolition of existing gym floor to start at the end of the school year.
- Playground equipment installation & sod installation to start.

Pay Application Approval

### **Palmyra Jr./Sr. High School**

#### Progress to Date:

- Roofing substantially complete.
- Brick installation substantially completed.
- Windows on west & east elevations completed.
- Drywall installed on main level & lower level.
- MEP rough-in on CTE & upper level.
- Installation of roof top air handling equipment.
- Painting of classrooms started.
- Beginning installation of tile in corridor on main level.

#### Upcoming Activities:

- Begin drywall on upper level.
- Finish window installation on north elevation.
- Finish tile on main level corridors & start tile in restrooms.
- Start cabinet installation on main level.
- Start acoustic grid on main level.
- Demolition of existing office & commons area.
- Demolition of existing CTE.
- Finish mechanical & electrical rough in of CTE.

Pay Application Approval

## **Board of Education Special (CMAR) Meeting**

Monday, May 13, 2024 6:30 PM

Media Center at the Palmyra District OR-1 Public Schools

425 F Street

Palmyra, NE 68418

### **District Mission:**

**“Together we prepare our students to successfully meet the challenges of the future.”**

**Strategic Goal 1:** District OR-1 Public Schools will provide the facilities needed to be competitive with other area schools in athletics and fine arts programs.

**Strategic Goal 2:** District OR-1 Public Schools will foster a unified community.

**Strategic Goal 3:** District OR-1 Public Schools will continuously implement (academic) programs and the curriculum needed to remain competitive with other area schools.

Attendance Taken at 6:31 PM.

Dean Busch: Present

Jaimi Calfee: Absent

Tim Cheney: Present

Brandon Desh: Present

Dee Moore: Present

Josh Penterman: Present

Attendance Update Taken at 6:43 PM.

Jaimi Calfee: Present

This information was posted in the following public formats:

- The Voice News (weekly area newspaper)
- Farmers' Merchants Bank - Palmyra
- Palmyra Post Office
- Palmyra High School
- Bennet Post Office
- Bennet Elementary School
- District OR-1 Website - <https://www.districtor1.org/>

### 1. Call to Order and Pledge of Allegiance

- Board President Desh called the special meeting to order at **6:30 p.m.**

- Board President Desh led the board, staff members, and patrons in attendance in the Pledge of Allegiance.

## 2. Announcement of the Open Meetings Act Posting

- Board President Desh identified the location of the Open Meetings Act Poster on the wall in the meeting room.
  - ***Please note:*** *An updated copy of the Open Meetings Act poster will be distributed to public entities for public distribution sometime during the summer of 2024.*
  - *Until the posters arrive, the attached document will be displayed in the meeting room to accommodate the current changes.*
  - ***The changes are reflected in the currently posted materials: revised April 2024.***

## 3. Construction Manager Progress Report

- A CMAR progress report was presented to the board members and patrons in attendance by a BIC representative.
- A list of the items discussed at the meeting is listed below:
  - **Construction Progress at Bennet Elementary School**
  - **Construction Progress at Palmyra Jr. / Sr. High School.**
    - A document sharing highlights of the CMAR presentation was discussed during this portion of the meeting. A document summarizing this discussion is attached to this agenda item.
    - *Pictures of the current construction progress at both buildings were also shared at the meeting.*

## 4. Action Items No further discussion.

4.1. Presentation, discussion, and or official action concerning the construction projects at Bennet Elementary and Palmyra Junior/Senior High School, including change orders, construction change directives, payment applications from contractors, and reports, information, and other recommendations by the Project Architect and Owner's Representative (CMAR). Motion to approve the attached construction claims as presented. Passed with a motion by Tim Cheney and a second by Dean Busch.

Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea

- No further discussion.
- Please note: The "pending" items have been analyzed by committee members and district staff for the best overall quality and cost-effectiveness.

## 5. Closed Session

- No closed session is scheduled for this meeting.

## 6. Next Regular Meeting

- The next regular board meeting will be **Monday, May 13th, 2024, beginning at 7:00 p.m.** at Palmyra High School in the media center.
- The next CMAR special board meeting will be **Monday, June 10th, 2024, beginning at 6:30 p.m.** at Palmyra High School in the media center.

7. Adjournment

- The meeting was adjourned at **6:59 p.m.**

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Chairperson

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Superintendent

## **Work Session-Board of Education**

Monday, June 3, 2024 5:00 PM

Transformational Marketing

208 Locust Street

Panama, NE 68419

### **District Mission:**

**“Together we prepare our students to successfully meet the challenges of the future.”**

**Strategic Goal 1:** District OR-1 Public Schools will provide the facilities needed to be competitive with other area schools in athletics and fine arts programs.

**Strategic Goal 2:** District OR-1 Public Schools will foster a unified community.

**Strategic Goal 3:** District OR-1 Public Schools will continuously implement (academic) programs and the curriculum needed to remain competitive with other area schools.

Attendance Taken at 5:04 PM.

Dean Busch: Present

Jaimi Calfee: Present

Tim Cheney: Present

Brandon Desh: Present

Dee Moore: Present

Josh Penterman: Present

This information was posted in the following public formats:

- The Voice News (weekly area newspaper)
- Farmers' Merchants Bank - Palmyra
- Palmyra Post Office
- Palmyra High School
- Bennet Post Office
- Bennet Elementary School
- District OR-1 Website - <https://www.districtor1.org/>

### 1. Call to Order

- Board President Desh called the meeting to order at **5:03 p.m.**

### 2. Announcement of the Open Meetings Act Posting

- Board President Desh identified the location of the Open Meetings Act Poster on the wall in the meeting room.

- ***Please note:*** *An updated copy of the Open Meetings Act poster will be distributed to public entities for public distribution sometime during the summer of 2024.*
- *Until the posters arrive, the attached document will be displayed in the meeting room to accommodate the current changes.*
- ***The changes are reflected in the currently posted materials: revised April 2024.***

### 3. Action Items

- No action items were presented.

### 4. Board Retreat: Discussion Items The following items were discussed during the meeting:

#### **Board Retreat Agenda Items:**

- Superintendent Goals Review and Update
- Board Goals and Professional Development
- **2022** Bond: Third Issuance Update
- **2023-2024** Budget Overview Discussion
- **2024-2025** Budget Projection Discussion
- Sale of Obsolete District Equipment Discussion
- District Committees Update
- Construction Update and Project Discussion
- Policy Update
- Activities Discussion
- District Facility Usage
- Personnel Update
- Strategic Planning
- Board Self-Assessment
- District Property Update
- Parent and Patron Survey Feedback from Communication Audit

### 5. Adjournment

- The meeting was adjourned at 7:30 p.m.

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Chairperson

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Superintendent

## Board of Education Regular Meeting

Monday, May 13, 2024 7:00 PM

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This information was posted in the following public formats:

- The Voice News (weekly area newspaper)
- Farmers' Merchants Bank - Palmyra
- Palmyra Post Office
- Palmyra High School
- Bennet Post Office
- Bennet Elementary School
- District OR-1 Website - <https://www.districtor1.org/>

### 1. Call to Order and Pledge of Allegiance

- Board President Desh called the meeting to order at **7:00 p.m.**
- The Pledge of Allegiance was conducted at the CMAR special board meeting earlier in the evening.

### 2. Announcement of the Open Meetings Act Posting

- Board President Desh identified the location of the Open Meetings Act Poster on the wall in the meeting room.
  - ***Please note:*** *An updated copy of the Open Meetings Act poster will be distributed to public entities for public distribution sometime during the summer of 2024.*
  - *Until the posters arrive, the attached document will be displayed in the meeting room to accommodate the current changes.*
  - ***The changes are reflected in the currently posted materials: revised April 2024.***

### 3. 2022 Bond: 3rd Issuance: Vendor Presentation

- We will have a local vendor present information related to the third issuance of the 2022 General Obligation Bond.
  - *Representatives from Western National Bank presented a proposal for securing the third issuance of the 2022 General Obligation Bond*
  - *Special thanks to Western National Bank for taking the time to come and present at the meeting.*

4. Staff and Student Presentations **Staff and Student Presentations for this month are listed below:**

- **Graduation Video:**
  - A short video of our graduating seniors was played at graduation and highlighted to our board members at the meeting.
- **"End of the School Year" Student and Staff Video Highlights.**
  - An "end of the year" student video was shown to the board members during the meeting.
    - Special thanks to all of our students and staff for their hard work and service to our district this school year!

5. Consent Agenda Motion to approve the consent agenda as presented. This motion, made by Dee Moore and seconded by Jaimi Calfee, Passed.  
 Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea

- No further discussion.

5.1. Approval of Board Agenda

5.2. Approval of minutes of previous meetings

5.3. Approval of Claims/Payment of Bills and Payroll

5.4. Certificated/Classified Hire(s)/Reassignment(s)/Resignation(s)

5.4.1. Presentation, discussion, and or official action to approve a teaching contract of Mrs. Julie Hendricks

5.5. Financial Report

6. Public Comment

Public Comment was provided by the following individuals:

- Madi Dvorak of Bennet
- Sofia Gartzke of Bennet
- Dylaney Georges of Palmyra
- Justin Georges of Palmyra
- Ashley Hammon of Palmyra

## 7. Administrative Reports

### 7.1. Superintendent's Report

**Highlights of the Superintendent's Report are listed below:**

#### **"Community Unity" Project Update:**

- **Kempkes Plaque Relocation:**
  - The Bob L. Kempkes plaque previously located under the flagpole at the west football field in Palmyra will be relocated at the Olson Complex.
  - Please see the attached document for more information
- **Bennet Elementary School: 1918 Cornerstone Relocation:**
  - The 1918 cornerstone at Bennet will be relocated at the Bennet site in alignment with construction completion deadlines.
  - Please see the attached picture for more information.
- **School District Time Capsule:**
  - A time capsule was unearthed during the recent building renovations.
  - This artifact will be secured in the community unity section display at Palmyra High School.
  - Please see the attached picture for more information.

#### **Staff Appreciation Week:**

- Staff Appreciation Week was **May 6th - May 10th.**
- Special thanks to our staff members for their outstanding service and dedication to our students and families.

#### **Staff Kudos:**

- **PHS Graduation Summary:**
  - Graduation occurred on Saturday, May 11th, at 2:00 p.m. at Palmyra High School.
  - Please see the attached pictures.
- **Staff Award:**
  - Mrs. Michelle Paxton has won the Association of Career and Technical Education of Nebraska: **2024 Outstanding FCS Teacher of the Year!**
  - Mrs. Paxton will receive her award on **Tuesday, June 4th** in Kearney at the NCE Conference.
  - Congratulations Mrs. Paxton! Well done!
- **Aspire Community Presentation:**
  - Please see the attached document.
- **Transition Services Parent Meeting Flyer: June 11.202**
  - Please see the attached document.
- **Mr. Mac Celebration:**

- Congratulations to Mr. Thomas McChristian for his section as a finalist for the Presidential Awards for Excellence in Mathematics and Science Teaching (PAEMST), the nation's highest honor for K-12 science, technology, engineering, mathematics, and/or computer science teachers.
- Mr. Mac (a 5th-grade teacher at Bennet Elementary) is one of three Nebraska teachers receiving this award, and he will be officially recognized by the Nebraska Department of Education (NDE) for his selection at an upcoming state board meeting this summer.
- Congratulations Mr. Mac for a well-deserved award.
- **2nd Grade Letters to the Board Summary**
  - Board President Desh provided a summary of the letters from the students.
  - Mr. Desh also personally visited the students in their classrooms to thank them for their letters and innovative thinking.
- **ACT Test Results and Summary:**
  - PHS students scored well on the recent Pre-ACT, ACT, and NCSAS assessments.
  - Congratulations to our students for their hard work in preparing for these assessments.
- **Olson Complex:**
  - Our annual field grooming appointment is scheduled for **Tuesday, June 18th.**
  - This annual grooming helps to keep our turf football field well-maintained and safe for participants.
- **Possible Board Meeting Change of Date for July 2024:**
  - The board considered a few possible options:
    - *Keep the date as Monday, July 8th, or consider Wednesday, July 10th, or Thursday, July 11th as possible dates to reschedule.*
  - *Board members were provided additional time to decide on options that best accommodate all schedules.*
  - *This item will be discussed again at the June 3rd board retreat and June regular board meeting.*
- **LB 71 Webinar Highlights:**
  - Superintendent Hart summarized the webinar sponsored by NDE on **Monday, April 22nd.**
  - Please see the attached document for more information.
- **Legislative Summary:**
  - Please see the attached documents
- **Policy Updates:**
  - Please see the attached documents
- **Communication Audit:**
  - Superintendent Hart summarized the results of the staff and parent communication survey distributed this spring.
- **Personnel Update:**
  - Superintendent Hart provided a summary of personnel updates.
- **NDE Safety and Security Grant Update:**
  - Please see the attached document
- **Tuesday, May 14th Primary Election Update:**
- **Pre-School Update:**

- Ms. Walter provided an update on pre-school.
- The district will be offering a full-day preschool section in the fall.
- Additional information and district actions aligned with recent legislative action allowing school-aged children (5 year olds) to attend preschool will be discussed at an upcoming meeting.
- **District Wellness Meeting Summary:**
  - Our next meeting will be on **Wednesday, June 5th, from 12:00–1:00 p.m.** at Palmyra High School
  - More information will be provided at the Monday, June 10th, 2024 regular board meeting.
- **PHS Store Update**
  - Riverstone Bank will present a donation to design and implement a school store at Palmyra High School on Tuesday, **May 14, 2024.**
  - We are grateful for our strong community partnerships and appreciate the engagement and support of our local and area businesses.
- **Math Curriculum Update:**
  - Math committee members are finalizing a recommendation for an updated math curriculum.
  - More information and a bid will be discussed at the Monday, June 10th regular board meeting.
- **2024-2025 Budget Planning Update:**
  - Superintendent Hart discussed current budget reports and more information will be addressed in the June 3rd board retreat.
- **Staff and Student Handbook Update:**
  - Due to the amount of new policy revision needed from the last legislative session, the items will be on the board agenda for approval at the June 10th regular board meeting.
- **Summer Building Projects Update**
  - *End-of-Year Logistics*
- **Schedule Summer "Board Retreat":**
  - Board members decided to meet on **Monday, June 3rd, 2024 from 5:00-7:00 p.m.** at Transformation Marketing in Panama, Nebraska for the board retreat work session.
  - FYI: Notice of this public meeting will be posted on our school website, district social media outlets, and in the area newspaper.

## 7.2. Administrative Team Report

**Highlights from the admin report shared by Mr. Johnson (High School Principal) and Ms. Walter (Bennet Elementary Principal) is listed below:**

- Graduation highlights
- NSCAS and MAPS testing process summary from both the Elementary and HS
- Elementary Track Days and AR Awards for grades (1-4) ceremonies at the Olsen Complex.

- 5th Grade graduation will be at PHS on Tuesday, May 14th at 1:30 pm.
- The last student day for Elementary students will be Wednesday, May 15th, and the last student day for JH/HS will be Thursday, May 16th
- Summer Enrichment for **KDG and 1st grade** will be at Bennet and **2nd-5th grade at PHS.**

## 8. Discussion Items- Committee Reports

- The Board Committee assignments for the **2023-2024** school year are attached to this agenda item.

### 8.1. Transportation / Facilities Committee Update

- The Facilities Committee is scheduled to meet on **Tuesday, May 21st at 8:00 a.m.** at PHS in the conference room.
  - A summary of this meeting will be provided at the **June 10th** regular board meeting.

### 8.2. Budget Committee

- Committee members summarized the Budget Committee meeting that occurred on **Monday, May 13th that began at 5:45 p.m.** at Palmyra High School.

## 9. Policy Review

- The updated Policy Review Schedule is attached to this agenda item.

### 9.1. Review and Discuss Draft Policies for PHS Community Fitness Center Usage and District Facility Use Rates

- Board members discussed the attached policies and the documents will be reviewed again at the **Monday, June 3rd, 2024 board retreat** and the **Monday, June 10th, 2024 regular board meeting.**

### 9.2. 2024 Policy Update Summary

- Superintendent Hart summarized the attached document.

## 10. Action Items

10.1. Math Curriculum Purchase. Motion to approve Math curriculum purchase. This motion, made by Jaimi Calfee and seconded by Josh Penterman, Passed.

Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea

- This curriculum will provide updated math materials for students K-12.

## 11. Board of Education Development

- Just a reminder to vote on Tuesday, May 14th.
- No further discussion.

#### 12. Closed Session

- No closed session occurred during the meeting.

#### 13. Topics for Next Month's Agenda Topics to be discussed at the **Monday, June 10, 2024**, Regular Board Meeting are listed below:

- Math Curriculum Update
- **2024-2025** Budget Planning Update
- Board Retreat Summary
- Student Handbook Update and Approval
- Staff Handbook Update and Approval
- Building Projects Update
- 3rd Issuance Update for 2022 Bond
- Summer Enrichment Update
- MTSS Update
- Preschool Update
- Start of School **2024-2025** Update

#### 14. Next Regular Meeting

- The next CMAR special board meeting will be **Monday, June 10th, 2024, beginning at 6:30 p.m.** at Palmyra High School in the media center.
- The next regular board meeting will be **Monday, June 10th, 2024, beginning at 7:00 p.m.** at Palmyra High School in the media center.

#### 15. Adjournment

- The meeting was adjourned at: **9:30 p.m.**

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Chairperson

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Superintendent

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount	Cost Center ID	Cost Center Description
Account Number		Detail Description				
Checking Account ID		Fund Number				
01 1100 610 001	5060	A-1 FLAGS, POLES & REPAIRS	06/10/2024	232.00		232.00
Total	A-1 FLAGS, POLES & REPAIRS	HS General Supplies		<u>232.00</u>		232.00
01 2620 431 001	254707	A-UNITED AUTOMATIC DOORS & GLASS, INC.	06/10/2024	1,066.70		1,066.70
Total	A-UNITED AUTOMATIC DOORS & GLASS, INC.	HS Repairs & Maintenance		<u>1,066.70</u>		1,066.70
01 1100 440 001	36637090	Access Systems Leasing	06/10/2024	2,521.68		2,521.68
01 1100 440 003		HS Copier Lease		1,260.84		
Total	Access Systems Leasing	Elem Copier Lease		<u>1,260.84</u>		2,521.68
01 1100 610 001	16JQ-G1LN-6DHG	AMAZON CAPITAL SERVICES	06/10/2024	64.99		64.99
01 1100 610 001	1V7J-QDHN-44PL	AMAZON CAPITAL SERVICES	06/10/2024	44.97		44.97
Total	AMAZON CAPITAL SERVICES	HS General Supplies		<u>44.97</u>		109.96
01 2650 431 000	1-35209	AUTO GLASS NATION	06/10/2024	89.00		89.00
Total	AUTO GLASS NATION	Vehicle Repairs & Maintenance		<u>89.00</u>		89.00
01 1200 320 001	QRT42024 JASM	BEST	06/10/2024	7,905.60		7,905.60
Total	BEST	Sped HS Contracted Service		<u>7,905.60</u>		7,905.60
01 1100 333 003	QRT4 24 MILEAGE BB	Brown, Burke	06/10/2024	253.26		253.26
Total	Brown, Burke	Elem Mileage		<u>253.26</u>		253.26
01 2151 333 003	QRT4 24 MILEAGE AB	BUCHANAN, AMY	06/10/2024	108.54		108.54
Total	BUCHANAN, AMY	Sped Speech Elem MILEAGE PAID TO STAFF		<u>108.54</u>		108.54
01 2151 333 003	QRT4 24 MILEAGE EB	BUDDENBERG, EMILY	06/10/2024	151.42		151.42
Total	BUDDENBERG, EMILY	Sped Speech Elem MILEAGE PAID TO STAFF		<u>151.42</u>		151.42
01 2710 626 000	DN046 - 05242024	CASEY'S BUSINESS MASTERCARD	06/10/2024	1,973.46		1,973.46
Total	CASEY'S BUSINESS MASTERCARD	Bus Gas and Oil		<u>1,973.46</u>		1,973.46
01 1100 643 000	INVOICE-2683	Common Curriculum WEB/CLOUD BASED SOFTWARE	06/10/2024	1,995.00		1,995.00

Palmyra District OR-1 66-0501

06/06/2024 10:57 AM

**Board Report - Detail**

Posted - All; Batch Description 2 Records Selected; Fund Number 01

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount	Cost Center ID	Cost Center Description	Amount
Account Number		Detail Description					
Total	Common Curriculum			<u>1,995.00</u>			
01 2131 320 002	7-12048-11	CRAIG RESOURCES INC MS SPED CONTRACED NURSING SERVICES	06/10/2024	1,612.44			1,612.44
Total	CRAIG RESOURCES INC			<u>1,612.44</u>			
Elem-00201 01 6998 610 000	NAIN-076421	Crisis Prevention Institute Nonviolent Crisis Intervention@ 3rd Edit	06/10/2024	619.80			619.80
Total	Crisis Prevention Institute			<u>619.80</u>			
01 2224 530 000	1425892	DAS State ACCTG-Central Finance Internet Service	06/10/2024	<u>267.63</u>			267.63
Total	DAS State ACCTG-Central Finance			<u>267.63</u>			
01 1100 610 001 01 1100 610 001 01 1100 610 001 01 1100 610 001	MAY2024 - GENERAL	DFC Inc. Decker's Food Center HS General Supplies HS General Supplies HS General Supplies HS General Supplies	06/10/2024	5.43 4.36 36.47 <u>4.15</u>			50.41
Total	DFC Inc. Decker's Food Center			<u>50.41</u>			
01 2710 890 000	000133DQ	DIVERSIFIED DRUG TESTING LLC Bus Misc. Expenses	06/10/2024	<u>190.00</u>			190.00
Total	DIVERSIFIED DRUG TESTING LLC			<u>190.00</u>			
01 1200 735 001	10706	EDUCATIONAL SERVICE UNIT #4 Sped HS Computer Software	06/10/2024	2,982.00			2,982.00
01 1100 330 001	10712	EDUCATIONAL SERVICE UNIT #4 HS Professional Development	06/10/2024	30.00			30.00
01 6408 591 000	660501 - MAY2024	EDUCATIONAL SERVICE UNIT #4	06/10/2024				3,349.88
01 6408 591 003		EARLY CHILDHOOD SERVICES ESU/DISTRICT		227.75			
01 1200 591 001		PREK PURCHASED SERVICE FROM ESU/DISTRICT		113.88			
01 1200 591 003		HS SPED DIRECTOR		911.02			
01 2151 591 001		ELEM SPED DIRECTOR		1,024.90			
01 2151 591 003		HS AUDIOLOGY SERVICE FROM ESU/DISTRICT		400.05			
01 6408 591 000		ELEM AUDIOLOGY SERVICES ESU/DISTRICT		400.05			
01 6408 591 003		EARLY CHILDHOOD SERVICES ESU/DISTRICT		44.45			
01 6408 591 003		PREK PURCHASED SERVICE FROM ESU/DISTRICT		44.45			
01 6408 591 003		PREK PURCHASED SERVICE FROM ESU/DISTRICT		91.66			
01 6408 591 000		EARLY CHILDHOOD SERVICES ESU/DISTRICT		91.67			
Total	EDUCATIONAL SERVICE UNIT #4			<u>6,361.88</u>			
01 2224 530 000	20338	EDUCATIONAL SERVICE UNIT #6 Internet Service	06/10/2024	599.78			599.78

Palmyra District OR-1 66-0501  
 06/06/2024 10:57 AM

**Board Report - Detail**

Posted - All; Batch Description 2 Records Selected; Fund Number 01

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount	Cost Center ID	Cost Center Description	Amount
Account Number		Detail Description					
Total	EDUCATIONAL SERVICE UNIT #6			<u>599.78</u>			
01 2510 890 000	JUNEPAYFLEX	FIRST CONCORD BENEFITS Superintendent Secretary Misc. Expenses	06/10/2024	100.00			100.00
Total	FIRST CONCORD BENEFITS			<u>100.00</u>			
01 2120 330 001	JUNE 2024 CREDIT CAR	FIRST STATE BANK - VISA CREDIT CARD	06/04/2024				1,008.49
01 2120 330 003		Counselor Professional Development- KORI		125.00			
01 2141 330 003		EMPLOYEE TRAINING & DEVELOPMENT - AUSTIN		125.00			
01 2410 330 001		SPEED ELEM PSYCHOLOGY PROFESSIONAL DEVEL.		125.00			
01 2410 330 003		HS Principal Professional Development		125.00			
01 3551 610 001		Elem Principal Professional Development		125.00			
01 1920		CAREER EDUCATION SUPPLIES		69.99			
Total	FIRST STATE BANK - VISA CREDIT CARD			<u>1,008.49</u>			
HS-0000266 01 6998 610 000	3296	GROWING GREAT LEADERS INC Growing Great Leaders-Habitudes for SEL	06/10/2024	3,398.00			3,398.00
Total	GROWING GREAT LEADERS INC			<u>3,398.00</u>			
01 1370	062024 PREK REIM	LAHMON, AUSTIN	06/10/2024				50.00
Total	LAHMON, AUSTIN	PRESCHOOL TUITION & FEES		<u>50.00</u>			50.00
01 1100 610 001	52349495	MATHESON-TRI-GAS INC	06/10/2024				76.19
Total	MATHESON-TRI-GAS INC	HS General Supplies		<u>76.19</u>			76.19
01 1100 333 001	QRT 4 MILEAGE 2024BM	McCreight, Beth	06/10/2024				235.17
Total	McCreight, Beth	HS Mileage		<u>235.17</u>			235.17
01 2610 610 001	33125	MENARDS	06/10/2024				14.86
01 1100 610 001	33605	HS Custodian Supplies	06/10/2024	14.86			40.98
01 2610 610 003	34127	MENARDS	06/10/2024				88.17
Total	MENARDS	Elem Custodian Supplies		<u>88.17</u>			144.01
01 2510 890 000	388282586 - 24	NATIONWIDE	06/10/2024				198.00
Total	NATIONWIDE	Superintendent Secretary Misc. Expenses		<u>198.00</u>			198.00

**Board Report - Detail**

Invoice Number	Vendor Name	Invoice Date	Amount	Cost Center ID	Cost Center Description	Amount
O-2149	NCECBVI	06/10/2024				709.20
01 2181 591 001	HS VISUALLY IMPAIRED SERVICES		709.20			
<b>Total</b>	<b>NCECBVI</b>		<u>709.20</u>			
e16607-725671	NE COUNCIL OF SCHOOL ADMINISTRATORS	06/10/2024				300.00
01 2320 330 000	Superintendent Professional Development		300.00			
<b>Total</b>	<b>NE COUNCIL OF SCHOOL ADMINISTRATORS</b>		<u>300.00</u>			
1546 - 06072024	NEBRASKA CITY UTILITIES	06/10/2024				82.38
01 2610 622 001	HS ELECTRICITY		82.38			
3273 - 06072024	NEBRASKA CITY UTILITIES	06/10/2024				3,776.68
01 2610 622 003	ELEM ELECTRICITY		3,776.68			
3321 - 06072024	NEBRASKA CITY UTILITIES	06/10/2024				5,141.97
01 2610 622 001	HS ELECTRICITY		5,141.97			
39368 - 06072024	NEBRASKA CITY UTILITIES	06/10/2024				30.45
01 2610 622 001	HS ELECTRICITY		30.45			
43577 - 06072024	NEBRASKA CITY UTILITIES	06/10/2024				29.94
01 2610 622 001	HS ELECTRICITY		29.94			
43679 - 06072024	NEBRASKA CITY UTILITIES	06/10/2024				114.64
01 2610 622 001	HS ELECTRICITY		114.64			
44277 - 06072024	NEBRASKA CITY UTILITIES	06/10/2024				48.34
01 2610 622 001	HS ELECTRICITY		48.34			
44718 - 06072024	NEBRASKA CITY UTILITIES	06/10/2024				434.82
01 2610 622 001	HS ELECTRICITY		434.82			
96622 - 06072024	NEBRASKA CITY UTILITIES	06/10/2024				42.99
01 2610 622 001	HS ELECTRICITY		42.99			
<b>Total</b>	<b>NEBRASKA CITY UTILITIES</b>		<u>9,702.21</u>			
E16627-726353	NEBRASKA COUNCIL OF SCHOOL ADMIN.	06/10/2024				300.00
01 2410 330 001	HS Principal Professional Development		300.00			
<b>Total</b>	<b>NEBRASKA COUNCIL OF SCHOOL ADMIN.</b>		<u>300.00</u>			
42156	NEBRASKA INDUSTRIAL REFRIGERATION	06/10/2024				213.00
01 2620 431 001	HS Repairs & Maintenance		213.00			
<b>Total</b>	<b>NEBRASKA INDUSTRIAL REFRIGERATION</b>		<u>213.00</u>			
INVOICE-229606	NOTABLE, INC	06/10/2024				2,250.00
01 1100 643 000	WEB/CLOUD BASED SOFTWARE		2,250.00			
<b>Total</b>	<b>NOTABLE, INC</b>		<u>2,250.00</u>			
05032024-05312024	O'Neil, Jan	06/10/2024				3,765.15
01 6408 320 000	IDEA Part B Birth-4 Pre-diagnosis		1,388.98			
01 6408 320 003	PREK PROFESSIONAL EDUCATIONAL SERVICES		263.25			
01 2171 320 003	Physical Therapy Elem Contracted Service		2,112.92			
01 2171 320 002	MS PROFESSIONAL EDUCATIONAL SERVICES		0.00			
<b>Total</b>	<b>O'Neil, Jan</b>		<u>3,765.15</u>			

Palmyra District OR-1 66-0501

06/06/2024 10:57 AM

PO Number  
Account Number

Invoice Number

2022155304

01 2510 890 000

Total

ONE SOURCE THE BACKGROUND CHECK  
COMPANY

SUMMER-1-2023  
01 1300 610 003  
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**Board Report - Detail**

Posted - All; Batch Description 2 Records Selected; Fund Number 01

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount	Cost Center ID	Cost Center Description	Amount
	2022155304	ONE SOURCE THE BACKGROUND CHECK COMPANY	06/10/2024				29.00
01 2510 890 000		Superintendent Secretary Misc. Expenses		29.00			
Total		ONE SOURCE THE BACKGROUND CHECK COMPANY		29.00			
SUMMER-1-2023	73109319601	ORIENTAL TRADING CO, INC	06/10/2024				304.29
01 1300 610 003		Paw Print Pencils- 24 Pc.		5.99			
01 1300 610 003		Paw Print Erasers- 24 Pc.		6.99			
01 1300 610 003		Paw Print Corner Bookmarks- 24 Pc.		6.99			
01 1300 610 003		5 1/4 " Magic Color Scratch Paper Bookma		8.99			
01 1300 610 003		Under the Sea Glitter Globe Craft Kit		27.98			
01 1300 610 003		Under the Sea Pencils		14.94			
01 1300 610 003		Turtle Fortune Teller Craft Kit		17.98			
01 1300 610 003		Beaded Jellyfish Craft Kit		19.98			
01 1300 610 003		Crab Headband Craft Kit		29.98			
01 1300 610 003		Shark Tooth Erasers- 24 Pc.		14.98			
01 1300 610 003		Color Own Puzzle		14.99			
01 1300 610 003		Father's Day Keychain		11.98			
01 1300 610 003		Zoo Animal Pencils		5.99			
01 1300 610 003		Bulk 100 pc Christmas Mix Chenille Stems		4.96			
01 1300 610 003		Bulk 500 pc. 8 mm Black Googly Eyes		4.98			
01 1300 610 003		Binoculars Craft Kit		29.98			
01 1300 610 003		Stuffed Sea Animal Bookmarks- 12 pc		25.96			
01 1300 610 003		Ocean Animal Sand Art Pictures- 24 pc		22.99			
01 1300 610 003		SHIPPING		27.66			
Total		ORIENTAL TRADING CO, INC		304.29			
	SAM'S CLUB 052024	PALMYRA ACTIVITY FUND	06/10/2024				60.90
01 1100 610 001		HS General Supplies		60.90			
Total		PALMYRA ACTIVITY FUND		60.90			
	052024 PREK&STAFF	PALMYRA LUNCH FUND	06/10/2024				15,732.55
01 8000 912 000		FUND TRANSFERS TO LUNCH FUND		15,732.55			
	561595819 - ACT	PALMYRA LUNCH FUND	06/10/2024				208.66
01 1920		EDUCATION QUEST FOUNDATION		59.21			
01 1920		EDUCATION QUEST FOUNDATION		39.04			
01 1920		EDUCATION QUEST FOUNDATION		43.78			
01 1920		EDUCATION QUEST FOUNDATION		66.63			
Total		PALMYRA LUNCH FUND		15,941.21			
OFFICE-4-2023	500836	PEAP	06/10/2024				118.39
01 1100 610 003		Navy Blue Certificate Folder with		25.00			

**Board Report - Detail**

Posted - All; Batch Description 2 Records Selected; Fund Number 01

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount	Cost Center ID	Cost Center Description
Account Number		Detail Description		Amount		
01 1100 610 003		Silver PEAP Elementary Excellence Blue		35.00		
01 1100 610 003		Pin- Lar PEAP Achievement White Pin- Large		35.00		
01 1100 610 003		Shipping Costs		<u>23.39</u>		
Total	PEAP			118.39		
01 2330 317 000	104	Perry, Guthery, Hasse & Gessford, P.C., L.L.O. District Legal Services	06/10/2024	<u>746.00</u>		746.00
Total	Perry, Guthery, Hasse & Gessford, P.C., L.L.O.			746.00		
01 1100 211 003	2023 INSUR. REIMB	PETSKA, EVAN & RACHEL Elem Teacher BCBS, Life, Vision, Dental	06/10/2024	400.00		400.00
Total	PETSKA, EVAN & RACHEL			<u>400.00</u>		
01 2620 420 003	3272	PIONEER CLEANING, LLC Elem Cleaning Service	06/10/2024	3,870.00		7,354.00
01 2620 420 003		Elem Cleaning Service		474.00		
01 2620 420 001		HS Cleaning Service		<u>3,010.00</u>		
Total	PIONEER CLEANING, LLC			7,354.00		
HS-0000139	BW3012969	PRO-ED SHIPPING	06/10/2024	<u>4.60</u>		4.60
01 1200 610 001				4.60		
Total	PRO-ED			4.60		
01 2510 531 003	19844	PURCHASE POWER Elem Postage	06/10/2024	<u>241.00</u>		241.00
Total	PURCHASE POWER			241.00		
01 2730 431 000	162735	Southwest Auto BUS & VEHICLE SERVICING & MAINTENANCE	06/10/2024 2007RVCUT A	2,070.31	VIN# 1GBJG312471168508	2,070.31
01 2730 431 000	162740	Southwest Auto BUS & VEHICLE SERVICING & MAINTENANCE	06/10/2024 2023CHRY S	158.00	VIN #2C4RC1FG1PR574664	158.00
01 2730 431 000	162754	Southwest Auto BUS & VEHICLE SERVICING & MAINTENANCE	06/10/2024 2016CHRY S	220.00	2C4RC1BG4GR261260	220.00
01 2730 431 000	162766	Southwest Auto BUS & VEHICLE SERVICING & MAINTENANCE	06/10/2024 2010FUSIO N	158.00	3FAHP0HA5AR116362	158.00
01 2730 431 000	162796	Southwest Auto BUS & VEHICLE SERVICING & MAINTENANCE	06/10/2024 2021FORD	251.46	VIN #1FBAX2Y85MKA49120	251.46
01 2730 431 000	162802	Southwest Auto BUS & VEHICLE SERVICING & MAINTENANCE	06/10/2024 2016FORD	158.00	VIN #1FBZX2YM6GKB02699	158.00
01 2730 431 000	162804	Southwest Auto BUS & VEHICLE SERVICING & MAINTENANCE	06/10/2024 2015CHESU B	271.36	VIN# 1GNSKJKC9FR270159	271.36
Total	Southwest Auto			<u>3,287.13</u>		
SSDOWD051620	266939696	TEACHER SYNERGY, LLC	06/10/2024			19.00

**Board Report - Detail**

Posted - All; Batch Description 2 Records Selected; Fund Number 01

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount	Cost Center ID	Cost Center Description	Amount
Account Number		Detail Description		Amount	Cost Center ID	Cost Center Description	
24							
01 1300 610 003		Summer School Supplies		4.00			
01 1300 610 003		Summer School Supplies		<u>15.00</u>			
Total	TEACHER SYNERGY, LLC			19.00			
	24-09	TOWNSEND, LURA	06/10/2024				322.50
01 2900 610 001 2		Commencement		<u>322.50</u>			
Total	TOWNSEND, LURA			322.50			
	SI-24-019932	UNITE PRIVATE NETWORKS LLC	06/10/2024				861.74
01 2224 430 001		HS Distant Learning Maintenance		430.87			
01 2224 430 003		Elem Distant Learning Maintenance		430.87			
Total	UNITE PRIVATE NETWORKS LLC			<u>861.74</u>			
	1073636	Uribe Refuse Services, Inc.	06/10/2024				390.00
01 2610 431 003		Elem Upkeep of Building		<u>390.00</u>			
Total	Uribe Refuse Services, Inc.			390.00			
	82124	VILLAGE OF BENNET	06/10/2024				738.20
01 2610 622 003		ELEM ELECTRICITY		36.56			
01 2610 410 003		Elem Water & Sewer		28.50			
01 2610 410 003		Elem Water & Sewer		313.38			
01 2610 410 003		Elem Water & Sewer		24.00			
01 2610 410 003		Elem Water & Sewer		<u>335.76</u>			
Total	VILLAGE OF BENNET			738.20			
	42724-52424 107003	VILLAGE OF PALMYRA	06/10/2024				26.00
01 2610 410 001		HS Water & Sewer		26.00			
	42724-52424 230001	VILLAGE OF PALMYRA	06/10/2024				26.00
01 2610 410 001		HS Water & Sewer		26.00			
	42724-52424 257001	VILLAGE OF PALMYRA	06/10/2024				415.50
01 2610 410 001		HS Water & Sewer		415.50			
	42724-52424 274001	VILLAGE OF PALMYRA	06/10/2024				26.00
01 2610 410 001		HS Water & Sewer		26.00			
	42724-52424 286002	VILLAGE OF PALMYRA	06/10/2024				1,249.50
01 2610 410 001		HS Water & Sewer		<u>1,249.50</u>			
Total	VILLAGE OF PALMYRA			1,743.00			
	30405403	VOICE NEWS	06/10/2024				326.25
01 2310 540 000		BOE Advertising		326.25			
	30405732	VOICE NEWS	06/10/2024				10.48
01 2310 540 000		BOE Advertising		10.48			
	30405734	VOICE NEWS	06/10/2024				10.98
01 2310 540 000		BOE Advertising		10.98			
	30405735	VOICE NEWS	06/10/2024				11.98
01 2310 540 000		BOE Advertising		11.98			
	30405736	VOICE NEWS	06/10/2024				204.10
01 2310 540 000		BOE Advertising		204.10			
	30405737	VOICE NEWS	06/10/2024				67.87





**Expenditure Report by Function/Object -  
Summary**

06/06/2024 10:56 AM

Regular; Processing Month 06/2024; Fund Number 01

User ID: LAP

Function Number	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance	
4690	OTHER FED NON-CAT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
6200	TITLE 1 IMPROVING PROGRAMS FEDERAL SERVI	78,500.00	0.00	53,900.13	68.66	24,599.87	0.00	24,599.87	
6310	NCLB TITLE II PART A	4,000.00	0.00	1,636.31	40.91	2,363.69	0.00	2,363.69	
6330	REAP GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
6406	IDEA PRESCHOOL	6,500.00	0.00	3,921.51	60.33	2,578.49	0.00	2,578.49	
6408	IDEA ENROLLMENT/POVERTY	213,100.00	2,266.09	107,882.29	50.63	105,217.71	0.00	105,217.71	
6411	IDEA EARLY INTERVENING SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
6412	IDEA PART B PORPORTIONATE SHARE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
6418	IDEA Part B PEAK Projects	0.00	0.00	509.13	0.00	(509.13)	0.00	(509.13)	
6421	ESU SCHOOL PSYCHOLOGY	5,000.00	0.00	1,971.36	39.43	3,028.64	0.00	3,028.64	
6422	IDEA ARP AGES 3-5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
6423	NONPUBLIC IDEA ARP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
6690	OTHER FEDERAL NON-CAT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
6700	CARL PERKINS FED VOCATIONAL&APPLIED TECH	0.00	0.00	2,939.97	0.00	(2,939.97)	0.00	(2,939.97)	
6810	TITLE 1, ESSA ACCOUNTABILITY IMPROVING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
6969	TITLE IV PART A	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
6990	OTHER FEDERAL CATEGORY PROGRAMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
6992	REAP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
6996	COVID-19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
6997	CRRSA/ESSER II	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
6998	ESSER III	0.00	4,017.80	114,357.51	0.00	(114,357.51)	0.00	(114,357.51)	
8000	TRANSFERS (OUTGOING)	0.00	15,732.55	16,445.25	0.00	(16,445.25)	0.00	(16,445.25)	
9000	NON-PROGRAM EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
01	GFNFRAI FUND	9,342,400.00	83,496.78	6,918,164.47	74.12	2,424,235.53	0.00	6,247.87	2,417,987.66

**Expenditure Report by Function/Object -  
Summary**

06/06/2024 10:56 AM

Regular; Processing Month 06/2024; Fund Number 01

User ID: LAP

Function Number	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
Grand Total:	9,342,400.00	83,496.78	6,918,164.47	74.12	2,424,235.53	0.00	6,247.87	2,417,987.66

**Designated Bill Summary**  
**Superintendent Report: Regular Board Meeting:**  
**Date: Monday, June 10, 2024**

**From:** Michael Hart

**Re:** Designated Bill Summary Report for BOE meeting

- Next month's **regular** board meeting is scheduled for **Thursday, July 11, 2024, at 7:00 p.m.** at Palmyra High School in the media center.
- Next month's **special** board meeting to review and approve construction-related expenditures is scheduled for **Thursday, July 11, 2024, at 6:30 p.m.** at Palmyra High School in the media center.

**A. Consent Agenda Expenditures**

**Depreciation Fund Claims:**

- None this month.

**Bond Fund Claims: Due on June 15, 2024 - These checks were mailed on June 5, 2024.**

- 2019 QCPUF: **\$8,738.75**
- 2021 A (2016 refinanced) Bond: **\$3,450.00**
- 2021 B (2016 refinanced) Bond: **\$65,318.75**
- 2022 Bond (Construction): **\$238,396.88**
- 2023 Bond (Construction): **\$119,825.00**
- **Total: \$435,729.38**

**Special Building Claims:**

**Total Claims:** None

● **2022 Construction Account Claims**

● Clark & Enersen	21	\$17,281.09
● Benesch	282431	\$693.00
● BIC Construction	011	\$2,129,830.75
○ Pay Application		
● Al's Johns	87595	\$105.00
○ Connex rental at Palmyra		
● Al's Johns	87653	\$395.00
○ Connex rental at Bennet		
● Nebraska City Utilities	2131	\$1,191.84
● Schaefer's	4Q9487-O	\$3,684.00
○ ASPIRE Room Appliances		
● Churchich Recreation	F2024-1074	\$26,680.20
○ Bennet Playground equipment		
● JFXD TRX ACQ LLC	INVTRX7852036	\$2,338.88
○ Fitness center equipment		
● Sam's Club	Office Equipment	\$497.99
● Midwest Walls & Landscape	15806	\$1,452.35
○ Dumpsters at Bennet and Palmyra		
● REP Fitness	SO423572	\$11,422.99
○ Fitness center equipment		
● SPRAY	774216	\$24,466.40
○ CTE equipment		
● Sterling Computers	178328	\$3,850.00
○ Phones for new classrooms		

Total Construction Claims for this period:

**\$2,223,889.49**

**General Fund Claims:**

**Total claims: \$83,060.45 with an additional credit card payment of \$1,008.49 - This expense was for CTE, professional development, Education Quest Grant Expense = \$84,068.94 total claims.**

- **A-United Automatic Doors & Glass: \$1,066.70** - *Fix handicap door*
- **Access Systems Leasing: \$2,521.68** - *Copiers at the elementary and high school*
- **Amazon Capital Services: \$109.96** - *HS Supplies*
- **BEST: \$7,905.60** - *Student contracted services*
- **Casey's: \$1,973.46** – *Bus and vehicle fuel expenses.*
- **Craig Resources - \$1,612.44** - *Contracted Special Education Nursing Services*
- **Diversified Drug Testing: \$190.00** - *Student services and bus expenses for the federal clearing house.*
- **Nebraska City Utilities: \$9,702.21** – *Utilities*
- **Palmyra Activity: \$60.90** - *HS supplies*
- **Palmyra Lunch Fund: \$15,941.21** - *Paid off Staff and Preschool Lunches*
- **Pioneer Cleaning: \$7,354.00** - *Elem and HS cleaning services*
- **Southwest Auto: \$3,287.13** - *Bus repairs*
- **Village of Bennet: \$738.20** - *Water, electricity, and sewer bill*
- **Village of Palmyra: \$1,743.00** – *Water and sewer bill. Please note: This is an increase due to recent watering at the Olson Complex.*
- **Whitehead Oil: \$2,232.58** - *Diesel fuel*

Regular; Beginning Month 05/2024; Processing Month 05/2024; Fund Number 01, 02, 03,  
05, 06, 07, 08, 09, 13, 14, 16

**Fund: 01 GENERAL FUND**

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
<b>Current Assets</b>					
01 101	CASH IN BANK	2,926,374.65	1,720,449.60	740,860.66	3,905,963.59
01 900	Cash County Treasurer	936,674.53	0.00	0.00	936,674.53
Total: Current Assets		3,863,049.18	1,720,449.60	740,860.66	4,842,638.12
<b>Current Liabilities</b>					
01 450	PAYROLL DEDUCTION PAYABLE	14,108.53	1,210.00	2,646.60	15,545.13
01 451	FICA PAYABLE	(1,695.24)	71,668.52	71,668.52	(1,695.24)
01 452	FIT PAYABLE	(201.72)	32,336.62	32,336.62	(201.72)
01 453	INSURANCE PAYABLE	(3,808.35)	102,672.54	103,251.65	(3,229.24)
01 454	RETIREMENT PAYABLE	(10,823.34)	84,694.67	84,694.67	(10,823.34)
01 455	SIT PAYABLE	0.00	15,455.93	15,455.93	0.00
Total: Current Liabilities		(2,420.12)	308,038.28	310,053.99	(404.41)
<b>Fund Balance</b>					
01 704	Fund Balance - Regular Unspent	3,865,469.30	746,925.12	1,724,498.35	4,843,042.53
Total: Fund Balance		3,865,469.30	746,925.12	1,724,498.35	4,843,042.53
<b>Revenue</b>					
01 1100	LOCAL PROPERTY TAXES	3,119,154.66	11,409.02	1,140,756.00	4,248,501.64
01 1115	CARLINE TAX	421.03	0.00	845.41	1,266.44
01 1120	In-Lieu 1957 Levy Tax	72.99	0.00	0.00	72.99
01 1125	MOTOR VEHICLE TAXES	276,612.77	0.00	36,428.13	313,040.90
01 1140	Interest Levied Tax	10,693.60	0.00	0.00	10,693.60
01 1190	OTHER TAXES	2,324.65	0.00	0.00	2,324.65
01 1312	SUMMER SCHOOL TUITION	3,100.00	0.00	1,050.00	4,150.00
01 1370	PRESCHOOL TUITION & FEES	14,700.00	0.00	1,200.00	15,900.00
01 1510	INTEREST ON INVESTMENTS	1,650.94	0.00	427.13	2,078.07
01 1800	REC PROGRAM - COMMUNITY SERVICES	22,851.38	0.00	3,531.20	26,382.58
01 1910	RENTAL OF SCHOOL FACILITY, EQUIP, PROPERTY	20.00	0.00	250.00	270.00
01 1911	LOCAL LICENSE FEES	5,960.24	0.00	0.00	5,960.24
01 1920	EDUCATION QUEST FOUNDATION	3,190.43	202.08	0.00	2,988.35
01 1990	OTHER LOCAL RECEIPTS	988.10	0.00	0.00	988.10
01 2110	COUNTY FINES & LICENSE FEES	8,968.88	0.00	2,551.53	11,520.41
01 2130	OTHER COUNTY RECEIPTS	903.25	0.00	0.00	903.25
01 3110	STATE AID	1,363,712.00	0.00	170,464.00	1,534,176.00
01 3120	SPED SCHOOL AGE	545,652.00	0.00	109,805.00	655,457.00
01 3130	HOMESTEAD EXEMPTION	43,809.80	77.02	22,103.48	65,836.26
01 3131	PROPERTY TAX CREDIT	199,596.80	0.00	199,596.80	399,193.60
01 3132	Personal Property Tax Credit	3,856.45	0.00	0.00	3,856.45
01 3180	PRO-RATE MOTOR VEHICLE	7,295.27	0.00	0.00	7,295.27
01 3400	STATE APPORTIONMENT	127,093.33	0.00	2,235.57	129,328.90
01 3535	PAYMENTS FOR HIGH ABILITY LEARNERS	7,187.00	0.00	0.00	7,187.00
01 3551	CAREER EDUCATION REVENUE	7,500.00	0.00	0.00	7,500.00
01 3990	OTHER STATE RECEIPTS	237.14	0.00	0.00	237.14
01 4418	IDEA PARTK B PEAK PROJECTS	702.00	0.00	0.00	702.00
01 4421	IDEA PART B - BIRTH-21	2,686.00	0.00	0.00	2,686.00
01 4422	IDEA PRESCHOOL	2,017.00	0.00	0.00	2,017.00
01 4423	IDEA PROPORTIONATE	841.00	0.00	0.00	841.00
01 4505	TITLE 1 PART A - CARRY OVER	37,487.00	0.00	0.00	37,487.00
01 4509	Title II, Part A ESSA Princ & Teach	1,385.50	0.00	0.00	1,385.50
01 4516	IDEA PRESCHOOL BASE/IDEA ENROL POVERTY	4,920.00	0.00	0.00	4,920.00
01 4518	IDEA ENROLLMENT/POVERTY	126,922.00	0.00	0.00	126,922.00

Regular; Beginning Month 05/2024; Processing Month 05/2024; Fund Number 01, 02, 03,  
05, 06, 07, 08, 09, 13, 14, 16

**Fund: 01 GENERAL FUND**

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
01 4521	IDEA PART B PROPORTIONATE	3,806.00	0.00	0.00	3,806.00
01 4525	CARL PERKINS - FED VOCATIONAL&APPLIED TECH	6,241.88	0.00	0.00	6,241.88
01 4530	OTHER FEDERAL RECEIPTS	21.10	0.00	0.00	21.10
01 4708	MEDICAID REIMBURSEMENT SPED	3,571.35	0.00	0.00	3,571.35
01 4709	MEDICAID ADMIN ACTIVITIES (MAAPS)	9,589.29	0.00	0.00	9,589.29
01 4969	TITLE IV, PART A	10,000.00	0.00	0.00	10,000.00
01 5690	OTHER NON-REVENUE RECEIPTS	149.00	0.00	425.00	574.00
Total: Revenue		5,987,891.83	11,688.12	1,691,669.25	7,667,872.96
<b>Expenditure</b>					
01 1100 111 001	HS Teacher Salary	728,966.78	89,975.84	221.89	818,720.73
01 1100 111 002	MS TEACHER SALARIES	101,641.31	12,834.97	0.00	114,476.28
01 1100 111 003	Elem Teacher Salary	815,556.96	101,851.93	1,865.68	915,543.21
01 1100 112 001	HS Para	44,188.51	1,958.15	0.00	46,146.66
01 1100 112 003	Elem Para	63,431.59	6,146.43	0.00	69,578.02
01 1100 113 001	HS Sub Teacher Salary	36,116.00	7,911.75	0.00	44,027.75
01 1100 113 002	MS SALARIES OF SUBSTITUTE TEACHERS	777.50	0.00	0.00	777.50
01 1100 113 003	Elem Sub Teacher Salary	21,692.25	8,629.50	0.00	30,321.75
01 1100 120 001	HS COMMUNITY COACH/ACTIVITY SPONSOR	14,882.12	1,421.06	0.00	16,303.18
01 1100 122 001	Instructional Aide	533.50	0.00	0.00	533.50
01 1100 130 001	Overtime - Classified	2,400.07	522.91	0.00	2,922.98
01 1100 130 003	Overtime - Classified	438.90	186.14	0.00	625.04
01 1100 151 001	HS Coach/Gate/Sponsor - Teacher/Prof. Staff	68,861.28	8,661.16	0.00	77,522.44
01 1100 151 002	MS Coach/Gate/Sponsor - Teacher/Prof. Staff	12,230.72	1,504.64	0.00	13,735.36
01 1100 151 003	ELEM Coach/Gate/Sponsor - Teacher/Prof. Staff	2,671.28	333.91	0.00	3,005.19
01 1100 152 001	HS PARA COACH/ACTIVITY SPONSOR	3,105.00	0.00	0.00	3,105.00
01 1100 153 001	HS Coach/Gate/Sponsor - Substitute Teacher	4,135.00	0.00	0.00	4,135.00
01 1100 153 002	MS Coach/Gate/Sponsor - Substitute Teacher	1,232.00	0.00	0.00	1,232.00
01 1100 210 001	HS CLERICAL/PARA INSURANCE	403.75	52.29	0.00	456.04
01 1100 210 003	Elem Clerical INSURANCE	39.09	0.33	0.00	39.42
01 1100 211 001	HS Teacher, BCBS, Life, Vision, Dental	205,119.35	24,550.02	1.19	229,668.18
01 1100 211 002	MS TEACHER BCBS, LIFE, VISION, DENTAL INSRU	39,478.90	4,940.23	0.00	44,419.13
01 1100 211 003	Elem Teacher BCBS, Life, Vision, Dental	293,392.15	37,199.10	1,021.09	329,570.16
01 1100 212 001	HS PARA INSURANCE	1,613.22	0.00	0.00	1,613.22
01 1100 212 003	Elem PARA INSURANCE	3,427.35	0.00	0.00	3,427.35
01 1100 213 001	HS SUBSTITUTE MEDICAL INS	918.83	101.42	0.00	1,020.25
01 1100 213 002	SUBSTITUTE MEDICAL INS	96.78	0.00	0.00	96.78
01 1100 213 003	ELEM SUBSTITUTE MEDICAL INS	858.75	300.07	0.00	1,158.82
01 1100 220 001	HS Clerical FICA	1,338.03	148.87	0.85	1,486.05
01 1100 220 003	Elem Clerical FICA	32.27	14.23	0.01	46.49
01 1100 221 001	HS Teacher FICA	60,985.80	7,668.13	135.68	68,518.25
01 1100 221 002	MS TEACHER/PROFESSIONAL FICA	8,404.70	1,100.82	42.08	9,463.44
01 1100 221 003	Elem Teacher FICA/MEDICARE	61,978.59	7,911.51	411.44	69,478.66
01 1100 222 001	HS PARA FICA	3,604.00	149.80	0.00	3,753.80
01 1100 222 003	Elem Para FICA	4,724.08	470.21	0.00	5,194.29
01 1100 223 001	HS Substitute Teacher FICA	3,096.67	605.29	0.53	3,701.43

Regular; Beginning Month 05/2024; Processing Month 05/2024; Fund Number 01, 02, 03,  
05, 06, 07, 08, 09, 13, 14, 16

**Fund: 01 GENERAL FUND**

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
01 1100 223 002	SUBSTITUTE TEACHER FICA	150.44	0.00	0.00	150.44
01 1100 223 003	Elem Substitute Teacher FICA	1,632.46	660.17	12.79	2,279.84
01 1100 230 001	HS CLERICAL/PARA RETIREMENT	215.33	43.46	0.00	258.79
01 1100 230 003	ELEM CLERICAL/PARA RETIREMENT	32.29	13.67	0.00	45.96
01 1100 231 001	HS Teacher Retirement	58,089.94	7,241.31	16.31	65,314.94
01 1100 231 002	HS Teacher Retirement	8,352.30	1,053.95	0.00	9,406.25
01 1100 231 003	Elem Teacher Retirement	59,967.27	7,381.92	104.56	67,244.63
01 1100 232 001	HS Para RETIREMENT	2,534.57	143.92	0.00	2,678.49
01 1100 232 003	Elem PARAEDUCATOR RETIREMENT	4,590.81	422.59	0.00	5,013.40
01 1100 233 001	HS SUBSTITUTE TEACHER RETIREMENT	1,923.23	276.54	0.00	2,199.77
01 1100 233 002	SUBSTITUTE TEACHER RETIREMENT	90.01	0.00	0.00	90.01
01 1100 233 003	Elem SUBSTITUTE TEACHER RETIREMENT	848.89	203.86	0.00	1,052.75
01 1100 237 001	HS Increase Retirement Contributions	21,763.05	2,649.99	5.61	24,407.43
01 1100 237 002	Increase Retirement Contributions	2,908.91	362.46	0.00	3,271.37
01 1100 237 003	ELEM Increase Retirement Contributions	22,564.51	2,759.06	35.96	25,287.61
01 1100 281 001	HS Teacher CASH-IN-LIEU MED Ins	9,000.00	1,250.00	0.00	10,250.00
01 1100 281 003	Elem Teacher CASH-IN-LIEU MED INSURANCE	5,400.00	675.00	0.00	6,075.00
01 1100 290 001	OTHER BENEFITS	3.29	0.00	0.00	3.29
01 1100 290 003	OTHER BENEFITS	0.08	0.00	0.00	0.08
01 1100 291 001	HS Teacher LTD	6.30	0.00	0.00	6.30
01 1100 320 001	HS Services/Assessments	6,990.00	1,164.00	0.00	8,154.00
01 1100 330 001	HS Professional Development	1,126.16	94.50	0.00	1,220.66
01 1100 330 003	Elem Professional Development	1,110.00	94.50	0.00	1,204.50
01 1100 333 001	HS Mileage	1,410.12	0.00	0.00	1,410.12
01 1100 333 003	Elem Mileage	635.09	0.00	0.00	635.09
01 1100 440 001	HS Copier Lease	11,247.07	1,260.84	0.00	12,507.91
01 1100 440 003	Elem Copier Lease	11,412.61	1,260.84	0.00	12,673.45
01 1100 520 001	STUDENT INSURANCE	925.00	0.00	0.00	925.00
01 1100 565 001	SENCAP	1,794.00	0.00	0.00	1,794.00
01 1100 591 001	HS Purchased Service ESU/District	37.50	0.00	0.00	37.50
01 1100 610 001	HS General Supplies	40,454.93	4,003.92	2,205.37	42,253.48
01 1100 610 001 2 101	HS ART SUPPLIES	3,524.03	0.00	0.00	3,524.03
01 1100 610 001 2 102	HS INSTRUMENTAL SUPPLIES	7,621.05	1,105.00	0.00	8,726.05
01 1100 610 001 2 103	HS VOCAL SUPPLIES	5,514.49	84.00	0.00	5,598.49
01 1100 610 002	MS GENERAL SUPPLIES	696.50	0.00	0.00	696.50
01 1100 610 003	Elem General Supplies	26,671.38	1,574.04	199.91	28,045.51
01 1100 610 003 1 301	ELEM ART SUPPLIES	1,528.61	0.00	0.00	1,528.61
01 1100 610 003 1 302	ELEM MUSIC SUPPLIES	1,793.15	0.00	0.00	1,793.15
01 1100 643 000	WEB/CLOUD BASED SOFTWARE	3,020.64	300.00	0.00	3,320.64
01 1100 650 001	HS Technology Supplies	19,796.64	0.00	0.00	19,796.64
01 1100 650 003	Elem Technology Supplies	35,830.37	0.00	0.00	35,830.37
01 1100 735 001	HS Technology Software	33,008.31	5,050.00	0.00	38,058.31
01 1100 735 003	Elem Technology Software	17,683.26	0.00	0.00	17,683.26
01 1100 810 001	HS DUES AND FEES	0.00	275.00	0.00	275.00
01 1160 111 001	SALARIES OF TEACHERS/PROFESSIONAL STAFF	7,823.94	1,303.99	0.00	9,127.93
01 1160 111 003	Poverty Grant Teacher/Prof. Salaries	6,180.72	1,030.12	0.00	7,210.84
01 1160 112 003	Poverty Grant Para/Nurse Salary	50,318.16	7,942.54	0.00	58,260.70
01 1160 211 001	TEACHER BCBS, LIFE, VISION, DENTAL INSRU	2,704.46	454.90	0.00	3,159.36
01 1160 211 003	Poverty Grant Teacher/Prof Insurance	2,689.18	453.31	0.00	3,142.49

Regular; Beginning Month 05/2024; Processing Month 05/2024; Fund Number 01, 02, 03,  
05, 06, 07, 08, 09, 13, 14, 16

**Fund: 01 GENERAL FUND**

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
01 1160 221 001	TEACHER/PROFESSIONAL FICA	587.55	100.11	1.94	685.72
01 1160 221 003	Poverty Grant Teacher/Prof FICA	468.60	79.09	0.99	546.70
01 1160 222 003	Elem PARA FICA	3,849.31	607.60	0.00	4,456.91
01 1160 231 001	TEACHER RETIREMENT	573.06	95.51	0.00	668.57
01 1160 231 003	Poverty Grant Teacher/Prof. Retirement	454.29	75.71	0.00	530.00
01 1160 232 003	Poverty Elem PARAEDUCATOR RETIREMENT	3,155.57	453.66	0.00	3,609.23
01 1160 237 001	Increase Retirement Contributions	197.04	32.84	0.00	229.88
01 1160 237 003	Increase Retirement Contributions	1,245.01	182.04	0.00	1,427.05
01 1190 110 003	SALARY PARA/DRIVER	35,945.07	5,185.38	0.00	41,130.45
01 1190 111 003	SALARIES OF TEACHERS/PROFESSIONAL STAFF	47,624.84	4,529.19	0.00	52,154.03
01 1190 210 003	ECEP PARA/BUS INSURANCE	2,517.08	309.66	0.00	2,826.74
01 1190 211 003	ECEP TEACHER BCBS, LIFE, VISION, DENTAL INSRU	12,726.59	475.03	0.00	13,201.62
01 1190 220 003	ECEP NON-INSTRUCTIONAL FICA	2,655.97	396.73	14.16	3,038.54
01 1190 221 003	ECEP TEACHER/PROFESSIONAL FICA	3,783.52	347.69	0.89	4,130.32
01 1190 230 003	ECEP NON-INSTRUCTIONAL RETIREMENT	2,233.42	317.99	0.00	2,551.41
01 1190 231 003	ECEP TEACHER RETIREMENT	3,488.70	332.90	0.00	3,821.60
01 1190 237 003	ECEP Increase Retirement Contributions	1,974.71	223.86	0.00	2,198.57
01 1190 281 003	ECEP CASH-IN-LIEU MEDICAL INSURANCE	2,000.00	0.00	0.00	2,000.00
01 1190 610 003	ECEP GENERAL SUPPLIES	4,142.87	228.14	0.00	4,371.01
01 1200 111 001	Sped HS Teacher Salary	165,519.12	20,661.83	0.00	186,180.95
01 1200 111 003	Sped Elem Teacher Salary	116,998.96	15,954.78	0.00	132,953.74
01 1200 112 001	HS SPED PARAEDUCATORS SALARY	11,140.70	878.24	0.00	12,018.94
01 1200 112 003	Sped Elem Para Salary	46,472.10	6,817.95	0.00	53,290.05
01 1200 113 001	Sped HS Substitute Teacher Salary	5,129.00	0.00	0.00	5,129.00
01 1200 113 003	Sped Elem Substitute Teacher Salary	7,886.75	155.50	0.00	8,042.25
01 1200 210 001	HS SPED CLERICAL INSURANCE	9.52	1.19	0.00	10.71
01 1200 211 001	Sped HS Teacher Insurance	46,974.75	5,710.76	0.00	52,685.51
01 1200 211 002	MS SPED TEACHER BCBS, LIFE, VISION, DENTAL INSRU	542.00	0.00	0.00	542.00
01 1200 211 003	Sped Elem Teacher Insurance	29,926.75	4,516.93	0.00	34,443.68
01 1200 212 001	SPED PARA INSURANCE	1,301.71	118.33	0.00	1,420.04
01 1200 212 003	Elem Sped Para INSURNCE	130.07	0.00	0.00	130.07
01 1200 213 001	SUBSTITUTE MEDICAL INS	115.48	0.00	0.00	115.48
01 1200 213 003	SPED SUB MEDICAL INS	569.70	10.47	0.00	580.17
01 1200 221 001	Sped HS Teacher FICA	12,753.31	1,605.37	13.27	14,345.41
01 1200 221 003	Sped Elem Teacher FICA	9,075.61	1,244.02	12.04	10,307.59
01 1200 222 001	Sped HS Para FICA	792.78	67.18	5.48	854.48
01 1200 222 003	Sped Elem Para FICA	3,549.12	521.60	0.00	4,070.72
01 1200 223 001	Sped HS Sub Teacher FICA	387.10	0.00	0.00	387.10
01 1200 223 003	Sped Elem Sub Teacher FICA	577.26	11.90	0.47	588.69
01 1200 231 001	Sped HS Teacher Retirement	12,085.75	1,518.65	0.00	13,604.40
01 1200 231 003	Sped Elem Teacher Retirement	8,552.00	1,172.68	0.00	9,724.68
01 1200 232 001	Sped HS Para Retirement	740.95	64.60	0.00	805.55
01 1200 232 003	Sped Para Elem Retirement	3,402.47	501.13	0.00	3,903.60
01 1200 233 001	HS SPED SUB TEACHER RETIREMENT	45.74	0.00	0.00	45.74
01 1200 233 003	ELEM SPED SUB TEACHER RETIREMENT	268.41	5.71	0.00	274.12
01 1200 237 001	SPED HS Increase Retirement	4,453.68	544.44	0.00	4,998.12

Regular; Beginning Month 05/2024; Processing Month 05/2024; Fund Number 01, 02, 03,  
05, 06, 07, 08, 09, 13, 14, 16

**Fund: 01 GENERAL FUND**

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
	Contributions				
01 1200 237 003	SPED ELIncrease Retirement Contributions	4,223.15	577.62	0.00	4,800.77
01 1200 281 001	SPED HS Teacher CASH-IN-LIEU Med Ins	2,000.00	250.00	0.00	2,250.00
01 1200 281 003	ELEM SPED CASH-IN-LIEU MEDICAL INSURANCE	2,000.00	250.00	0.00	2,250.00
01 1200 320 001	Sped HS Contracted Service	0.00	0.00	0.00	0.00
01 1200 320 002	NURSE PROFESSIONAL EDUCATIONAL SERVICES	0.00	0.00	0.00	0.00
01 1200 330 001	Sped HS Professional Development	180.00	0.00	0.00	180.00
01 1200 330 003	Sped Elem Professional Development	75.00	0.00	0.00	75.00
01 1200 591 000	SPED DIRECTOR FOR DIST	811.11	0.00	0.00	811.11
01 1200 591 001	HS SPED DIRECTOR	6,632.74	933.24	0.00	7,565.98
01 1200 591 003	ELEM SPED DIRECTOR	8,185.34	1,049.90	0.00	9,235.24
01 1200 610 001	Sped HS Supplies	3,862.46	0.00	0.00	3,862.46
01 1200 610 001 0 104	ASPIRE SUPPLIES	76.02	0.00	0.00	76.02
01 1200 610 002	MS SPED GENERAL SUPPLIES	3.83	0.00	0.00	3.83
01 1200 610 003	Sped Elem Supplies	1,145.68	0.00	0.00	1,145.68
01 1200 650 001	TECHNOLOGY SUPPLIES	2,250.00	0.00	0.00	2,250.00
01 1200 650 003	TECHNOLOGY SUPPLIES	6,750.00	0.00	0.00	6,750.00
01 1200 735 001	Sped HS Computer Software	0.00	0.00	0.00	0.00
01 1291 610 003	SPED PRESCHOOL GENERAL SUPPLIES	1,249.44	0.00	0.00	1,249.44
01 1300 610 003	Summer School Supplies	420.80	0.00	0.00	420.80
01 2120 111 001	Counselor HS Salary	44,686.35	5,215.93	0.00	49,902.28
01 2120 111 003	Counselor Elem Salary	35,114.90	4,120.46	0.00	39,235.36
01 2120 211 001	Counselor HS Insurance	15,358.39	1,819.60	0.00	17,177.99
01 2120 211 003	Counselor Elem Insurance	16,327.38	1,813.21	0.00	18,140.59
01 2120 221 001	Counselor HS FICA	3,366.52	400.42	7.73	3,759.21
01 2120 221 003	Counselor Elem FICA	2,662.95	316.32	3.90	2,975.37
01 2120 231 001	Counselor HS Retirement	3,272.89	382.02	0.00	3,654.91
01 2120 231 003	Counselor Elem Retirement	2,570.21	302.86	0.00	2,873.07
01 2120 237 001	COUNSELOR Inc Retirement Contributions	1,125.64	131.39	0.00	1,257.03
01 2120 237 003	COUNSELOR INC RETIREMENT CONT	887.18	104.16	0.00	991.34
01 2120 330 001	Counselor Professional Development	25.00	0.00	0.00	25.00
01 2120 330 003	EMPLOYEE TRAINING & DEVELOPMENT SERVICES	0.00	0.00	0.00	0.00
01 2120 610 001	Counselor HS Supplies	1,021.74	0.00	0.00	1,021.74
01 2120 610 003	Counselor Elem Supplies	146.34	840.00	0.00	986.34
01 2130 330 000	HEALTH SERVICES PROFESSIONAL DEVELOPMENT	0.00	150.00	0.00	150.00
01 2130 333 000	HEALTH MILEAGE PAID TO STAFF	382.54	117.92	0.00	500.46
01 2130 610 000	GENERAL SUPPLIES	1,046.13	178.84	119.66	1,105.31
01 2131 320 002	MS SPED CONTRACED NURSING SERVICES	31,381.02	8,529.84	0.00	39,910.86
01 2141 111 003	SPED ELEM PSYCHOLOGY SALARY	45,002.64	5,625.33	0.00	50,627.97
01 2141 211 003	SPED ELEM PSYCH INSURANCE	18,196.15	2,253.36	0.00	20,449.51
01 2141 221 003	SPED ELEM PSYCH FICA	3,421.98	431.87	4.06	3,849.79
01 2141 231 003	SPED ELEM PSYCHOLOGY RETIREMENT	3,296.21	413.45	0.00	3,709.66
01 2141 237 003	SPED PSYCH INC RETIREMENT CONTRIBUTIONS	1,137.09	142.20	0.00	1,279.29
01 2141 330 003	SPED ELEM PSYCHOLOGY PROFESSIONAL DEVEL.	280.00	0.00	0.00	280.00

Regular; Beginning Month 05/2024; Processing Month 05/2024; Fund Number 01, 02, 03,  
05, 06, 07, 08, 09, 13, 14, 16

**Fund: 01 GENERAL FUND**

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
01 2141 591 003	ESU PSYCHOLOGY SERVICES	1,511.00	811.00	0.00	2,322.00
01 2141 610 003	SPED PSYCHOLOGY SUPPLIES	3,624.96	0.00	0.00	3,624.96
01 2141 810 003	SPED PSYCHOLOGY DUES AND FEES	230.00	0.00	0.00	230.00
01 2151 111 001	Sped Speech HS Salary	20,345.76	2,697.67	0.00	23,043.43
01 2151 111 003	Sped Speech Elem Salary	49,266.35	6,113.03	0.00	55,379.38
01 2151 211 001	Sped Speech HS Insurance	99.81	13.38	0.00	113.19
01 2151 211 003	Sped Speech ELEM Insurance	279.87	34.70	0.00	314.57
01 2151 221 001	Speech HS FICA	1,586.44	210.16	0.00	1,796.60
01 2151 221 003	Sped Speech Elem FICA	4,003.14	496.91	0.00	4,500.05
01 2151 231 001	Sped Speech HS Retirement	1,491.15	198.28	0.00	1,689.43
01 2151 231 003	Sped Speech Elem Retirement	3,609.83	449.31	0.00	4,059.14
01 2151 237 001	Sped Speech HS Salary	514.09	68.19	0.00	582.28
01 2151 237 003	Sped Speech Elem Inc Retirement Contr	1,244.90	154.52	0.00	1,399.42
01 2151 281 001	Sped Speech HS CASH-IN-LIEU MEDICAL INS.	320.00	40.00	0.00	360.00
01 2151 281 003	Sped Speech ElemCASH-IN-LIEU MEDICAL INS	2,880.00	360.00	0.00	3,240.00
01 2151 330 003	Sped Speech Elem Professional Developmen	1,459.80	0.00	0.00	1,459.80
01 2151 333 003	Sped Speech Elem MILEAGE PAID TO STAFF	487.10	0.00	0.00	487.10
01 2151 591 001	HS AUDIOLOGY SERVICE FROM ESU/DISTRICT	3,090.48	420.05	0.00	3,510.53
01 2151 591 003	ELEM AUDIOLOGY SERVICES ESU/DISTRICT	3,090.49	420.05	0.00	3,510.54
01 2151 610 003	Sped Speech Elem Supplies	374.08	0.00	0.00	374.08
01 2152 111 003	SALARIES OF TEACHERS/PROFESSIONAL STAFF	4,942.40	617.80	0.00	5,560.20
01 2152 211 003	TEACHER BCBS, LIFE, VISION, DENTAL INSRU	29.10	3.64	0.00	32.74
01 2152 221 003	TEACHER/PROFESSIONAL FICA	379.36	47.42	0.00	426.78
01 2152 231 003	TEACHER RETIREMENT	362.01	45.41	0.00	407.42
01 2152 237 003	Increase Retirement Contributions	124.90	15.62	0.00	140.52
01 2153 111 000	SALARIES OF TEACHERS/PROFESSIONAL STAFF	4,942.40	617.80	0.00	5,560.20
01 2153 211 000	TEACHER BCBS, LIFE, VISION, DENTAL INSRU	29.10	3.64	0.00	32.74
01 2153 221 000	TEACHER/PROFESSIONAL FICA	379.36	47.42	0.00	426.78
01 2153 231 000	TEACHER RETIREMENT	361.96	45.40	0.00	407.36
01 2153 237 000	Increase Retirement Contributions	124.85	15.61	0.00	140.46
01 2161 111 002	OT Services - Middle School	749.25	344.25	0.00	1,093.50
01 2161 111 003	Sped Occupational Therapy Elem Salary	22,108.18	3,928.50	0.00	26,036.68
01 2161 211 003	Sped Occupational Therapy Elem Insurance	25.83	0.00	0.00	25.83
01 2161 221 002	OT Services Middle School - FICA	57.31	26.33	0.00	83.64
01 2161 221 003	Sped Occupational Therapy Elem FICA	1,692.67	300.52	0.00	1,993.19
01 2161 231 003	Sped Occupational Therapy ElemRetirement	373.26	0.00	0.00	373.26
01 2161 237 003	Sped OT Inc. Retirement Contributions	131.04	0.00	0.00	131.04
01 2161 320 002	PROFESSIONAL EDUCATIONAL SERVICES	1,242.17	0.00	0.00	1,242.17
01 2161 320 003	SPED OT CONTRACTED SERVICES	2,173.84	0.00	0.00	2,173.84
01 2161 333 001	SPED HS OT MILEAGE	37.99	0.00	0.00	37.99
01 2161 610 001	HS OT SUPPLIES	129.90	0.00	0.00	129.90
01 2161 610 003	Sped Occupational Therapy Elem Supplies	967.17	0.00	0.00	967.17

Regular; Beginning Month 05/2024; Processing Month 05/2024; Fund Number 01, 02, 03,  
05, 06, 07, 08, 09, 13, 14, 16

**Fund: 01 GENERAL FUND**

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
01 2162 111 003	PreK OT Services	1,316.25	81.00	0.00	1,397.25
01 2162 221 003	OT Services PreK - FICA	100.70	6.21	0.00	106.91
01 2163 111 000	Birth-2 OT Services	60.75	0.00	0.00	60.75
01 2163 221 000	FICA	4.65	0.00	0.00	4.65
01 2171 320 002	MS PROFESSIONAL EDUCATIONAL SERVICES	3,610.12	306.95	0.00	3,917.07
01 2171 320 003	Physical Therapy Elem Contracted Service	23,029.23	2,818.47	0.00	25,847.70
01 2181 591 001	HS VISUALLY IMPAIRED SERVICES	5,534.40	1,418.40	0.00	6,952.80
01 2181 591 003	ELEM VISUALLY IMPAIRED SERVICES	1,710.00	0.00	0.00	1,710.00
01 2220 111 001	HS Library Teacher Salary	21,893.29	2,736.67	0.00	24,629.96
01 2220 111 003	Elem Library Salary	21,893.36	2,736.67	0.00	24,630.03
01 2220 112 001	HS Library Para Salary	7,708.00	3,444.00	0.00	11,152.00
01 2220 112 003	Elem Library Para Salary	17,284.17	2,473.42	0.00	19,757.59
01 2220 211 001	HS Library BCBS, Vision, Life, Dental	119.56	14.95	0.00	134.51
01 2220 211 003	Elem Library BCBS, Vision, Life, Dental	119.66	14.97	0.00	134.63
01 2220 221 001	HS Library FICA	1,757.42	219.67	0.00	1,977.09
01 2220 221 003	Elem Library FICA	1,757.52	219.69	0.00	1,977.21
01 2220 222 001	HS Library Para FICA	589.65	263.47	0.00	853.12
01 2220 222 003	Elem Library PARA FICA	1,322.22	189.21	0.00	1,511.43
01 2220 231 001	HS Library Retirement	1,603.52	201.14	0.00	1,804.66
01 2220 231 003	Elem Library Retirement	1,603.57	201.15	0.00	1,804.72
01 2220 232 003	Elem Library PARAEDUCATOR RETIREMENT	1,266.38	181.80	0.00	1,448.18
01 2220 237 001	Library Inc Retirement Contributions	553.13	69.17	0.00	622.30
01 2220 237 003	Elem Lib Inc Retirement Contributions	990.09	131.70	0.00	1,121.79
01 2220 281 001	HS Libaray Teacher CASH-IN-LIEU Med Ins	1,000.00	125.00	0.00	1,125.00
01 2220 281 003	Elem Library Teacher CASH-IN-LIEU Med In	1,000.00	125.00	0.00	1,125.00
01 2220 610 001	HS Library Supplies	4,518.79	0.00	0.00	4,518.79
01 2220 610 003	Elem Library Supplies	6,701.80	1,220.65	0.00	7,922.45
01 2220 640 003	Elem Library Books/Periodicals	0.00	0.00	24.99	(24.99)
01 2224 430 001	HS Distant Learning Maintenance	3,237.67	430.87	0.00	3,668.54
01 2224 430 003	Elem Distant Learning Maintenance	3,237.67	430.87	0.00	3,668.54
01 2224 530 000	Internet Service	6,620.30	849.91	0.00	7,470.21
01 2224 720 001	Network Wiring	37.50	0.00	0.00	37.50
01 2310 270 000	Workers Compensation	23,350.33	0.00	0.00	23,350.33
01 2310 330 000	BOARD PROFESSIONAL DEVELOPMENT	1,274.00	0.00	0.00	1,274.00
01 2310 520 000	BOE Insurance	84,509.58	0.00	0.00	84,509.58
01 2310 540 000	BOE Advertising	5,026.83	22.46	0.00	5,049.29
01 2310 810 000	BOE Dues and Fees	5,607.00	0.00	0.00	5,607.00
01 2310 890 000	BOE Misc. Expenses	5,279.00	0.00	0.00	5,279.00
01 2320 105 000	Superintendent Salary	99,000.00	12,375.00	0.00	111,375.00
01 2320 215 000	Superintendent BCBS, Vision, Life, Denta	18,570.72	2,321.34	0.00	20,892.06
01 2320 225 000	Superintendent FICA	7,516.18	950.01	10.49	8,455.70
01 2320 235 000	Superintendent Retirement	7,273.29	909.56	0.00	8,182.85
01 2320 237 000	Superintendent Inc Retire Contributions	2,190.84	312.82	0.00	2,503.66
01 2320 330 000	Superintendent Professional Development	990.00	75.00	0.00	1,065.00
01 2320 580 000	Superintendent Travel	164.95	0.00	0.00	164.95
01 2320 610 000	SUPERINTENDENT OFFICE SUPPLIES	125.98	0.00	0.00	125.98
01 2330 317 000	District Legal Services	10,014.10	536.25	0.00	10,550.35

Regular; Beginning Month 05/2024; Processing Month 05/2024; Fund Number 01, 02, 03,  
05, 06, 07, 08, 09, 13, 14, 16

**Fund: 01 GENERAL FUND**

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
01 2410 110 001	HS Principal Secretary Salary	21,701.47	3,041.94	0.00	24,743.41
01 2410 110 003	Elem Principal Secretary Salary	20,701.64	2,855.58	0.00	23,557.22
01 2410 111 001	HS Principal Salary	69,666.64	8,708.33	0.00	78,374.97
01 2410 111 003	Elem Principal Salary	69,666.64	8,708.33	0.00	78,374.97
01 2410 210 001	HS Secretary Principal Insurance	2,991.02	420.77	0.00	3,411.79
01 2410 210 003	Elem Secretary Principal Insurance	2,986.73	437.23	0.00	3,423.96
01 2410 211 001	HS Principal Insurance	19,583.76	2,329.22	0.00	21,912.98
01 2410 211 003	Elem Principal Insurance	6,909.60	863.70	0.00	7,773.30
01 2410 220 001	HS Secretary Principal FICA	1,544.52	232.71	16.29	1,760.94
01 2410 220 003	Elem Secretary Principal FICA	1,481.13	218.45	15.01	1,684.57
01 2410 221 001	HS Principal FICA	5,308.88	668.52	4.91	5,972.49
01 2410 221 003	Elem Principal FICA	5,345.52	668.53	0.34	6,013.71
01 2410 230 001	HS Secretary Principal Retirement	1,589.14	223.58	0.00	1,812.72
01 2410 230 003	Elem Secretary Principal Retirement	1,515.59	209.89	0.00	1,725.48
01 2410 231 001	HS Principal Retirement	5,102.52	640.06	0.00	5,742.58
01 2410 231 003	Elem Principal Retirement	5,102.74	640.06	0.00	5,742.80
01 2410 237 001	HS Principal Inc Retirement Contribution	2,084.06	297.02	0.00	2,381.08
01 2410 237 003	Elem Principal Inc Retire Contributions	2,283.58	292.30	0.00	2,575.88
01 2410 330 001	HS Principal Professional Development	30.00	0.00	0.00	30.00
01 2410 330 003	Elem Principal Professional Development	145.00	0.00	0.00	145.00
01 2410 540 001	HS ADVERTISING JOB FAIR	35.00	0.00	0.00	35.00
01 2410 610 001	HS Principal Supplies	651.39	0.00	0.00	651.39
01 2410 610 003	Elem Principal Supplies	5,233.70	0.00	0.00	5,233.70
01 2410 810 001	HS Principal Dues and Fees	385.00	0.00	0.00	385.00
01 2410 810 003	Elem Principal Dues and Fees	385.00	0.00	0.00	385.00
01 2510 110 000	BUSINESS MANAGER/HR/PAYROLL SALARY	51,194.50	7,007.73	0.00	58,202.23
01 2510 210 000	Superintendent Secretary Insurance	208.20	28.16	0.00	236.36
01 2510 220 000	Superintendent Secretary FICA	3,930.18	537.96	0.00	4,468.14
01 2510 230 000	Superintendent Secretary Retirement	3,750.71	515.07	0.00	4,265.78
01 2510 237 000	Super Secretary Inc Retire Contributions	1,293.51	177.14	0.00	1,470.65
01 2510 310 000	Employee Assistant Program	2,889.00	0.00	0.00	2,889.00
01 2510 315 000	Accounting and Auditing Services	7,038.00	0.00	0.00	7,038.00
01 2510 330 000	EMPLOYEE TRAINING & DEVELOPMENT SERVICES	761.00	360.00	0.00	1,121.00
01 2510 382 001	HS Telephone	1,723.18	163.36	0.00	1,886.54
01 2510 382 003	Elem Telephone	782.50	59.75	0.00	842.25
01 2510 440 000	Superintendent Copier/Mail Lease	427.59	165.54	0.00	593.13
01 2510 531 001	HS Postage	1,512.72	500.00	0.00	2,012.72
01 2510 531 003	Elem Postage	494.48	0.00	0.00	494.48
01 2510 580 000	TRAVEL EXPENSES	703.03	292.55	0.00	995.58
01 2510 610 000	CENTRAL OFFICE SUPPLIES	2,470.22	0.00	0.00	2,470.22
01 2510 810 000	DUES AND FEES	1,245.04	26.00	0.00	1,271.04
01 2510 890 000	Superintendent Secretary Misc. Expenses	3,805.94	158.00	0.00	3,963.94
01 2610 110 001	HS Custodian Salary	53,339.72	5,674.35	0.00	59,014.07
01 2610 110 003	Elem Custodian Salary	32,617.31	4,319.79	0.00	36,937.10
01 2610 130 001	OVERTIME for Custodial	295.21	200.28	0.00	495.49
01 2610 130 003	OVERTIME for Custodial	111.24	29.81	0.00	141.05
01 2610 210 001	HS Custodian Insurance	4,359.26	437.49	0.00	4,796.75
01 2610 210 003	Elem Custodian Insurance	85.95	24.71	0.00	110.66
01 2610 220 001	HS Custodian FICA	3,975.71	449.40	13.18	4,411.93
01 2610 220 003	Elem Custodian FICA	2,496.07	332.76	1.39	2,827.44

Regular; Beginning Month 05/2024; Processing Month 05/2024; Fund Number 01, 02, 03,  
05, 06, 07, 08, 09, 13, 14, 16

**Fund: 01 GENERAL FUND**

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
01 2610 230 001	HS Custodian Retirement	3,430.16	431.79	0.00	3,861.95
01 2610 230 003	Elem Custodian Retirement	2,397.91	319.71	0.00	2,717.62
01 2610 237 001	HS Custodian In Retire Contributions	1,183.70	148.49	0.00	1,332.19
01 2610 237 003	Elem Custodian Inc Retirement Contributi	827.31	109.95	0.00	937.26
01 2610 290 001	HS Custodian LTD	113.32	14.75	0.00	128.07
01 2610 290 003	Elem Custodian LTD	114.77	14.80	0.00	129.57
01 2610 333 001	MILEAGE PAID TO STAFF	58.96	0.00	0.00	58.96
01 2610 410 001	HS Water & Sewer	7,832.73	480.30	0.00	8,313.03
01 2610 410 003	Elem Water & Sewer	4,802.05	762.30	0.00	5,564.35
01 2610 431 001	HS Upkeep of Building	9,724.86	119.00	0.00	9,843.86
01 2610 431 003	Elem Upkeep of Building	11,248.38	974.72	0.00	12,223.10
01 2610 520 001	HS Building Insurance	36,903.57	0.00	0.00	36,903.57
01 2610 520 003	Elem Building Insurance	36,903.57	0.00	0.00	36,903.57
01 2610 610 001	HS Custodian Supplies	25,140.76	1,976.50	0.00	27,117.26
01 2610 610 003	Elem Custodian Supplies	15,440.04	53.34	0.00	15,493.38
01 2610 621 001	HS Utilities	23,220.18	2,045.64	0.00	25,265.82
01 2610 621 003	Elem Utilities	10,378.07	689.00	0.00	11,067.07
01 2610 622 001	HS ELECTRICITY	60,028.61	6,870.71	0.00	66,899.32
01 2610 622 003	ELEM ELECTRICITY	36,007.73	4,451.36	0.00	40,459.09
01 2620 420 001	HS Cleaning Service	18,565.00	5,160.00	0.00	23,725.00
01 2620 420 003	Elem Cleaning Service	53,760.00	7,784.00	0.00	61,544.00
01 2620 431 001	HS Repairs & Maintenance	38,467.25	377.07	0.00	38,844.32
01 2620 431 003	Elem Repairs & Maintenance	29,245.74	586.10	0.00	29,831.84
01 2620 440 001	HS Rentals of land, building, equip	6,290.72	0.00	0.00	6,290.72
01 2620 610 000	GENERAL SUPPLIES	3,100.00	0.00	0.00	3,100.00
01 2620 720 003	Elem Building Improvements	3,215.00	0.00	0.00	3,215.00
01 2630 431 001	CARE & UPKEEP OF FB FIELD	8,911.03	123.08	0.00	9,034.11
01 2650 431 000	Vehicle Repairs & Maintenance	7,015.04	1,214.34	0.00	8,229.38
01 2650 610 000	Vehicle Supplies	286.83	0.00	0.00	286.83
01 2650 890 000	Other Vehicle Expenses	15.00	13.00	0.00	28.00
01 2660 340 000	Security Service	550.00	0.00	0.00	550.00
01 2660 610 000	Security Supplies	331.15	0.00	0.00	331.15
01 2710 110 000	Bus Driver Regular Ed Salary	136,685.56	22,123.01	0.00	158,808.57
01 2710 150 000	Phone Stipend	160.00	80.00	0.00	240.00
01 2710 210 000	Bus Driver Regular Ed Insurance	634.92	189.90	0.00	824.82
01 2710 220 000	Bus Driver Regular Ed FICA	10,494.40	1,692.59	0.32	12,186.67
01 2710 230 000	Bus Driver Regular Ed Retirement	7,598.40	1,221.80	0.00	8,820.20
01 2710 237 000	Bus Increase Retire Contributions	2,641.86	420.20	0.00	3,062.06
01 2710 330 000	BUS PROFESSIONAL DEVEOPMENT	3,650.00	125.00	0.00	3,775.00
01 2710 520 000	Bus Insurance	25,781.95	0.00	0.00	25,781.95
01 2710 610 000	BUS SUPPLIES	4,642.50	0.00	0.00	4,642.50
01 2710 626 000	Bus Gas and Oil	49,774.58	6,777.57	0.00	56,552.15
01 2710 890 000	Bus Misc. Expenses	10,840.00	530.00	0.00	11,370.00
01 2712 112 000	PARAEDUCATORS SALARY	1,311.42	0.00	0.00	1,311.42
01 2712 112 003	Bus Driver Sped Salary	1,958.45	526.78	0.00	2,485.23
01 2712 222 000	PARA FICA	100.33	0.00	0.00	100.33
01 2712 222 003	PARA FICA	149.85	40.28	0.00	190.13
01 2712 232 000	PARAEDUCATOR RETIREMENT	95.63	0.00	0.00	95.63
01 2712 232 003	PARAEDUCATOR RETIREMENT	143.96	38.72	0.00	182.68
01 2712 237 000	SPED Bus Inc Retire Contributions	33.13	0.00	0.00	33.13
01 2712 237 003	Increase Retirement Contributions	49.51	13.32	0.00	62.83
01 2712 610 000	GENERAL SUPPLIES	0.00	1,735.00	0.00	1,735.00
01 2720 111 000	Transportation Monitoring Services	2,306.64	288.33	0.00	2,594.97

Regular; Beginning Month 05/2024; Processing Month 05/2024; Fund Number 01, 02, 03,  
05, 06, 07, 08, 09, 13, 14, 16

**Fund: 01 GENERAL FUND**

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
01 2720 211 000	TEACHER BCBS, LIFE, VISION, DENTAL INSRU	768.58	96.51	0.00	865.09
01 2720 221 000	TEACHER/PROFESSIONAL FICA	175.05	22.13	0.25	196.93
01 2720 231 000	TEACHER RETIREMENT	168.94	21.19	0.00	190.13
01 2720 237 000	Increase Retirement Contributions	58.30	7.29	0.00	65.59
01 2730 431 000	BUS & VEHICLE SERVICING & MAINTENANCE	55,261.68	3,049.63	0.00	58,311.31
01 2900 610 001 0 001	Athletics	1,000.00	0.00	0.00	1,000.00
01 2900 610 001 0 003	Music	2,277.00	326.25	0.00	2,603.25
01 2900 610 001 0 012	National Honor Society	385.00	0.00	0.00	385.00
01 2900 610 001 0 028	Drama	0.00	2,000.00	0.00	2,000.00
01 2900 610 001 2	Commencement	498.22	16.00	0.00	514.22
01 3100 110 000	Food Service Salary	0.00	21,005.81	21,005.81	0.00
01 3100 130 000	OVERTIME for Food Services	0.00	59.11	59.11	0.00
01 3100 210 000	NON - INSTRUCTIONAL INSURANCE	0.00	1,305.73	1,305.73	0.00
01 3100 220 000	Food Service FICA	0.00	1,611.69	1,611.69	0.00
01 3100 230 000	Food Service Retirement	0.00	1,397.65	1,397.65	0.00
01 3100 237 000	Food Service Inc Retire Contributions	0.00	480.68	480.68	0.00
01 3100 290 000	Food Service LTD	0.00	0.00	0.00	0.00
01 3300 110 003	Rec Program Salary	22,867.14	2,895.38	0.00	25,762.52
01 3300 210 003	Rec Program Insurance	691.96	79.60	0.00	771.56
01 3300 220 003	Rec Program FICA	1,722.09	221.48	3.67	1,939.90
01 3300 230 003	Rec Program Retirement	1,675.21	212.83	0.00	1,888.04
01 3300 237 003	REC Inc Retirement Contributions	577.94	73.14	0.00	651.08
01 3300 610 003	Rec Program Supplies	4,479.97	573.64	0.00	5,053.61
01 3300 890 003	Rec Program Misc. Expenses	2,010.44	0.00	0.00	2,010.44
01 3535 113 003	HAL Sub	77.75	0.00	0.00	77.75
01 3535 223 003	SUBSTITUTE TEACHER FICA	5.95	0.00	0.00	5.95
01 3535 610 000	HAL Supplies	1,325.00	0.00	0.00	1,325.00
01 3540 110 003	Preschool Para/Bus Driver/Custodian Sala	29,526.03	3,530.77	0.00	33,056.80
01 3540 111 003	Preschool Teacher/Principal Salary	15,662.50	1,847.25	0.00	17,509.75
01 3540 211 003	Preschool Teacher/Principal Insurance	6,170.72	757.40	0.00	6,928.12
01 3540 220 003	Preschool Para/Bus Driver/Custodian FICA	2,258.69	270.10	0.00	2,528.79
01 3540 221 003	Preschool Teacher/Principal FICA	1,194.48	160.99	0.97	1,354.50
01 3540 230 003	Preschool Para/BD/custodian RETIREMENT	2,021.28	174.62	0.00	2,195.90
01 3540 231 003	Preschool Teacher/Principal Retirement	1,145.68	135.78	0.00	1,281.46
01 3540 237 003	Preschool Inc Retire Contributions	1,092.34	106.76	0.00	1,199.10
01 3540 281 003	Preschool Teacher CASH-IN-LIEU MED. INS	0.00	250.00	0.00	250.00
01 3551 610 001	CAREER EDUCATION SUPPLIES	6,049.99	1,521.60	408.75	7,162.84
01 6200 111 003	Title 1 Teacher Salary	31,745.33	3,968.16	0.00	35,713.49
01 6200 211 003	Title 1 Teacher Insurance	6,786.80	779.60	0.00	7,566.40
01 6200 221 003	Title 1 Teacher FICA	2,437.12	304.64	0.00	2,741.76
01 6200 231 003	Title 1 Teacher Retirement	2,325.26	291.67	0.00	2,616.93
01 6200 237 003	Title 1 Inc Retirement Contributions	802.13	100.31	0.00	902.44
01 6200 610 003	Title 1 Supplies	4,359.11	0.00	0.00	4,359.11
01 6310 111 000	SALARIES NCLB TITLE II A	1,053.00	0.00	0.00	1,053.00
01 6310 211 000	TEACHER BCBS, LIFE, VISION, DENTAL INSRU	399.50	0.00	0.00	399.50
01 6310 221 000	TEACHER/PROFESSIONAL FICA NCLB TITLE IIA	79.92	0.00	0.00	79.92
01 6310 231 000	RETIREMENT NCLB TITLE II A	77.31	0.00	0.00	77.31

Regular; Beginning Month 05/2024; Processing Month 05/2024; Fund Number 01, 02, 03,  
05, 06, 07, 08, 09, 13, 14, 16

**Fund: 01 GENERAL FUND**

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
01 6310 237 000	Increase Retirement Contributions	26.58	0.00	0.00	26.58
01 6406 111 003	IDEA Preschool Teacher Salary	0.00	0.00	0.00	0.00
01 6406 112 003	PARAEDUCATORS SALARY	3,339.65	0.00	0.00	3,339.65
01 6406 211 003	IDEA Preschool Teacher Insrurance	0.00	0.00	0.00	0.00
01 6406 221 003	IDEA Preschool Teacher FICA	0.00	0.00	0.00	0.00
01 6406 222 003	PARA FICA	255.47	0.00	0.00	255.47
01 6406 231 003	IDEA Preschool Teacher Retirement	0.00	0.00	0.00	0.00
01 6406 232 003	PARAEDUCATOR RETIREMENT	241.98	0.00	0.00	241.98
01 6406 237 003	Increase Retirement Contributions	84.41	0.00	0.00	84.41
01 6408 111 000	IDEA BIRTH-4 TEACHER SALARY	19,966.72	4,307.52	0.00	24,274.24
01 6408 111 003	SALARIES OF TEACHERS/PROFESSIONAL STAFF	22,348.74	738.90	0.00	23,087.64
01 6408 112 000	ECH PARAEDUCATORS SALARY	0.00	139.52	0.00	139.52
01 6408 112 003	IDEA ENROLLMENT/POVERTY PARA SALARY	18,350.89	2,196.06	0.00	20,546.95
01 6408 211 000	IDEA BIRTH-4 TEACHER INSURANCE	3,706.24	926.55	0.00	4,632.79
01 6408 211 003	TEACHER BCBS, LIFE, VISION, DENTAL INSURU	2,449.51	302.32	0.00	2,751.83
01 6408 221 000	IDEA BIRTH-4 TEACHER FICA	1,524.97	330.68	1.96	1,853.69
01 6408 221 003	TEACHER/PROFESSIONAL FICA	1,712.11	56.72	0.37	1,768.46
01 6408 222 000	ECH PARA FICA	0.00	10.67	0.00	10.67
01 6408 222 003	IDEA ENROLLMENT/POVERTY PARA FICA	1,403.84	168.01	0.00	1,571.85
01 6408 231 000	IDEA BIRTH-4 TEACHER RETIREMENT	1,462.47	316.60	0.00	1,779.07
01 6408 231 003	TEACHER RETIREMENT	1,627.30	54.30	0.00	1,681.60
01 6408 232 000	ECH PARAEDUCATOR RETIREMENT	0.00	10.26	0.00	10.26
01 6408 232 003	IDEA ENROLLMENT/POVERTY PARA RETIREMENT	1,344.36	161.41	0.00	1,505.77
01 6408 237 000	Increase Retirement Contributions	504.46	112.41	0.00	616.87
01 6408 237 003	Increase Retirement Contributions	1,028.03	74.18	0.00	1,102.21
01 6408 320 000	IDEA Part B Birth-4 Pre-diagnosis	7,504.80	2,227.49	0.00	9,732.29
01 6408 320 003	PREK PROFESSIONAL EDUCATIONAL SERVICES	3,801.43	162.00	0.00	3,963.43
01 6408 591 000	EARLY CHILDHOOD SERVICES ESU/DISTRICT	2,351.01	371.65	0.00	2,722.66
01 6408 591 003	PREK PURCHASED SERVICE FROM ESU/DISTRICT	1,609.41	254.99	0.00	1,864.40
01 6418 111 000	SALARIES OF TEACHERS/PROFESSIONAL STAFF	336.00	0.00	0.00	336.00
01 6418 211 000	TEACHER BCBS, LIFE, VISION, DENTAL INSURU	114.37	0.00	0.00	114.37
01 6418 221 000	TEACHER/PROFESSIONAL FICA	25.57	0.00	0.00	25.57
01 6418 231 000	TEACHER RETIREMENT	24.70	0.00	0.00	24.70
01 6418 237 000	Increase Retirement Contributions	8.49	0.00	0.00	8.49
01 6421 210 001	NON - INSTRUCTIONAL INSURANCE	148.98	0.00	0.00	148.98
01 6421 210 003	NON - INSTRUCTIONAL INSURANCE	287.70	0.00	0.00	287.70
01 6421 220 001	NON-INSTRUCTIONAL FICA	40.36	0.00	0.00	40.36
01 6421 220 003	NON-INSTRUCTIONAL FICA	59.43	0.00	0.00	59.43
01 6421 230 001	NON-INSTRUCTIONAL RETIREMENT	36.77	0.00	0.00	36.77
01 6421 230 003	NON-INSTRUCTIONAL RETIREMENT	55.08	0.00	0.00	55.08
01 6421 237 001	Increase Retirement Contributions	13.36	0.00	0.00	13.36
01 6421 237 003	Increase Retirement Contributions	19.68	0.00	0.00	19.68
01 6421 330 001	EMPLOYEE TRAINING & DEVELOPMENT SERVICES	530.00	0.00	0.00	530.00
01 6421 330 003	EMPLOYEE TRAINING & DEVELOPMENT SERVICES	780.00	0.00	0.00	780.00

Regular; Beginning Month 05/2024; Processing Month 05/2024; Fund Number 01, 02, 03,  
 05, 06, 07, 08, 09, 13, 14, 16

**Fund: 01 GENERAL FUND**

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
01 6700 111 000	SALARIES OF TEACHERS/PROFESSIONAL STAFF	1,477.13	0.00	0.00	1,477.13
01 6700 211 000	TEACHER BCBS, LIFE, VISION, DENTAL INSRU	231.90	0.00	0.00	231.90
01 6700 221 000	TEACHER/PROFESSIONAL FICA	112.90	0.00	0.00	112.90
01 6700 231 000	TEACHER RETIREMENT	81.70	0.00	0.00	81.70
01 6700 237 000	Increase Retirement Contributions	28.09	0.00	0.00	28.09
01 6700 580 000	TRAVEL EXPENSES	1,006.25	0.00	0.00	1,006.25
01 6700 610 001	CARL PERKINS SUPPLIES	2.00	0.00	0.00	2.00
01 6998 610 000	MENTAL HEALTH GENERAL SUPPLIES	8,013.49	0.00	0.00	8,013.49
01 6998 610 001	ESSER III GENERAL SUPPLIES	23,600.00	0.00	0.00	23,600.00
01 6998 610 003	ESSER III GENERAL SUPPLIES	7,137.38	0.00	0.00	7,137.38
01 6998 640 001	ESSER III	32,599.84	0.00	0.00	32,599.84
01 6998 732 000	VEHICLE EXPENSES	38,989.00	0.00	0.00	38,989.00
01 8000 900 000	Fund Transfer to Depr. OTHER ITEMS	0.00	0.00	0.00	0.00
01 8000 912 000	FUND TRANSFERS TO LUNCH FUND	598.35	114.35	0.00	712.70
	Total: Expenditure	6,132,259.79	735,237.00	32,829.10	6,834,667.69
	Total: 01	19,846,249.98	3,522,338.12	4,499,911.35	24,187,816.89

Regular; Beginning Month 05/2024; Processing Month 05/2024; Fund Number 01, 02, 03,  
 05, 06, 07, 08, 09, 13, 14, 16

**Fund: 02 Depreciation**

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
<b>Current Assets</b>					
02 101	CASH	208,449.02	53.11	0.00	208,502.13
	Total: Current Assets	208,449.02	53.11	0.00	208,502.13
<b>Fund Balance</b>					
02 704	FUND BALANCE	208,449.02	0.00	53.11	208,502.13
	Total: Fund Balance	208,449.02	0.00	53.11	208,502.13
<b>Revenue</b>					
02 1510	INTEREST ON INVESTMENTS	597.23	0.00	53.11	650.34
02 5301	INSURANCE ADJUSTMENTS	7,850.00	0.00	0.00	7,850.00
	Total: Revenue	8,447.23	0.00	53.11	8,500.34
<b>Expenditure</b>					
02 2900 732 000	Bus Replacement	132,149.00	0.00	0.00	132,149.00
02 2900 810 000	DUES AND FEES	18.00	0.00	0.00	18.00
	Total: Expenditure	132,167.00	0.00	0.00	132,167.00
	Total: 02	557,512.27	53.11	106.22	557,671.60

Regular; Beginning Month 05/2024; Processing Month 05/2024; Fund Number 01, 02, 03,  
 05, 06, 07, 08, 09, 13, 14, 16

**Fund: 03 Unemployment**

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
<b>Current Assets</b>					
03 101	CASH	20,055.19	5.11	0.00	20,060.30
03 106	SAVINGS CERTIFICATES	20,000.00	0.00	0.00	20,000.00
Total:	Current Assets	40,055.19	5.11	0.00	40,060.30
<b>Fund Balance</b>					
03 704	FUND BALANCE	40,055.19	0.00	5.11	40,060.30
Total:	Fund Balance	40,055.19	0.00	5.11	40,060.30
<b>Revenue</b>					
03 1510	INTEREST ON INVESTMENTS	501.49	0.00	5.11	506.60
Total:	Revenue	501.49	0.00	5.11	506.60
Total:	03	80,611.87	5.11	10.22	80,627.20

Regular; Beginning Month 05/2024; Processing Month 05/2024; Fund Number 01, 02, 03,  
05, 06, 07, 08, 09, 13, 14, 16

**Fund: 05 Activity Fund**

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
<b>Current Assets</b>					
05 101	CASH	173,742.78	39,044.48	16,032.91	196,754.35
	Total: Current Assets	173,742.78	39,044.48	16,032.91	196,754.35
<b>Fund Balance</b>					
05 704 0001	ATHLETICS	21,059.34	2,814.59	2,849.56	21,094.31
05 704 0002	ANNUAL	3,984.57	0.00	300.00	4,284.57
05 704 0003	MUSIC	569.08	971.46	402.38	0.00
05 704 0004	ELEMENTARY UNIT	12,509.03	0.00	345.70	12,854.73
05 704 0005	STUDENT COUNCIL	6,823.10	550.00	590.00	6,863.10
05 704 0006	FFA	18,721.01	948.15	0.00	17,772.86
05 704 0007	HIGH SCHOOL UNIT	1,626.86	52.86	0.00	1,574.00
05 704 0008	LIFE SKILLS	474.01	93.00	82.00	463.01
05 704 0009	FCCLA	3,029.92	3,159.16	1,730.96	1,601.72
05 704 0010	MISC ACCOUNT	5,606.33	73.28	0.00	5,533.05
05 704 0011	ART CLUB	336.27	0.00	613.38	949.65
05 704 0012	NATIONAL HONOR SOCIETY	1,040.21	0.00	0.00	1,040.21
05 704 0013	SPEECH	243.38	0.00	0.00	243.38
05 704 0014	1ST GRADE	677.58	0.00	0.00	677.58
05 704 0015	BOYS BASKETBALL	719.01	640.20	1,500.00	1,578.81
05 704 0016	CONCESSIONS	5,454.80	1,121.44	871.99	5,205.35
05 704 0017	GIRLS BASKETBALL	1,447.72	224.70	225.00	1,448.02
05 704 0019	INTEREST	933.04	0.00	15.99	949.03
05 704 0020	UNION BANK	3,073.44	0.00	0.00	3,073.44
05 704 0021	HS TRACK	1,888.84	37.12	74.00	1,925.72
05 704 0022	FIELDS SCHOLARSHIP	4,063.80	0.00	0.00	4,063.80
05 704 0023	CROSS COUNTRY	852.82	0.00	0.00	852.82
05 704 0024	INDUSTRIAL ARTS SHOP	1,182.22	43.12	370.95	1,510.05
05 704 0025	LIBRARY	1,039.07	19.97	0.00	1,019.10
05 704 0026	PARTY GROUP	769.76	0.00	0.00	769.76
05 704 0027	CLASS OF 2024	986.05	599.30	0.00	386.75
05 704 0028	MUSICAL/DRAMA	12,836.00	0.00	0.00	12,836.00
05 704 0029	WRESTLING	1,746.03	0.00	0.00	1,746.03
05 704 0030	GENERAL FUND REIMBURSEMENT	(3,234.79)	60.90	3,234.79	(60.90)
05 704 0031	ELEM STUDENT COUNCIL	1,173.72	0.00	0.00	1,173.72
05 704 0032	WEIGHTS	1,050.86	0.00	0.00	1,050.86
05 704 0033	VOLLEYBALL ACCOUNT	4,455.42	2,624.89	3,425.00	5,255.53
05 704 0034	IMPREST FUND	2,000.00	0.00	0.00	2,000.00
05 704 0035	BENNET BOOSTERS	0.00	0.00	0.00	0.00
05 704 0036	CHEERLEADING	2,361.56	37.86	5,785.38	8,109.08
05 704 0037	BENNET BACK-PACK PROGRAM	1,346.83	0.00	0.00	1,346.83
05 704 0038	CLASS OF 2023	0.00	0.00	0.00	0.00
05 704 0039	FAMILY PASSES	8,955.00	0.00	0.00	8,955.00
05 704 0040	STUDENT FEES	7,630.96	0.00	0.00	7,630.96
05 704 0041	QUIZ BOWL	560.08	0.00	0.00	560.08
05 704 0042	JR HIGH BASKETBALL	236.00	0.00	0.00	236.00
05 704 0043	PANTHER STORE	0.00	0.00	10,928.00	10,928.00
05 704 0047	NATIONAL BREAST CANCER FOUNDATION	12.14	12.14	0.00	0.00
05 704 0048	CHESS CLUB	286.16	0.00	0.00	286.16
05 704 0049	SHOW CHOIR	1,045.35	200.00	0.00	845.35
05 704 0050	CHROMEBOOK INSURANCE	17,962.32	0.00	1,255.00	19,217.32
05 704 0051	GOLF	809.25	389.85	225.00	644.40
05 704 0052	CIRCLE OF FRIENDS	1,674.95	295.82	0.00	1,379.13
05 704 0054	UNIFIED SPORTS	589.87	0.00	0.00	589.87

Regular; Beginning Month 05/2024; Processing Month 05/2024; Fund Number 01, 02, 03,  
05, 06, 07, 08, 09, 13, 14, 16

<b>Fund: 05</b>	<b>Activity Fund</b>	<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
05 704 0055	FOOTBALL	1,920.41	340.84	3,692.00	5,271.57
05 704 0056	ASPIRE ACADEMY	4,055.84	722.26	527.40	3,860.98
05 704 0057	CHICK-FIL-A GRANT/PLAYGROUND	1,050.00	0.00	0.00	1,050.00
05 704 0058	CLASS OF 2025	1,964.83	0.00	0.00	1,964.83
05 704 0059	CLASS OF 2026	650.00	0.00	0.00	650.00
05 704 0060	CLASS OF 2027	491.58	0.00	0.00	491.58
05 704 0061	CLASS OF 2028	491.58	0.00	0.00	491.58
05 704 0062	CLASS OF 2029	509.57	0.00	0.00	509.57
<b>Total: Fund Balance</b>		<b>173,742.78</b>	<b>16,032.91</b>	<b>39,044.48</b>	<b>196,754.35</b>
<b>Revenue</b>					
05 1710 0001	ATHLETIC ADMISSIONS REVENUE	24,249.11	0.00	0.00	24,249.11
05 1710 0028	MUSICAL/DRAMA ADMISSIONS REVENUE	4,837.25	0.00	0.00	4,837.25
05 1790 0001	OTHER ACTIVITY REVENUE	31,854.28	0.00	2,822.92	34,677.20
05 1790 0002	ANNUAL REVENUE	1,540.00	0.00	300.00	1,840.00
05 1790 0003	MUSIC REVENUE	4,255.80	0.00	402.38	4,658.18
05 1790 0004	ELEMENTARY PRINCIPAL REVENUE	305.75	0.00	345.70	651.45
05 1790 0005	STUDENT COUNCIL REVENUE	2,773.50	0.00	590.00	3,363.50
05 1790 0006	FFA REVENUE	19,753.47	0.00	0.00	19,753.47
05 1790 0007	HIGH SCHOOL PRINCIPAL REVENUE	300.00	0.00	0.00	300.00
05 1790 0008	LIFE SKILLS REVENUE	220.50	0.00	82.00	302.50
05 1790 0009	FCCLA REVENUE	14,274.20	0.00	1,667.00	15,941.20
05 1790 0010	MISC ACCOUNT REVENUE	1,875.00	0.00	0.00	1,875.00
05 1790 0011	ART CLUB REVENUE	1,082.00	0.00	613.38	1,695.38
05 1790 0012	NATIONAL HONOR SOCIETY REVENUE	554.00	0.00	0.00	554.00
05 1790 0015	BOYS BASKETBALL HS REVENUE	4,020.20	0.00	1,500.00	5,520.20
05 1790 0016	CONCESSIONS REVENUE	29,875.36	0.00	871.99	30,747.35
05 1790 0017	GIRLS BASKETBALL HS REVENUE	1,549.50	0.00	225.00	1,774.50
05 1790 0019	INTEREST REVENUE	126.91	0.00	15.99	142.90
05 1790 0021	HS TRACK	1,990.00	0.00	74.00	2,064.00
05 1790 0023	CROSS COUNTRY REVENUE	1,463.00	0.00	0.00	1,463.00
05 1790 0024	INDUSTRIAL ARTS SHOP REVENUE	266.40	0.00	370.95	637.35
05 1790 0027	CLASS OF 2024 REVENUE	500.00	0.00	0.00	500.00
05 1790 0028	MUSICAL/DRAMA REVENUE	4,554.00	0.00	0.00	4,554.00
05 1790 0029	WRESTLING REVENUE	934.00	0.00	0.00	934.00
05 1790 0030	GENERAL FUND REIMBURSEMENT REVENUE	23,464.66	0.00	3,234.79	26,699.45
05 1790 0031	ELEM STUDENT COUNCIL REVENUE	798.29	0.00	0.00	798.29
05 1790 0032	WEIGHTS REVENUE	1,049.08	0.00	0.00	1,049.08
05 1790 0033	VOLLEYBALL REVENUE	5,005.00	0.00	3,425.00	8,430.00
05 1790 0036	CHEERLEADING REVENUE	4,506.16	0.00	5,785.38	10,291.54
05 1790 0037	BENNET BACK-PACK PROGRAM REVENUE	400.00	0.00	0.00	400.00
05 1790 0038	CLASS OF 2023 REVENUE	(2,344.73)	0.00	0.00	(2,344.73)
05 1790 0039	FAMILY PASSES REVENUE	(713.00)	0.00	0.00	(713.00)
05 1790 0040	STUDENT FEES REVENUE	7,630.96	0.00	0.00	7,630.96
05 1790 0042	JR HIGH BASKETBALL REVENUE	146.00	0.00	0.00	146.00
05 1790 0043	PANTHER STORE	0.00	0.00	10,928.00	10,928.00
05 1790 0047	NATIONAL BREAST CANCER FOUNDATION REVENUE	12.13	0.00	0.00	12.13
05 1790 0048	CHESS CLUB	410.00	0.00	0.00	410.00
05 1790 0049	SHOW CHOIR REVENUE	1,928.79	0.00	0.00	1,928.79
05 1790 0050	CHROMEBOOK INSURANCE REVENUE	480.00	0.00	1,255.00	1,735.00

Regular; Beginning Month 05/2024; Processing Month 05/2024; Fund Number 01, 02, 03,  
05, 06, 07, 08, 09, 13, 14, 16

<b>Fund: 05</b>	<b>Activity Fund</b>	<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
05 1790 0051	GOLF REVENUE	595.20	0.00	225.00	820.20
05 1790 0052	CIRCLE OF FRIENDS REVENUE	785.00	0.00	0.00	785.00
05 1790 0055	FOOTBALL	590.00	0.00	3,692.00	4,282.00
05 1790 0056	ASPIRE ACADEMY REVENUE	7,261.14	0.00	524.61	7,785.75
05 1790 0058	CLASS OF 2025	5,345.85	0.00	0.00	5,345.85
05 1790 0059	CLASS OF 2026	650.00	0.00	0.00	650.00
05 1790 0060	CLASS OF 2027	491.58	0.00	0.00	491.58
05 1790 0061	CLASS OF 2028	491.58	0.00	0.00	491.58
05 1790 0062	CLASS OF 2029	509.57	0.00	0.00	509.57
<b>Total: Revenue</b>		<b>212,647.49</b>	<b>0.00</b>	<b>38,951.09</b>	<b>251,598.58</b>
<b>Expenditure</b>					
05 2900 610 000 0 001	ATHLETIC EXPENSE	73,843.79	2,814.59	26.64	76,631.74
05 2900 610 000 0 002	ANNUAL EXPENSE	7,820.52	0.00	0.00	7,820.52
05 2900 610 000 0 003	MUSIC EXPENSE	4,095.95	971.46	0.00	5,067.41
05 2900 610 000 0 004	ELEMENTARY PRINCIPAL EXPENSE	829.09	0.00	0.00	829.09
05 2900 610 000 0 005	STUDENT COUNCIL EXPENSE	1,480.55	550.00	0.00	2,030.55
05 2900 610 000 0 006	FFA EXPENSE	14,376.85	948.15	0.00	15,325.00
05 2900 610 000 0 007	HIGH SCHOOL PRINCIPAL EXPENSE	790.16	52.86	0.00	843.02
05 2900 610 000 0 008	LIFE SKILLS EXPENSE	241.92	93.00	0.00	334.92
05 2900 610 000 0 009	FCCLA EXPENSE	12,353.82	3,159.16	63.96	15,449.02
05 2900 610 000 0 010	MISC. ACCOUNT EXPENSE	1,217.05	73.28	0.00	1,290.33
05 2900 610 000 0 011	ART CLUB EXPENSE	1,095.15	0.00	0.00	1,095.15
05 2900 610 000 0 012	NATIONAL HONOR SOCIETY EXPENSE	200.62	0.00	0.00	200.62
05 2900 610 000 0 015	BOYS BASKETBALL HS EXPENSE	4,356.88	640.20	0.00	4,997.08
05 2900 610 000 0 016	CONCESSION EXPENSE	24,891.75	1,121.44	0.00	26,013.19
05 2900 610 000 0 017	GIRLS BASKETBALL EXPENSE	1,432.17	224.70	0.00	1,656.87
05 2900 610 000 0 021	HS TRACK	1,890.00	37.12	0.00	1,927.12
05 2900 610 000 0 022	FIELDS SCHOLARSHIP EXPENSE	200.00	0.00	0.00	200.00
05 2900 610 000 0 023	CROSS COUNTRY	2,994.49	0.00	0.00	2,994.49
05 2900 610 000 0 024	INDUSTRIAL ARTS SHOP EXPENSE	0.00	43.12	0.00	43.12
05 2900 610 000 0 025	LIBRARY EXPENSE	120.03	19.97	0.00	140.00
05 2900 610 000 0 026	PARTY GROUP EXPENSE	23.03	0.00	0.00	23.03
05 2900 610 000 0 027	CLASS OF 2024	1,967.95	599.30	0.00	2,567.25
05 2900 610 000 0 028	MUSICAL/DRAMA EXPENSE	5,480.37	0.00	0.00	5,480.37
05 2900 610 000 0 029	WRESTLING EXPENSE	650.00	0.00	0.00	650.00
05 2900 610 000 0 030	GENERAL FUND REIMBURSEMENT EXPENSE	13,943.87	60.90	0.00	14,004.77
05 2900 610 000 0 031	ELEM STUDENT COUNCIL EXPENSE	865.85	0.00	0.00	865.85
05 2900 610 000 0 032	WEIGHTS EXPENSE	4,083.00	0.00	0.00	4,083.00
05 2900 610 000 0 033	VOLLEYBALL EXPENSE	7,818.40	2,624.89	0.00	10,443.29
05 2900 610 000 0 035	BENNET BOOSTERS EXPENSE	1,589.67	0.00	0.00	1,589.67
05 2900 610 000 0 036	CHEERLEADING EXPENSE	12,730.73	37.86	0.00	12,768.59
05 2900 610 000 0 042	JR HIGH BASKETBALL EXPENSE	50.00	0.00	0.00	50.00
05 2900 610 000 0 047	NATIONAL BREAST CANCER FOUNDATION EXPENS	0.00	12.14	0.00	12.14
05 2900 610 000 0 048	CHESS CLUB	123.84	0.00	0.00	123.84
05 2900 610 000 0 049	SHOW CHOIR EXPENSE	1,002.99	200.00	0.00	1,202.99
05 2900 610 000 0 050	CHROMEBOOK INSURANCE EXPENSE	28,219.30	0.00	0.00	28,219.30
05 2900 610 000 0 051	GOLF EXPENSE	323.95	389.85	0.00	713.80
05 2900 610 000 0 052	CIRCLE OF FRIENDS	89.06	295.82	0.00	384.88
05 2900 610 000 0 054	UNIFIED SPORTS	410.92	0.00	0.00	410.92
05 2900 610 000 0 055	FOOTBALL	7,722.64	340.84	0.00	8,063.48

Regular; Beginning Month 05/2024; Processing Month 05/2024; Fund Number 01, 02, 03,  
 05, 06, 07, 08, 09, 13, 14, 16

<b>Fund: 05</b>	<b>Activity Fund</b>	<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
05 2900 610 000 0 056	ASPIRE ACADEMY	3,900.33	722.26	2.79	4,619.80
05 2900 610 000 0 058	CLASS OF 2025	3,381.02	0.00	0.00	3,381.02
	Total: Expenditure	248,607.71	16,032.91	93.39	264,547.23
	Total: 05	808,740.76	71,110.30	94,121.87	909,654.51

Regular; Beginning Month 05/2024; Processing Month 05/2024; Fund Number 01, 02, 03,  
 05, 06, 07, 08, 09, 13, 14, 16

**Fund: 06 LUNCH FUND**

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
<b>Current Assets</b>					
06 101	CASH	229,060.63	42,156.11	44,331.69	226,885.05
	Total: Current Assets	229,060.63	42,156.11	44,331.69	226,885.05
<b>Fund Balance</b>					
06 704	FUND BALANCE	229,060.63	44,331.69	42,156.11	226,885.05
	Total: Fund Balance	229,060.63	44,331.69	42,156.11	226,885.05
<b>Revenue</b>					
06 1510	INTEREST ON INVESTMENTS	168.19	0.00	19.50	187.69
06 1620	DAILY SALES OF BREAK/LUNCH/MILK	180,764.12	0.00	16,930.59	197,694.71
06 3150	STATE REIMBURSEMENT(OF NUTRITION PROG)	134,909.59	0.00	24,498.33	159,407.92
06 5690	OTHER NON-REVENUE RECEIPTS	1,311.50	0.00	69.02	1,380.52
	Total: Revenue	317,153.40	0.00	41,517.44	358,670.84
<b>Expenditure</b>					
06 3100 110 000	SALARIES TO NON-INSTRUCTIONAL EMPLOYEES	122,708.61	21,005.81	0.00	143,714.42
06 3100 290 000	LUNCH PROGRAM EMPLOYEE BENEFITS	38,501.52	4,815.86	0.00	43,317.38
06 3100 431 000	Lunch Repairs and Maintenance	8,589.66	575.75	0.00	9,165.41
06 3100 570 000	LUNCH PROGRAM SUPPLIES AND MATERIALS	1,702.73	0.00	0.00	1,702.73
06 3100 610 000	LUNCH SUPPLIES	3,791.84	0.00	0.00	3,791.84
06 3100 630 000	LUNCH PROGRAM FOOD EXPENSES	187,732.40	17,504.72	638.67	204,598.45
06 3100 695 000	LUNCH PAYROLL TRANSFERS TO GENERAL FUND	14,041.62	0.00	0.00	14,041.62
06 3100 890 000	LUNCH PROGRAM MISC. EXPENSES	3,622.34	429.55	0.00	4,051.89
	Total: Expenditure	380,690.72	44,331.69	638.67	424,383.74
	Total: 06	1,155,965.38	130,819.49	128,643.91	1,236,824.68

Regular; Beginning Month 05/2024; Processing Month 05/2024; Fund Number 01, 02, 03,  
 05, 06, 07, 08, 09, 13, 14, 16

**Fund: 07 2021 REFINANCED (2016) A & B BONDS**

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
<b>Current Assets</b>					
07 101	CASH	222,446.61	221,258.40	2,074.32	441,630.69
07 101 1300	CASH	750,783.69	0.00	0.00	750,783.69
07 900	Cash County Treasurer	387,458.36	0.00	0.00	387,458.36
	Total: Current Assets	1,360,688.66	221,258.40	2,074.32	1,579,872.74
<b>Fund Balance</b>					
07 704	FUND BALANCE	1,360,688.66	2,074.32	221,258.40	1,579,872.74
	Total: Fund Balance	1,360,688.66	2,074.32	221,258.40	1,579,872.74
<b>Revenue</b>					
07 1100	LOCAL PROPERTY TAXES	373,990.62	2,065.72	206,456.07	578,380.97
07 1115	CARLINE TAXES	3,009.63	0.00	0.00	3,009.63
07 1140	Interest Levied Tax	304.34	0.00	115.74	420.08
07 1510	INTEREST	1,104.68	0.00	78.34	1,183.02
07 3130	HOMESTEAD EXEMPTION	1,792.80	8.60	2,468.95	4,253.15
07 3131	PROPERTY TAX CREDIT	0.00	0.00	11,866.25	11,866.25
07 3180	PRO-RATE MOTOR VEHICLE	204.03	0.00	273.05	477.08
	Total: Revenue	380,406.10	2,074.32	221,258.40	599,590.18
<b>Expenditure</b>					
07 5000 830 000	DEBT-RELATED EXPENSES	6.00	0.00	0.00	6.00
07 5000 831 000	REDEMPTION OF PRINCIPAL	520,000.00	0.00	0.00	520,000.00
07 5000 832 000	INTEREST ON LONG-TERM DEBT	72,367.50	0.00	0.00	72,367.50
07 5000 833 000	BOND & OTHER RELATED COSTS	400.00	0.00	0.00	400.00
	Total: Expenditure	592,773.50	0.00	0.00	592,773.50
	Total: 07	3,694,556.92	225,407.04	444,591.12	4,352,109.16

Regular; Beginning Month 05/2024; Processing Month 05/2024; Fund Number 01, 02, 03,  
05, 06, 07, 08, 09, 13, 14, 16

**Fund: 08 Special Building Fund**

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
<b>Current Assets</b>					
08 101	CASH - FARMER & MERCHANTS BANK	665,736.55	58,262.31	490.32	723,508.54
08 101 1400	CASH	3,914,172.07	0.00	0.00	3,914,172.07
08 101 1500	CASH	4,510,051.33	0.00	0.00	4,510,051.33
08 106	SAVINGS CERTIFICATES	50,000.00	0.00	0.00	50,000.00
08 900	Cash County Treasurer	31,536.74	0.00	0.00	31,536.74
Total:	Current Assets	9,171,496.69	58,262.31	490.32	9,229,268.68
<b>Fund Balance</b>					
08 704	FUND BALANCE	9,171,496.69	490.32	58,262.31	9,229,268.68
Total:	Fund Balance	9,171,496.69	490.32	58,262.31	9,229,268.68
<b>Revenue</b>					
08 1100	LOCAL PROPERTY TAXES	132,555.43	487.03	48,697.32	180,765.72
08 1115	CARLINE TAXES	14.75	0.00	0.00	14.75
08 1140	Interest Levied Tax	486.42	0.00	5.92	492.34
08 1510	INTEREST on CD'S AND INVESTMENTS	1,967.51	0.00	58.61	2,026.12
08 3130	HOMESTEAD EXEMPTION	1,877.76	3.29	979.71	2,854.18
08 3131	PROPERTY TAX CREDIT	0.00	0.00	8,520.75	8,520.75
08 3132	Personal Property Tax Credit	134.97	0.00	0.00	134.97
08 3180	PRO-RATE MOTOR VEHICLE	274.16	0.00	0.00	274.16
08 5200	FUND TRANSFERS	5,805,086.85	0.00	0.00	5,805,086.85
Total:	Revenue	5,942,397.85	490.32	58,262.31	6,000,169.84
<b>Expenditure</b>					
08 2610 720 000	BUILDINGS	1,669,332.18	0.00	0.00	1,669,332.18
08 2610 810 000	DUES AND FEES	30.00	0.00	0.00	30.00
08 2610 890 000	OPERATION OF BUILDINGS MISC EXPENSES	9,816.00	0.00	0.00	9,816.00
08 4500 610 000	CONSTRUCTION GENERAL SUPPLIES	9,538.48	0.00	0.00	9,538.48
08 4500 720 000	CONSTRUCTION OF NEW BUILDINGS	4,625,219.17	0.00	0.00	4,625,219.17
08 4500 810 000	CONSTRUCTION DUES AND FEES	60.00	0.00	0.00	60.00
08 5000 833 000	BOND & OTHER DEBT RELATED COSTS	30,850.00	0.00	0.00	30,850.00
Total:	Expenditure	6,344,845.83	0.00	0.00	6,344,845.83
Total:	08	30,630,237.06	59,242.95	117,014.94	30,803,553.03

Regular; Beginning Month 05/2024; Processing Month 05/2024; Fund Number 01, 02, 03,  
 05, 06, 07, 08, 09, 13, 14, 16

**Fund: 09      Qualified Capital Purpose Fund**

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
<b>Current Assets</b>					
09 101	CASH	210,972.15	34,775.49	292.79	245,454.85
	Total: Current Assets	210,972.15	34,775.49	292.79	245,454.85
<b>Other Assets</b>					
09 900	Cash County Treasurer	23,034.09	0.00	0.00	23,034.09
	Total: Other Assets	23,034.09	0.00	0.00	23,034.09
<b>Fund Balance</b>					
09 704	FUND BALANCE	234,006.24	292.79	34,775.49	268,488.94
	Total: Fund Balance	234,006.24	292.79	34,775.49	268,488.94
<b>Revenue</b>					
09 1100	LOCAL PROPERTY TAXES	84,356.42	290.83	29,079.62	113,145.21
09 1115	CARLINE TAXES	10.76	0.00	0.00	10.76
09 1125	MOTOR VEHICLE TAXES	44.44	0.00	0.00	44.44
09 1140	Interest Levied Tax	370.49	0.00	3.65	374.14
09 1510	INTEREST ON INVESTMENTS	146.66	0.00	19.15	165.81
09 3130	HOMESTEAD EXEMPTION	1,114.30	1.96	585.00	1,697.34
09 3131	PROPERTY TAX CREDIT	0.00	0.00	5,088.07	5,088.07
09 3180	PRO-RATE MOTOR VEHICLE	190.14	0.00	0.00	190.14
	Total: Revenue	86,233.21	292.79	34,775.49	120,715.91
<b>Expenditure</b>					
09 5000 831 000	REDEMPTION OF PRINCIPAL	130,000.00	0.00	0.00	130,000.00
09 5000 832 000	INTEREST ON LONG-TERM DEBT	9,741.25	0.00	0.00	9,741.25
09 5000 833 000	BOND & OTHER DEBT RELATED COSTS	200.00	0.00	0.00	200.00
	Total: Expenditure	139,941.25	0.00	0.00	139,941.25
	Total: 09	694,186.94	35,361.07	69,843.77	797,635.04

Regular; Beginning Month 05/2024; Processing Month 05/2024; Fund Number 01, 02, 03,  
 05, 06, 07, 08, 09, 13, 14, 16

**Fund: 13      2022 Bond**

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
<b>Current Assets</b>					
13 101	CASH	538,014.52	302,843.79	2,487.65	838,370.66
Total:	Current Assets	538,014.52	302,843.79	2,487.65	838,370.66
<b>Fund Balance</b>					
13 704	FUND BALANCE	538,014.52	2,487.65	302,843.79	838,370.66
Total:	Fund Balance	538,014.52	2,487.65	302,843.79	838,370.66
<b>Revenue</b>					
13 1100	LOCAL PROPERTY TAXES	733,204.83	2,468.28	246,791.18	977,527.73
13 1115	CARLINE TAXES	108.84	0.00	212.59	321.43
13 1140	Interest Levied Tax	2,601.27	0.00	36.89	2,638.16
13 1510	INTEREST ON INVESTMENTS	337.84	0.00	53.55	391.39
13 3130	HOMESTEAD EXEMPTION	11,077.60	19.37	5,558.17	16,616.40
13 3131	PROPERTY TAX CREDIT	0.00	0.00	50,191.41	50,191.41
13 3180	PRO-RATE MOTOR VEHICLE	1,662.32	0.00	0.00	1,662.32
Total:	Revenue	748,992.70	2,487.65	302,843.79	1,049,348.84
<b>Expenditure</b>					
13 5000 831 000	REDEMPTION OF PRINCIPAL	690,000.00	0.00	0.00	690,000.00
13 5000 832 000	INTEREST ON LONG-TERM DEBT	270,811.87	0.00	0.00	270,811.87
13 5000 833 000	BOND & OTHER DEBT RELATED COSTS	950.00	0.00	0.00	950.00
Total:	Expenditure	961,761.87	0.00	0.00	961,761.87
Total:	13	2,786,783.61	307,819.09	608,175.23	3,687,852.03

Regular; Beginning Month 05/2024; Processing Month 05/2024; Fund Number 01, 02, 03,  
 05, 06, 07, 08, 09, 13, 14, 16

**Fund: 14 RIVERSTONE BANK - CONSTRUCTION**

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
<b>Current Assets</b>					
14 101	CASH	5,754,321.42	20,892.56	1,948,875.17	3,826,338.81
	Total: Current Assets	5,754,321.42	20,892.56	1,948,875.17	3,826,338.81
<b>Fund Balance</b>					
14 704	FUND BALANCE	5,754,321.42	1,948,875.17	20,892.56	3,826,338.81
	Total: Fund Balance	5,754,321.42	1,948,875.17	20,892.56	3,826,338.81
<b>Revenue</b>					
14 1510	INTEREST ON INVESTMENTS	259,769.26	0.00	20,892.56	280,661.82
14 5100	ISSUANCE OF BONDS	5,595,747.35	0.00	0.00	5,595,747.35
14 5200	FUND TRANSFERS	3,935,923.09	0.00	0.00	3,935,923.09
	Total: Revenue	9,791,439.70	0.00	20,892.56	9,812,332.26
<b>Expenditure</b>					
14 2610 720 000	BUILDINGS	7,951,290.35	1,948,875.17	0.00	9,900,165.52
	Total: Expenditure	7,951,290.35	1,948,875.17	0.00	9,900,165.52
	Total: 14	29,251,372.89	3,918,642.90	1,990,660.29	27,365,175.40

Regular; Beginning Month 05/2024; Processing Month 05/2024; Fund Number 01, 02, 03,  
 05, 06, 07, 08, 09, 13, 14, 16

**Fund: 16 RIVERSTONE BANK - SPECIAL BUILDING**

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
<b>Current Assets</b>					
16 101	CASH	0.00	1,948,875.17	1,909,243.82	39,631.35
Total:	Current Assets	0.00	1,948,875.17	1,909,243.82	39,631.35
<b>Fund Balance</b>					
16 704	FUND BALANCE	0.00	1,909,243.82	1,948,875.17	39,631.35
Total:	Fund Balance	0.00	1,909,243.82	1,948,875.17	39,631.35
<b>Revenue</b>					
16 8000	TRANSFERS	2,745,698.38	0.00	1,948,875.17	4,694,573.55
Total:	Revenue	2,745,698.38	0.00	1,948,875.17	4,694,573.55
<b>Expenditure</b>					
16 4500 610 000	GENERAL SUPPLIES	40,459.32	9,449.37	0.00	49,908.69
16 4500 720 000	BUILDINGS	2,705,239.06	1,899,794.45	0.00	4,605,033.51
Total:	Expenditure	2,745,698.38	1,909,243.82	0.00	4,654,942.20
Total:	16	5,491,396.76	5,767,362.81	5,806,994.16	9,428,778.45

**Laurel-Concord-Coleridge School**  
**FITNESS CENTER MEMBERSHIP CONTRACT**

Primary Member Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Family members (spouse and children, including those in college) that may access the LCC Fitness Center(s) with this membership:

- |    |       |            |
|----|-------|------------|
| 1. | _____ | DOB: _____ |
| 2. | _____ | DOB: _____ |
| 3. | _____ | DOB: _____ |
| 4. | _____ | DOB: _____ |
| 5. | _____ | DOB: _____ |

Please indicate which LCC School Fitness Center(s) you request membership access to:

- |   |   |
|---|---|
| <input type="checkbox"/> <b>Laurel Campus</b><br>(Fitness Equipment/Legacy Gym) | <input type="checkbox"/> <b>Coleridge Campus</b><br>(Fitness Equipment/Gym) |
|---|---|

LCC School is pleased to offer LCC Fitness Center membership access to residents living within the boundaries of the school district, as well as to all families who have children enrolled in the school. Please carefully review the following rules and guidelines established and required for LCC Fitness Center membership access.

**Fitness Center Rules and Guidelines**

- **Membership:** \$15 Monthly OR \$150 Annual Membership Fee (*subject to change*). Membership provides access to both LCC School Fitness Centers (Laurel and Coleridge campuses). Only those with paid active memberships are permitted access and use of the Fitness Center(s).
- **Keycard Access:** Access is granted to the Fitness Center(s) using a programmed, electronic keycard. Only approved family members should be permitted to use a member's keycard. Misuse of access privileges may result in membership suspension or cancellation. A \$10 fee will be assessed for replacement of lost or damaged keycards.
- **Age Restrictions:** Children under age 12 (7th Grade) may not use fitness equipment. All minors under age 12 (7th Grade), with membership access, must be accompanied by an adult (age 19 or older) with membership access.
- **Food and Drink:** Limit food and drink to water and sports beverages (e.g., Gatorade) only. Please clean up any spills.
- **Use and Care of Equipment:** Be courteous when others are waiting to use equipment and limit usage to 30 minutes. Remove and reset weights from bars when finished. Return all equipment to designated



LCC School is pleased to now offer complimentary Fitness Center access to students currently enrolled at LCC School who meet established eligibility guidelines. Eligible students will have access to the weight rooms and designated gyms at both school campuses in Laurel and Coleridge. Please carefully review the following rules and guidelines established and required for LCC Student Fitness Center access.

Applications are available for download on the district website ([www.lccschool.org](http://www.lccschool.org)) and are also available at the school offices, as well as the LCC Central Office during regular business hours. Applications will be accepted and processed at the LCC Central Office (502 Wakefield Street, Laurel) and at the LCC Middle School Office (203 S. Main Street, Coleridge) during regular business hours.

**Guidelines for LCC Student Fitness Center Access**

- **Eligibility and Age Restrictions:**
  - Students must be at least 12 years of age and currently enrolled in Grades 7-12.
    - School Year Access (actual grade of enrollment)
    - Summer Access (grade level for the next school year)
  - Graduates are not eligible for Student Membership.
  - All minors under age 12 (7th Grade), must be accompanied by an adult (age 19 or older) with membership access.
  
- **2022-2023 School Year Access for LCC Students:**
  - Laurel Campus
    - Weight Room (located in the Legacy Gym)
    - Main Gym (NOTE: Gym is for NSAA Moratorium December 23rd-27th)
    - Use the Main Entrance to gain access.
    - *NOTE: The Laurel campus Fitness Center and Gyms are NOT open to public membership access throughout the construction period.*
  - Coleridge Campus
    - Weight Room
    - Gym Access (NOTE: Gym is closed for NSAA Moratorium December 23rd-27th)
    - Use the Fitness Center Entrance on the South side of the school to gain access.
  
- **Hours of Access for LCC Students:**

<b>LCC STUDENT FITNESS CENTER ACCESS</b>	<b>Morning Hours</b>	<b>Afternoon/Evening Hours</b>
Monday - Friday	5:00 am - 7:30 am	4:00 pm - 9:00 pm
Weekends, Holidays, Non-School Days	5:00 am - 9:00 pm * No student access during NSAA Moratorium in December *	
Summer Hours	Facility access is restricted during Summer Weight/Conditioning Program hours.	
<i>Please Note: Hours are subject to change. LCC School reserves the right to schedule activities and/or close the facility. School activities take precedence over individual student access.</i>		

- **Application for Access:**
  - There is no cost for eligible students (*subject to change*).
  - Access is provided to both LCC School Fitness Centers (Laurel and Coleridge campuses), including weight room facilities and gymnasium(s), only as designated, and may be restricted at any time. Priority will be given to approved school and youth programs, activities and practices.
  - Each eligible student and a parent/guardian must annually complete and sign an LCC Student Fitness Center Access Contract. New contract agreements will be required starting September 1st each calendar year.
  - Applications are available for download on the district website and are also available at the LCC High School Office, the LCC Middle School Office, and the LCC Central Office during regular business hours.
  
- **Keycard Access:**
  - Access is granted to the Fitness Center(s) and gymnasiums using a programmed, electronic keycard.
  - One key card will be assigned to each eligible student and may only be used by the student. Allowing others to use the key card will result in suspension or revocation of access privileges.
  - Student access does not equate to the student's family access.
  - A \$25 fee will be assessed for replacement of each lost or damaged keycard.
  
- **Food and Drink:**
  - Limit food and drink to water and sports beverages only. Please clean up any spills.
  
- **Use and Care of Equipment:**
  - Be courteous when others are waiting to use equipment and limit usage to 30 minutes.
  - Remove and reset weights from bars when finished.
  - Return all equipment to designated locations.
  - Use provided sanitary wipes to sanitize pads and equipment.
  - Change into and wear separate gym shoes in the gyms as street shoes can damage the gym floors.
  - Please help us maintain a clean and organized facility. Promptly report any problems with facilities or equipment to the district's Central Office (402-256-3133).
  
- **Safety Considerations:**
  - Become knowledgeable regarding safety and correct use of equipment before exercising.
  - Check with your doctor before using the Fitness Center(s) if you have questions or have concerns about your physical health that may be complicated by exercise.



## NEWS RELEASE

For additional information, please contact David Jespersen by phone (402-471-4537) or email ([david.jespersen@nebraska.gov](mailto:david.jespersen@nebraska.gov))

MARCH 25, 2024

### **Three Nebraska Teachers Chosen as State Finalists for Presidential Teaching Award**

Three Nebraska teachers have been selected as state finalists for the Presidential Awards for Excellence in Mathematics and Science Teaching (PAEMST), the nation's highest honor for K–12 science, technology, engineering, mathematics, and/or computer science teachers.

This year applicants from K – 6 mathematics, science, technology, engineering and/or computer science classrooms could apply. The awards program is administered by the National Science Foundation (NSF) on behalf of the White House Office of Science and Technology Policy. The NE State Selection Committee advanced three state finalists for eligibility for the national award.

Megan Mullen from Paxton Consolidated Schools, Miranda Orellana from Riley Elementary, Lincoln Public Schools, and Thomas McChristian from Bennet Elementary in Palmyra District OR-1 will represent Nebraska.

State Finalists represent the most outstanding teachers Nebraska has to offer and serve as both a model and an inspiration to students and fellow teachers.

Each year, a national committee of prominent mathematicians, scientists, education researchers, district level personnel, and classroom teachers recommends up to 108 teachers to receive PAEMST awards. Up to two teachers—mathematics or science—from each state, the District of Columbia, Puerto Rico, the U.S. Territories, and schools operated by the Department of Defense Education Activity (DoDEA) receive the national award. Teachers who are selected as PAEMST national awardees receive a trip to Washington, D.C., where they attend a series of recognition events and professional development opportunities. They also receive a \$10,000 award from NSF, a Presidential certificate, and join an elite cohort of award-winning teachers who can influence state/jurisdiction and national STEM teaching.

####

*David Jespersen*  
*Public Information Officer, Nebraska Department of Education*  
402-471-4537  
[david.jespersen@nebraska.gov](mailto:david.jespersen@nebraska.gov)  
[@NDE\\_News](#)

**Mrs. Paxton 2024 ACTEN Teacher of the Year  
Award. June 5.2024**

**Information about the Award!**

**2024 ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION  
OF NEBRASKA AWARD WINNERS**

**ACTEN Teacher of the Year  
ACTEN Outstanding Family & Consumer Sciences Teacher of the Year**



**Michelle Paxton**

Family and Consumer Sciences  
Teacher at Palmyra Public Schools

Michelle Paxton, FCS teacher at Palmyra Jr/Sr High School also serves as" OR Micheele Paxton is the FCS teacher at Palmyra Jr/Sr High School and also serves as the FCCLA Adviser and one of six Nebraska State Peer Officer Team Advisers. Beyond her engaging classroom approach, she passionately advocates for FCS and CTE within her district and the state, actively participating in mentorship opportunities for new teachers and students pursuing FCS education.

In the professional realm, she plays a pivotal role in FCSTN, having served as membership chairperson from 2018 to 2023 and currently holding the position of president-elect. Michelle represents FCSTN on the ACTEN board, contributing her expertise to the broader CTE community. Her multifaceted contributions showcase a dedicated commitment to advancing FCS education both locally and statewide, making her a respected figure in the field.

Her superintendent writes, "Mrs. Paxton's positive interpersonal skills and her innate ability to 'connect' with students is one of her strengths. Michelle is also very creative and passionate about promoting student interest in her FCS classes and content-related activity groups, and she is very organized in planning her classroom lessons, labs, and outside activities. This valuable combination of skills has not only helped increase the overall enrollment of students in our FCCLA groups, but it has also increased student interest in our FCS content-related classes."

**Mrs. Paxton 2024 ACTEN Teacher of the Year  
Award. June 5.2024**

Mrs. Paxton won the Outstanding Consumer Science Teacher of the Year Award  
**AND The Outstanding CTE Teacher of the Year Award!**  
Congratulations Mrs. Paxton on a well-deserved honor!



## District OR-1 Public Schools

**Schedule of Rates For Facilities****Building/ Facility Area:** **Rate of Charge:****Olson Complex**

- When no admission is charged: \$500
- When admission is charged: \$650

**Palmyra Junior / Senior High School:**

- Main /Auxiliary Gym when no admission is charged \$250 / \$200
  - If school locker rooms are used \$250 / \$200
- Main /Auxillary Gym when admission is charged \$250/ \$300
  - If school locker rooms are used \$250 /\$350
- New Commons when no admission is charged \$50
- New Commons when admission is charged \$100
- Gym Rental by the hour (2-hour maximum) (no custodial need) \$20
- PHS Fitness Center when no admission is charged \$75
- PHS Fitness Center when admission is charged \$125

**Bennet Elementary School:**

- Elementary Gym/Multi-Purpose Room when no admission is charged \$100.00
- Elementary Gym/ Multi-Purpose Room when admission is charged \$150.00
- Elementary Commons Area when no admission is charged \$50.00
- Elementary Commons Area when admission is charged \$100.00
- Elementary Commons with kitchen equipment \$250.00

**Elementary and Secondary:**

- Use of Any Classroom (per classroom):
  - When no admission is charged \$25.00
  - When admission is charged \$40.00

**Terms and Conditions:**

- All charges are based on a per-day charge.
- Use of facilities for 4 hours or less will be charged one-half (1/2) of the daily rate.
- The charges include the time for one (1) custodian; if a custodian is on regular duty.
- Should the services of additional personnel be required by the administration, due to the nature of the use request, the charges will be based on one and one-half times the regular hourly rate of the custodian per additional employee needed.
- When kitchen equipment is used, a district food service worker MUST be present and shall be paid based at the employee's current hourly rate.
- No fees will be charged for use of the facility for use when District OR-1 Public School students are the exclusive group involved. (Examples: club volleyball, basketball, organizational planning for a school group, church activities, etc.).
- A local non-profit organization will receive a 30% discount.
- The superintendent may use his/her discretion for special circumstances including a community-based event using both gyms if sponsored by a locally organized youth organization.

Policy Reviewed: May, 13, 2024

Policy Adopted: June 10, 2024

**Community Relations****Use of PHS Fitness Center**

The high school fitness center may be used by staff, alumni, community patrons who have completed all requirements and are current with fitness center fees, and persons with close affiliations to the District also serving the District (ex. Board member, volunteer coach) in accordance with established rules and with Superintendent approval. *Please note: Approved spouses of current staff may also use the fitness center.*

**Conditions for Approval**

To be approved for use of the fitness center, patrons, students, spouses, and close school affiliates must:

1. Meet the minimum age and eligibility requirements.
2. Set up an account for fitness center fees.
3. Complete an application to use the fitness center;
4. Be a suitable person to be in an area where students may be present. This will be determined based on:
  - a. personal disclosures in the application;
  - b. a criminal background check and HHS child abuse/neglect check at the applicant's expense upon initial application and every 3 years thereafter;
  - c. compliance with the self-reporting policy.
5. Complete a release of liability;
6. Complete an orientation and verify that you have read all fitness center rules and guidelines before first use.

**Terms of Use**

- The out-of-school times the fitness center will be open for use by spouses of employees, alumni, community patrons, and close school affiliates will be set by the school administration and posted accordingly.
- The times of use will be similar to those established for staff usage. The fitness center will not be available to employees, community patrons, alumni, employee spouses, or close school affiliates at times that conflict with the use of the fitness center by students for classes or activities.
- Rules for use of the fitness center must be followed. These rules may be changed by the Board of Education or school administration at their discretion.
- Permission to use the fitness center may be denied if any person fails to follow the rules or otherwise demonstrates that he or she is not suitable to be in an area where students may be present.

**Access**

- Spouses of employees are to access the fitness center using the key fob of their employee-spouse.
- All others will purchase an entry fob and key from the high school office during regular school hours.

**Policy Reviewed/Revised: May 13.2024**

**Policy Approved: June 10.2023**

**PHS Fitness Center: Application for Use**  
**District OR-1 Public Schools**  
Updated: Summer 2024

**Palmyra Junior / Senior High School**  
**425 F. Street**  
**Palmyra, Nebraska 68418**  
**Phone: (402) 780-5327**

**I. CONTACT INFORMATION**

**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Telephone** \_\_\_\_\_ **E-mail** \_\_\_\_\_

**I am a:**

- **Alumni:** \_\_\_\_\_
- **Community Patron:** \_\_\_\_\_
- **Staff Member:** \_\_\_\_\_
- **My spouse is employed by District OR-1 Public Schools:** \_\_\_ Yes \_\_\_ No.
  - **Name of Spouse:** \_\_\_\_\_

**II. PERSONAL DISCLOSURE**

I affirm that I have never been convicted, been subject to a restraining order, or had a license revoked or denied in any way involving any of the following:

- a felony;
- rape, including statutory rape, or any other sexual assault;
- sexual conduct with a minor of any kind;
- abuse of a minor or child of any kind;
- endangerment of a child or debauching a minor;
- public indecency;
- prostitution, pandering, or keeping a place of prostitution;
- assault or battery
- kidnapping, false imprisonment or abduction;
- child pornography; or
- any offense in which a minor was a victim or a witness.

### **III. SELF-REPORTING**

I agree to the following self-reporting obligations. I agree that I must notify the Superintendent or the High School Principal by the next working day after:

1. **Arrest or Criminal Charges:** I am arrested, ticketed, or issued a criminal charge where:
  - a. The maximum penalty for the crime equals or exceeds six months incarceration;
  - b. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;
  - c. Conviction would impact the appropriateness of me being in a school environment; or
  - d. The arrest or the alleged criminal activity occurred while I was on school property or at a school-supervised activity or school-sponsored function.
  - e. Child Abuse. I become aware that a report of child abuse or neglect has been made against me.

### **IV. FOLLOW RULES**

I agree to follow the rules for use of the fitness center and to follow directives that may be given to me by staff with regard to use of the fitness center. I understand that the rules may change.

### **V. VERIFICATION**

- I certify that I have made true, correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application.
- I understand it is my responsibility to immediately provide updated, correct information if any of the information changes at any time.
- I understand that any omission, falsification or misrepresentation made by me on this application or any supplement will be sufficient to deny my application or to revoke me permission to use the fitness center.
- I understand that disclosure of social security number is optional. It will be used to conduct background checks for purposes of this application.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_, 20\_\_\_\_  
**Date**

*It is the policy of District OR-1 Public Schools to not discriminate on the basis of sex, disability, pregnancy, childbirth or related medical condition, race (including skin color, hair texture and protective hairstyles), color, religion, marital status, veteran status, national or ethnic origin, sexual orientation or gender identity, or other protected status in its educational programs, admission policies, employment policies or other administered programs.*

## **Rules for the Use of District OR-1 PHS Fitness Center**

**Updated: Summer 2024**

### **Use of the PHS Fitness Center:**

- Community use is restricted to employees and their approved spouses, students meeting age and eligibility requirements, community patrons meeting eligibility requirements, and close school affiliates serving the district.
- Any child must be accompanied and supervised at all times by a responsible adult family member and must not be in the fitness center.
- Children under the age of 14 are not allowed to use the fitness center after school hours unless supervised by a school activity sponsor or district staff member.
- Use of the fitness center does not authorize anyone to be in other parts of the school building without proper approval by school staff.
- Persons who access the fitness center or the building without authority will be considered trespassers.

### **Protect Access Fobs**

- Employees are not permitted to: (a) share their key fobs with others except their approved spouse or (b) let others in the fitness center without using their own key fob
- Do not lose the key fob or place it where others may take it.
  - The cost of a replacement key fob will be at the user's expense.
- Please note that the fitness center is under video surveillance for the safety of our users and to ensure proper care and use of fitness center equipment.

### **Injury Prevention:**

- Use of the fitness center is at your own risk. If you have health concerns see your doctor before starting an exercise program. Use common sense.
- Use only the equipment that you know how to use. Ask for instruction from approved trainers if you do not know how to utilize the equipment properly.
- Follow equipment instructions and instructions of supervisors.
- Warm-up and properly stretching guidelines before using the fitness center.
- Use a weight belt and a spotter when using free weights (squats, cleans, deadlifts, or power pushes).

### **Appropriate Attire:**

- Users are expected to wear clothing appropriate for a school environment.
- This means no clothing with messages that students are not permitted to wear during the school day.
- Shoes must be safe for workouts and not be of a type that may cause marks, rips, or dents in the floor (No Cleats!).
- Do not wear items that may interfere with safe use, such as loose necklaces, dangling earrings, or head coverings other than sweatbands.

### **Practice Respect for the Facility and Other Users:**

- Unload weights from the machine or bar after each use.
- Do not allow weights to drop or slam together.
- Clean and wipe any perspiration from benches and grips after use.
  - Use disinfectants provided.
- Stay out of staff desks, school files, and the belongings of others.
- No horseplay or offensive language.
- Keep music to a volume low enough for conversation.
- No food or gum will be allowed in the fitness center.
- Water should be used for appropriate hydration and carried in a closed container. No other liquids are permitted.
- Tobacco, alcohol, drugs, and weapons are strictly prohibited and use will result in the immediate termination of fitness center privileges.

### **Safety and Respect:**

- Safety is always our number one priority. Please respect yourself, others, and school facilities and equipment
- Please report to a school staff member, supervisor, or school administration: any unsafe condition, any injury to yourself or others, and any rule violations by other members by the following business day.

### **Emergencies:**

- Let others know of your location.
- In case of emergency **Dial 911** and inform the supervisor or school administration.
- In the case of severe weather, please follow the posted guidelines for safe shelter.

## Community Relations

### Elmwood-Murdock School Community Fitness Center

#### Memberships

The Elmwood-Murdock School Community Fitness Center is available to use by patrons of the district. To cover costs of operations, community users will be issued memberships and community use will be limited to members.

Memberships will be available to residents of Elmwood-Murdock Public Schools. Members must be 18 years or older. Secondary school students are not eligible even if age 18 or older. Membership and access to the fitness center will be limited to those with character appropriate for a school environment.

The annual cost is: \$50 for individual membership and \$100 for family individual membership. Family membership allows use by any member of the member's household related by blood or marriage. Any child using the fitness center on a family membership must be accompanied and supervised at all times by a responsible adult family member.

Members will be required to sign a use and release agreement.

Memberships may be revoked or restrictions on use may be made in the event a member fails to follow the rules for the fitness center or in the event the Board of Education or school administration determines that such is in the best interests of the district.

#### Hours of Operation

The times the fitness center will be open for use by members will be set by the school administration. The hours will vary throughout the year and will be posted or otherwise communicated to members. The hours will be set for times when school is not in session and to avoid conflicts use of the fitness center by students and school activities.

#### Rules of Fitness Center

Rules for use of the fitness center must be followed by all members. These rules may be changed from time to time by the Board of Education or school administration.

#### Access Cards

A computerized card entry system will be in use. Each member will be issued an access card. In the event the card is lost, a replacement will be issued at a cost of \$50.

Date of Adoption: July 8, 2015

**ELMWOOD-MURDOCK SCHOOL COMMUNITY FITNESS CENTER  
RULES & REGULATIONS**

1. Use of the Fitness Center. Community use is restricted to members of the fitness center. Members must sign a release as a condition of use. Family membership allows use by any member of the member's household related by blood or marriage. Any child using the fitness center on a family membership must be accompanied and supervised at all times by a responsible adult family member.  
Use of the fitness center does not authorize you to be in other parts of the school building without following established procedures for checking into the building. Persons who access the fitness center or the building without authority will be considered trespassers.
2. Protect Access Cards. Members are not permitted to: (a) share their access card with other others or (b) let others in the fitness center without using their own access card (even a member who says he just "forgot" his access card). Do not lose your access card or place it where others may take it. There is a \$50 replacement fee for access cards.
3. Injury Prevention.
  - a. Use is at your own risk. If you have health concerns see your doctor before starting an exercise program. Use common sense.
  - b. Use only equipment that you know how to use. Ask for instruction from fitness center supervisors. Follow equipment instructions and instructions of supervisors.
  - c. Warm up and properly stretching guidelines prior to using the fitness center.
  - d. When using free weights (squats, cleans, dead lifts, or power pushes) use a weight belt and use a spotter.
4. Appropriate Attire. Wear clothing appropriate for a school environment. This means no tight fitting or revealing clothing or clothing with messages which students are not permitted to wear during the school day. Shoes must be safe for work outs and not be of a type which may cause marks or dents in the floor (no cleats). Do not wear items which may interfere with safe use, such as lose necklaces, dangling earrings, or head coverings other than sweat bands.
5. Respect the Facility and Other Users:
  - a. Unload weights from machine or bar after each use.
  - b. Do not allow weights to drop or slam together.
  - c. Please towel perspiration from benches and grips after use.
  - d. Stay out of staff desks, school files, and the belongings of others.
  - e. No horseplay or offensive language.
  - f. Keep music to a volume low enough for conversation.
  - g. No food or gum. Water should be used as needed for appropriate hydration in an appropriate (closed) container. No other liquids are permitted. Of course, tobacco, alcohol, drugs and weapons are prohibited.
6. Reports. Report to the supervisor or school administration: any unsafe condition, any injury to your self or others and any rule violations by other members by the following business day.
7. Emergencies. In case of emergency DIAL 911 and inform the supervisor or school administration.

**ELMWOOD-MURDOCK SCHOOL COMMUNITY FITNESS CENTER  
USE AND RELEASE AGREEMENT**

I have read the policy or administrative regulation and the rules and regulations for the Elmwood-Murdock School Community Fitness Center. I fully understand them and I agree to comply with them, including as such modifications as may be made from time to time. I agree to modify my workout to conform to the wishes of the Elmwood-Murdock Public Schools if asked to do so. I understand that the use of the fitness center is a privilege and not a right and that my membership may be revoked or restricted.

I agree to leave the fitness center if asked to do by a member of the Elmwood-Murdock Public Schools staff or any supervisor and understand if I am present without permission that I would be a trespasser. I also agree to promptly report to the Elmwood-Murdock Public School administration: (1) any failure by any other person to follow the rules of the facility or (2) any unsafe condition. I am aware that a surveillance camera may be in use.

I am aware of the risks involved in the use of the facility and its equipment and that the use of the fitness center and its equipment could result in injury or harm to myself. I acknowledge and assume any such risk to my person or property connected in any way with the fitness center and its equipment. I hereby agree to hold Elmwood-Murdock Public Schools, the Board of Education, employees and agents of the Elmwood-Murdock Public Schools, and any volunteer trainers or supervisors, harmless from any and all personal injury to myself or damage to my property in any way related to my use of the fitness center or its equipment.

I sign this Use and Release Agreement as my own voluntary act.

Date \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**District OR-1 Admin Board Meeting**  
**Monday, June 10th, 2024**

- **High School Parking Update:**
  - Parking will remain the same for the start of the school year.
  
- **Committee Meetings:**
  - Behavior, MTSS and Data committees will continue to meet this summer with both building to make changes, implement new ideas, and evaluate data from statewide testing and district assessments.
  
- **Math Curriculum Update:**
  - The Math Curriculum chosen was McGraw Hill. This will be implemented at both buildings starting in August.
  
- **Summer Enrichment:**
  - Summer Enrichment started Monday, June 3rd. We have 96 students enrolled. Summer Enrichment will continue through June 20th and end with a field trip to the movie theater. Numbers are lower due to having summer school at both locations and not accepting late registration due to construction.
  
- **Multicultural Report:**
  - Multicultural reports indicate compliance with 100% of staff under Rule 16.004.11. A binder of specific classroom activities is in the office.

## **June Activities Board Report**

Summer strength and conditioning is underway Monday thru Thursday mornings until the first week of August.

Multiple camps for all activities are scheduled throughout the summer (see attached calendar).

FFA Horse Evaluation Team- 1<sup>st</sup> place

JH Girls Track Team-3<sup>rd</sup> place finish at ECNC

HS Girls Track- C-1 District Runner Up

### **8 State Track Qualifiers:**

4x800 Relay-Erin Chambers, Kinsley Havranek, Chailey Badertscher, Riley Walter

800m- Riley Walter

Erin Chambers- 1600m

Kayley Thompson-High Jump 4<sup>th</sup> place

Drew Erhart-100m & 200m

Addison Vasa- 300m hurdles

Mattilynn Schroeder- Shot Put

Hailee Mapson-Qualified for the JH State Track meet in Gothenburg in the 100m- 2<sup>nd</sup> place, 200m-4<sup>th</sup> place and 400m-6<sup>th</sup> place.

Kinsley Havranek-Committed/signed to Morningside for Girls Basketball

**Activities calendar attached**



Palmyra

June, 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						<p><b>6:00am-10:00pm</b> Palmyra Picnic Color Run @ Olson Complex Parking Lots</p> <p><b>4:30pm</b> Old Settlers Parade @ Palmyra, NE</p>
<p><b>6:00pm-8:00pm</b> Youth 7on7 FB Practice @ Palmyra High School Grass Football Field</p>	<p>Girls Basketball Team Camp @ Centennial High School</p> <p>Boys Summer League Basketball @ Syracuse</p> <p><b>7:00am-9:30am</b> Summer Weights/Conditioning @ Palmyra High School</p> <p><b>8:00am</b> Boys Basketball Team Camp @ Palmyra High School Main West Gym</p> <p><b>9:00am-12:00pm</b> Cheer Stunting Clinic @ Palmyra High School Aux East Gym</p>	<p><b>7:00am-9:30am</b> Summer Weights/Conditioning @ Palmyra High School</p> <p><b>8:00am</b> Boys Basketball Team Camp @ Palmyra High School Main West Gym</p> <p><b>9:00am-12:00pm</b> Cheer Stunting Clinic @ Palmyra High School Aux East Gym</p>	<p>Boys Basketball Team Camp @ Central City HS</p> <p><b>7:00am-9:30am</b> Summer Weights/Conditioning @ Palmyra High School</p> <p><b>9:45am-11:45am</b> Cheer Practice @ Palmyra High School Aux East Gym</p>	<p>Girls Basketball Team Camp @ Multiple Locations</p> <p><b>7:00am-9:30am</b> Summer Weights/Conditioning @ Palmyra High School</p> <p><b>9:45am-11:45am</b> Cheer Practice @ Palmyra High School Aux East Gym</p>		<p><b>8:00am-8:00pm</b> Old Settlers Car Show @ Olson Complex Parking Lots</p>
<p><b>6:00pm-8:00pm</b> Youth 7on7 FB Practice @ Palmyra High School Grass Football Field</p>	<p>Girls JV Basketball Camp @ Sterling High School</p> <p>Boys Summer League Basketball @ Syracuse</p> <p><b>7:00am-9:30am</b> Summer Weights/Conditioning @ Palmyra High School</p> <p><b>9:30pm-4:30pm</b> Youth Wrestling Camp @ Palmyra High School Aux East Gym</p>	<p>Boys Basketball JV Team Camp @ Lawrence-Nelson HS</p> <p><b>7:00am-9:30am</b> Summer Weights/Conditioning @ Palmyra High School</p> <p><b>8:30am-10:30am</b> Cheer Practice @ Palmyra High School Aux East Gym</p> <p><b>10:30pm-4:00pm</b> Youth Wrestling Camp @ Palmyra High School Aux East Gym</p>	<p>Boys Basketball Team Camp @ Centennial High School</p> <p><b>7:00am-9:30am</b> Summer Weights/Conditioning @ Palmyra High School</p> <p><b>8:30am-10:30am</b> Cheer Practice @ Palmyra High School Aux East Gym</p> <p><b>9:00am-11:30am</b> Youth Wrestling Camp @ Palmyra High School Aux East Gym</p> <p><b>10:00am-11:00am</b> Field Band Rehearsal @ Palmyra High School</p> <p><b>12:30pm-4:00pm</b> Wrestling Camp 9-12th Grade @ Palmyra High School Aux East Gym</p>	<p>Girls Varsity Basketball Camp @ Norris High School</p> <p><b>7:00am-9:30am</b> Summer Weights/Conditioning @ Palmyra High School</p> <p><b>8:30am-10:30am</b> Cheer Practice @ Palmyra High School Aux East Gym</p> <p><b>9:00am-11:30am</b> Youth Wrestling Camp @ Palmyra High School Aux East Gym</p> <p><b>10:00am-11:00am</b> 7-12th Parade Band Rehearsal @ Palmyra High School</p> <p><b>12:30pm-4:00pm</b> Wrestling Camp 9-12th Grade @ Palmyra High School Aux East Gym</p>	<p><b>10:00am-11:00am</b> Field Band Rehearsal @ Palmyra High School</p>	

<p>16 <b>6:00pm-8:00pm</b> Youth 7on7 FB Practice @ Palmyra High School Grass Football Field</p>	<p>17 Girls Varsity Basketball Camp @ Centennial High School Boys Summer League Basketball @ Syracuse <b>7:00am-9:30am</b> Summer Weights/Conditioning @ Palmyra High School <b>9:00am-10:30am</b> Boys Youth Basketball Camp 3rd- 4th Grade @ Palmyra High School Main West Gym <b>10:30am-12:00pm</b> Boys Youth Basketball Camp Grades 5th-7th @ Palmyra High School Main West Gym</p>	<p>18 <b>7:00am-9:30am</b> Summer Weights/Conditioning @ Palmyra High School <b>7:00am-5:00pm</b> Olson Complex Football Field Maintenance @ Olson Sports Complex <b>9:00am-10:30am</b> Boys Youth Basketball Camp 3rd- 4th Grade @ Palmyra High School Main West Gym <b>9:45am-11:45am</b> Cheer Practice @ Palmyra High School Aux East Gym <b>10:30am-12:00pm</b> Boys Youth Basketball Camp Grades 5th-7th @ Palmyra High School Main West Gym</p>	<p>19 Girls JV Basketball Camp @ Concordia <b>7:00am-9:30am</b> Summer Weights/Conditioning @ Palmyra High School <b>9:00am-10:30am</b> Boys Youth Basketball Camp 3rd- 4th Grade @ Palmyra High School Main West Gym <b>9:45am-11:45am</b> Cheer Practice @ Palmyra High School Aux East Gym <b>10:30am-12:00pm</b> Boys Youth Basketball Camp Grades 5th-7th @ Palmyra High School Main West Gym</p>	<p>20 <b>7:00am-9:30am</b> Summer Weights/Conditioning @ Palmyra High School <b>9:45am-11:45am</b> Cheer Practice @ Palmyra High School Aux East Gym</p>	<p>21</p>	<p>22</p>
<p>23 <b>6:00pm-8:00pm</b> Youth 7on7 FB Practice @ Palmyra High School Grass Football Field</p>	<p>24 Boys Summer League Basketball @ Syracuse <b>7:00am-9:30am</b> Summer Weights/Conditioning @ Palmyra High School <b>8:00am-4:00pm</b> Cheer Camp @ <u>Multiple Locations</u></p>	<p>25 <b>7:00am-9:30am</b> Summer Weights/Conditioning @ Palmyra High School <b>8:00am-4:00pm</b> Cheer Camp @ <u>Multiple Locations</u> <b>5:00pm-8:30pm</b> Youth Basketball Camp @ <u>Multiple Locations</u></p>	<p>26 <b>7:00am-9:30am</b> Summer Weights/Conditioning @ Palmyra High School <b>8:00am-4:00pm</b> Cheer Camp @ <u>Multiple Locations</u> <b>5:00pm-8:30pm</b> Youth Basketball Camp @ <u>Multiple Locations</u></p>	<p>27 Girls Varsity Basketball Camp @ Concordia Boys Basketball Team Camp @ Crete High School <b>7:00am-9:30am</b> Summer Weights/Conditioning @ Palmyra High School</p>	<p>28 GYMF @ <u>Multiple Locations</u></p>	<p>29 FCCLA National Leadership Conference @ Seattle, Washington GYMF @ <u>Multiple Locations</u></p>
<p>30 FCCLA National Leadership Conference @ Seattle, Washington GYMF @ <u>Multiple Locations</u> <b>6:00pm-8:00pm</b> Youth 7on7 FB Practice @ Palmyra High School Grass Football Field</p>						



**District OR-1 Public Schools**  
**2024 Board of Education: Committee Assignments:**

*Updated: January 10, 2024*

- **Negotiations Committee:**
  - **Purpose:** Policy # 8152
  - **Meetings:** Several meetings in November -January
  - **Members:** Jaimi Calfee, Dean Busch, and Josh Penterman
- **Curriculum, Committee on American Civics:**
  - **Purpose:** Policy #8153
  - **Meetings:** At least twice a year -- one where public testimony is accepted:
  - **Members:** Jaimi Calfee, Dean Busch, and Dee Moore
- **Transportation/Facilities Committee:**
  - **Purpose:** Discuss and analyze the transportation and facility needs of the district, as well as vehicle replacements and maintenance proposals.
  - **Meetings:** At least quarterly; more frequently when needed:
  - **Members:** Dean Busch and Tim Cheney
- **Finance/Budget Committee:**
  - **Purpose:** Studies financial documents of the district, as well as finance and facilities proposals.
  - **Meetings:** At least quarterly; more frequently when needed
  - **Members:** Josh Penterman and Tim Cheney
- **Policy and Government Relations Committee:**
  - **Purpose:** Reviews proposed policy revisions and adoptions and makes recommendations to the full Board. Participates in government relations activities, such as NASB legislative meetings, visiting with senators, and testifying before the legislature if needed.
  - **Meetings:** As needed and potentially more frequent during legislative session
  - **Members:** Brandon Desh, Josh Penterman, and Dee Moore
- **Strategic Planning Committee:**
  - **Purpose:** Serve on the district strategic planning committee (when in the SP process) and report meeting progress back to the full board.
  - **Meetings:** As needed during the strategic planning process
  - **Members:** Brandon Desh, Tim Cheney, and Dee Moore
- **School Improvement Steering Committee:**
  - **Purpose:** *Assist in the SIP goal-setting process.*
  - **Meetings:** *As needed during the school accreditation and goal setting process.*
  - **Members:** Jaimi Calfee and Dee Moore
- **Administration Review Committee:**
  - **Purpose:** Completes the annual evaluation of the Superintendent, with input from the Board as a whole.
  - **Meetings:** 1-3 times prior to the Superintendent's evaluation.
  - **Member:** Board President
- **Foundation for Knowledge:**
  - **Purpose:** Serves as the BOE representative on the *Foundation for Knowledge* Board.
  - **Meetings:** As needed
  - **Member:** Jaimi Calfee
- **Proposed Adjunct Committees:**
  - As needed

# Student Preschool Enrollment

# Policy 5013

The District's preschool program shall be operated in accordance with this policy.

## Pre-School Eligibility:

- The Superintendent or designee will develop and maintain eligibility guidelines for children to enroll in the District's preschool program.
- If the Superintendent or designee determines that the preschool program is at capacity, then children will be admitted to the program in the following order of priority:
  1. *Resident three and four-year-old students with disabilities currently receiving IEP services*
  2. *Resident students who are or will turn four prior to or on July 31st (oldest to youngest by birth month/day/year).*
  3. *Resident students who are or will turn three prior to or on July 31st (oldest to youngest by birth month/day/year).*
  4. *Resident Kindergarten age-eligible\* children who will be five or have had little or no preschool experience and/or other extreme extenuating circumstances.*
  5. *If there are still open spots, non-district students will be chosen based on the criteria listed above.*
- Panther Preschool can serve children birth to mandatory Kindergarten Attendance Age (the year he/she turns 6-prior to January 1), but prioritizes children who have not yet met Kindergarten Entrance Age (the year he/she turns 5 before August 1st).
- Panther Preschool does not serve non-resident (option enrollment) students. The Superintendent or designee shall have the authority to implement and interpret capacity and enrollment decisions to ensure the best interests of the District and its preschool program, and there shall be no appeal process to the Board of Education related to the Superintendent or designee's decision.

## Enrollment Process

- Enrollment for the preschool program will be conducted on an annual basis.
- Parents or legal guardians must complete and submit a preschool enrollment application form by the specified deadline.
- Applications will be reviewed, and enrollment decisions will be based on available space, eligibility criteria, and other factors deemed appropriate by District staff.
- Parents will be notified of their child's enrollment status within a reasonable timeframe after the application deadline.

## Waitlist

- In the event that the number of applicants exceeds the preschool program's capacity, a waitlist may be established.
- Priority on the waitlist may be given to eligible children based on the priorities listed in this policy.
- Parents will be notified if their child is placed on the waitlist and will receive updates regarding their status if openings become available.

## Compliance

- All aspects of this policy shall be implemented in accordance with applicable state and federal laws, regulations, and guidelines related to preschool education and enrollment.

**Date of Adoption: June 10.2024**

# Little Panthers Preschool Handbook 2024-2025

**Little Panthers Preschool**

Bennet Elementary  
50 Dogwood Street  
Bennet, NE 68317

**402-782-3535**

**[www.districtor1.org](http://www.districtor1.org)**

## **Little Panthers Preschool Handbook 2024-2025**

The Little Panthers Preschool is part of District OR-1 Public School. All policies set forth by the District OR-1 Board of Education in the District's Parent Handbook are in effect for Preschool.

The additional guidelines set forth in this Preschool Handbook are solely for Little Panthers Preschool and address issues that only pertain to preschool students.

### **Preschool Staff**

Mr. Michael Hart	Superintendent
Mr. Jared Haag	Principal
Miss Taylor Black	Preschool Teacher
Miss Brittany Eisenhauer	Preschool Teacher
Mrs. Casandra Hohensee	Preschool Teacher
Mrs. Emily Buddenberg	Speech/Language Pathologist
Mrs. Jiree Wilson	Speech/Language Pathologist

## Table Of Contents

Preschool Staff	2
Our Philosophy	4
Our Values and Goals	4
Curriculum	5
Enrollment Policy	6
Preschool Time Information	7
Home Visits	7
Fee Payment Information	8
Teacher Contact	9
Meals	9
Birthday Treats and Special Snacks	9
Drop off and Pick Up Procedure	9
Bus Transportation	11
Field Trips	11
Clothing	12
Bathrooming	12
Outdoor Learning and Play	12
Pictures and Video	12
Weather Related Information and Cancellations	13
Immunizations	14
Asthma/Anaphylaxis Protocol	14
When Should You Keep Your Child Home?	14

# Little Panther Preschool

## Our Philosophy

District OR-1 Public Schools, the parent district of Little Panthers Preschool, acknowledges and respects the uniqueness of each child. We also support the belief that a child's strong sense of self esteem comes from experiencing success within an age appropriate environment enhanced by a rich, stimulating curriculum. The curriculum engages children's learning in all developmental areas, while at the same time allowing for individual differences in learning styles and encouraging creativity through a variety of play-based experiences.

Our overall ambition for the children enrolled in Little Panthers Preschool include:

- Children will develop a strong sense of self-confidence and self-esteem.
- Learning experiences with focus on the development of the whole child with emphasis on social/emotional skills and fostering a growing sense of independence.

## Our Values and Goals

- Maintain a SAFE, supportive and stimulating environment
- Facilitate learning through PLAY as play is a child's work!
- Respect children's uniqueness; recognize and celebrate individual differences
- Create a trusting and predictable environment
- Emphasis on the "process" rather than the "product"
- Use of positive language
- Modeling of empathy and compassion
- Encourage children to take risks so they can experience new successes
- Help children learn to make choices and develop responsibility for those choices
- Provide a "child-centered program" which comes from a blend of the interests of the children together with a successfully planned and organized facility and the use of our curriculum
- Continually cultivate our curriculum, which is updated and revised to ensure a variety of developmentally appropriate experiences for children

## **Curriculum**

### **Teaching Strategies GOLD**

We will be using the Nebraska Department of Early Childhood Education Teaching Strategies GOLD Curricular Objective and Assessment System. Thirty-eight objectives that guide teaching and learning are the heart of Teaching Strategies GOLD. Based on predictors of school success and state early learning standards, these objectives help teachers focus on what matters most for children's success. Teaching Strategies GOLD is a seamless research-based system proven to be reliable and valid for teaching and assessing children. It is intended for use as a key component with any developmentally appropriate early childhood curriculum and program, Teaching Strategies GOLD is inclusive of all children, including English-language learners and children with disabilities.

### **Get Set For School - Handwriting Without Tears**

Get Set For school is a complete, developmentally appropriate Pre-K program that is expert-backed, research-based, and proven to be a success. This program helps children meet important early learning standards through purposeful play and multisensory activities. Get Set for School brings Pre-K to life through active, cross-curricular lessons, specially-designed manipulatives that challenge children's fine and gross motor skills, and developmentally appropriate technology.

### **Center Based Classroom Approach**

Little Panthers Preschool uses a Center Based Classroom approach to implement our curriculum and foster learning that has two important features. 1.) A distinct organizational structure, and 2.) a focus on specific interest areas in the classroom. These eleven interest areas provide the detailed content in the organizational structure and together they both ensure our preschool is meeting the curricular and developmental needs of all our students. The eleven areas are:

1. **Blocks:** props to accompany block play like cars, animals, people, signs, etc.
2. **Dramatic Play:** puppets, props, clothing for careers, housekeeping, tools, etc.
3. **Toys & Games:** classifying, colors, numbers, letters, patterns, counting
4. **Art:** drawing, painting, gluing, cutting, all mediums, group and individual art
5. **Library:** books in all areas, a writing center, a listening center, read aloud
6. **Discovery** science, indoors & outdoors, classroom pets, life sciences, etc.
7. **Sand & Water Play:** indoors and outdoors
8. **Music & Movement:** instruments, online resources, singing, dancing, exercise
9. **Cooking:** preparing snacks, cooking to go with units of study, baking
10. **Technology:** online resources to extend units of study, use of computers
11. **Outdoor Play:** riding toys, climbing, building, bird and squirrel feeding, games

## **Enrollment Policy**

Our enrollment procedure used to determine the preschool class list is based on the following list of criteria in order of priority:

- 1. Resident three and four-year-old students with disabilities currently receiving IEP services*
- 2. Resident students who are or will turn four prior to or on July 31st (oldest to youngest by birth month/day/year).*
- 3. Resident students who are or will turn three prior to or on July 31st (oldest to youngest by birth month/day/year).*
- 4. Resident Kindergarten age-eligible\* children who will be five or have had little or no preschool experience and/or other extreme extenuating circumstances.*
- 5. If there are still open spots, non-district students will be chosen based on the criteria listed above.*

We do wish we could enroll every child. Being filled to capacity with a waiting list tells us there is certainly a need within the district for the youngest members of our student population. A quality early childhood program keeps the teacher/pupil ratio low and matches enrollment to the physical size of the facility. Those two factors are also a limiting factor in our enrollment numbers and have to be taken into account.

## Preschool Time Information

**4 Year Old Full Day Preschool Session-** 8:00-3:30 Monday-Thursday  
No preschool classes on Fridays.

The Little Panthers Full Day session will follow the calendar of District OR-1, Palmyra and Bennet Schools. If not, it will be indicated on the preschool calendar or in a letter sent home to preschool parents. **4 year old full day preschool will be in session until 1:00 pm on early dismissal days.**

**3 and 4 year old part day**

<b><u>Morning Preschool Session</u></b>	<b><u>Afternoon Preschool Session</u></b>
8:00-11:30 Monday-Thursday	12:00-3:30 Monday-Thursday

No preschool classes on Fridays.

The Little Panthers Preschool will follow the calendar of District OR-1, Palmyra and Bennet Schools. If not, it will be indicated on the preschool calendar or in a letter sent home to preschool parents. **Part day preschool sessions are not in session during half days for Elementary.**

## Home Visits

Home visits are scheduled prior to the beginning of the school year. You will be asked to schedule another home visit and a conference during the school year. These visits are required by the Nebraska Department of Education and have been a wonderful way to begin building that school-home partnership. Families of Little Panthers Preschool will participate in two home visits and one parent-teacher conference each school year.

## **Fee Payment Information**

Little Panthers preschool adheres to the Rule 11 guidelines put forth by the Nebraska Department of Education and works in cooperation with the NDE to establish a fee schedule and guidelines for all preschool families. Within that framework, there are certain criteria that families may meet that can waive the fee payment for their preschool student.

If a child does not meet one of the five criteria listed below, there is a \$150 per month fee for part day preschool. During the months of August, December, and May the fee is \$50.

**Pay for the whole year by August 31, 2024 in the amount of \$1100.00, your August and May are FREE! Savings of \$100.00.**

If a 4 year old who attends the full day session and does not meet one of the five criteria listed below, there is a \$300 per month fee for full day preschool.

**All Payments need to be made out to District OR-1 and given to the Elementary secretary by the first of every month.**

Students who meet one of the following criteria will not be charged a monthly fee:

- Children identified with a disability and who are receiving early childhood services.
- Children whose family income qualifies them for participation in the federal free and reduced lunch program.
- Children who reside in a home where English is not the primary language for communication.
- Children of parents that are younger than eighteen or have not completed high school.
- Children who were born prematurely or at low birth weight as verified by a physician.

Forms are available for verification and participation in the Federal Free and Reduced Lunch Program at both the elementary and preschool offices. Questions about this program should be directed to Lisa Phillips at 780-5327, ext: 2007.

## **Teacher Contact**

If there is anything you need to know about a situation involving your child, the teacher will provide this information to you through a brief conversation at pick-up time, via a phone call, an email, classroom app, or a short note. This would include things like minor injury (more than a band-aid), behavior issues, concerns about a situation, etc. Please don't hesitate to let your child's teacher know of any concerns, questions, or confusion over anything. If you wish to visit with the teacher in depth, it would be best to set up a conference or call when preschool is not in session.

A classroom calendar and newsletter will be sent home for each month with the days the preschool is not in session clearly marked. This newsletter will contain classroom news, upcoming events, student photos, and helpful tips for parents. Please watch for the newsletter in your child's backpack.

Students who are the oldest or only child in their family will also receive a Bennet Elementary newsletter each week. District information is also available on the school website [www.districtor1.org](http://www.districtor1.org).

## **Meals**

Preschoolers receive breakfast and a snack in the morning session or lunch and a snack during the afternoon session. Breakfast and lunch are included in the full day preschool program. This cost is included in the monthly fee. The menu will be the same as the elementary for breakfast and lunch. We serve our meals "Family Style." This means preschoolers will be able to set the table, use child-sized serving utensils to serve themselves food, pass the dish to the classmate sitting next to them and pour their own beverage from a child-sized pitcher. During meal and snack time, preschoolers will have the opportunity to visit with their friends and teachers while also practicing table manners and language skills.

Do not send a meal from home with your child. A meal from home would keep your child from participating in the meal experience. Special accommodations can be made only for students who are on a special diet. If this is the case, you will need to discuss this with your child's teacher.

- Please Inform your child's teacher of any food allergies.

## **Birthday Treats and Special Snacks**

We will celebrate student birthdays during snack time at preschool. If you would like to send birthday treats to school to celebrate your child's birthday, please let the teacher know in advance. Birthday treats need to be store bought with the ingredients clearly labeled. Families may volunteer to bring a snack for the class during a special party such as Halloween, Christmas, and Valentine's Day. These special snacks also need to be store bought with the ingredients clearly labeled.

## **Drop off and Pick Up Procedure**

Preschool parents are expected to come to the exterior door of the school building each time they drop off and pick up their child. Preschool students are not allowed to walk through the parking lot or bus circle without an adult.

The arrival routine should be the same each day. These predictable routines will reduce separation anxiety and will allow your child to gain independence and practice responsibility. If your child is having trouble separating from you, signal the teacher and let them take care of it. A quick "good-bye" and exit from the parent is best. Please trust that the teacher will handle your child appropriately in an event such as this.

Each half day session is 3 ½ hours long. Prompt arrival and pick-up is important to helping us stay on schedule and also for helping your child settle into the daily routine. **Do not arrive before 8:00 or 12:00.** Arriving promptly for pick-up time is very important, especially for the morning session. There is only 30 minutes between the sessions and the teacher will need this time to set up for the afternoon class. **If you arrive after 8:10 or 12:10, please check in at the office before bringing your child to the classroom.**

**If your child is going to be absent, please call the Elementary office at 782-3535 or notify the classroom teacher.**

You will be required to provide a listing of the people you authorize the school to release your child to. Your child will never be released to someone not on the list unless we receive a note or phone call from you with permission. If the staff does not know the person, he or she will be asked to show identification. **Please notify your child's teacher if there will be any changes made to your child's daily drop-off or pick-up routine.**

## **Bus Transportation**

The district provides limited bus services between the morning and afternoon preschool sessions. The bus service will drop off morning students at daycares while at the same time picking up afternoon students from these daycares. These daycare locations are pre-arranged. Transportation is not provided for children who use the full day 4 year old program.

When the bus leaves the daycare locations, it will proceed to the Palmyra High School to drop off and pick up students. It will be the parents' responsibility to wait with their child to be picked up. It is also the parents responsibility to be there when the bus arrives to drop off their child.

There will be two adults on the preschool bus at all times, the driver and a supervisor. The bus will have a detailed list of all the students riding, locations of drop off and pick up and parent or babysitter contact information.

The students riding the bus will be using specialized built in booster seats at all times. In compliance with the district policy regarding bus riding and bus behavior, it is important that the students riding the bus are safe. Therefore, if a student is not able to adhere to the safety standards and rules and if that student becomes a distraction for the driver, or is a danger to the other students, parents will be notified and they will need to make other arrangements for their preschool student's transportation.

- **There will be no bus transportation before the morning session.**
- **There will be no bus transportation after the afternoon session.**

## **Field Trips**

We will try to take the preschool students on field trips during the school year. If so, a slip with trip information will be sent home in advance. The purpose of these field trips is to broaden the students' educational experiences. Occasionally students may be asked to bring money or pay admission to an attraction. Parents will be invited to help with supervision on these trips as needed. It is the policy of Little Panthers Preschool that no younger siblings accompany the parent on a field trip. Your help with the preschool students is needed. If a younger child is present, you are not free to help supervise.

## **Clothing**

Your child will spend a great deal of each day on the floor inside, playing outside, and just being very active. Please dress your child for this type of activity each day. Please label all your child's clothing that can be removed such as: hats, mittens, boots, sweatshirts, coats, etc. We will play outside each day unless there is precipitation falling, or the temperature is dangerously cold. Your child will need snow boots, shoes to change back into, warm clothing, hats, and mittens when winter arrives. We ask that you send some type of jacket each day in the fall and spring so your child is prepared for outside time.

## **Bathrooming**

**Your child must be toilet trained when they begin class. Pull-up pants are not appropriate.** The only exception is if a child is receiving district services with an IEP/504 and has been communicated to preschool staff. We know accidents happen. Your child will NOT be made to feel bad if he/she has an accident; a staff member will handle it in a matter of fact fashion. With this in mind, we ask that you include an extra pair of underwear, pants/shorts, and a shirt in your child's backpack at all times. Your child may also need to change clothing if a beverage is spilled during mealtime. Wet clothing will be sent home.

## **Outdoor Learning and Play**

With our wonderful outdoor classroom, your child will get dirty. You may want to keep that in mind when dressing for preschool. Appropriate clothing for hot and cold weather is very important. We will be outside each day unless there is active precipitation or an uncomfortable wind chill factor.

We encourage you to apply sunscreen in the warmer months. Please do this before your child comes to school. Students will be encouraged to drink plenty of water during warm weather.

## **Pictures and Video**

Pictures and video of our students, activities, and classroom will be taken and used for various learning opportunities. These same pictures are positive additions to articles posted on the district website, in the classroom newsletter, or submitted to the local paper.

There is a permission form allowing your child's picture to be taken and to be used as a part of an article either online, in the local paper, or within the classroom for class books and other activities. Please return this form to your child's teacher with the rest of the enrollment paperwork.

## **Weather Related Information and Cancellations**

The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations. Parents and Patrons will also be alerted via phone call by our automated calling system. Please make sure that you are a part of the calling database in order to receive calls via this system. Contact school if you are not sure or have changed your phone numbers since last year.

A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, an announcement will be made to the news media when schools will be closed. In some instances, schools will be open, but certain services may be canceled (bus transportation, kindergarten, student activities). Announcements about other Nebraska school closings are included in Lincoln radio and television broadcasts. Students and parents will want to pay special attention to which public school district is being closed.

Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given to parents. If school is closed during the day the notice will be broadcast by the media and parents should have a plan in place to accommodate these circumstances. **If inclement weather forces an early dismissal, afternoon half day preschool will not take place. If inclement weather forces a late start, morning preschool will not take place. Full day four year olds will begin at 10:00 on late start days.**

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

## **Immunizations**

State laws require that students ages 2 through 5 years enrolled in a school based program not licensed as child care provider have the following immunizations prior to attending:

- 4 does of Dtap, DTP, or DT vaccine,
- 3 does of Polio vaccine,
- 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age,
- 3 doses of pediatric Hepatitis B vaccine,
- 1 dose of MMR or MMRV given on or after 12 months of age,
- 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age.
- 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age.

You must show proof of immunizations upon enrollment in school. Any student who does not comply with the immunization requirements will not be allowed to continue in school. Students with medical conditions or personal beliefs that do not allow immunizations may complete a waiver statement which is held in the elementary school office.

## **Asthma/Anaphylaxis Protocol**

Information on this topic is available if your child has been diagnosed with one or both of these conditions. Please inquire with your child's teacher or elementary office if this applies to your child.

## **When Should You Keep Your Child Home?**

Please do not send your child to school if they appear to be sick. Please do not send your child to school for 24 hours after he/she has had a fever. If they return to school too soon, they may still be contagious and their defenses will be down. Keep students home if they have any of the following:

- Temperature greater than 100 degrees F
- Vomiting and/or diarrhea
- Unexplained rashes
- Discharge from eyes and/or ears, or severe nasal drainage
- Sore throat and/or severe cough
- Head lice

In the case of a contagious disease, please contact the school. If your child contracts any of the following notifications is necessary: strep throat, influenza, COVID or any easily transmitted childhood sickness. If your child is injured, all we can do at school is to clean and bandage scrapes or apply ice packs to bruises and sprains. If the injury requires further medical attention, you will be called. If your child is well enough to return to school, he or she is well enough to participate in all activities-indoors and outdoors.

# **Bennet Elementary School Handbook for Students, Parents & Guardians 2024-2025**

We are pleased to welcome all of you, both new and returning students, to Bennet Elementary School. As a student, you will have the responsibility to maintain and help build a fine tradition of scholarship, citizenship, and that particular kind of spirit and pride that we want to become a trademark of our school.

As a citizen of this school, you are expected to follow the rules that have been established for the welfare of all. Sometimes you may feel that the rules are too strict, but they are made in the best interest of each student. Following the rules will help all students to become better school citizens.

Be proud of your school! We have a wonderful facility! It is evident that it has been treated with excellent care in the past. This property belongs to District OR-1. You, as a citizen of this community are part owners of this property. It is up to you to help protect and preserve it! Let's have a great school year!

This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about District OR-1, Bennet Elementary School. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

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

Mr. Jared Haag  
Elementary Principal

## Contents

Bennet Elementary Faculty & Staff	4
General Information	6
Activities Attendance	6
After School Arrangements	6
Alcohol, Tobacco & Drug Usage	7
Announcements/Posters	10
Asbestos Notice	10
Arson	10
Attendance, Leaving School, Excessive Absenteeism, Activity, Attendance...	10
Before and After School Recreation Program	14
Birth Certificates	14
Bullying Prevention	15
Bus Rules and Behavior	15
Cell Phones and Personal Electronic Devices	18
Ceremonies and Holiday Observances	19
Child Abuse/Neglect	19
Closed Campus	19
Clothing & School Supplies	19
Computer Network, Internet and Computer Use	20
Damage & Loss of School Property	24
Dating Violence	24
Discipline and School Rules, Suspension and Expulsion	24
Dress Code	28
Drills - Fire & Tornado	28
Dual Enrollment	30
Field Trips	30
Forms	30
Grades & Reporting to Parents	31
Head Lice	31
Immunizations	33
Illness & Injury at School	34
Kindergarten Enrollment	34
Lost & Found	34
Lunch/Milk/Breakfast	34
Make-Up Work	35
Medication and Asthma/Allergic Reaction Plan and Self-Medication Guidelines	36
Money	37
Multicultural Policy	38
Newsletter	38
Parent Visitations	38
Pets	38
Physical Exams	39
Preschool Program	39
Programs & Services	40
Promotion & Retention	41

Recess/Playground Rules	41
Return to Learn	42
School Day Schedule	42
School Wellness Policy	43
Smoke Free Environment	43
Student Activity Fees	43
Student Questioning/Apprehension by Legal Authorities	52
Student Searches	55
Telephone Use	55
Testing	55
Video Surveillance	55
Vandalism	55
Visitors	55
Weapons	56
School Cancellations	56
Appendix A-Federal and State Programs	57
Medication Forms	95
Computer and Network Form	96
Parent/Guardian Receipt Form	97

## Bennet Elementary Faculty & Staff

Mr. Haag	Principal
Mr. Lahmon	Guidance Counselor
Ms. Norman	Elementary Principal's Secretary
Mrs. Linke	School Psychologist
Ms. Black	Preschool
Ms. Eisenhauer	Preschool
Mrs. Hohensee	Preschool/Elementary Special Education
	Preschool Paraeducator
Mrs. Georges	Preschool Paraeducator
Mrs. Hartwick	PreSchool Paraeducator
Mrs. King	PreSchool Paraeducator
Mrs. Dvorak	Kindergarten
Mrs. Nitzsche	Kindergarten
Mrs. Wusk	Kindergarten
Mrs. Field	First Grade
Mrs. Greenfield	First Grade
Mrs. Petska	First Grade
Mrs. Christensen	Second Grade
Ms. Peterson	Second Grade
Mrs. Schaller	Second Grade
Mrs. Anderson	Third Grade
Ms. Christensen	Third Grade
Ms. Reed	Third Grade
Mrs. Dowding	Fourth Grade
Mr. Maibaum	Fourth Grade
Mrs. Sullivan	Fourth Grade
Mrs. Borg	Fifth Grade
Mr. McChristian	Fifth Grade
Mrs. Partida	Fifth Grade
Ms. A. Swartzendruber	Title I
Mr. Smidt	Media Coordinator
Mrs. McCriecht	Vocal Music
Mr. Furrow	Vocal Music/Inst. Music
Mr. Wemhoff	Physical Education
Mrs. Garris	Art
Mrs. Eastep	Resource
Mrs. Lahmon	Resource
Mrs. Fritch	Resource
Mrs. Wilson	Speech/Language Pathologist
Mrs. Buchanan	Speech/Language Pathologist
Mrs. Buddenberg	Speech/Language Pathologist
Mrs. Dowding	Aspire Academy
Mr. Brown	Technology Coordinator
Mrs. Hanger	Tech. Teacher
Mr. Hart	Superintendent
Mrs. Phillips	Business Manager - Central Office

Mrs. Wemhoff	Payroll/HR - Central Office
Mrs. Jones	Paraeducator
Mrs. Hiatt	Paraeducator Aspire Academy
	Paraeducator
Ms. Stephens	Paraeducator
Mrs. Stedman	Paraeducator
Mrs. Tyndall	Title Paraeducator
Mrs. Watson	Paraeducator
	Paraeducator
Mrs. Purvis	Sign Language Interpreter
Mr. Willeford	Head Custodian
Mrs. Smith	Elementary Food Manager
Mrs. Wilson	School Nurse
Mrs. Oswald	School Nurse

## **AVAILABILITY OF HANDBOOKS**

The 2024-2025 Student-Parent Handbook of District OR-1 is available on the internet at <https://www.districtor1.org>

## General Information

### Superintendent of District OR 1

Mr. Michael Hart

### Members of the Board Of Education

Jaimi Calfee  
Dean Busch  
Tim Cheney  
Brandon Desh  
Dee Moore  
Joshua Penterman

### Mission Statement

Our mission statement is one of ideals, which focuses on the role District OR1 Schools will play in the shaping of the future of our students. This is the reason our school exists and the function we perform. District OR1 has adopted the following mission statement:

**“Together, we prepare our students to successfully meet the challenges of the future.”**

### Governing Principles

Governing principles are fundamental guidelines and desirable rules of conduct, integrity and ethical behavior which guide us to do the right thing for the right reason. They direct our personal, professional and organizational behavior. The following governing principles were selected by District OR1 Schools based upon the mission statement above:

District OR1 will:

- model and reinforce a sense of self-respect for others;
- provide equal opportunity for each student to develop to his/her potential;
- seek and integrate educationally sound innovations into the curriculum;
- seek to develop a sense of individual responsibility and integrity; and,
- provide a safe, positive learning environment

### Activities Attendance:

When your child attends athletic contests or other school events, we request that they sit with their parents or another responsible adult. We also ask that they remain seated during the contests or events. This is for their safety and for the enjoyment of the other spectators. Trips across a gym floor can be distracting and dangerous.

### After School Arrangements

Arrangements for one student to go home with another after school should be made by the parents prior to the visit. The school and bus drivers, if applicable, should be notified of the plans in writing or by phone before 2:30 PM. **Students will not be allowed to use the phone during the school day to make these arrangements.**

## **Alcohol, Drugs and Tobacco:**

### **Drug-Free Schools**

This District implements regulations and practices which will ensure compliance with the Federal Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

## **Education and Prevention:**

This District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades of this School District. Further, this District will have proper in-service orientation and training for all employed staff.

## **Drug and Alcohol Use and Prevention:**

By this handbook, each student of the District is hereby provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

Drug and Alcohol Education and Prevention Program of the District Pursuant to The Safe and Drug-Free Schools and Communities Laws and Regulations.

All students are provided age appropriate, developmentally based drug and alcohol education and prevention programs for all students of the schools. It shall be the policy of the District to require instruction at such grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol. Such instruction shall be designed by affected classroom teachers or as otherwise directed by the Board to be appropriate to the age of the student exposed to such instruction. One of the primary objectives shall be the prevention of illicit drug and alcohol use by students. It shall further be the policy of the District to encourage the use of outside resource personnel such as law enforcement officers, medical personnel, and experts on the subject of drug and alcohol abuse, so that its economic, social, educational, and physiological consequences may be made known to the students of the District.

It shall further be the policy of the District, through the instruction earlier herein referred to, as well as by information and consistent enforcement of the Board's policy pertaining to student conduct as it relates to the use of illicit drugs and the unlawful possession and use of alcohol, that drug and alcohol abuse is wrong and is harmful both to the student and the District, and its educational programs.

## **Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs.**

All students shall be provided information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within sixty miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District upon request by the Guidance Counselor.

In the event of disciplinary proceedings against any student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his or her parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school

personnel shall consider to be of benefit to any such student and his or her parent or parents or guardian.

### Standards of Student Conduct Pertaining to the Unlawful Possession, Use, or Distribution of Illicit Drugs or Alcohol on School Premises or as a Part of Any of the School's Activities.

(In addition to standards of student conduct elsewhere adopted by board policy or administrative regulation to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities.) This shall include such unlawful possession, use, or distribution of illicit drugs and alcohol by any student of the District during regular school hours or after school hours at school sponsored activities on school premises, at school-sponsored activities off school premises.

Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of tobacco on school premises or as a part of any of the school's activities.
4. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect.
5. Use of any illicit drug.
6. Distribution of any illicit drug.
7. Use of any drug in an unlawful fashion.
8. Distribution of any drug or controlled substance when such distribution is unlawful.
9. The possession, use, or distribution of alcohol.

It shall further be the policy of the district that violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution.

### **Drugs and Alcohol Prohibited – Standards of Conduct for Students and Employed Staff:**

The manufacture, possession, selling, dispensing, use or being under the influence of alcohol or any alcoholic beverage or alcoholic liquor on school grounds, or during an educational function, or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any controlled substance or drug, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant on school grounds, or during the educational function or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes on school grounds or during and educational function, or event off school grounds, is prohibited.

The possession, selling, dispensing or use of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes on school grounds or

during an educational function, or event off school grounds, is prohibited.

Any prescription or non-prescription drug, medicine, vitamin or other chemical may not be taken unless authorized as stated in the next section on AUTHORIZED USE.

#### Authorized Use:

Any student whose parent or guardian requests that he or she be given any prescription or non-prescription medicine, drug, or vitamin shall provide a signed permission by parent and/or physician. **A copy of this form is attached to the back of this handbook.**

#### Disciplinary Sanctions:

1. Violation of this policy may result in suspension or expulsion. Prohibited substances will be confiscated and could be turned over to law enforcement authorities. The student may be referred for counseling or treatment. Parents or legal guardians will be notified.
2. If the student is observed to be violating this policy, the student will be escorted to the Principal/Superintendent's office immediately, or if not feasible, the Principal/ Superintendent will be notified. The student's parents or legal guardian will be requested to pick up the student. If it appears there is imminent danger to other students, school personnel, or students involved, the Principal/Superintendent, or such other personnel as authorized by the Principal/Superintendent, may have the student removed by authorized medical or law enforcement personnel.
3. Parents and students shall be given a copy of the standards of conduct and disciplinary sanctions required and shall be notified that compliance with the standards of conduct is mandatory.

#### Intervention:

The OR-1 School District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational climate or activity, the school then has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff. The school will issue a statement to all students and employed staff that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school shall make available to students and employed staff information about any drug and alcohol counseling, and rehabilitation and re-entry programs, which are available to students.

#### Administration:

The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

#### Safe and Drug-Free Schools–Parental Notice

NOTICE TO PARENTS: Pursuant to the provisions of the No Child Left Behind Act, if upon receipt of

information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

### **Announcements/Posters:**

Announcements and posters advertising school sponsored activities or other activities within the communities must first be submitted to the principal's office. It will be the responsibility of the principal to determine if it is appropriate to display these items.

### **Asbestos Notice:**

The District OR1 Schools have been inspected by a qualified inspector concerning asbestos abatement. It has been determined by this inspector that the school buildings in Palmyra and Bennet contain asbestos. The Environmental Protection Agency requires schools to notify parents regarding asbestos in the schools. This notice is included as a part of our compliance with EPA regulations. Please direct questions or concerns you may have about the contents of this notice to Superintendent Michael Hart (780-5327).

### **Arson:**

The intentional burning of property at school is forbidden. Violation of this rule will result in appropriate disciplinary action being taken, which could include suspension, expulsion, referral to authorities and/or required counseling to take place if need is determined.

## **Regular Attendance**

### **Attendance Policy:**

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The Principals and teachers are required to maintain an accurate record of student attendance.

### **A. Attendance and Absences.**

1. Absences – Definitions. The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.
  - a. School Excused. Any of the following circumstances that lead to an absence will be identified as a *School Excused* absence, provided the required attendance procedures have been followed:

- (1) Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness, court, death of a family member, or suspension.
    - (2) Other absences as determined by the principal or the principal's designee.
  - b. Not School Excused. Absences that are not school excused may result in a report to the county attorney and may be classified as follows:
    - (1) Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments.
    - (2) Other absences are those in which the parent has not communicated a reason for the student's absence.
- 2. Absence Procedure. In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances.

A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, is issued by the Principal's office.

Two school days will be allowed to make up work for each day missed, with a maximum of 10 days allowed to make up work.

- 2. Mandatory Ages of Attendance. A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

Exceptions for Younger Students. Attendance is not mandatory for a child who has reached 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.

Exceptions for Older Students. Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not

to meet accreditation or approval requirements; or (3) has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

Early Withdrawal for Students Enrolled in Accredited or Approved Schools. A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed.

Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in District OR-1 Public Schools or resides in the District OR-1 Public School's district and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- the person who has legal or actual charge or control of the child who requested the exit interview;
- the Superintendent or Superintendent's designee;
- the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and
- any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school.

At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:

- financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
- an illness of the child making attendance impossible or impracticable.

The Superintendent or Superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child OR may rescind the written request for the withdrawal.

Withdrawal Form. Any withdrawal form signed by the person making the written request shall be valid only if:

- the child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and
- the Superintendent or Superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the Superintendent or Superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

Early Withdrawal for Students Enrolled in an Exempt School (Home Schools). A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.

4. Reporting and Responding to Excessive Absenteeism. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the superintendent or such person(s) who the superintendent designates to be the attendance officer (hereafter, "attendance officer"). The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed below under "Excessive Absenteeism" and "Reporting Excessive Absenteeism."
5. Excessive Absenteeism. Students who accumulate one (1) unexcused absence in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:
  - a. Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of any child; and
  - b. One or more meetings between the school (a school attendance officer, a school administrator or his or her designee, and/or a social worker), the child's parent or guardian, and the child, when appropriate, to address the barriers to attendance.

The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:

- (i) Illness related to physical or behavioral health of the child.
- (ii) Educational counseling;
- (iii) Educational evaluation;
- (iv) Referral to community agencies for economic services;
- (v) Family or individual counseling; and
- (vi) Assisting the family in working with other community services.

If the parent/guardian refuses to participate in such a meeting, the principal shall place documentation of such refusal in the child's attendance records.

6. Reporting Excessive Absenteeism to the County Attorney.

The school may report to the county attorney of the county in which the person resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than five (5) absences per quarter, ten (10) absences per semester, or twenty (20) absences per year. This process can be initiated at any time during the school year if any absences are determined to be school unexcused. The school shall notify the child's family in writing prior to referring the child to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

**Before and After School Recreation Program:**

Bennet Elementary offers a before and after school recreation program for students attending Bennet Elementary School. The times for the before and after school recreation program will be from 7:00 – 8:20 a.m. and 3:20 – 5:30 p.m. There will be NO drop in after school services for students. The cost of the program will be \$4.50/hr per each child. A registration and enrollment fee of \$25.00 per family will be assessed at the beginning of the school year. Adult supervisors will supervise students. Students will take part in a number of activities during the before and after school activities program and will also receive a snack during the afternoon session. If you are interested in taking part in this program, please contact the school office for more information.

**Birth Certificate Requirements:**

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

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

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents would include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

### **Bullying Prevention:**

Bennet Elementary recognizes the negative impact that bullying has on student health, welfare, safety, and the school's learning environment and prohibits such behavior. Bullying is defined as any ongoing pattern of physical, verbal or electronic abuse on school grounds, in a vehicle owned, leased or contracted by the school being used for a school purpose by a school employee or his or her designee, or at school sponsored activities or school sponsored athletic events.

Bullying may constitute grounds for long-term suspension, expulsion or mandatory reassignment, subject to state and federal statutes and our student discipline and due process procedures.

Suspected incidences of bullying should be reported to a staff member or the school principal. See Appendix A at the end of the handbook for the policy.

### **Bus/Transportation Code of Conduct:**

## **Bus Transportation**

Students are assigned to buses and bus stops. No change in either bus or stop is permitted without the Transportation Director's approval. Failure to ride the assigned bus to/from the assigned bus stop may jeopardize the safety of students and may result in disciplinary action.

- Bus transportation schedules will be drafted and provided by the Transportation Director for parents prior to the opening of school.
- All transportation schedules and bus stops are determined by the Transportation Director and school Administration.
- Students will not be dropped off at other than approved bus stops.

### **Requests to Ride a Different Bus**

- A written request from a parent/guardian is required in order for a student to ride a different bus or get off at a different stop or deviate from riding the assigned bus.
- The request must include student name, parent/guardian, and telephone number of parent/guardian.
- Any request that cannot be verified will be denied.
- All requests must be approved by a school administrator or transportation official.
- If a student does not have a Bus Pass/Request; he/she cannot ride home on a different bus or get off at a different stop.

## **Transporting of school related/non-school related items on the bus.**

- No materials, including guns, loaded or unloaded; flammable materials, empty or full; animals or any other objects of dangerous or objectionable nature are transported in the school bus when children are being transported.
- Balloons, helium balloons, and glass vases are prohibited.
- Bottles with water will be allowed due to health considerations.
- Cell phone use on the bus is discouraged. Use of personal electronic devices (P.E.D.'s) such as ipods, ipads, etc is acceptable. This privilege will be revoked if it becomes a nuisance or safety concern.
- Skate shoes, skate boards, or roller blades will not be allowed in the bus unless enclosed in an athletic-type canvas bag or are otherwise inaccessible.
- Band instruments will be allowed on the bus. Students are asked to work with the driver in order to board with large instruments.

## **PreK/Kindergarten**

- A parent, guardian or person authorized by the parent of an Early Childhood Student provides safe supervision to and from the bus stop. No Early Childhood student will be left unattended at the point of delivery (Bus Stop). If no responsible party is in view, the student will not be allowed to disembark. The student will be returned to the school site where an attempt will be made to contact a responsible party.

## **School Bus Behavior Policy**

### **Students who ride the bus should:**

- Be on time.
- Arrive at their bus stop at least 5 minutes before the regular pickup time.
- Stand away from the road, not stand on the traveled portion of the roadway while waiting for the bus.
- Observe proper conduct.
- Respect the property of others.
- Wait until the bus has stopped and then walk up to the front door. Students should not run near a moving bus.
- Board the bus in an orderly fashion.
- Use the bus stop closest to their home. Walking to a friend's house to catch a bus often causes overcrowding at a given stop.

### **While riding the bus students should:**

- Obey instructions of the bus driver and/or bus attendant.
- Be seated immediately.
- Remain seated.
- Share seats equally.
- Be courteous.
- Respect property.

- Keep hands and head inside the bus.
- Keep aisles clear.
- Observe good conduct
- Remain seated until the bus comes to a full stop.
- Leave the bus in an orderly manner, students in the front seats first.
- Avoid loitering around the bus.

## Bus Discipline

District OR-1 follows a policy of progressive discipline such as the one illustrated below. This policy is not intended to be a complete list of infractions and consequences but rather a guide for students, parents and staff.

1. Parents will be involved with the first situation that results in a written report. A record of the violation and report will be retained by the building administrator, driver and provided to parents.
2. If a second problem resulting in a written report (of any type/level) develops, the student will be suspended from riding the bus for a minimum of three (3) days.
3. If another problem develops resulting in a written report, a suspension of one (1) week will be put in effect.
4. Further, more permanent action will be determined by the district administrations if problems persist and will result in a (3) week suspension of transportation for the student. Any future problems may result in permanent removal from transportation for the remainder of the school term.

Parents and students will be notified in written form of all bus expectations at the time bus route information for the new school year is provided.

- All bus discipline is the responsibility of the individual bus driver. Any problems or questions should be referred to the driver and then, if needed, to the Director of Transportation. Drivers will also report discipline problems to the appropriate school administrator. For all behavior infractions resulting in a written report the building administrator/transportation director will report the determined consequences to the driver and parents.

### Examples of Level I Offenses

- Spitting
- Excessive noise
- Horseplay/mischief
- Eating/drinking/littering on the bus
- Leaving seat/standing without permission from driver
- Use of non-water containers in any form
- Profanity, verbal abuse, harassment, obscene gestures or possession of unacceptable material

### Examples of Level II/III Offenses

- Hanging out of window
- Throwing/shooting of any object
- Bullying and/or physical aggression against any person
- Profanity/threats directed toward driver/aide
- Possession/use of tobacco or any controlled substance
- Vandalism to bus (restitution will be required)

- Disobedient to driver/aide
- Riding unassigned bus or using unassigned bus stop
- Prohibited P.E.D. use
- Other offenses as reported by the driver
- Holding onto/or attempting to hold onto any portion of the exterior of the bus
- Lighting of matches, lighters, or any flammable object or substance
- Unauthorized entering or leaving bus through emergency door/tampering with bus equipment
- Possession of threat of weapons/explosives/flammables
- Possession/use of laser pens or pointers
- Other offenses as reported by driver

**Severity Clause:** If any incident of misconduct is deemed to be very serious and/or hazardous to the safety of any or all passengers, a Bus Rider Incident Report will be completed and submitted to the appropriate building level administrator as soon as possible. In emergency situations which threaten the health or safety of students, or when immediate removal from the bus is necessary to maintain the safety of students and proper bus conduct, the building administrator has the authority to suspend the student from the bus riding privileges for twenty-four (24) hours pending investigation of the reported incident. All attempts will be made to contact the parents as soon as possible.

**Level I Incidents.** The driver will inform the student that a Bus Rider Incident Report is being issued and tell the student the specific reasons for the report. The Transportation Director will meet with the student and building administrator to validate the information collected, administer the appropriate discipline and to inform parents/guardians about the situation. **Level I Incidents will be a warning and may include three (3) days suspension from the bus.**

**Level II Incidents.** The driver will inform the student that a Bus Rider Incident Report is being issued and tell the student the specific reasons for the report. The Transportation Director will meet with the student and building administrator to validate the information collected, administer the appropriate discipline and to inform parents/guardians about the situation. **Level II Incidents will be a final warning and may include three (3) to five (5) days suspension from the bus.**

**Level III Incidents.** The driver will inform the student that a Bus Rider Incident Report is being issued and tell the student the specific reasons for the report. The Transportation Director will meet with the student and building administrator to validate the information collected, administer the appropriate discipline and to inform parents/guardians about the situation. **Level III Incidents will include five (5) to ten (10) days suspension or even permanent removal from the bus.**

**Student Conduct and Discipline:** In addition to the School Code of Conduct, District OR-1 requires Parents/Guardians to acknowledge the **Bus Rider Behavior Contract included in this Handbook when they sign the Handbook form.** The Transportation Department developed the Bus Rider Contract with the following philosophy in mind: **“We believe all students can behave appropriately and safely while riding on a school bus. We will not tolerate any students stopping drivers from doing their job or preventing other students from having a safe and peaceful transportation experience”.** Talk to your children about safe, appropriate behavior when on board the school bus. Stress the importance of accountability for his/her actions and behavior when riding the bus. This contract applies only to transportation behavior and does not supersede the student handbook procedure for suspension or expulsion.

**Parents (or guardians) and students are required to acknowledge the receipt of this form by acknowledging receipt of the student handbook. Failure to return the receipt may result in immediate suspension of riding privileges.**  
**VIOLATIONS OF DISTRICT OR1 BUS RULES WILL RESULT IN DISCIPLINARY ACTION.**

## **CELL PHONES AND OTHER PERSONAL ELECTRONIC DEVICES:**

### **Cell Phones, Pagers and Other Electronic Devices**

Students may not use electronic devices while at school, except as permitted in this handbook.

Students may use electronic devices on the school sidewalks after school hours. Students may not have electronic devices while they are in locker rooms, classrooms or restrooms or anywhere there is an expectation of privacy. During school hours' students must keep their electronic devices in backpacks. Students may not use electronic devices while riding in a school vehicle unless they have permission to do so from the vehicle's driver.

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

By bringing personal electronic devices to school, students consent to having that phone searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.

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

### **Ceremonies and Holiday Observances:**

The school district will continue school ceremonies and observances which have become a tradition and a custom of the education program. These include, but are not limited to, reciting the Pledge of Allegiance and observance of holidays, such as Christmas, Halloween and Easter, by programs and performances. Such ceremonies or observances shall have a secular purpose and shall not advocate or sponsor a particular religion.

Students who do not wish to participate in these activities may be silent during the ceremony or observance or receive permission from the principal to be excused from the ceremony for religious reasons in compliance with board policy.

### **Child Abuse/Neglect:**

Staff members of District OR1 Schools are required by law to report any suspected or known cases of child abuse or neglect to the proper authorities.

### **Closed Campus:**

Once students have arrived at school, they are to remain on the school grounds until the close of the school day or be considered truant and dealt with accordingly. Students may only be excused through the office to a parent/guardian or someone else designated by the parent/guardian.

### **Clothing & Supplies:**

Make sure that clothing articles are clearly marked with student's names. To maintain the gym floor we ask that each student have a pair of tennis shoes for indoor use. Indoor shoes are stored in student cubbies. These should be marked in some manner so the shoes can be returned to the student in the event they are lost.

A school supply list is available on the district website or in the school office. None necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost school supplies. Students are encouraged but not required to bring items from the class supply list.

### **Computer Network, Internet and Other Computer Use Rules:**

#### Network, E-Mail, Internet and Other Computer Use Rules:

#### Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. Personal Gain: Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters unless the User has entered into a lease agreement or other similar agreement with the School District that makes such use permissible under law.
- c. Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an email to a minor child or spouse; sending an email related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.
- d. This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

- a. Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.

- b. **Technology-Related Limitations:** Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation:
1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
  2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
  3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
  4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
  5. Users shall not copy, change, or transfer any software without permission from the network administrators.
  6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
  7. Users shall not engage in any form of vandalism of the technology resources.
  8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- c. **Other Policies and Laws:** Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
  2. to engage in unlawful harassment or discrimination, such as sending emails that contain sexual jokes or images.
  3. to engage in violations of employee ethical standards and employee standards of performance, such as sending emails that are threatening or offensive or which contain abusive language; use of end messages on emails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending emails that divulge protected confidential student information to unauthorized persons.
  4. to engage in or promote violations of student conduct rules.
  5. to engage in illegal activity, such as gambling.
  6. in a manner contrary to copyright laws.
  7. in a manner contrary to software licenses.

**General Rules:**

The network is provided to staff and students to conduct research and communicate with others. Access

to network services is given to staff and students who have agreed to act in a responsible manner. Access for all staff and students is a privilege and not a right.

- (i) Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.
- (ii) Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and ensure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
- (iii) Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
- (iv) The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

Policy and Rules for Acceptable Use of Computers and the Network: The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."

- (v) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.
- (vi) Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).
- (vii) Users shall not use or try to discover another user's account or password.
- (viii) Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).
- (ix) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
- (x) Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.

- (xi) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
- (xii) Users shall not use the computer to annoy, harass, or bully others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
- (xiii) Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.
- (xiv) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
- (xv) Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without permission of the network or building administrator.

Etiquette and Rules for Use of Computers and the Network: All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:

- Be polite. Do not become abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.
- Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.
- Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages which violate the rules will result in disciplinary action.
- All communications and information accessible via the network should be assumed to be private property of others.
- Do not place unlawful information on any network system.
- Keep paragraphs and messages short and to the point. Focus on one subject per message.
- Include your signature at the bottom of email messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
- Other rules may be established by the network administrators or teachers from time to time

Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administering the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the

use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.

Staff, Student and Parent Agreements: Students and parents may be required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment.

**Damage and Loss of School Property:**

Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.

Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done, replace the item or make some other appropriate form of restitution.

School-issued items that are stolen or damaged are the responsibility of the student to whom they were issued. Students may be charged replacement or repair costs for lost or damaged books. Students must pay all fines before they can receive school publications and final grades.

**Dating Violence Prevention:**

The board prohibits behavior that has a negative impact on student health, welfare, safety, and the school's learning environment. Incidents of dating violence will not be tolerated on school grounds, in district vehicles, or at school sponsored activities or school-sponsored athletic events.

Dating violence is defined as a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. Dating partner means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious or long-term.

The district will provide appropriate training to staff and incorporate within its educational program age-appropriate dating violence education that shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

See Appendix A for policy.

**Discipline Policy & School Rules:**

Corporal punishment of students is prohibited by the Board of Education. However, this policy does not prohibit protective activities whereby District OR1 School personnel act to protect self, others or property of or on District OR1 School premises.

District OR 1 Bennet Elementary School students are protected against arbitrary punishment under the Constitution of the United States and Nebraska State law. All disciplinary actions at District OR 1 will be in accordance with Nebraska Law. In no case will a student be denied the procedural due process guaranteed by the Fourteenth Amendment of the United States Constitution.

While individual teachers maintain specific rules pertaining to their classrooms, these rules fall under “**The Panther Way**” school-wide rules for providing a learning environment. Those rules are as follows:

- 1. Be Respectful.**
- 2. Be Responsible.**
- 3. Be Safe.**

District OR 1 Bennet Elementary has created a Behavior Matrix that lists specific expectations for behaviors throughout the school day. We believe that children need to learn in a caring and safe environment that is free from distraction and disruption. This environment is the right of every child and maintaining this environment is the responsibility of every child and staff member. We also believe that children are accountable for the results of their decisions and actions. One of our jobs as parents and school staff members is to help children to make good decisions and to respect the rights of others. These beliefs are the basis of our school-wide discipline plan – a plan which will help to enhance Bennet Elementary’s positive learning environment.

Consistency is a key element in this discipline plan. Children must know the rules, expectations and consequences and know they are consistent school-wide.

The school wide behavior plan will be discussed with each class and reviewed throughout the school year to ensure a consistent, positive learning environment for all students.

This plan is in compliance with District OR1 Board of Education policy and Nebraska State Statutes.

**Other possible consequences for violation of our school rules and bus rules may also include but not be limited to:**

Detention – A period of time before or after school for which a student must report as a result of infractions of the Bennet Elementary School rules. Detention may be assigned by any teacher within Bennet Elementary School and will be served with the assigning teacher at a time determined by the teacher or with the principal at a time determined by the principal. Before assigning a time for detention, parents will be notified by phone, a note, or in person, of the pending detention. Detention after school will last until 4:00 p.m. but, may be longer, at the discretion of the principal, if deemed appropriate.

Loss of Recess – Students may lose recess privileges for a period of time. They may report to their teacher or the principal’s office.

Conference – A formal conference is held between the student and one or more school officials. The conference will be recorded in the administrative log.

Parental involvement – Parent(s) or guardian(s) are notified by telephone, personal contact, letter or certified letter. A conference may be conducted between the student, parent(s), or legal guardian(s), appropriate school personnel, and any other individuals concerned. This conference may be recorded in the administrative log.

Emergency Exclusion – Exclusion of a student from attendance, if the student has a dangerous disease or the student’s conduct presents a threat to the physical safety of the school community, until the circumstances justifying the exclusion have been resolved.

School/Community Service – Work required of the student at the school or within the community. This work is for the benefit of the school/community and a service provided by the students as a result of disciplinary action. School/Community Service may be assigned in conjunction with detention or

In-School Suspension.

*In-School Suspension* – Assigned for infractions of the Bennet Elementary School rules, students will be isolated in a designated school area for a time not to exceed five (5) school days. While on In-School Suspension, students will not be counted absent and will be required to complete all classroom assignments. Students will be ineligible for all school activities during this time.

*Short-Term Suspension* – The exclusion of a student from Bennet Elementary School attendance and participation in all school activities for a period not to exceed (5) school days. During an out-of-school suspension, the student may receive zeros for all classes missed.

See Appendix A.

### **Procedures for Short Term Suspension and Long Term Suspension or Expulsion:**

See page 72 in Appendix.

### **Alternative Programs for Expelled Students:**

An alternative school, class, or educational program (hereinafter referred to as an alternative program) shall be made available to all expelled students as and to the extent required by law. The Superintendent or Superintendent's designee shall make known to expelled students what alternative programs are available during the expulsion period. Such information shall be made known to the expelled student on or before the date the expulsion becomes effective. An expulsion becomes effective, as to a student who has been given a written notice of a recommendation to expel, on the earliest of the following dates: (1) If the student, parent, or guardian has not requested a hearing, the sixth school day following receipt of the notice with recommendation to expel, (2) If the student has requested a hearing, the date the student, parent, or guardian, receives notice of the determination of the Superintendent or Superintendent's designee to expel the student, or (3) Such other date as shall be mutually agreed by the student, parent, or guardian and the administration.

The approved alternative programs are: (1) community based programs, (2) home based programs, (3) specialized tutorial experiences, and (4) distance learning. The Board of Education may, from time to time, approve other alternative programs and may approve specific programs and enter into contracts for the provision of such specific alternative programs. To the extent that the alternative programs are to be provided on-site, the individuals responsible for providing such on-site alternative programs shall hold a valid Nebraska Teaching or Administrative Certificate. The extent that the alternative program is to be community based or off-site, such alternative programs shall be planned in cooperation with and monitored or supervised by a school district staff member who holds a Nebraska Teacher or Administrative Certificate. Alternative programs may be conducted at times other than the regular school day.

The Superintendent or Superintendent's designee shall determine which alternative programs shall be made available to each specific expelled student, based on a consideration of the interests of the school district and the student's educational and behavioral objectives and needs as determined in the discretion of the Superintendents or the Superintendent's designee. If a parent or guardian refuses to participate or have their expelled child participate in the alternative programs made available, the district shall have no further obligation with regard to the provision of an alternative program. The Superintendent or the Superintendent's designee shall have established a specific date or time within which the parent or guardian shall be required to state in writing an agreement to participate in the alternative program. As a condition of participation in alternative programs which involve the payment of tuition or other similar expenses, the student, parent, or guardian may be required as a condition of

such alternative programs being available, to agree in writing to pay the tuition or other similar costs for such programs.

The standards of student behavior or cooperation required of students in the regular programs of this district shall also be required of expelled students, throughout the entire time period of the alternative program. Additional standards may be established in each specific program and for each specific expelled student. If the expelled student fails to meet the required standards of student behavior or cooperation, the student may be further disciplined by the disciplinary punishment up to and including expulsion for an additional period of time beyond that being served by the expelled student. Further, if the expelled student fails to meet any of the conditions of the learning program, the district may by action of the Superintendent or Superintendent's designee, terminate the alternative program for the expelled student. A due process hearing substantially in compliance with the statutory provisions for suspension and expulsion of students shall be made available unless waived by the parent or legal guardian.

Upon pre-approval by the Superintendent or Superintendent's designee, academic credit towards graduation or advancement in grade level shall be available to students participating in alternative programs for expelled students. The academic credits to be awarded may be equal to one-half of the academic credits a student would earn for completion of a similar educational program as determined in the discretion of the Superintendent or Superintendent's designee. Such academic credits shall not be earned unless the expelled student has successfully completed the conditions of the alternative program as determined by the teacher and the Superintendent or Superintendent's designee. The superintendent or Superintendent's designee shall determine whether or to what extent such academic credits should be assigned to subject area or other specific graduation or advancement requirements. The achievement (i.e. grades) assigned for such academic credits shall not be available to the advantage of the expelled student for honor roll, class rank, or other academic honors or recognition.

### **Hearing Procedures:**

See appendix A page 84.

### **Procedures for Emergency Exclusion:**

A student may be excluded from the District OR1 Schools in the following circumstances by the principal, superintendent of schools or other persons as may be from time-to-time authorized by the superintendent of schools:

1. If the student has a dangerous communicable disease transmittable through normal school contacts that poses an imminent threat to the health or safety of the school community.
2. If the student's conduct presents a clear threat to the physical safety of himself, herself or others or is so extremely disruptive as to make the student's temporary removal necessary to preserve the rights of other students to pursue an education.

Such exclusion will be subject to the procedural provisions of short-term suspension, provided that, if the superintendent of schools or his designee determines that such exclusion will extend beyond five school days, the procedures set forth for long-term suspension or expulsion will be followed, and a final determination will be made by the hearing officer within ten school days after the initial date of exclusion.

An emergency exclusion will be based upon a clear factual situation warranting it, and will last no

longer than necessary to avoid the dangers described in (1) and (2) above.

### **Notices Required:**

All notices and recommendations required to be sent to a student or the student's parents or guardians under the Bennet Elementary School guidelines will be considered effectively given if personally delivered to or sent by certified or registered mail to the student or the student's parents or guardian; or when the student or his or her parent or guardian have actual knowledge of the information contained in the notice

If the situation warrants, these consequences may be invoked immediately, regardless of previous steps in the discipline policy.

### **Dress Code:**

No article of dress will be worn which depicts profanity or suggestive inscriptions. Clothing may not advertise any form of tobacco, alcohol, drugs or anything pertaining to them. Also, any attire which has wording or pictures which are vulgar or sexual in interpretation will not be permitted in school or at school activities. See through clothing is unacceptable. Hats, caps, other headgear or sunglasses will not be worn in the building during the school day unless a special dress-up day is proclaimed. Shoes or sandals must be worn at all times. Basically, any article of dress which causes a distraction in the school environment will not be allowed.

During warm weather, students are allowed to wear shorts of a reasonable length. Please make sure, however, that students are dressed appropriately for the weather conditions. We do have recess outside whenever possible. If a student is not dressed appropriately for the weather, they may be required to spend recess in the office. This is not a punishment. We are simply concerned with your child's well-being.

Generally, attire and grooming are left to the good judgment of students and parents/guardians. However, in the event that a student's attire is deemed unacceptable due to inappropriate or suggestive depictions:

1. The student may be asked to turn the garment inside out and not to wear it again, or be requested to wear clothing provided by the school office.
2. If the garment is worn for a second time, the parents will be notified and asked to bring other clothing to school for the child to change into.
3. Any other action deemed appropriate by the principal may be taken.

The principal reserves the right and has the responsibility to decide if a person's style of dress or appearance is in violation of these guidelines or if it is causing a distraction.

### **Drills – Fire & Tornado:**

We are required by law to have at least ten fire drills each year. Teachers visit with students about the importance of these drills and proper procedures. In the event of a fire or fire drill, signal horns will sound. Students will use the following exits:

- Preschool: Use classroom exit from playground
- Music/Art : Use east exit (preschool doors)
- KDG: Use east exit (preschool doors)
- Mrs. Greenfield: Use the west exit in 1st grade hall
- Mrs. Petska: Use the west exit in 1st grade hall/front entry
- Mrs. Field: Use the west exit in 1st grade hall
- Second Grade: Use the west exit in 1st grade hall/South hall exit
- Third Grade: Use the west exit in the 3rd grade hall
- Computer Lab: Exit north doors
- Speech: Use the west exit in 1st grade hall
- Media Center: Use the west exit in 1st hall/front entry
- Resource Rooms: Exit west doors
- Fourth Grade Rooms: Exit out of Mr. Maibaum's classroom
- Fifth Grade Rooms: Exit north doors
- Life Skills/PT/OT: Exit south doors
- Mrs. Hohensee: Exit south doors
- REC Activity Room: Exit north doors
- Office, Title I and Lunchroom: Exit main entry
- Gymnasium: Use north gym exit

Students and staff members exiting the south exits and southwest hallway are to go around the south side of the building and to the parking lot south of school. Students going out the north side of the building and the northwest hallway exit are to go around the north side of the building and proceed east of the school. Students and teachers in preschool, art, music, 2nd grade, Life Skills, and kindergarten are to assemble in the parking *lot* south of school. If a student is separated from his/her class, he/she should leave the building using the nearest exit and meet his/her class in a designated area. It is important that students walk calmly and quietly in a single file line and that the last student out of the exit closes the door behind them.

Tornado Procedures. We are also required to have at least two tornado drills per year. The importance of these is also stressed to the students. In the event of a tornado drill or a tornado warning, classes will proceed to the following areas: Art and Music Room.

- Preschool: Mrs. Wusk's Classroom
- KDG: Mrs. Wusk's Classroom
- 1<sup>st</sup>-5th Grade/Block/SPED Classes: Proceed in two lines and enter into the Art or Music Room

If there is a ***tornado watch*** in effect for our area, teachers and other staff members will be notified. No action needs to be taken at that time, but classes should be ready to move to the assigned areas if the watch is upgraded to a warning. In the event of a ***tornado warning*** or a ***tornado drill***, an announcement will be made. All students should come in from outside and go to the assigned areas immediately. Once there, they must remain quiet and listen for further instructions from staff members. When in the assigned areas, the students should be seated on the floor in a crouched position and protect the backs of their necks and heads. They should remain in this position until the all clear is given.

What Not to Do. Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Tornado safety procedures are practiced regularly by students and staff members. Every effort will be

made to provide accurate and timely information through the media.

Emergency Conditions Bennet Elementary School has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for an Emergency Exit system, Tornado Warning System, and Critical Incident Response.

### **Dual Enrollment:**

The parent, guardian, or custodian of a student receiving instruction at a private, denominational or parochial school, or a school choosing not to meet accreditation or approval requirements may also enroll the student in the school district. The student shall be considered under dual enrollment. The parent, guardian, or custodian requesting dual enrollment for the student should notify the superintendent on a form provided by the school district. On the form, they shall indicate the academic courses and extracurricular activities in which the student is interested in participating.

A dual enrollment student is eligible to participate in the school district's academic and extracurricular activities in the same manner as other students enrolled in the school district to the extent allowed within NSAA regulations. The policies and administrative rules of the school district shall apply to the dual enrollment students in the same manner as the other students enrolled in the school district. These policies and administrative rules shall include, but not be limited to, athletic eligibility requirements, rules governing student conduct, academic eligibility requirements, and payment of the fees required for participation.

### **Field/Activity Trips:**

If the economy permits, field trips are taken from time-to-time. The purpose of these field trips is to broaden the student's educational experiences. Parents will be asked to sign a permission slip before a student can attend. Students may be asked to bring money to pay admission for a field trip. These are usually nominal amounts. Students who become discipline problems on a field trip may not be allowed to attend future field trips. Sometimes, field trips within the communities are planned. If you have ideas for field trips which pertain to the students learning, please contact your child's teacher.

Students involved in any activity away from District OR 1 (athletic contests, field trips, music events, etc.) are required to ride to and from the activity on school-provided transportation when offered. These requirements may be waived, however, under various and extreme circumstances. This may be accomplished by requesting and completing a form available in the principal's offices. This form must then be given to the Elementary Principal at least 24 hours prior to the departure time for the event. The principal will make the final determination of the request based upon the reasons given and what is in the best interest of the individual, sponsor, group and school. Approved requests will then be forwarded to the appropriate activity sponsor.

Parents, guardians or their designee must be present when the student is released from the sponsor or when the student meets the group. If the person is unknown to the sponsor, identification must be shown and the appropriate form signed to pick up the student.

### **Forms:**

A number of forms are required by the school. Some are required by state law, others are primarily for the purpose of updating our files. In some instances, these forms are required before registration. Please

see that the following forms are returned and in your child's file by the end of the first week of school:

**Registration Form** – New students and kindergartners only or changes must be noted for previously registered students.

**Immunization Form** – New students, kindergartners and updates for previously registered students (required before your child may enter school).

**Birth Certificate** – Upon initial entry into our school, must have the raised state seal.

**Emergency Card** – One must be completed for each student and returned to school.

**Physical Form** – Students entering kindergarten or moving to our school from a different state.

**School Messenger Form** – This form is used to help us maintain accurate mailing and other pertinent information.

### **Grades / Reporting to Parents / Power Grade:**

Report cards are sent home four times per year. Parent-Teacher Conferences are held twice per year. We believe that communication is extremely important. Conferences are a time for parents and teachers to ask questions and receive information which will help the students progress at school and at home. There is a limited amount of time for conferences. We ask that you stay within the time allotted to you. If you have not finished with your conference, please arrange another time with the teacher so the schedule can be maintained and others do not have to wait. It is a good idea to bring a list of questions you might have to the conference. Ask your child if there is anything which needs to be discussed.

If, during the course of the school year, you have questions, please do not feel you have to wait until conference time to ask. Please call your child's teacher. Many times, a problem can be rectified if everyone is aware of it at its earliest stages. Following is the grading scale used at Bennet Elementary.

<b>94-100.....</b>	<b>A</b>
<b>86-93.....</b>	<b>B</b>
<b>78-85.....</b>	<b>C</b>
<b>70-77.....</b>	<b>D</b>
<b>0-69.....</b>	<b>F</b>
<b>Incomplete.....</b>	<b>I</b>

If an incomplete is not made up within ten (10) school days after the grade has been issued, it becomes an F. The time limit may be waived or extended with the consent of the principal and the teacher involved for such circumstances as serious illness or a death in the family.

### **Power Grade Parent Access:**

Parents and Guardians of students in grades K- 5 have online access to student grades through PowerSchool. If you would like to sign up for access to your student's grades, please contact the school office.

### **Head Lice:**

Head lice are considered to be a nuisance disease and are not a major public health concern. However, in order to keep infestations to a minimum, adequate screening and treatment measures must be followed. Periodic screening will take place during the school year. The purpose of screening is to identify untreated cases as soon as possible to prevent potential spread of the disease. When an

individual case is identified during the course of the school year, the entire classroom or grade of students will be screened. If parents identify head lice in their children, they should notify the school immediately so screening measures can be enacted.

The following procedure will be followed when a student is identified with Head lice at school.

- i. When a student is found to have head lice, he or she shall be excluded from school for treatment. The parent/guardian shall be notified to pick up the student. The student may return to class when the parent/guardian confirms that a treatment method has been utilized and the child has no visible live lice.
- ii. The parents/guardians will be given complete and appropriate information on the subject of treatment for head lice. This information will include components on use of an appropriate chemical treatment shampoo, emphasis on nit removal, and guidelines on environmental factors in the house in regards to lose control.
- iii. Upon return to the school, the student will report to the school office for a head check. The student will not be allowed to return to class until no live lice are found. During the first occasion of infestation a student will be allowed to return to class with nits. The child will be rechecked in 7-10 days for emergence of hatching or live lice, which if found will result in exclusion and treatment be repeated.
- iv. Treatment and return to school should take place within 2 days. If the student has not returned to school within 2 days, the school will make a telephone contact with the parent to inquire about the progress of treatment and encourage that the child returns to school as soon as possible.

Once again, these measures and actions are followed to minimize and control the spread of lice within the school. If you have any questions about these measures or how to treat head lice, please feel free to contact the school.

## Immunizations:

Immunizations against the following diseases are required for every child. A summary of school immunization rules and regulations is listed in the chart below.

### Summary of the School Immunization Rules and Regulations For 2024-2025 School Year

Student Age Group	Required Vaccines
Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine 3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age 3 doses of pediatric Hepatitis B vaccine 1 dose of MMR or MMRV given on or after 12 months of age 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age
Students entering school (Kindergarten or 1 <sup>st</sup> Grade depending on the school district's entering grade)	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4 <sup>th</sup> birthday. 3 doses of Polio vaccine 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
Students entering 7 <sup>th</sup> grade	Must be current with the above vaccinations AND receive 1 dose of Tdap (contain Pertussis booster)
Students transferring from outside the state at any grade	Must be immunized appropriately according to the grade entered.

The School Rules & Regulations are available on the internet: <http://www.hhs.state.ne.us/reg/t173.htm> (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)

Updated 1/25/2017

Students must show proof of immunization upon enrollment in school. **Any student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations may complete a waiver statement which is available in school health offices.**

Students with a signed waiver statement may be excluded from school in the event of a disease outbreak.

**Illness & Injury at School:**

Generally, when a student becomes sick at school, they are sent to the office. Conditions requiring a student be sent home include: Temperature greater than 100.4°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves.

Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

If a student is injured, all we can do at school is to clean and bandage scrapes or apply ice packs to bruises and sprains. If the injury requires further medical attention, we will make every effort to contact you or someone on your emergency list.

Please do not send your child to school if they appear to be or are sick. Also, students need to be fever, vomiting, diarrhea free with no medication for 24 hours before they can return to school.

**Kindergarten Enrollment:**

Beginning in the 2013-14 school year, the beginning date for enrollment into kindergarten changed from October 15 to July 31 of the school year in which the child seeks admission. Any child who attains the age of 5 on or before July 31 will be admitted to school. A child may be admitted who will reach the age of five on or after August 1 and on or before October 15 of such school year if the parent or guardian requests such entrance and provides an affidavit stating that (i) the child attended kindergarten in another jurisdiction in the current school year, (ii) the family anticipates relocation to another jurisdiction that would allow admission within the current school year, or (iii) the child has demonstrated through a recognized assessment procedure approved by the board that he or she is capable of carrying out the work of kindergarten. If you have a child that falls in the late enrollment window for kindergarten, please contact the elementary school office.

**Lost & Found:**

If an item is found which does not belong to you, it can be placed on the shelves in the main entry or brought to the office. We will try to help locate items but cannot be responsible for items which students or others lose. Please add your child's name to coats, backpacks, etc.

## District OR-1 Food Service Meal

*The following food service prices shall be in effect for the 2024-2025 school year: Please note that adult and visitor lunch and breakfast prices will be set by NDE (Nebraska Department of Education) later in July.*

### Lunch Prices:

- Students, grades K through 5: \$ 2.85
- Students, grades 6 through 12: \$ 2.95
- School employees: \$ 4.60  
(subject to change after July, 2024)
- Adult Visitors: \$ 4.60  
(subject to change after July 2024)
- Student Visitors: \$ 2.95

### Breakfast Prices:

- Students, grades K through 5: \$ 2.20
- Students, grades 6 through 12: \$ 2.45
- School employees: \$ 2.75  
○ (subject to change after July 2024)
- Adult Visitors: \$ 2.75  
(subject to change after July 2024)
- Student Visitors: \$ 2.45

### Beverages:

- Milk: \$ .40

### **Payment of Lunch/Breakfast Accounts**

Our lunch accounting system is set up so that each family has a single-family account. Parents will be expected to send money to be deposited in this account similar to a bank account. Their child/children in both the elementary school and the Jr.-Sr. High School will be able to spend that money for lunches or ala carte items. Expenditures will be deducted from the balance of the family account. The accounting system records when kids eat and how much was spent. When the account gets low the school will notify parents so that they can maintain a balance in their family account. **If the family account is exhausted, students will be expected to pay for their lunches prior to consumption.**

Meals must always be provided to pre-primary and young primary (K-5) students or for any students who may be unable to take full responsibility for a meal plan.

## **Breakfast Schedule**

Breakfast will start at 7:50 a.m. for Bennet Students who do not ride the bus. Those students who ride the bus will eat at Bennet Elementary once they are dropped off at Bennet. No elementary students will eat at Palmyra High School.

Bennet town students that do not wish to eat breakfast are requested not to arrive at school until 7:50 a.m.

## **Lunch Schedule**

Lunch schedules are as follows:

<b>Kindergarten -</b>	<b>10:55-11:20</b>
<b>First Grade -</b>	<b>11:50-12:10</b>
<b>Second Grade -</b>	<b>11:30-11:50</b>
<b>Third Grade -</b>	<b>11:40-12:00</b>
<b>Fourth Grade -</b>	<b>12:00-12:20</b>
<b>Fifth Grade -</b>	<b>12:20-12:40</b>

Parents are always welcome to attend lunch. Please call before 9:00 a.m. or send a note with your child when you plan to attend lunch with your child. This helps us to prepare additional food, if necessary.

## **Make-Up Work:**

For excused absences, two school days will be allowed to make up the work for each day missed with a maximum of ten (10) days allowed to make up work. If requested, assignment sheets will be prepared for students who are ill. If parents and/or students request assignment sheets the school should be contacted by no later than 11:00 a.m.

Written make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students **may** receive no credit for the work required. The student has the responsibility to contact teachers, initially, regarding make-up assignments.

## **Medications:**

According to Nebraska law schools must have written permission from parents/guardians to administer any type of medication to students. Medication is defined as any over-the-counter or prescription drug to treat medical conditions. This includes, but is not limited to, aspirin, cough drops, antibiotics and the like. Medicine must be in its original container and must be accompanied by a completed medication permission form, saying how much to take, when to take it, the name of the medication, how long the student will be taking the medication and the date. Permission forms are in the back of this handbook. Additional forms are available at the school office. Prescription medications and Long-term medications that will require administration on a regular basis must also have a Physicians authorization from completed and on file at the school office. These forms are available in the school office. If the child is taking a prescription drug, ask your pharmacist for an additional empty bottle with the prescription label on it as well. Send only the amount of medicine the child will need at school. Children are NOT allowed to transport medications to or from school for the safety of themselves and other children that could potentially get ahold of the medication(s). A written record of the

administration of medication procedure must be kept for each child receiving any medication including the date; student's name; prescriber or person authorizing the administration; the medication and its dosage; the name, signature and title of the person administering the medication; and the time and method of administration and any unusual circumstances, actions or omissions. Administration of medication records shall be kept confidential.

### **Asthma and Allergic Reaction Protocol:**

District OR 1 Bennet Elementary has adopted the following Asthma and Allergic Reaction Protocol as required by state law. The protocol is a response that trained school officials will carry out in the case of a severe asthma or allergic reaction (anaphylactic shock) by a student in school. Parents wishing to have their children exempted from receiving this protocol may sign a waiver by contacting the school office (782-3535).

**EMERGENCY RESPONSE TO LIFE-THREATENING ASTHMA OR SYSTEMIC ALLERGIC REACTIONS (ANAPHYLAXIS) DEFINITION:** Life-threatening asthma consists of an *acute episode of worsening airflow obstruction. Immediate action and monitoring are necessary.*

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

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

Chest tightness

Wheezing

Severe shortness of breath

Retractions (chest or neck "sucked in")

Cyanosis (lips and nail beds exhibit a grayish or bluish color)

Change in mental status, such as agitation, anxiety, or lethargy

A hunched-over position

Breathlessness causing speech in one-to-two word phrases or complete inability to speak

**ANAPHYLACTIC SYMPTOMS OF BODY SYSTEM:** Any of the symptoms may occur within seconds. The more immediate the reactions, the more severe the reaction may become. Any of the symptoms present requires several hours of monitoring.

Skin: warmth, itching, and/or tingling of underarms/groin, flushing, hives

Abdominal: pain, nausea and vomiting, diarrhea

Oral/Respiratory: sneezing, swelling of face (lips, mouth, tongue, throat), lump or tightness in the throat, hoarseness, difficulty inhaling, shortness of breath, decrease in peak flow meter reading, wheezing reaction

Cardiovascular: headache, low blood pressure (shock), lightheadedness, fainting, loss of consciousness, rapid heart rate, ventricular fibrillation (no pulse)

Mental status: apprehension, anxiety, restlessness, irritability

## **EMERGENCY PROTOCOL:**

1. **CALL 911**
2. Summon designated trained, non-medical staff to implement emergency protocol
3. Check airway patency, breathing, respiratory rate, and pulse
4. Administer medications (EpiPen and albuterol) per standing order
5. Determine cause as quickly as possible
6. Monitor vital signs (pulse, respiration, etc.)
7. Contact parents immediately and physician as soon as possible
8. Any individual treated for symptoms with epinephrine at school will be transferred to medical facility

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

Administer an IM EpiPen-Jr. for a child less than 50 pounds or an adult EpiPen for any individual over 50 pounds

Follow with nebulized albuterol (premixed) while awaiting EMS. If not better, may repeat two times back-to-back, Administer CPR, if indicated

### **Self-Administration of Medications.**

Students may be required to take medication during the school day. Elementary students are NOT allowed to carry or self administer medications. All medications shall be administered by the school nurse, a registered Medication Aide, or other school staff member meeting the minimum competency standards for the Medication Aide Act, including emergency medications.

### **Money:**

If money is sent to school, please make sure it is in an envelope with the student's name on it and a note with it describing what the money's for. Money for hot lunch and cold lunch milk is maintained by the office. The school secretary collects the money each morning. Please clearly mark if it is for lunch, REC, etc. Checks cannot be split into two accounts (Example: Rec and Lunch.)

Other money, such as that for book orders, field trips, etc. is handled by the classroom teacher as well. Again, make sure that the money is in an envelope marked with the child's name and what the money's for.

### **Multicultural Policy:**

Multicultural education is the identification, selection and infusion of specific knowledge, skills and attitudes for the purpose of:

- affirming the culture, history and contributions that shall include but not be limited to African Americans, Asian Americans, Hispanic Americans and Native Americans;
- challenging and eliminating racism, prejudice, bigotry, discrimination and stereotyping based on race;
- valuing multiple cultural perspectives; and
- providing all students with opportunities to “see themselves” in the educational environment in positive ways and on a continuing basis.

To promote and support multicultural education within Bennet Elementary School it shall be the policy and practice of this district to create opportunities for all students to achieve academically and socially in

an educational environment in which all students and staff understand and respect the racial and cultural diversity and interdependence of members of our society.

### **Newsletters:**

Each week, an elementary newsletter will be published. These newsletters will contain helpful tips for parents, news of the elementary and announcements of upcoming events. Newsletters will be sent home via e-mail if you check this option on the enrollment form. If you choose to receive the newsletter in paper form the oldest or only child will have it in their Friday folder. Please watch for these on the last day of the school week. *The newsletter is also posted weekly on the school website.*

### **Parent Visitations:**

Parents may visit their child's classroom at Bennet Elementary. Please make sure the teacher and principal have been contacted **in advance** of the visit and asked when you may visit. *Visits of less than an hour are better.* A student's attention and behavior is altered by visitors in the classroom. If a parent visits the classroom, we ask that siblings not attend with the parent as this is a distraction to the students in the classroom. Teachers are busy providing learning activities and will not be asked to supervise additional children. Students are not allowed to bring visiting friends or relatives to visit the classroom without previous permission from the Principal.

Before going into any classroom or visiting with any student or teacher, please report to the office. In this way, we can limit the number of interruptions to the regular school day.

### **Pets:**

Students may be allowed to bring pets to school for show and tell WITH permission of the principal. Arrangements must be made with the principal 48 hours prior. If permitted, parents will be asked to bring the pet and take it home with them. Pets are not allowed on the bus and are not allowed to stay the entire day. Pets which are normally passive and friendly may become aggressive when surrounded by a number of people.

### **Physical Examination:**

Evidence of a physical examination by a qualified physician is required within six months prior to the entrance of the child into any Early Childhood Special Education classes, kindergarten and the seventh grade, or in the case of transfer from out of state to any other grade. A parent or guardian who objects may submit a written statement of refusal for his or her child. The statement will be kept in the student's file. Waiver forms are available in the school health office.

### **Preschool Program:**

Bennet offers an accredited preschool for 3-4 year-old children. We offer two 3 and ½ hour class sessions on Monday – Thursday, with no classes on Friday. The morning sessions run from 8:00 – 11:30 a.m and the afternoon session runs from 12:00 – 3:30 p.m. We also offer a full day four year old program from 8:00-3:30 Monday-Thursday. If you are interested in having your 3-4-year-old children enrolled in the pre-school, please contact Bennet Elementary at 782-3535, so we may put you on our enrollment list.

## **Programs & Services:**

District OR-1 has many programs to help students both academically and socially.

*Title I* – The Title I program offers additional help to those students who are having difficulty in math or reading and who meet certain qualifications. This program, at this time, is only available to first through sixth grades.

*Art* – Students meet once a week with the art teacher from our high school. Basic art skills, knowledge and projects are taught in these classes.

*Computer* – Students meet weekly with our computer teacher. Starting in third grade students receive instruction in keyboarding, which continues through the fifth grade.

*Resource/Special Education* – We have a resource/special education program available for those students who have learning difficulties. In order for students to receive help, they must qualify under state guidelines. Any one interested may obtain a copy of the District OR-1 Special Education Program by contacting a building administrator. We have three full-time teachers in this program.

*Physical Education* – Students attend P.E. classes two times per week. Basic physical skills, sportsmanship and fundamentals of games are emphasized in these classes.

*Music* – Students meet once a week for vocal music instruction. Fifth grade students have the opportunity to participate in band. Individuals, small and large groups meet to learn to play instruments and to practice their musical skills. The instrumental program is a voluntary program.

*Library* – A half time library/media specialist is in charge of the media center and teaches library skills. Skills such as internet research, reference work, understanding the Dewey Decimal System and the like are taught to the students in the upper grades. Students are able to hear stories and check out books each week, as well.

*Counselor* - Students may be referred to the counselor by themselves, teachers and/or parents. If you wish to see a counselor, stop by the office and make arrangements for an appointment.

*School Psychologist* – Our school psychologist does psychological testing and assists us in special education identification with students who have academic or social concerns.

*Health Services* – We are fortunate to have an on site school nurse. During the first and second semester, the nurses conduct a health screening for vision, hearing, dental defects, height and weight. If you have questions please contact the school nurse.

Parents who do not wish their child to participate in the school-screening program must communicate this in writing to the school health office where their child attends at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

We also have the resources of the Lancaster County Health Department at our disposal. They are available as resources to us throughout the year.

*Speech/Language* – Our Speech/Language Pathologist works with students who have difficulty with speech articulation and language. In order for students to receive help, they must qualify under state guidelines.

### **Promotion & Retention:**

The professional staff at Bennet Elementary will place students at the grade level and in the courses best suited to them academically, socially and emotionally.

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff and the parents to be appropriate for the educational interests of the student and the educational program. All retention discussions will need to occur with the building principal.

### **Recess/Playground Rules:**

Recesses are provided for students. It is our philosophy that recess gives students a chance to have a break from classroom work. However, we believe it is still a learning experience for students. This is a time when students learn appropriate social behavior. They learn to share, be considerate of others, play fairly and develop friendships. There are times when students may not participate in recess activities. Examples would be to finish classroom work or to meet with faculty to discuss behavior. It should be noted that students are always supervised.

Following are rules developed to maintain safe conditions for students while playing on the playground or in the gym:

1. Teachers should send a note giving permission for students to be gone from the duty area before and after school. (Finish work, band lesson, discipline, etc.)
2. Only basic use of equipment is allowed (only go up ladders, go feet first down the slides, do not jump off the slide or slide down the support poles, etc.).
3. All students are not to be on top of the tubes and jungle gyms.
4. Do not swing around the bottom of the support poles on the slides and swing sets.
5. No ball tag.
6. Students need permission to leave the playground area. (go to the restroom, get a drink, get equipment from a cage or retrieve balls that go off of the playground.)
7. Sit on swings and swing straight. Do not jump out of the swings. Do not play Chicken or Double swing.
8. Do not throw or kick gravel dirt or rubber mulch.
9. Do not play on the steps or slide down the rails.
10. The neighbor's properties are off limits. This includes their fences and lawns.
11. Touch football only (no tackling.)
12. Do not climb on the fence.
13. There should be no running on the bleachers.
14. Balls are not to be kicked in the gym.
15. No football games are allowed in the gym.
16. Balls, electronic games etc. brought from home, may not be used during recess or bus duty. The school will not be responsible if they are lost or damaged. No cell phones are allowed on the

playground, at bus duty or in the gym.

We have to consider the safety and well being of all students on the playground and in the gym. Various disciplinary actions may take place if the above rules are not observed and followed.

Generally, by using good judgment while on the playground, students can have fun and still be safe. By following these rules, you will be helping to keep the playground and gym safe places to play.

### **Return to Learn:**

District OR1 school staff and coaches will follow all applicable state laws and LCC School Board policies on concussions. See concussion policy.

### **School Day Schedule:**

Although the individual classroom teachers will develop a schedule specific to their classroom and reflecting the special programs in which their students are involved, the school-wide schedule is printed here for your benefit. If you wish to contact a staff member, the best times to do so are between 8:00-8:15 a.m. or 3:30-4:00 p.m. Please refer to the following schedule if you have questions concerning the school day:

7:00 AM	Custodian on duty
7:00 AM	Before and After School Program Opens
7:40 AM	Bennet Bus students arrive
7:45 AM	Faculty supervision begins of bus duty only
8:00 AM	Faculty arrives
	Students who do not ride the bus or use the before school program arrive
8:20 AM	School day begins
8:30 AM	Tardy Bell Rings and Classes begin
10:55 AM-1:00 PM	Lunch (times vary from class to class)
3:20 PM	Dismissal
3:20 PM	Before and After School Program Begins
3:15 PM	Buses leave for PHS
4:00 PM	Bennet bus students depart on the bus
4:00 PM	Faculty departs
5:30 PM	Before and After School Program Closes

Bennet Bus students will play in the gym or outside if weather permits. When students arrive in the gym, the following procedures should be observed:

1. Students go from the buses directly to the cafeteria and wait for directions on where bus duty will be held. Once the decision for bus duty has been made and bus duty supervisors are present, the students will proceed to bus duty.
2. Students will be allowed to enter the building to get equipment or help from other teachers after they have secured permission from the teacher on duty.
3. Instruments and lunch containers should stay in the gym or on the playground until students are dismissed to their classes.

Bennet bus students will play in the gym or outside after school from 3:20-3:55 before being picked up by the buses.

End of School Day: Our regular school day ends at 3:20 p.m. Make-up work, special help, assignments after school, meetings, bus duty supervision, and other school activities begin at 3:20 p.m. It is important that students who are involved in any of these activities report to the designated area on time. All other students must clear the building as soon as possible.

## **SCHOOL WELLNESS POLICY:**

A mission of Palmyra District OR-1 Public Schools is to provide curriculum, instruction, and experiences in a health-promoting school environment to instill habits of lifelong learning and health. Therefore, the Board adopts the following School Wellness Policy.

### ***Annual Notification of Policy***

The District will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. The District will make this information available via the District website and/or district-wide communications. The District will provide as much information as possible about the school nutrition environment. This will include a summary of the District's events or activities related to wellness policy implementation. Annually, the District will also publicize the name and contact information of the District officials leading and coordinating the committee, as well as information on how the public can get involved with the school wellness committee.

### ***Community Involvement, Outreach and Communications***

The District is committed to being responsive to community input, which begins with awareness of the wellness policy. The District will actively communicate ways in which representatives of DWC and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means appropriate for that district. The District will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. The District will use electronic mechanisms, such as email or displaying notices on the district's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy. The District will ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways

that the district and individual schools are communicating important school information with parents. The District will actively notify the public about the content of or any updates to the wellness policy annually, at a minimum. The District will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

### ***School Meals***

The District is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams *trans* fat per serving (nutrition label or manufacturer’s specification); and to meeting the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns and support healthy choices while accommodating cultural food preferences and special dietary needs.

### ***Water***

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day and throughout every school campus (“school campus” and “school day” are defined in the glossary). The District will make drinking water available where school meals are served during mealtimes.

### **Smoke-Free Environment:**

The use of tobacco (including electronic nicotine delivery systems) products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings. For purposes of this policy, tobacco means any tobacco product (including electronic nicotine delivery systems, cigars, and chewing tobacco), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect.

### **Student Activity Fees:**

The board realizes some activities may require additional expenditures which are properly to be borne by students as a separate charge. Such charges may be waived as specified below depending upon the student’s eligibility for the free and reduced-price lunch program. No fees, specialized or no specialized attire or equipment shall be required of students outside this policy. This policy does not apply to tuition payments by nonresident students.

### **Student Fee Fund:**

The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school.

**Appendix "1" to 2024-2025 Student Fees Policy of  
District OR-1 Public Schools**

**Additional Specification of Required Materials and Fees<sup>1</sup>**

<b>Elementary Program (Pre-school – 5<sup>th</sup> grade)</b>	<b>General Description of Fee or Material</b>	<b>Amount of Fee (Anticipated or Maximum)<sup>2</sup> or Specific Material Required</b>
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	
Technology Insurance	ChromeBooks	\$35.00 Student Electronic Device Coverage in the event of loss or damages to the device.
Music-Optional band Courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student.
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists
Field Trips	Transportation and admission costs of field trips	Field trips may cost up to \$5.00 per student based on the grade specific field trip and location. Meals on field trips will be at the expense of the student per current school meal prices. School lunches will be provided as needed for free-reduced lunch eligible students.
Summer Enrichment	Classes offered during the Summer during the month of June	\$50 per class.

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

<sup>2</sup> Generally, dollar amounts are stated in terms of "maximums." The actual fee or charge may be less during the current school year.

End of year lost or damaged books	Damage fee or replacement cost	Fees and fines up to \$5.00 for damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of \$60.00
Yearbooks - Optional	School Book	Yearbooks are published and made available for purchase every year. Cost is generally about \$40.00.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge).	Fifteen cents (.15) per page when charges apply.
School Meals		Breakfast (Grades K-5)--\$2.20 Lunch (Grades K-5)--\$2.85 Milk (Grades K-5)--\$ .40 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Before/After School Recreation per hour		\$4.50 per hour
Preschool per month		\$150.00 per month (Half Day) \$300.00 per month (Full Day) Due on the 1st of every month.

<b>Secondary Program Grades 6-12</b>	<b>General Description of Fee or Material</b>	<b>Amount of Fee (Anticipated or Maximum) or Specific Material Required</b>
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and running shorts, T-shirt

Art and shop classes and special projects, science classes	Appropriate clothing (non-specialized attire) Goggles-1 pair provided per year. If lost or damaged students are required to purchase a new pair.	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes; approved protective goggles for science classes. Students pay a cost that is beyond the standard project provided by the school.
Music-Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Classroom Projects, i.e, Family & Consumer Science, Industrial Technology	Project Cost	Students pay a cost that is beyond the standard project provided by the school.
Advanced math or science classes	Specialized calculators	Some calculators will be available at school. If lost or damaged a replacement fee will be assessed at a rate paid by the school. Students are encouraged but not required to purchase such equipment for their personal use.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Fifteen cents (.15) per page when charges apply.
School Meals		Breakfast (Grades 6-12)--\$2.45 Lunch (Grades 6-12)--\$2.95 Milk (Grades 6-12)--\$.40 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Post-secondary education classes	Tuition and fees for college courses taken for credit.	None—Any postsecondary education costs are to be paid directly by students to the college.

End of year lost or damaged books	Damage fee or replacement cost	Fees and fines up to \$5.00 for damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of \$60.00
Yearbooks - Optional	School Book	Yearbooks are published and made available for purchase every year. Cost is generally about \$35
College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved.
Summer school courses	Classes offered during the summer, or at night, if any	Drivers education class is offered through a private company. Signup information is distributed during the school year.
Locker usage	Use of school padlock	\$5.00 fee if damaged or not returned at the end of the year.
Technology Insurance	ChromeBooks	\$35.00 Student Electronic Device Coverage in the event of loss or damages to the device.

Extracurricular and other programs	General Description of Fee or Material	Amount of Fee (Anticipated or Maximum) or Specific Material Required	
<b>Athletic Programs</b>			
1. Admission	Spectator fees for admission to events	\$5.00 per event maximum. Students may purchase an Activity Ticket for \$30.00 per year. For District and Conference events hosted by the School, cost to be set by NSAA but not to exceed \$20.00 per event.	
2. Athletic Physicals	NSAA required athletic Physicals	Cost varies; payable directly to the student's physician or clinic.	
3. Equipment and Attire	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity. Uniform items are checked out to students. If lost or damaged students will be assessed fees in the amount of replacement cost.	Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:	
		Basketball	No additional costs
		Football	Mouthpiece
		Golf	Golf bag & clubs
		Speech	Dress attire; copies of research
		Track	No additional costs
		Volleyball	Volleyball knee pads
		Wrestling	Wrestling headgear
		Cheerleading and Flag Team Squads	Shoes, approved uniforms (top & skirt; jacket), poms and other accessories

4. Travel meals	Meals	Students are responsible for their own meals while traveling.
5. Locker use	Padlock for locker	\$5.00 fee if damaged or not returned at the end of the year.
6. Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.
7. Athletic Clubs	Letterman's club and other clubs supporting the athletic program	Currently no dues are required. Annual dues not to exceed \$25.00 per club.
8. Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Uniforms for the marching band will be supplied by the school; students may be required to pay a refundable band uniform rental fee of up to \$50.00. For High School Band Students a \$10.00 uniform cleaning fee is requested. For Junior High Band Students, a \$10.00 uniform cleaning fee is requested. For High School Vocal students a \$10.00 choir robe cleaning fee is requested.
Vocal Music Group	Coordinating group attire	Students will pay for outfits selected by the group. Cost will be based on selection at a maximum of \$130.00
<b>Clubs/Organizations</b>		
Future Farmers (FFA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Future Career/Community Leaders (FCCLA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
National Honor Society	State & national dues, meals and activities	Currently no dues are required. Annual dues not to exceed \$50.00 per club.
Swing Choir	Attire	Students are responsible for purchasing outfits and accessories. Not to exceed \$150.00.
All Girls Swing Choir	Attire	Students are responsible for purchasing outfits and accessories.
Student Council	State & national dues, meals and activities	Currently no dues are required. Annual dues not to exceed \$50.00 per club.
Dance Team	Uniforms	Uniforms range up to \$250.00. Camp attendance is optional.

Cheerleading	Uniforms	Uniforms range up to \$600.00. Camp attendance is optional.
<b>Social &amp; Recognition Activities</b>		
1. School plays, musicals and social activities	Admission to events	\$10.00 per play or activity
2. School dances	Admission to prom, homecoming, etc.	Up to \$10.00 per event
3. Class dues		Currently no dues are assessed. Each of the six secondary classes may assess its members an amount not to exceed \$75.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.
4. Picture Packets	Optional - Pictures are still taken for use in the school yearbook.	Students purchase packets as desired and pay directly to the photo company.
5. Senior recognition assessment	Optional graduation Activities	Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, one mother's flower, class gift, yearbook picture page, and class composite picture. A single Senior Class Recognition Assessment, not to exceed \$50, will be assessed to those Seniors who elect to participate in such activities. Expenses for above mentioned items will be paid out of the "Class Activity" account until funds are depleted. After this fund is empty, students will be responsible for all optional graduation activity costs.

6. Trips	Transportation, lodging, meals, admission to events etc.	<p>For the extracurricular and options trip - Seniors' Day Out to Lincoln and Omaha, students will be assessed a \$10.00 fee and will be responsible for meals. Students are responsible for costs of school sponsored trips where the trip is an extracurricular activity. The maximum costs of such trips will be \$2,000 per student.</p> <p>If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.</p>
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**Student Fee Waiver:**

Students whose families meet the income guidelines for free and reduced price lunches are eligible to have expenses of certain fees, specialized equipment, specialized attire and project materials waived as provided by district policy. All information provided in connection with this application will be kept confidential. This waiver does not carry over from year-to-year and must be completed annually. Student Fee Waiver Applications are available in the Principal's Office at both schools.

Additional Specification of Fees Which May Be Charged and Materials Which May be Required Pursuant to the Student Fee Policy:

**Student Questioning/Apprehension by Legal Authorities:**

Students may be questioned in private and with full confidentiality by a police officer or sheriff's department personnel at school only in the presence of the principal or a designated staff member. This opportunity applies to all peace officers in pursuit of their duties as members of a recognized enforcement office. The parents or guardian of the student questioned will be informed of the substance of the interview as soon as possible by Bennet Elementary personnel or Legal Authorities.

If a principal or his designee releases a minor student to a police officer, the principal or the principal's designee will take immediate steps to notify the parent, guardian or responsible relative of the minor, except when the minor has been taken into custody as a victim of suspected child abuse, in which case the principal or the principal's designee will provide the police officer with the address and telephone number of the minor's parent or guardian.

The principal of a school or the principal's designee shall notify the appropriate law enforcement authorities as soon as possible after learning of a known or suspected violation of the Nebraska Criminal Code.

## **Student Searches:**

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

The following rules shall apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

- School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a rule violation. The search must be conducted in a reasonable manner under the circumstances.
- Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted at the discretion of the administration.
- Drug or alcohol tests may be conducted on students based on reasonable suspicion.
- Drug or alcohol tests may be conducted on a random basis for students participating in extracurricular activities, provided that: a) the student gave consent for testing in advance (attendance at or participation in the extracurricular activity may be withheld in the absence of consent), b) the testing actually be random, c) that the testing procedures limit any intrusion on student privacy, and provide for an appropriate level of confidentiality and accuracy, and d) that the response to positive tests take into consideration student safety and compliance with laws related to reporting and releasing students to law enforcement.
- School officials may search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file.

Searches of the District's computer system may be conducted at the discretion of the administration at any time.

## **Telephone Use:**

Office phones are for school business only. School business includes calling parents when sick, procuring speakers for classes or organizations, obtaining information at the direction of an instructor, calling home for items the student has forgotten if the item is deemed absolutely necessary by school personnel, or in the case of an emergency.

School officials shall have the authority to deviate from the above guidelines should situations arise that are not covered in the regulations.

Students will not be allowed to use the phone to make after school plans to go home with another student or to have another student come home with them.

If you call for a student, we will ask to take a message. We prefer not calling students from class for telephone calls, but will give them a message and allow them to return your call during recess or lunch.

If it is an emergency, please let us know and we will get the message to the student immediately or call the student to the office to speak to you.

### **Testing:**

We administer Measurements of Academic Progress (MAPS) to students in kindergarten through sixth grades. These are achievement tests which measure what knowledge the students have gained. These tests are used to plan educational programs for individual students and for entire classes. Parents/Guardians will receive a sheet describing the results of their student's test. If you have questions about the test, contact your child's teacher, or principal.

Students in grades 3-6 will also take part in State Mandated NSCAS Assessments during the spring.

### **Video Surveillance:**

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

### **Recording of Others:**

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted or (2) the Superintendent or Superintendent's designee. This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

### **Vandalism:**

Any person found willfully damaging or defacing property belonging to the school district shall be held responsible for the replacement or repair of that property and all costs shall be paid by the offender. Bennet Elementary will also refer the student to the principal or his designee for disciplinary action. If the principal or his designee determines that the student willfully or maliciously destroyed school property, the student may be referred to juvenile authorities.

### **Visitors:**

All visitors must report to the office, upon entering the east entrance, to sign in, in order to receive a visitor's pass. Please sign in/out at the office upon entering/exiting the school. Visitations during the first week of school and the last week of school will require extraordinary reasons or permission from administrators.

Student visitors from other schools are discouraged. Although we would welcome them at lunchtime, visitors in the classroom tend to cause undue distractions and disruptions. If you would like to discuss a special student visitor with the principal, please feel free to call.

### **Weapons:**

The possession of a dangerous weapon or the use of an object to inflict bodily injury to another is strictly prohibited. Offenses involving weapons are punishable by an automatic expulsion from school for up to a full school year.

See Article 11.

### **Weather and School Cancellations:**

The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations. **Parents and Patrons will also be alerted via phone call by our automated calling system. Please make sure that you are a part of the calling database in order to receive calls via this system. Contact school if you are not sure or have changed your phone numbers since last year.**

### **Decision to Close Schools:**

A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, an announcement will be made to the news media when schools will be closed. In some instances, schools will be open, but certain services may be canceled (bus transportation, kindergarten, student activities). Announcements about other Nebraska school closings are included in Lincoln radio and television broadcasts. Students and parents will want to pay special attention to which public school district is being closed.

### **After School Starts:**

Every attempt will be made to avoid closing school once classes are in session. In some instances, closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases, as much advance notice as possible will be given to parents. If school is closed during the day, the notice will be broadcast by the media and **parents should have a plan in place to accommodate these circumstances.**

## Parental Decisions

**Parents may decide to keep their children at home in inclement weather because of personal circumstances.** Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

## State and Federal Programs

### Section 1 Notice of Nondiscrimination:

Students, parents, employees, volunteers, school patrons, applicants for student admission or employment, sources of referral of applicants for admission and employment, professional organizations holding collective bargaining or professional agreements with the Palmyra High School, and all others who interact with Palmyra High School are hereby notified that Palmyra District OR1 does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Michael Hart, Superintendent, Palmyra District OR1, 425 F Street, Palmyra, NE 68418-0130, (402) 780-5327.

For Further information on notice of non-discrimination, you may contact the Office for Civil Rights, U.S. Department of Education, in writing at 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, or by telephone at (816) 268-0550, TDD (800) 437-0833.

### Section 2 Designation of Coordinator(s):

Any person having inquiries concerning this district's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: High School Principal, Palmyra High School, P. O. Box 130, Palmyra, NE 68418, (402) 780-5327.

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

Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent
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**Section 3 Anti-discrimination & Harassment Policy:**

**A. Elimination of Discrimination.**

The policy of District OR-1 Public Schools is to not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, in admission or access to, or treatment with regard to employment or with regard to its programs and activities.

District OR-1 Public Schools and its staff shall comply with all state and federal laws prohibiting discrimination. The Board of District OR-1 Public Schools intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination and directs its staff to take all actions necessary to meet this objective.

The Superintendent shall be the Coordinator for anti-discrimination laws (including Title VI, Title IX; the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973 (Section 504)) and complaints or concerns involving discrimination or compliance with those laws should be addressed to said Coordinator.

**B. Preventing Harassment and Discrimination of Employees and Students.**

1. **Purpose:** District OR-1 Public Schools is committed to offering employment and educational opportunity to its employees and students based on ability and performance in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers or other persons is prohibited. In addition, [Name] Public Schools will try to protect employees or students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, is prohibited. The following are general definitions of what might constitute prohibited harassment.

- a. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, constitutes harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.
- b. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

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

Sexual harassment may exist when:

- (a) Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);
- (b) Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.
- (c) The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.

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

## 2. **Procedures:**

- a. Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision.
- b. If the report is not satisfactorily resolved within ten calendar days, or if the discrimination or harassment continues, please report your complaint to the Superintendent of [Name] Public Schools.
- c. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.
- d. The person to whom the complaint is made is to thoroughly investigate the complaint and work with the person filing the complaint to seek an appropriate resolution so the discrimination or harassment can be remedied and put to an end.
- e. Complaints of discrimination or harassment will be treated with the utmost confidence, consistent with resolution of the problem.
- f. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, etc., may be taken.
- g. Under no circumstances will a supervisor or a teacher or the Board threaten or retaliate against a person for alleging discrimination or harassment.

#### **Section 4 Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973:**

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

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities, which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent).
11. File a local grievance.

#### **Section 5 Notification of Rights Under FERPA:**

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

- 1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing

regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.
  
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Kathleen Styles, Office of the Chief Privacy Officer  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202

#### **Notice Concerning Directory Information**

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's date of birth and place of birth;
6. Student's extra-curricular participation;
7. Student's achievement awards or honors;
8. Student's weight and height if a member of an athletic team;
9. Student's photograph; and
10. School or school district the student attended before he or she enrolled in [Name] Public Schools.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the

disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.

The District may disclose information about former students without meeting the conditions in this section.

#### **Section 6 Notice Concerning Disclosure of Student Recruiting Information:**

The No Child Left Behind Act of 2001 requires Palmyra High School to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that Palmyra High School not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. Palmyra High School will comply with any such request.

#### **Section 7 Notice Concerning Staff Qualifications:**

Parents/guardians have the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Palmyra High School will give parents/guardians the following information about their child's classroom teacher:

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

#### **Section 8 Student Privacy Protection Policy:**

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

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

the parent's child.

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

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

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

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" for purposes of this policy means individually identifiable information about a student including: (1) a student or parent's first and last name, (2) home address, (3) telephone number, and (4) social security number. The term "personal information," for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples:

(i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

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

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

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

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

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to

protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act ).

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

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

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

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

## **Section 9 Parental Involvement Policies:**

### **A. General - Parental/Community Involvement in Schools:**

District OR 1 School welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is Palmyra High School’s policy to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children. Policies and regulations are established to protect the emotional, physical and social well-being of all students.

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to support the implementation of district policies and regulations.
3. Parents are encouraged to monitor their student’s progress by reviewing quarterly report cards and attending parent-teacher conferences.
4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.
5. Parents are provided access to records of students according to law and school policy.
6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parents’ continued attendance at such activities will be based on the

- students' well-being.
7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
  8. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.
  9. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before the survey is administered.
  10. Parents are invited to express their concerns, share their ideas and advocate for their children's education with board members, administrators and staff.
  11. School district staff and parents will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

**B. Title I Parental Involvement Policy:**

District OR 1 has a parental involvement policy applicable to parents of all children. The parental involvement policy applicable to parents of all children is not replaced by this Title I Parental Involvement Policy and shall continue to be applicable to all parents, including parents participating in Title I programs.

It is the policy of District OR 1 to implement programs, activities, and procedures for the involvement of parents in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

**Expectations for Parental Involvement:** It is the expectation of District OR 1 that parents of participating children will have opportunities available for parental involvement in the programs, activities, and procedures of the District's Title I program. The term "parental involvement" means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—(A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental involvement policy. The District intends to meet this expectation through the following activities:

1. Involving parents in the joint development of the District's Title I plan and the processes of school review and school improvement.
2. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
3. Building the schools' and parents' capacity for strong parental involvement.

4. Coordinating and integrating parental involvement strategies under Title I with parental involvement strategies under other programs.
5. Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents in Title I programs, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies of the District.
6. Involving parents in the activities of the schools served under Title I.

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

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

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

schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement; (ii) frequent reports to parents on their children's progress; and (iii) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

**Building Capacity for Involvement:** To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school participating in the Title I program and the District: (1) shall provide assistance to participating parents, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand; (6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; (9) may train parents to enhance the involvement of other parents;

(10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation; (11) may adopt and implement model approaches to improving parental involvement; (12) may establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (14) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

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

**Use, Distribution, and Updating of this Policy:** This Title I Parental Involvement Policy shall be incorporated into the District's Title I plan, shall be distributed to parents of participating children, shall

be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and the school.

## **Section 10 Homeless Students Policy:**

### **A. General Policy Statement**

The District shall ensure that homeless children and youths shall have equal access to the same free, appropriate public education, including public preschool education, as provided to other children and youths.

### **B. Definitions**

“School of Origin” shall mean the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including preschool. School of origin shall also include any designated receiving school for the next grade level for all feeder schools when a student completes the final grade level served by the school of origin.

“Homeless children and youths” shall mean any individuals who lack a fixed, regular, and adequate nighttime residence; and includes:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. Migratory children who qualify as homeless because they are living in circumstances described in (1-3).

“Unaccompanied youth” shall mean a homeless child or youth not in the physical custody of a parent or guardian.

### **C. School Stability**

1. School Selection: Each school shall presume that keeping a homeless child or youth enrolled in the child’s or youth’s school of origin is in the child’s or youth’s best interest,
2. except when doing so is contrary to the request of the child’s or youth’s parent or guardian or, in the case of an unaccompanied youth, the youth.  
To overcome the presumption that a child or youth should remain in his/her school of origin, the school shall consider student-centered factors including: the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child’s or youth’s parent or guardian or, in the case of an unaccompanied youth, the youth.
2. Enrollment: Once the school is selected in accordance with the child’s or youth’s best interest, that child or youth shall be immediately enrolled even if the child or youth is

unable to produce records normally required for enrollment including, but not limited to, previous academic records, immunization or other health records, proof of residency or has missed any application or enrollment deadlines during any period of homelessness.

3. Transportation: If the child or youth continues to attend his or her school of origin, transportation shall be provided promptly even if there is a dispute pending regarding which school is in the child's or youth's best interest to attend. Transportation will continue to be provided to and from the school of origin for the remainder of any academic year during which the child or youth becomes permanently housed.

#### D. Records

Any record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth shall be maintained:

1. Such that all records are available, in a timely fashion, when a child or youth enrolls in a new school or school district;
2. Any information about a homeless child's or youth's living situation shall be treated as a confidential student education record, and shall not be deemed to be directory information; and
3. In a manner consistent with the Federal Education Rights and Privacy Act.

#### E. Services

The Local Education Agency Liaison shall identify an appropriate staff person to be the Local Educational Liaison (LEL) for all homeless children and youth attending school in the District. The LEL responsibilities shall include, but are not limited to:

1. Ensure homeless children and youth are identified through outreach and coordination activities including coordination with the Nebraska Department of Education Homeless Education Liaison, community, and school personnel responsible for education and related services to homeless children and youths;
2. Receive appropriate time and training in order to carry out the duties required by law and this policy;
3. Ensure homeless families and homeless children and youths are referred to health care, dental, mental health, substance abuse, housing and any other appropriate services;
4. Ensure that homeless children and youths:
  - a. Are enrolled in school which includes attending classes and participating fully in school activities;
  - b. Have a full and equal opportunity to meet the same challenging State academic standards as other children and youths;
  - c. Receive individualized counseling from counselors to prepare and improve their readiness for college, including college selection, application, financial aid, and on-campus support.
  - d. Unaccompanied youths are informed of their status as independent students under the Higher Education Act of 1965 and may obtain assistance from the LEL to

receive verification of such status for purposes of the Free Application for Federal Student Aid.

5. Ensure that public notice of the educational rights and available transportation services of the homeless children and youths is disseminated in locations frequented by parents or guardians of such youths and unaccompanied homeless youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form that is easily understandable.
6. Ensure the dispute resolution process identified below is carried out in accordance with the law and district policy.

#### F. Dispute Resolution

1. The dispute procedure must be available for disputes over eligibility, as well as school selection or enrollment.
2. In the event of a dispute regarding where a child or youth should enroll, the child or youth shall be immediately enrolled in the school in which enrollment is sought pending final resolution of the dispute, including all available appeals. The district shall immediately provide the child's parent or guardian or, in the case of an unaccompanied youth, a written explanation of the decision made regarding the school selection including the right to appeal such decision. Said writing shall be provided in a manner and form understandable to such parent, guardian, or unaccompanied youth and also include the LEL contact information. The LEL shall carry out the dispute resolution process within 30 calendar days from the date of said writing pursuant to 92 Nebraska Administrative Code 19-005.02.
3. Appeals: Any parent, guardian or other person having legal or actual charge of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner within thirty calendar days of receipt of the decision by following the process in 92 Nebraska Administrative Code 19-005.03 and 19-005.03C.

### **Section 11    Pregnant and Parenting Students**

This District recognizes that pregnant and parenting students have the right and responsibility to attend school. This attendance right and responsibility applies to students regardless of their marital or parental status. Further, the district will educate pregnant and parenting students and will provide reasonable accommodations to support and encourage all pregnant and parenting students to obtain their high school diploma. No student will be excluded from, denied the benefit of, or discriminated against under any educational program or activity because of pregnancy or parenting responsibilities.

#### Attendance and Leave of Absences

Pregnant and parenting students will be permitted to attend to their own health care, their child's medical care, or other pregnancy- or parenting- related appointments with the benefit of having any such absences or tardiness excused. A student will be permitted to take a leave of absence for pregnancy, childbirth, and any other pre- and post-natal related medical needs, along with recovery therefrom for the duration that is deemed medically necessary by the student's licensed health care provider. At the conclusion of the leave of absence, a student will be immediately enrolled in the district at the same grade and status as when the leave began. Pregnant and parenting students shall be allowed to participate

in all activities including extracurricular activities throughout the student's pregnancy and thereafter unless the district deems such participation poses a substantial risk of injury to the student or to others. A pregnant and parenting student may be asked to obtain certification from the student's licensed healthcare provider regarding the student's safe participation in an extracurricular activity when such certification is required of students for other conditions which require the attention of a licensed healthcare provider.

Any absences accumulated due to pregnancy or pregnancy-related conditions, or care for an ill child, should not count towards any district policies in effect under compulsory attendance requirements. Pregnant and parenting students with excused absences or tardiness shall be treated like all other students with excused absences or tardiness for any other medical reasons.

Pregnant and parenting students will be provided with assignments, classwork and any additional support needed to ensure that the student can keep up with class requirements when absent for pregnancy or parenting-related absences.

#### Alternative Means to Complete Course Work

The district will provide at least one alternate method, in addition to traditional classroom instruction, to keep pregnant and parenting students in school. Such accommodation(s) may include accessing coursework online, home-based independent study, or at-home tutoring. Alternative methods of instruction or other alternative programs for pregnant and parenting students are voluntary for the student who may elect whether to engage in an alternative method of instruction or the traditional methods of instruction available to their peers. Pregnant and parenting students shall be allowed to attend their regular classrooms and complete regular coursework.

#### Lactation

The district will provide reasonable time and space to accommodate lactating students to express breast milk or breastfeed during the school day. Such accommodations will be in a location, other than a bathroom or closet, that is private, clean, has an electrical outlet, a chair and is reasonably accessible. Students shall also be provided a food safe refrigerator to store breast milk safely.

#### Child Care

If in-school child care is not provided, a list of qualified licensed child care providers will be provided upon request to pregnant or parenting students. Such list will be updated annually and include providers that participate in the quality rating and improvement system and meet all of the quality rating criteria for at least a step three rating pursuant to the Step Up to Quality Child Care Act. Nothing in this policy is intended to prohibit or limit any referral for a student or a student's child to an early head start program or any other available community resources.

#### Privacy and Confidentiality

Pregnant and parenting students have the right to have their health and personal information kept confidential in accordance with law. School staff will make every effort to keep personal information and health records confidential and in compliance with Nebraska and federal law.

Information about students' pregnancies and related conditions will not appear in their cumulative records and will not be used when they are being considered for educational or job opportunities, awards or scholarships.

### Other Accommodations

Pregnant and parenting students may request additional reasonable accommodations to ensure continued participation and enrollment in school. Accommodation requests will be evaluated on a case-by-case basis. Such accommodations may include but are not limited to: additional frequency allowed for bathroom breaks, additional time allowed in between class periods, a larger desk or additional work space, and adjustments to requirements for physical education as needed. Students seeking additional reasonable accommodation should make such requests to the building principal.

### Bullying and Harassment

Pregnant and parenting students have the same rights as other students to be free from discrimination, bullying, and harassment. Such school policies are incorporated herein and apply to all students.

<b>NONDISCRIMINATION STATEMENT</b>
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**Non-Discrimination Statement:** This explains what to do if you believe you have been treated unfairly.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410
- (2) Fax: (833) 256-1665 or (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

## **Article 11 Student Rights, Conduct, Rules and Regulations**

Student Conduct and Discipline Policies: The common goal of students, parents, faculty and administration of District OR 1 School is to maintain a school atmosphere conducive to learning. In order to achieve this, Bennet Elementary School will continue to review and distribute a set of reasonable and fair rules and policies. VIOLATIONS OF DISTRICTOR1'S RULES AND POLICIES WILL RESULT IN DISCIPLINARY ACTION.

### **Part 1 Forms of School Discipline**

#### Short Term Suspension:

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

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

The following process will apply to short term suspensions:

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

## Long Term Suspension:

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

## Expulsion:

1. Meaning of Expulsion. Expulsion shall mean exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

2. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.

3. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program and to such other consequences which the school district deems appropriate. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as a community centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on the job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation. At the conclusion of the designated period: (1) if the student has satisfactorily participated in the school, class, or program to which such student has been assigned the student shall be reinstated and permitted to return to the school of former attendance or to attend other programs offered by the district, and action to expunge the record of the expulsion action may be taken at the discretion of the Superintendent or his or her designee, or (2) if the student's

conduct has been unsatisfactory, the expulsion action shall be enforced. The determination of whether the students' participation and conduct has been satisfactory or not shall be made by Principal or the Principal's designee.

**4. Students Subject to Juvenile or Court Probation.** Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

**Other Forms of Student Discipline:** Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school a fter regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in school suspensions during the day. When in-school suspensions, after school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures and a failure to serve such assigned discipline as directed wil l serve as grounds for further discipline, up to expulsion from school.

## **Part 2 Student Conduct:**

Students have an opportunity to learn by sharing some of the responsibility for creating a good learning environment. To help maintain a quality instructional environment for all students attending District OR-1 all students are expected to refrain from the following conduct.

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

Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser

forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or 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.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" 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 or illegal substances 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.
8. Public indecency or sexual conduct.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.

11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. 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, disability, national origin, or religion.
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for riding school buses or vehicles.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
  - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
  - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm. The term "dangerous weapon" includes any personal safety or security device (such as Tasers, mace and pepper spray). If a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device on school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student's locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.
18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall

result in an expulsion for one calendar year. “Firearm” means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: “The term ‘firearm’ means (a) 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; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device.” The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such a plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.
- e. For personal safety or security devices, the student abides by the requirements set forth above.

#### 19. Student Appearance Policy:

Students at District OR 1 are expected to dress in a way that is appropriate for a school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

- a. Clothing or jewelry that is gang related;
- b. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants);
- c. Clothing or jewelry that advertises beer, alcohol, tobacco, or illegal drugs;
- d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horseplay”;
- e. Head wear including hats, caps, bandannas, and scarves;
- f. Clothing or jewelry, which exhibits nudity, makes sexual references or carries double meanings.

Consideration will be made for students who wear special clothing as required by religious

beliefs, disability, or to convey a particularized message protected by law.

The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes.

Continual violations of the dress code will result in disciplinary actions under the Student Code of Conduct above. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in discipline, up to expulsion.

#### 20. Harassment and Bullying Policy:

It is the policy of Palmyra High School that "bullying" type behavior is not to be permitted. These guidelines are established to respond specifically to bullying behavior. Students and parents are advised that other response measures are also in place and set forth on Page 56 of this handbook for behavior which is discriminatory or harassing on unlawful grounds (e.g., sexual harassment, harassment of students with disabilities, race harassment, etc.).

(i) Step One: The first time school personnel becomes aware of a possible harassment or bullying situation, the accused student will be informed that such a complaint has been filed. At that time a warning will be given regarding this kind of behavior. The consequences for this kind of behavior in the future will be clearly outlined for the student.

If, in the school's opinion, the first occurrence of harassment behavior is severe, the school may move immediately to any of the four steps in the harassment policy. In other words, the policy may or may not be used sequentially. Moreover, at any stage the student may be disciplined under the student code by actions, which may include expulsion, in the event the conduct is also a violation of other provisions of the student code.

(ii) Step Two: The second time school personnel becomes aware of a harassment incident, the student's parents will be notified. A conference will be requested at that time. If it is determined that the student has harassed another student, consequences will be assigned. A student may stay on the second step as long as school authorities feel the consequences are effectively correcting the harassment behaviors. If it is determined that there is no basis for the harassment accusation, no consequences will be assigned. If the school determines that a student is intentionally making a false accusation against another student, an appropriate response will be made.

(iii) Step Three: If the school authorities determine that the student continues to harass another student or the student fails to agree to not harass in the future, the school may assign the student to the Harassment Program level set forth below which the school authorities determine to be appropriate.

(iv) Step Four: If a student fails to respond positively to the corrective measures of the

Harassment Program, the student will be suspended from school for a minimum of five school days, up to expulsion. School authorities will determine the action necessary to insure a safe learning environment for all students.

Harassment and Bullying Program Levels:

Purpose: All students have the right to attend Palmyra High School free from verbal and physical harassment and bullying. The purpose of the Harassment and Bullying Program is to protect students and staff from those who fail or refuse to comply with school guidelines regarding the treatment of others.

1. Level I: The guidelines for a Level I placement are listed below.

- a. The length of the assignment will be for a minimum of two weeks.
- b. The student will report to the office no later than 8:00 a.m. each morning.
- c. The student will eat on campus at an assigned table or area.
- d. The student will report to an assigned room at the end of the day, and remain until dismissed. This will allow all other students to leave the school grounds in safety.

2. Level II: The guidelines for this level are listed below.

- a. The length of the assignment will be for a minimum of two weeks.
- b. The student will report to the office no later than 8:00 a.m. the morning.
- c. The student will eat on campus at an assigned table.
- d. The student will report to an assigned room at the end of the day, and remain until dismissed.
- e. The student will remain in class at the end of each period. The student will be under direct teacher supervision during passing time. The teacher will dismiss the student at the end of the passing period. The student will then have three minutes to get to his/her next class.

3. Level III: This is a long term assignment. The guidelines are listed below.

- a. All items listed in Level II will be used, except the length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year and continue into the next, if determined to be appropriate.
- b. The length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year.

21. Public Displays of Affection:

Public Displays of affection will not be tolerated on school property or at school activities. Such conduct includes: hugging, kissing or any other types of affection that would be considered inappropriate or an undue distraction to others. Students will face the following consequences if this type of behavior occurs.

- a. 1st Offense: Student will be confronted and directed to cease.
- b. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.

- c. 3rd Offense: Students will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator (s) and counselor.
- d. If this type of behavior continues, the student could face long term suspension or expulsion.

22. Specific Rule Items:

The following conduct may result in disciplinary action, which in the repeated violations, may result in discipline up to expulsion.

- a. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
- b. Students in the hallway during class time must have a pass/assignment book with them.
- c. Gum, candy, seeds, etc. are not allowed in the school building or classrooms.
- d. Students are expected to bring all books and necessary materials to class. This includes study halls.
- e. Assignments for all classes are due as assigned by the teacher.
- f. Students are not to operate the mini blinds or the windows.
- g. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
- h. Students are to be in their seats and ready for class on the tardy bell.
- i. Special classes such as Industrial Technology, Art, P.E., and computers courses will have other safety or cleanup rules that will be explained to you by that teacher which must be followed.
- j. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
- k. Snow handling is prohibited.

23. Dating Violence Prevention

The board prohibits behavior that has a negative impact on student health, welfare, safety, and the school's learning environment. Incidents of dating violence will not be tolerated on school grounds, in district vehicles, or at school sponsored activities or school sponsored athletic events.

Dating violence is defined as a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner.

Dating partner means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious or long term.

The district will provide appropriate training to staff and incorporate within its educational program age appropriate dating violence education that shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

## 24. Staff Conduct With Students

The Board expects all staff members, including teachers, coaches, counselors, administrators, and others to maintain the highest professional, moral, and ethical standards in their conduct with students. For the purposes of this policy, staff members also include school volunteers.

The interactions and relationships between staff members and students should be based upon mutual respect and trust; an understanding of the appropriate boundaries between adults and students in and outside of the educational setting; and consistency with the educational mission of the schools.

Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with their building administrator or supervisor whenever they are unsure whether particular conduct may constitute a violation of this policy.

### Unacceptable Conduct:

Examples of unacceptable conduct by staff members include but are not limited to the following:

- Any type of sexual or inappropriate physical contact with students or any other conduct that might be considered harassment under the Board's policy on Harassment By Employees;
- Singling out a particular student or students for personal attention and friendship beyond the normal teacher student relationship;
- Associating with students in any situation or activity that includes the presence of drugs or that could be considered sexually suggestive;
- For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to be supportive but to refer the student to appropriate guidance/counseling staff. In either case, staff involvement should be limited to a direct connection to the student's school performance;
- Sending students on personal errands.
- Sexual banter, allusions, jokes, or innuendos with students;
- Asking a student to keep a secret;
- Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;
- Addressing students with terms of endearment, pet names, or otherwise in an overly familiar manner; and
- Being alone with individual students by closing a room door except when dealing with issues of health by appropriate personnel;
- Inviting or allowing students to visit the staff member's home;
- Maintaining personal contact with a student outside of school by phone, email, Instant Messenger or Internet chat rooms, social networking websites, or letters (beyond homework or other legitimate school business);
- Exchanging personal gifts (beyond the customary student teacher gifts); and/or
- Socializing or spending time with students (including but not limited to activities such as going out for meals or movies, shopping, traveling, and recreational activities) outside of school sponsored events or except as participants in organized community activities.
- Students and/or their parents/guardians are strongly encouraged to notify the principal if they believe a teacher or other staff member may be engaging in conduct that violates this policy.
- Staff members are required to notify promptly the principal or superintendent if they become aware of a situation that may constitute a violation of this policy.
- Staff violations of this policy may result in disciplinary action up to and including dismissal.
- Violations involving sexual or other abuse will also result in referral to the Department of Health and Human Services and/or law enforcement in accordance with the Board's policy on Child Abuse Reporting.
- This policy shall be included in future employee, student and volunteer handbooks.

## 25. Network, Emails, Internet and Other Computer Use Rules:

### (a) General Rules:

(i) The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.

(ii) Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.

(iii) Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and insure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.

(iv) Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.

(v) The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

(b) Policy and Rules for Acceptable Use of Computers and the Network: The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such individuals.

(i) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.

(ii) Users shall not let other persons use their name, account, logon password, or files for any reason (except for authorized staff members).

(iii) Users shall not use or try to discover another user's account or password.

(iv) Users shall not use the computers or network for non instructional or nonadministrative purposes (e.g., games or activities for personal profit).

(v) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.

(vi) Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.

(vii) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name. (viii) Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.

(ix) Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.

(x) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.

(xi) Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator.

(c) Etiquette and Rules for Use of Computers and the Network: All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other online services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:

(i) Be polite. Do not become abusive in your messages to others.

(ii) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.

(iii) Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.

(iv) Note that electronic mail (email) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages, which violate the rules, will result in disciplinary action.

(v) All communications and information accessible via the network should be assumed to be private property of others.

(vi) Do not place unlawful information on any network system.

(vii) Keep paragraphs and messages short and to the point. Focus on one subject per message.

(viii) Include your signature at the bottom of email messages. Your signature footer should include your name, position, affiliation, and network or Internet address.

(x) The network administrators or teachers may establish other rules from time to time.

(d) Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administering the networks so that more time can be spent on education and enhancing services.

Use of the computer and access to telecommunications resources is a privilege and not a right.

Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, nonrenewal or cancellation of the contract of administrators, teachers, or other school employees.

(e) Staff, Student and Parent Agreements: Students and parents may be required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment.

### **Part 3 Reporting Student Law Violations:**

(1) Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement, the police and to the student's parents or guardian as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

(2) When a Principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the Principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the Principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

### **Part 4 Due Process Procedure**

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

1. The Principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his or her designee.

2. If the Principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, the student may be suspended by the Principal until the date the long term suspension, expulsion, or

mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the Superintendent.

3. The Principal or his or her designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two school days of the date of the decision to recommend long term suspension or expulsion. Said notice shall include the following

(a) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for longterm suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the Principal or assistant Principal.

(b) The penalties to which the student may be subjected and the penalty which the Principal, or his or her designee has recommended in the charge.

(c) A statement explaining the student's right to a hearing upon request on the specified charges.

(d) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.

(e) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.

(f) A form or a request for hearing to be signed by such parties and delivered to the Principal or his or her designee in person or by registered or certified mail.

4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.

5. In the event that the Principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the Principal, or his or her designee shall automatically go into effect.

6. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.

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

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

1. Hearing Officer. The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.

2. Administrative Representative. The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.

3. Notice of Hearing. If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.

4. Continuance. Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.

5. Access to Records. The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the District OR1 Board of Education at any reasonable time prior to the hearing.

6. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. Legal counsel may represent the student or the student's parents or guardian or both. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross examination nor will any conclusion be drawn therefrom. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.

7. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to

the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.

8. Record. The proceedings of the hearing shall be recorded at the expense of the school district.

9. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long term suspension, expulsion, or mandatory reassignment.

10. Review by Superintendent. The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.

11. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the Superintendent of schools shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the determination of the Superintendent shall take immediate effect.

12. Appeal to Board. The student, student's parents or guardian may, within seven school days following the receipt of the Superintendent's decision, submit to the Superintendent of schools a written request for a hearing before the Board of Education.

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

14. Final Decision of Board of Education. The final decision of board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

## **Special Education Policies**

District OR 1 Public Schools adopts this special education policy with the intent that the policy maintains the District's compliance with all applicable laws affecting special education services and programs. The Superintendent or designees shall develop regulations or procedures to implement these policies. Employees and contractors of the District are expected to comply with these policies and all regulations, guidelines and procedures related to this policy in all respects.

The District will abide by all state and federal laws relating to special education. The District's special education policy and regulations, guidelines and procedures related to this policy are to be interpreted so as to be in compliance with such laws. In the event of changes in law, the school administration shall be authorized to implement modifications of practice to comply with such changes (whether the changes impose more or less stringent procedural or substantive requirements) until such time as amended policies are adopted by the Board of Education. References herein to 92 NAC 51 citations are made to Rule 51 as in effect on the date of the adoption of these policies. In the event of renumbering or other revisions to Rule 51, the policy shall be interpreted and implemented consistent with such renumbering or revisions.

### **1. Free Appropriate Public Education**

A free appropriate public education shall be made available to all children with disabilities residing in the District, including children with disabilities who have been suspended or expelled, from date of verification through the school year in which the child is no longer eligible or the student reaches twenty-one (21) years of age, whichever occurs earlier. An Individualized Education Plan ("IEP") will be created for each such child that will enable the student to make progress appropriate in light of the student's unique circumstances.

Legal Reference: 92 NAC 51-004.01 through 004.03A and 007.07C2 through 007.07C6

### **2. Full Educational Opportunity Goal**

The District shall take steps to ensure that its children with verified disabilities have available to them the variety of educational programs and services available to children without disabilities in the areas served by the District, including art, music, industrial arts, family consumer science education, and vocational education.

Legal Reference: 92 NAC 51-004.11A

### **3. Child Find**

All children from birth to age twenty-one (21) with disabilities residing in the District, including children with disabilities who are homeless or are wards of the state or attending nonpublic schools, regardless of the severity of their disabilities, who are in need of special education and related services, will be identified, located and evaluated. A practical method shall be developed and implemented by the administration to determine which children with disabilities are currently receiving needed special education and related services. The District will implement multiple methods to provide parents, guardians, and community members with information regarding how to refer a child for an evaluation and the identification process and will publish an annual notice of any significant activity that is designed to identify, locate, or evaluate children to publicly notify parents, guardians, or appointed surrogates. The District's child find process will be consistent with Federal and Nebraska regulations.

Legal Reference: 92 NAC 51-006.01 through 006.01A2

4. **Pre-Referral Interventions**

For a school age student, a general education student assistance team (SAT) or a comparable problem solving team shall be used prior to referral for multidisciplinary team evaluation. The SAT or comparable problem solving team shall utilize and document problem solving and intervention strategies to assist the teacher in the provision of general education. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation shall be completed. A referral shall include information from the SAT or comparable problem solving team, meeting the requirements of 92 NAC 51-006.01B and a listing of the members of the SAT or comparable problem solving team.

Legal Reference: 92 NAC 51-006.01B

5. **Disability Verification and Eligibility**

Eligibility for services will be determined by a multidisciplinary team based on the results of a comprehensive evaluation. The multidisciplinary team will identify whether a child is eligible for special education services based on the disability categories identified by Nebraska and Federal regulations. The multidisciplinary team will rule out the determinant factor is due to a lack of appropriate instruction in reading or math or due to lack of English proficiency. The team will prepare a written report documenting all evaluation findings in accordance with Federal and Nebraska requirements that will be provided to the parent, guardian, or appointed surrogate. When a child is not eligible for services, the multidisciplinary team will determine if general education interventions or strategies are needed.

Legal Reference: 92 NAC 51-006.03; 92 NAC 51-006.04B through 006.04N;

6. **Individualized Education Program (IEP)**

An individualized education program, or an individualized family service plan, is to be developed, reviewed, and revised for each child with a disability in accordance with 92 NAC 51-007 by teams that will include all roles identified within Federal and Nebraska rules. Any draft of an IEP that is developed will not be considered final until it is reviewed and revised based on the team, including the parent, guardian, or appointed surrogate, input, and consensus. The district will make reasonable efforts to obtain informed consent from the parent, guardian, or appointed surrogate for special education placement on the IEP form before services are initiated. Revocation of consent for services must be documented by the parent, guardian, or appointed surrogate in writing.

Legal Reference: 92 NAC 51-007

7. **Least Restrictive Environment**

To the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are to be educated with children who are not disabled. Placement for a student with a disability will be based upon a completed IEP developed by a group of persons, including the parent, guardian, or appointed surrogate, knowledgeable about the child, the meaning of the evaluation data, and the placement options. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment will occur only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily (the “Least Restrictive Environment Rules”). The District will ensure that a continuum of alternative placements is available to meet the needs of children with disabilities, particularly those in disproportionate groups, for special education and related services.

Legal Reference: 92 NAC 51-008.01 through 008.011

8. **Procedural Safeguards**

Children with disabilities and their parents, guardians, or appointed surrogates shall be afforded the required procedural safeguards. Parents, guardians, and appointed surrogates will be given a copy of their procedural safeguards annually or upon initial referral or parental (parent, guardian, or appointed surrogate) request for evaluation; upon request by a parent, guardian, or appointed surrogate; upon receipt by the school district or approved cooperative of the first occurrence of the filing of a complaint under 92 NAC 51-009.11 and the first occurrence of filing a special education due process case under 92 NAC 55; and in accordance with the discipline procedures in 92 NAC 51-016.

Legal Reference: 92 NAC 51-009.01 through 009.07; 009.10 through 009.12; 009.14, 006.07

9. **Evaluation and Identification Procedures**

School personnel may remove a child with a disability who violates a code of student conduct from his or her current placement to an appropriate interim alternative educational setting, another setting, or suspension, for no more than ten (10) consecutive school days and for additional removals of not more than ten (10) consecutive school days in the same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement. If a student with a disability violates a code of student conduct, the school district will ensure that school personnel appropriately consider unique circumstances on a case-by-case basis when determining whether a change in placement, as defined in Federal and Nebraska rules, is appropriate for the student. Change of placement decisions related to disciplinary removals will be consistent with Federal and Nebraska regulations. For disciplinary changes in placement that would exceed ten (10) consecutive school days, if the behavior that gave rise to the violation of the school code is determined not to be a manifestation of the child's disability, school personnel may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures that would be applied to children without disabilities.

Legal Reference: 92 NAC 51-016

10. **Confidentiality of Personally Identifiable Information**

Children with disabilities shall be evaluated, identified, and reevaluated by a team of multidisciplinary qualified professionals in accordance with 92 NAC 51-006. The MDT of a child suspected of having a specific learning disability shall include the additional requirements in accordance with 92 NAC 51-006.04K. The District will make reasonable efforts to obtain written permission for evaluation in accordance with Federal and Nebraska rules. Revocation for consent for evaluation must be documented by the parent, guardian, or appointed surrogate in writing.

The documented results of the evaluation will be provided to parent, guardian, or appointed surrogate and included in student files. All evaluation components will be at district expense. The District will utilize a variety of assessment instruments to ensure district teams have access to appropriate measures to complete evaluations. The district will follow any publisher guidelines for assessments and will not use outdated or culturally inappropriate tools.

The District will respond to a request for an Independent Educational Evaluation without unnecessary delay. The parent, guardian, or appointed surrogate will be given written notice of the District's decision to either move forward with the Independent Educational Evaluation or to initiate a hearing to determine the appropriateness of the evaluation. If the District agrees to move forward with the evaluation, locations of any evaluator shall be within a reasonable distance of the District. A reasonable distance means within 100 miles of the school building the child attends and within Nebraska. In the event this geographic area restriction would prevent a parent, guardian, or appointed surrogate from obtaining an

Independent Educational Evaluation, the location of the evaluator may be outside the specified geographic area but must be within Nebraska. The District will provide the parent, guardian, or appointed surrogate with a list of qualified agencies/evaluators within the geographic area. The evaluators are to have their rates approved by the Nebraska Department of Education to be authorized to conduct the evaluation.

Legal Reference: 92 NAC 51-006

11. **Confidentiality of Personally Identifiable Information**

A system of safeguards will be implemented to protect the confidentiality of student records and information in accordance with law.

Legal Reference: 92 NAC 51-003.16, 003.20, 009.03 through 009.03M3

12. **Transition of Children from Part C to Preschool Programs**

Children participating in early intervention programs under Part C of the IDEA (early intervention services) will be appropriately evaluated, identified, and have services under Part B of the IDEA by age 3 in a manner consistent with 92 NAC 52-008. Children receiving early intervention services under Part C of the IDEA may continue to receive Part C services, upon parental consent, until the August 31st following the child's third birthday. The District will participate in transition planning conferences arranged by the designated lead agency.

Legal Reference: 92 NAC 52-008

13. **Children in Nonpublic Schools**

To the extent consistent with the number and location of children with disabilities in the District who are enrolled by their parents, guardians, or appointed surrogates in nonpublic elementary and secondary schools in the District, provision will be made for the participation of those children in the programs assisted or carried out under Part B of the IDEA (services for school-aged children) by providing them with special education and related services.

Legal Reference: 92 NAC 51-012.08 and 015

14. **Personnel Standards and Personnel Development**

Personnel providing special education or related services to children with disabilities shall be appropriately and adequately prepared and trained in accordance with IDEA requirements and the District will take measurable steps to recruit, hire, train and retain personnel meeting the requirements of IDEA to provide such services.

Legal Reference: 92 NAC 51-010

15. **Participation in and Reporting of State and District Wide Assessments**

All children with disabilities shall be included in all general state and district wide assessment programs, including assessments described under section 612(a)(16)(A) of the IDEA with appropriate accommodations and alternate assessments where necessary and as indicated in their respective individualized education programs. The District will make available to the Nebraska Department of Education the information necessary to carry out its duties relating to the reporting of children with disabilities participation in assessments.

Legal Reference: 92 NAC 51-004.05

16. **Suspension and Expulsion Rates**

The District will examine data, including data disaggregated by race/ethnicity, gender, LEP status, and disability category, to determine if significant discrepancies are occurring in the rate of long-term suspensions and expulsions of children with disabilities.

Legal Reference: 92 NAC 51-004.06E

17. **Access to Instructional Materials**

As part of any print instructional materials adoption process, procurement contract, or other practice or instrument used for purchase of print instructional materials, the District will enter into a written contract with the publisher of the print instructional materials to:

1. Require the publisher to prepare and, on or before delivery of the print instructional materials, provide to the National Instructional Material Access Center, electronic files containing the contents of the print instructional materials using the National Instructional Materials Accessibility Standard, or
2. Purchase instructional materials from the publisher that are produced in, or may be rendered in specialized formats.

Legal Reference: 92 NAC 51-004.15

18. **Over-Identification and Disproportionality**

Procedures shall be in place to ensure that testing and evaluation materials and procedures utilized for the evaluation and placement of children with disabilities will be selected and administered so as not to be racially or culturally discriminatory. Such materials or procedures shall be provided and administered in the child's native language or mode of communication, unless it is clearly not feasible to do so, and no single procedure shall be the sole criterion for determining an appropriate educational program for a child. All District special education provisions will be equitably available to all children regardless of race, ethnicity, language, location, transience, income level, and access to medical care.

Legal Reference: 92 NAC 51-006.02C

19. **Prohibition on Mandatory Medication**

Children shall not be required to obtain a prescription for a controlled substance as a condition of attending school, receiving an evaluation to determine whether a child has a disability or the nature and extent of special education and related services the child needs, or receiving special education services.

Legal Reference: 92 NAC 51-004.11D; 21 U.S.C. §812(c)

20. **Transportation**

Transportation will be provided for children with disabilities who are eligible for transportation and residents of the school district as required by law to access academic, related services, and nonacademic services and activities as determined by the child's IEP. Except when a parent is transporting only his or her child, the District shall require that the driver and vehicle meet the standards required by 92 NAC 91 and 92.

Legal Reference: 92 NAC 51-014.01 through 014.02

21. **Surrogates**

A surrogate will be appointed, and other action taken to ensure the rights of children with a disability as required by law. The surrogate may represent the child in all matters related to the identification, evaluation, and educational placement of a child and the provision of a free appropriate public education to the child.

Legal Reference: 92 NAC 51-009.10

**22. Early Intervention Services – Consent**

When a parent refuses to provide consent under 92 NAC 52, a meeting will be held or offered to explain to the parents how their failure to consent affects the ability of their child to receive services under 92 NAC 52.

Legal Reference: 92 NAC 52



# District OR-1

Palmyra Junior-Senior High School--Bennet Elementary  
402-780-5327 [www.districtor1.org](http://www.districtor1.org)

**Michael Hart**  
Superintendent

**Heath Johnson**  
Secondary Principal

**Linde Walter**  
Elementary Principal

**Aaron Hoeft**  
Activities Director

## Administration of Medication to Students

### Parent/Guardian Request for Administration of Medication by School Personnel

It is the policy of District OR1 Public Schools to administer to students only medication(s) provided by parents/guardians. This medicine should be sent in the original container labeled with the student's name and the correct dosage to be administered. Medications that are expired will not be given to students. All medications must be transported to and from school by the parent/guardian, not the student. In addition, the school and/or its personnel will NOT be held liable if the student has a reaction or any ill effects from the medication.

Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Medication: \_\_\_\_\_

Amount to be given: \_\_\_\_\_

Time to be given: \_\_\_\_\_

Starting date: \_\_\_\_\_ Ending date: \_\_\_\_\_

Special instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Name Printed

\_\_\_\_\_  
Parent/Guardian Signature

## District OR-1

### ACCEPTABLE USE OF COMPUTERS AND NETWORKS STUDENT'S AGREEMENT

In order to make sure that all members of Palmyra District OR-1 community understand and agree to these rules of conduct, Palmyra District OR-1 Public Schools asks that you as a student user sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Palmyra District OR-1, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Palmyra District OR-1 and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Palmyra District OR-1, any of its employees, or any institution providing network access to Palmyra District OR-1 responsible for the performance of the system or the content of any material accessed through it.

Student's Name \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

### PARENT'S AGREEMENT

In order to make sure that all members of Palmyra District OR-1 community understand and agree to these rules of conduct, we ask that you as a parent/guardian sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by Palmyra District OR-1. As parent or guardian of the student named below, I grant permission for my son or daughter to access networked computer services such as electronic mail (e-mail) and the Internet. I understand that this free access is designed for educational purposes. I also understand that individuals may be held liable for violations of those Terms and Conditions. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold Palmyra District OR-1 responsible for materials acquired or sent via the network.

I agree not to hold the Palmyra District OR-1, any of its employees, or any institution providing network access to Palmyra District OR-1 responsible for the performance of the system or the content of any material accessed through it.

Student's Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Your son/daughter is to return this form to the office by **Friday, August 16<sup>th</sup>**.

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

**Parent/Guardian Receipt Form**

After reading this handbook, please complete this form, detach it and return it to the school **no later than Friday, August 16<sup>th</sup>**.

We have read and reviewed this handbook and the transportation code of conduct included with our child(ren) and understand its contents

**Student (s)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**District OR-1 Food Service Meal and Item Prices  
2024-2025 School Year**

*The following food service prices shall be in effect for the 2024-2025 school year: Please note that adult and visitor lunch and breakfast prices will be set by NDE (Nebraska Department of Education) later in July.*

**Lunch Prices:**

- **Students, grades K through 5:** **\$ 2.85**
- **Students, grades 6 through 12:** **\$ 2.95**
- **School employees:** **\$ 4.60**
  - **(subject to change after July, 2024)**
- **Visitors:**
  - **Adults** **\$ 4.60**
    - **(subject to change after July 2024)**
  - **Students** **\$ 2.95**

**Breakfast Prices:**

- **Students, grades K through 5:** **\$ 2.20**
- **Students, grades 6 through 12:** **\$ 2.45**
- **School employees:** **\$ 2.75**
  - **(subject to change after July 2024)**
- **Visitors:**
  - **Adults** **\$ 2.75**
    - **(subject to change after July 2024)**
  - **Students** **\$ 2.45**

**Beverages:**

- **Milk:** **\$ .40**
- **Juice:** **\$ .30**

*Board approved: June 12, 2024*



# District OR-1 Public Schools

## 2024-2025 School Calendar

(402) 782-3535 - Bennet Elementary

(402) 780-5327 - Palmyra Jr.-Sr. High School



August 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 5 Start of Fall Practices / Staff Return
- 5-8 Staff Development - No School for students
- 9 First Day of School for Students (K-12)
- 12 Preschool First Day of School

February 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

- 4 Early Dismissal - 1:00pm / PT Conferences 2-8pm
- 5 Staff Development - No School for students
- 14-18 Winter Break - No School

September 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 2 Labor Day - No School
- 24 Early Dismissal - 1:00pm / PT Conferences 2-8pm
- 25 Staff Development - No School for students

March 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 6 End of Third Quarter
- 7 Spring Break - No School
- 10 Start of Fourth Quarter
- 14 Spring Break - No School
- 31 Staff Development - No school for students / MUDECAS Music Host

October 2024						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 11 End of First Quarter
- 14 Start of Second Quarter
- 17 Staff Development - No School for students
- 18-21 Fall Break - No School

April 2025						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 17-21 Easter Break - No School

November 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 11 Start of Winter Practices
- 19 Staff Development - No School for students / ECNC One Act
- 27-29 Thanksgiving Break - No School

May 2025						
Su	M	Tu	W	Th	F	Sa
					1	2
					3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 9 Staff Development - No School for students / ECNC Track Host
- 10 High School Graduation
- 21 Elementary End of 2nd Semester Reg Dismissal
- 22 End of 2nd Semester - 1:00pm Dismissal for grades 6-12 / No school K-5
- 23 Last Day for Staff
- 26 Memorial Day

Teacher Days: 185 - Student Days: 174

December 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 20 End of Second Quarter - Early Dismissal 1:00pm
- 23-31 Winter Vacation - No School
- 22-26 Five day moratorium period est. by NSAA

June 2025						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Summer Enrichment dates are tentative and subject to change

January 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 1-3 Winter Vacation - No School
- 6 Staff Development - No School for students
- 20 Martin Luther King Day - No School

July 2025						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Board Approved: 1/10/2024  
Updated: 1/4/2024

No School Days for Staff or Students	
Staff Development Day for Staff; No School for Students	
1:00 p.m. Early Dismissal for all students	
Bennet Elementary Last Day of School	
First Day of School for K-12 Students	
First Day of School for Preschool Students	
High School Graduation	
Calendar Updated: 1.3.2024	185 Teacher Days
Recommended for Board Approved: 1/10/2024	174 Student days

# 2021 Chevy Vancon Minibus



# NASB BOARD QUICKS

A MONTHLY E-UPDATE OF KEY DATES FROM THE NEBRASKA ASSOCIATION OF SCHOOL BOARDS



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To register for an NASB event, click on the 'My Membership' link, then navigate to the 'Events' dropdown and select 'Register'. If you do not have an email and password to log in or have forgotten it, please contact NASB at 402-423-4951 for assistance. All Dates & Locations Tentative & Subject to Change

JOIN US!

Events & Networking - <https://members.nasbonline.org/events>



NASB Leadership Workshop - June 5-6 - Lincoln

NASB Member Golf Outing - June 12 - Kearney

Email [sendorf@NASBonline.org](mailto:sendorf@NASBonline.org) to sign up



School Leaders & Law Conference - June 12-13 - Kearney



Call for Legislative Proposals - Due July 1

Legislative Proposals for 2025 can be submitted at any time between now and July 1 at <https://members.nasbonline.org/government-relations/legislative-proposals>

Board Candidate Workshop - July 9 - Ogallala

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Board Candidate Workshop - July 11 - Ord

Board Candidate Workshop - July 16 - Milford

ALICAP Summer Workshop - July 10 - Gering

ALICAP Summer Workshop - July 11 - Kearney

ALICAP Summer Workshop - July 12 - Lincoln

Continued on Page 2



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PAGE 2



## Area Membership Meetings - August & September



North Platte, Gering, Valentine, Kearney, York, Norfolk, Nebraska City, Omaha & Fremont

Learn more and see specific dates at:  
<https://members.nasbonline.org/events>

## State Education Conference - November 20-22 - Omaha

## YOUR 2024 PLATINUM AFFILIATES

If your business would like to become an Affiliate Member of NASB, please visit: <https://members.nasbonline.org/about-us/affiliate-members>

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**CP** CARLSON  
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POVONDRA  
ARCHITECTS

**CMBA**  
ARCHITECTS

**CROUCH**  
RECREATION

**DAVIDSON**  
FIXED INCOME CAPITAL MARKETS  
D.A. Davidson & Co. member SIPC and FINRA

**envise**

**Facility**  
Advocates  
Dave Raymond

**HAMITON**

**HAUSMANN**  
construction

NEBRASKA  
LIQUID  
ASSET FUND

**northland**  
A First National  
of Nebraska Company

**Outdoor Recreation Products**

**PIPER | SANDLER**

**prm**  
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MANAGEMENT  
INCORPORATED

**Sampson**  
Construction

**SPARQ DATA**  
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# NASB BOARD NOTES

A MONTHLY PUBLICATION FROM THE NEBRASKA ASSOCIATION OF SCHOOL BOARDS



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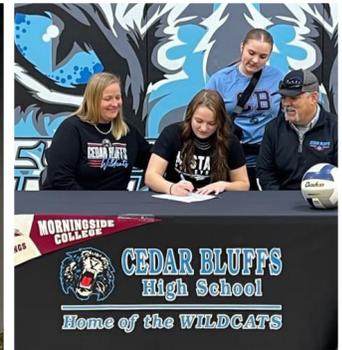
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# Snapshots



**IN THIS EDITION OF BOARD NOTES ...**

**TO THE CLASS OF 2024 ...**

**AT THE BOARD TABLE**

**NPLF AWARDS TWO SCHOLARSHIPS TO FUTURE EDUCATORS**

**NASB MAKES OUR WAY BACK TO DC**

**NDE STRATEGIC PLAN REVIEW AND RECOMMENDATIONS**

**JOIN US THIS JUNE**

**YOUR 2024 NASB AFFILIATES**

**THIS MONTH IN ... AND MUCH MORE!**

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# TRAINING, NETWORKING, ENGAGEMENT & EVENTS



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<https://members.nasbonline.org/events>

**NASB is hiring an Administrative Assistant ... visit the About Us page to learn more.**



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# TO THE CLASS OF 2024 ...

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## The Class of 2024 did some pretty cool things. Here are just a few quick highlights ...

A Ralston Senior discovered a new virus!

In Friend, the Senior class completed a treasure map left by a longtime former teacher in 2012. They found the treasure in a crawl space by a brick wall that they had to dig about 6 inches into. It was a great time capsule with items and memories from the teacher's years at Friend!

Jack Hoffman of TEAM JACK not only graduated from West Holt High School but gave the graduation speech!

Bancroft-Rosalie had the first high school student to also graduate from Nebraska Indian Community College with an Associates Degree!

The Seward Community Foundation gave out \$233,000 to graduating seniors this year. A tremendous benefit to help them start at either a four-year college or a community college. Each student who applied for a community scholarship received one!

Hundreds if not thousands intend to become future educators! (See Page 5)

Kearney proudly celebrated the graduation of EIGHT Eagle Scouts, and had a group receive the Quill and Scroll Award for their outstanding work in multimedia!

Two students, one from Lincoln and one from Blair, will be headed to Broadway to perform and compete with 100 others from across the US at the National High School Musical Theatre Awards this June! They were 2 of 16 Nebraska students to be named National Finalists!

Millard has a number of students working towards the AP Capstone diploma, and Millard North specifically includes the highest number of National Merit finalists in the state!

Not to mention all of those not only receiving their high school diploma, but to all of the Nebraska graduates who have also already earned higher ed degrees in a number of fields from biomedical engineering, to applied technology, certifications in Auto Tech, Welding, Collision Repair & Refinish, Phlebotomy, EMT, and more!

Just a few of MANY stories out there!



# AT THE BOARD TABLE

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## BOARD AGENDA ITEMS FOR YOUR MONTHLY MEETINGS

<https://members.nasbonline.org/board-leadership>



Each month, this space reflects recommended regular board meeting agenda items to include in the upcoming board meeting agenda. Please contact Marcia at [mherring@NASBonline.org](mailto:mherring@NASBonline.org) if you have questions or recommendations for improving the Board Meeting Annual Calendar.

### JUNE BOARD AGENDA ITEMS

Please see the May 15 email from [mherring@NASBonline.org](mailto:mherring@NASBonline.org) and [shiggins@NASBonline.org](mailto:shiggins@NASBonline.org) for the draft of the June Board Meeting Agenda. If you have questions or need us to resend the email, please feel free to contact Marcia at 402-450-5152 or Stacie at 402-209-1608.

### UPCOMING NASB BOARD LEADERSHIP EVENTS

#### 2024 Board Candidate Workshops

**July 9 - Board Candidate Workshop - Ogallala Library**

**July 10 - Board Candidate Workshop - Hastings - ESU 9**

**July 11 - Board Candidate Workshop - Ord High School**

**July 16 - Board Candidate Workshop - Milford - ESU 6**

*\*\*Additional Sites to be added, updates will be posted at [www.NASBonline.org](http://www.NASBonline.org)*

The Board Leadership team encourages the Superintendent and Board President to reach out to invite the non-incumbent board candidate(s) to visit the district to initiate a positive working relationship by learning more about the individual and share information pertaining to board service.

Work begins today to compile a full list of all non-incumbent board candidates. Board Leadership will mail a Board Candidate packet to each non-incumbent who will appear on the General Election ballot. We will include a copy of the 2024 Preparing to Serve publication, NASB Association Membership guide and a personal invite to attend the Board Candidate Workshop to be held throughout the State, July 2024.

The Board Candidate Workshop is designed to provide a high-level overview of the role and responsibilities of a board member. This workshop is sponsored/provided free of charge to all participants courtesy of the Nebraska Public Leadership Foundation [NPLF]. Target audience includes non-incumbent board candidates, experienced board members who wish to accompany candidates, and superintendents.

If you have questions and/or wish to learn more about the workshop, please feel free to contact Marcia at 402-423-4951. Registration is not required but appreciated.

# NPLF AWARDS TWO SCHOLARSHIPS TO FUTURE EDUCATORS

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<https://www.nepublicleadership.org/>

The Nebraska Public Leadership Foundation (NPLF) recently awarded two \$1,000 scholarships to two high school seniors who are pursuing higher education to become a teacher in a Nebraska public school system. In thousands of classrooms across Nebraska, teachers lead our students to discover new and important facts and ideas, the stepping stones that shape their future. NPLF supports the students who want to give to the overall mission of success for every student in Nebraska. Applications were due March 1st, with NPLF receiving over 80 individual applicants. This year's recipients are Lauren Schnoonveld of Mullen High School who will be attending UNL and majoring in Elementary Education, and Harrison Sjuts of Doniphan-Trumbull High School who will be attending Doane and also majoring in Elementary Education. Please consider helping today's student leaders become tomorrow's education leaders by donating to the NPLF Student Scholarship Program at [www.nepublicleadership.org](http://www.nepublicleadership.org).



**Lauren Schnoonveld**  
**Mullen High School**  
**University of Nebraska-Lincoln - Elementary Education**

"I have been inspired by generations of educators within my family. My goal is not only to continue that tradition of exceptional teaching, but to leave an educational legacy of my own. I've had the privilege of being part of Sandhills Youth Leadership, an organization that allows students to have a voice and create change through passion projects in rural communities in the Sandhills region. One of the main focuses of the past two years has been centered on how to keep people from leaving rural communities. I am committed to staying connected to my rural roots, with plans to teach in a rural community, leveraging my experiences to positively impact the lives of children who have grown up and often under served areas." Lauren is pictured with NPLF Board Member, Barb Svoboda.



**Harrison Sjuts**  
**Doniphan-Trumbull High School**  
**Doane University - Elementary Education**

"I have answered the question, "What do you want to be when you grow up?" the same way since kindergarten, a teacher. I've been blessed to be able to attend a small school, which has allowed me to be very active in a large variety of school and community activities and this has shaped my desire to become an educator. Last year, I was able to shadow my fourth grade teacher. Being back in her classroom and seeing her connection with students from a different lens amplified my desire to become a teacher. This year I have tutored some seventh grade students who struggled with the transition to junior high. I meet with them to build their confidence and learn how to advocate for themselves with the classroom teacher. Through these experiences, I have learned that I want to be a teacher who strives to make strong connections with my students to help them realize their full potential. My ultimate goal is to become a middle-grade elementary teacher in a smaller community where I can be involved in as many activities as possible along with my students, both in and out of the classroom." Harrison is pictured with Sallie Horky, NPLF staff member.



You can learn more about NPLF and donating to this annual scholarship at [www.nepublicleadership.org](http://www.nepublicleadership.org)  
Congrats Lauren and Harrison!

# NASB MAKES OUR WAY BACK TO DC

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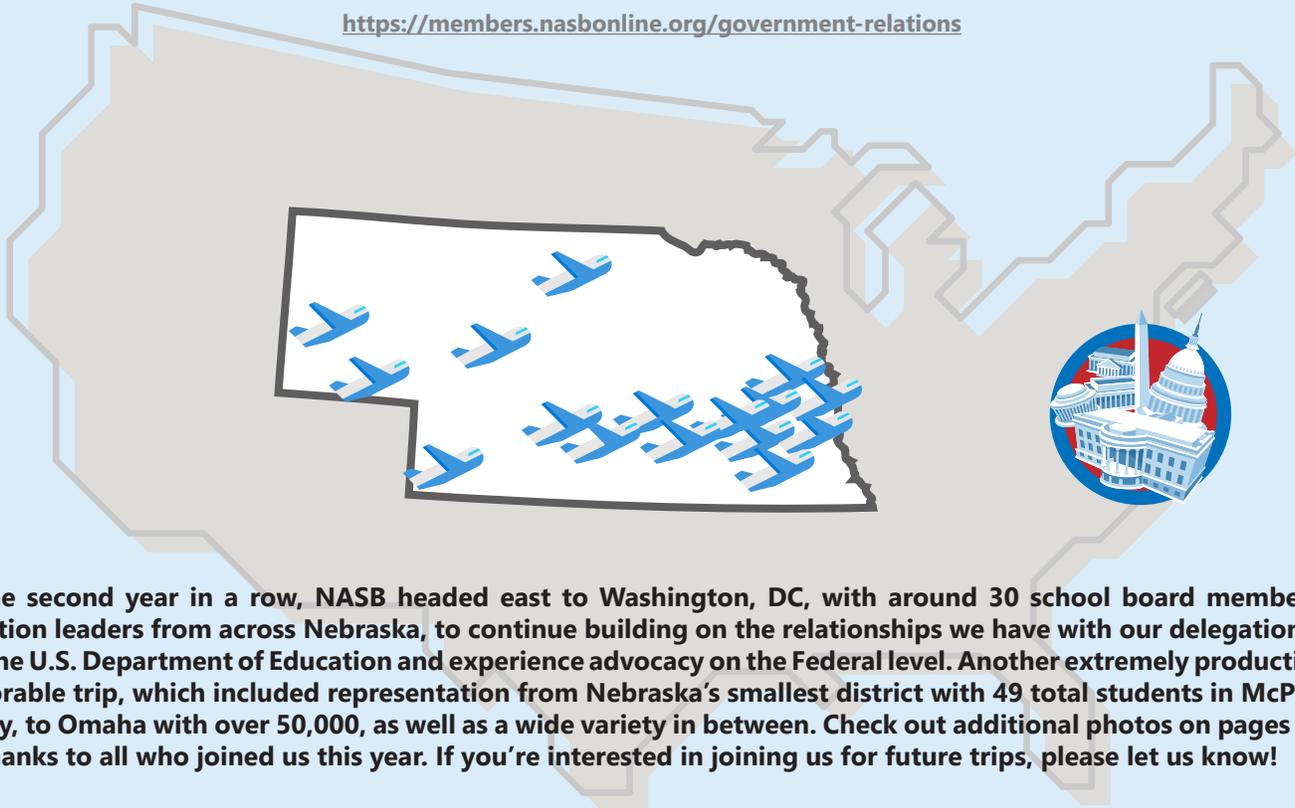
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<https://members.nasbonline.org/government-relations>



For the second year in a row, NASB headed east to Washington, DC, with around 30 school board members and education leaders from across Nebraska, to continue building on the relationships we have with our delegation, meet with the U.S. Department of Education and experience advocacy on the Federal level. Another extremely productive and memorable trip, which included representation from Nebraska's smallest district with 49 total students in McPherson County, to Omaha with over 50,000, as well as a wide variety in between. Check out additional photos on pages 15 and 16! Thanks to all who joined us this year. If you're interested in joining us for future trips, please let us know!



# NDE STRATEGIC PLAN REVIEW AND RECOMMENDATIONS

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***Prior to her election to the State Board of Education in November 2020, Patti Gubbels served on the Norfolk Board of Education, and was a member of the NASB Board of Directors, and the NASB Legislation Committee since 2016.***

At a recent State Board of Education meeting, Commissioner Maher reported the findings of his NDE Strategic Direction review and recommended that, with modifications to the plan itself and to procedures for using the plan, we rely on the current plan through 2025 and develop a new plan to take effect in January 2026.

NDE initiated the current strategic plan in 2016 to provide guidance for education in Nebraska for the next ten years.



The plan identified roles of the NDE and included guiding principles, general goals, strategies, and measures of progress. The plan, revised in 2019 following an internal review, resulted in changes to the structure of the plan, and incorporated strategies related to stakeholder engagement and equity. Proposed modification to the existing plan includes replacing the current goals and measures of progress with the Nebraska Every Student Succeeds Act Long Term Goals and the State Board's Legislative Priorities.

The Every Student Succeeds Act (ESSA) is a federal law that governs education policy for K-12 students. ESSA (2015) takes the place of No Child Left Behind signed into law in 2002. ESSA requires that state education leaders establish goals and measures to meet specific federal requirements. For example, state education leaders must report data on effectiveness of teachers and on student achievement. State education leaders must also identify schools that need additional support and improvement. The Nebraska ESSA long term goals focus on improving academic achievement, increasing graduation rates, and increasing proficiency of English language learners.

The State Board aligned the Legislative Priorities, approved in December 2022, with the Nebraska Ready: PK-12 Policy Priorities. These priorities supported the postsecondary attainment goal outlined by the State Legislature for 70% of Nebraskans to have a postsecondary credential or degree by 2030. The State Board priorities included goals such as increasing third graders English Language Arts proficiency, reducing the gap in eighth grade math achievement for each student group, and increasing the number of high school students enrolled in career and technical education programs.

The State Board is in the process of determining new Legislative Priorities for the next biennium. The Board intends to identify priorities by topic rather than as specific goals. For example, the Board might identify foundational literacy as a priority rather than indicate that third grade English Language Arts proficiency percentages improve. Potential topics such as literacy, early childhood education, and teacher shortages might rise to the top as Legislative Priorities for the next biennium. The State Board hopes to have the priorities approved by early summer, incorporated in the current strategic plan, and used by the NDE to advocate for and support legislation aligned with the adopted priorities.

Incorporating the ESSA goals and the State Board Legislative Priorities in the strategic plan and eliminating existing goals and measures will provide coherence and give NDE staff and the State Board a unified sense of what we want to accomplish and how to get there over the next two years.

The Commissioner also recommended development of a mechanism for NDE offices to report progress on strategic plan goals, measures, and priorities to the Board on a regular basis. NDE staff and office administrators will be trained so they can implement the plan effectively and use metrics to measure and report progress.

With the proposed changes the strategic plan will be a coherent living document that guides the work of the NDE. The plan will be adjusted with need and will serve as a roadmap for the Department and the State Board of Education through December 2025.

*Editor's Note: The opinions expressed in the column are those of Patti Gubbels and do not necessarily represent the Nebraska State Board of Education.*

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Team Building - Self-Assessment - Discussion - Networking - Meeting Protocols/Agendas & Minutes - Policy Review

## 2024 NASB LEADERSHIP WORKSHOP



# NASB SCHOOL LEADERS & LAW CONFERENCE

## JUNE 12-13 - KEARNEY

### WEDNESDAY, JUNE 12

#### 12:30 PM - NASB Member Golf Outing

Kearney Country Club

\$79 - (Includes lunch provided by ALICAP)

Email [sendorf@NASBonline.org](mailto:sendorf@NASBonline.org) to register for golf

#### 6:30 to 11:00 PM - Networking Reception

Younes South Conference Center

Join us for an evening of networking that will include prizes from the golf outing, a light dinner buffet, live music, and a hospitality suite. Open to golfers, vendors, and School Leaders & Law Conference attendees.

#### TO REGISTER

\$185 Member Registration

\$110 NCOSA Member Registration

Registration Deadline is June 6

\$25 Cancellation fee

15 Awards of Achievement points

<https://nasb.envisiams.com/>

### THURSDAY, JUNE 13

#### 9:00 to 10:00 AM - Opening General Session

From Crossing Paths to Collaboration: How Understanding the Processes of your County Attorney can Improve Collaboration

#### 10:30 to 11:15 AM - Breakouts Sessions

"Board's Role in Teacher Hearings/Judge & Jury"

"Legislative and Election Update"

"Best Practices in School Safety & Security"

#### 11:45 AM to 12:30 PM - Breakout Sessions

"Special Ed Developments: What Board Members and Administrators Need to Know"

"Creators, Cultivators, Connectors:

Roles of School and Community Leadership"

"Technology in Schools is Evolving Daily?"

#### 12:30 PM - Lunch

#### 1:15 to 2:00 PM - Finance General Session

Changes to School Finance by the 108th Legislature, Second Session

#### 2:15 to 3:15 PM - Closing General Session

Hot Topics in School Law

# SUMMER SAFETY WORKSHOPS

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<https://members.nasbonline.org/events>

You're  
invited  
to a  
FREE



**Wednesday, July 10 - Gering Civic Center**

**Thursday, July 11 - Kearney Holiday Inn**

**Friday, July 12 - Lincoln Wilderness Ridge**

School Administrators and central office staff are invited to attend the 2024 ALICAP Summer Safety Workshops!

ALICAP is once again hosting a FREE\* Summer Safety Workshop! This workshop offers a great opportunity for school administrators and central office staff to get the latest information from:

Megan Boldt, Director of ALICAP

Jay Martin, Safety Director at NDE.

Registration desk opens at 9:30 AM and the workshop will adjourn by 2:30 PM. Lunch will be provided. You won't want to miss this workshop! \*Each ALICAP member district receives 3 complimentary registrations. Non-member and additional registrations can be purchased for \$40. Register by Wednesday, July 3.



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**NASB CALL FOR LEGISLATIVE PROPOSALS - DUE JULY 1**  
<https://members.nasbonline.org/government-relations/legislative-proposals>

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## ... ADVOCACY & GOVERNMENT RELATIONS

Check out this May's Primary results and look for upcoming candidate meet and greets this Summer/Fall on NASB's GR page at

<https://members.nasbonline.org/government-relations>

Stay engaged between now and the special session, and submit any proposal ideas between now and July 1st for the 2025 Session at <https://members.nasbonline.org/government-relations/legislative-proposals>

Call Colby & Matt with questions any time!

## ... ALICAP & INSURANCE

ALICAP's Summer Workshops have been scheduled and registration is open! All ALICAP member districts are requested to attend one of the following events:

Wednesday, July 10th in Gering  
Thursday, July 11th in Kearney  
Friday, July 12th in Lincoln

Mark your calendars!  
Registration details coming soon!  
Thanks, Megan!

## ... BOARD LEADERSHIP

Check out "At the Board Table" on page 4.

Marcia, Kari, Katie,  
Caden, Stacie, Ben & Stephanie

## ... MEMBER ENGAGEMENT

I look forward to seeing everyone throughout the Summer starting with Leadership Workshop, NASB Golf Outing, and School Leaders & Law Conference! July stays busy with the ALICAP and Board Candidate Workshops as well. Before we know it, Area Membership Meetings (and State Conference) will be here too! December ALSO includes the New Board Member Workshops following the General election. Check out the Events page for all dates and locations. This month I have visited South Sioux City and Lakeview and am looking forward to visiting many of you this Summer!"

- Sharon -

## ... POLICY

NASB lobbyists worked hard this session to allow boards to have more input about how much training their staffs should have regarding the many issues that face districts each year including concussion awareness, suicide awareness, dating violence prevention, and several others. LB 1329 included language stating, "the length of such training shall be a reasonable amount as determined by each school board." Boards can now better focus their staff training on those issues most critical to their local needs.

Contact Jim to learn more!

## ... DATA ANALYTICS

We create district data summary analyses for districts who would like to have a quick, clear means of showing parents, political representatives, and patrons how your own district compares to both nearby districts and similar-sized districts at a glance. As your district gets deep into the budget process for next year, these summaries are useful for answering questions of how your district's valuation, levy, cost per pupil, and poverty indicators compare to others.

Contact Jim Luebbe if you are interested in creating one of these summaries for your own school.

## ... AWARDS OF ACHIEVEMENT

Check board member points for accuracy. Contact Kem with questions at [kloecker@NASBonline.org](mailto:kloecker@NASBonline.org)

## ... GALLUP STRENGTHS

Achieve your goals with CONTEXT. Use your past successes to inform future accomplishments. Analyze past experiences to identify patterns, learn from successes and setbacks, and strategically apply lessons learned to achieve your own objectives.

Contact Shari to setup a Gallup retreat [sbecker@NASBonline.org](mailto:sbecker@NASBonline.org)

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## ... ENERGY PURCHASING

2023 set a record for U.S. consumption of natural gas and every month from March to November broke previous records.

Many electrical utilities have switched from coal or oil to natural gas and with the rapid expansion of crypto mining and massive AI data centers, industry forecasters expect the U.S. to experience double the normal amount of increase in electrical demand the next two years. Meanwhile, your marketing consultants at NJUMP and CJUMP will be watching natural gas prices daily to find opportunities to buy your gas supplies at competitive prices.

## ... TECHNOLOGY

Welcome New Subscribers  
Bloomfield Community Schools

Did You Know? You have the ability to postpone meetings using Sparq!

Darion - [dmiller@NASBonline.org](mailto:dmiller@NASBonline.org)  
Nicole - [nkobus@NASBonline.org](mailto:nkobus@NASBonline.org)  
[www.sparqdata.com](http://www.sparqdata.com)



## Building a Better Future with Nebraska's Public Finance Partner



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Cody Wickham  
Senior Vice President,  
Public Finance  
402-392-7989  
[cwickham@dadco.com](mailto:cwickham@dadco.com)



Andy Forney  
Senior Vice President,  
Public Finance  
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[aforney@dadco.com](mailto:aforney@dadco.com)

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## ... NOW HIRING

NASB is hiring an Administrative Assistant for Board Leadership  
<https://members.nasbonline.org/about-us>

If you or someone you know might be interested in this position, please visit our About Us page to learn more!

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**Stacy Jolley - President-Elect**  
Millard



**Brad Wilkins - Vice President**  
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**Kim Burry - Past President**  
Bayard

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<https://members.nasbonline.org/board-of-directors>



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HTRS



**Region 2 - Sarah Centineo**  
Bellevue



**Region 3 - Renee Vokt**  
Elkhorn



**Region 4 - Elizabeth Kumru**  
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**Region 5 - Shavonna Holman**  
Omaha



**Region 6 - Ricky Smith**  
Omaha



**Region 7 - Tracy Casady**  
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**Region 8 - Bob Rauner**  
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**Region 9 - Annie Mumgaard**  
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**John Spatz**  
Executive Director

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<https://members.nasbonline.org/about-us/nasb-staff>

**Ben Anderjaska**  
Board Leadership Data  
and Support Specialist



**Makenzie Barry**  
ALICAP Data &  
Financial Specialist



**Shari Becker**  
Director of Education  
Leadership Search Service



**Matt Belka**  
Director of Marketing,  
Communications & Advocacy



**Megan Boldt**  
Associate Executive Director  
Director of ALICAP



**Craig Caples**  
Director of Technology



**Colby Coash**  
Associate Executive Director  
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**Katie Corfield**  
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**Abi Dettmer**  
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**Caden Frank**  
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**Kem Loecker**  
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## ACCOUNTING

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## ARCHITECTS

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**BCDM Architects**  
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**Piper Sandler**  
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## FOOD SERVICE

**Lunchtime Solutions**  
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Opa! Food Management

## FUNDRAISING

**Omaha Public Schools Foundation**  
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**American Fidelity**  
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**Blue Cross Blue Shield of Nebraska**  
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National Insurance Services

**Public Risk Management/ALICAP**  
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## LEGAL SERVICES

Mueller Robak, LLC

## PLAYGROUND/SCOREBOARDS/SURFACING

**Creative Sites, LLC**  
SILVER LEVEL AFFILIATE

## PLAYGROUND/SCOREBOARDS (CONTINUED)

**Crouch Recreation**  
PLATINUM LEVEL AFFILIATE

Cunningham Recreation/GameTime

Fisher Tracks, Inc.

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**One Source The Background Check Company**  
GOLD LEVEL AFFILIATE

## STUDENT SERVICES

**Doane University**  
GOLD LEVEL AFFILIATE

**TeamMates Mentoring Program**  
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**Sparq Data Solutions**  
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